

New Client Information - Existing Company

Company Client ID (office use): _____
 Company Tax Client ID (office use): _____

Main contact name _____
 Name of company _____
 Trading name _____
 Main business activity _____
 Other business activities _____

Registered office _____

Correspondence address _____

Trading address _____

Telephone number _____
 Mobile Number _____
 Email address _____

Are you happy for confidential information to be sent to your email address? **Yes - No (Delete as necessary)** _____

Accounts reference date (year end) _____
 Trade commencement _____
 Company number _____
 Companies House authentication code _____
 Company UTR _____
 VAT number _____
 Employers PAYE reference _____
 Accounts office PAYE reference _____

Previous accountants name and address

Share structure information/Notes

Members information e.g. directors/shareholders

Member 1

Name
Position
NI number
UTR number
Date of birth

Member 2

Name
Position
NI number
UTR number
Date of birth

Member 3

Name
Position
NI number
UTR number
Date of birth

Member 4

Name
Position
NI number
UTR number
Date of birth

Member 5

Name
Position
NI number
UTR number
Date of birth
