New Client Sign Up Form – Directors and Companies

DATE:

Name			Business Description							
Incorporated	commenced			A			A/C period	A/C period end		
UTR Ta	ax District		PA	YE Referen	се		PAYE District			
Contact details							Mair	, 🗖	Contact for b	illing [
Surname		Title			Nam	e			Initials	
Salutations Formal						Informal				
Director Partner	Owner	Of Clien	t ld							
Date of Birth Employer Reference				NI Number						
Gender Male Female Married to client				Date (If known)						
UTR					Tax [District	· L			
Main Address					Billing	Address – if diffe	rent			
Name/No					Name	/No				
Street					Street					
Town					Town					
County Postcode					County Postcode			ode		
Telephone Facsimile					Telephone Facsimile			nile		
e-mail					e-mail			•		
Same as Client Id					Same	as Client Id				
Bank Name				Previous	Accoun	tants details				
Street				Contact Name:						
Town				Name of firm:						
County				Address:						
Postcode										
Telephone										
Sort code				Telephone number:						
Account Number										

		_			Initials	Doto	
Services Required			Cnecklist		initials	Date	
Accounts				entry completed			
VAT			File	set up			
Payroll			Enga	agement letter			
Audit			Mon	ey Laundering checked			
Corporation Tax			Form	n 64-8 issued			
Tax Consultancy / Strategies							
Tax health check							
Personal Tax							
Directors'/Partners' Tax Return							
Spouse tax return							
						•	
Registered Office			Name/	No			
Street			Town				
County	County Postcode		Registered Number				
Notes							
Additional form used							

MONEY LAUNDERING CHECKLIST

Companies		
Please attach a copy of your Certificate of Incorporation. For non-UK companies we require the copy to be certified by a lawyer or accountant.		
Please provide details of two principle shareholders or directors:		
1) Name		
1) Home address		
1) Position with company		
1) Date of birth		
2) Name		
2) Home address		
Position with corporate		
2) Date of birth		
For Each Directors: Please produce to us two	of the following.	
		Please Tick
Current signed passport		Please Tick
Current signed passport Current UK or EU photo card driving license		Please Tick
		Please Tick
Current UK or EU photo card driving license	e last 3 months)	Please Tick
Current UK or EU photo card driving license EU member state ID card Utility bill, tax bill or bank statement (dated within the	ou for at least 4 years?	Please Tick Yes/No
Current UK or EU photo card driving license EU member state ID card Utility bill, tax bill or bank statement (dated within the	ou for at least 4 years?	
Current UK or EU photo card driving license EU member state ID card Utility bill, tax bill or bank statement (dated within the	ou for at least 4 years?	
Current UK or EU photo card driving license EU member state ID card Utility bill, tax bill or bank statement (dated within the Has a member of C CHARLES & CO LTD known your lift yes then which member and for how many years? Please Sign and Date	ou for at least 4 years?	