Incorporation checklist

Stationery
Update business stationery - see attached leaflet.

Advertising Material
Review all advertising & marketing material in light of the change in status, including website.

Accounting Records
New Accounting records must be started with effect from the day of change in status.
If computerised records are kept, full backups are needed, and a new business set up on the system.
Prepare a detailed list of debtors and creditors at the date of the change in status. If possible, debtors and creditors of the sole trader/partnership should be banked/paid by the sole trader/partnership bank account.
Mobile phone contracts must be with the company or additional tax and NIC will be payable. Please ensure all bills are addressed to the company.
Stock must be counted and valued at cost at the close of business of the sole trader/partnership.
Following incorporation all supplier invoices should be made out in the name of the company, and not personal names.

Employees and PAYE (if Pacific do the payroll we will deal with this)
On commencement of the company the present PAYE scheme needs to be cancelled and a new scheme setup for the company.
All employees will need to be issued with a P45 as their employment with the old business will have ceased.

National Insurance Contributions
Notify the Inland Revenue NI Contributions Office of the date self employment ceased and stop the Class 2 NIC payments.
If you pay weekly, notify your bank to stop the direct debits.

Bank Account
You will need to contact your bank to arrange the opening of a company bank account. You may need to give the bank a copy of the company’s Certificate of Incorporation, Memorandum and Articles of Association, together with your passport, driving licence and recent utility bill.
Prepare a list of direct debits and standing orders which are paid out of the present business bank account which should be transferred to the new company account.
Bank borrowings will need to be transferred into the company name.
**VAT** (if you are not currently VAT registered this section may not apply)
We normally recommend that a new VAT number is obtained for the company. Complete final VAT return to the date of transfer to the company. Consider cash accounting and flat rate VAT.

**Suppliers and Customers**
Notify all suppliers and customers of the change in status, including new company name, and if appropriate, the new bank account details.
If you operate from business premises notify all utility companies of the changes - including rates, gas, electricity and telephone.
Contact any professional organisations or trade associations and ensure there are no problems with transferring the trade.
Check whether there are any special licences or other agreements which may need transferring to the company (e.g. franchise agreement, operators licence, data protection registrar).

**Insurance**
Notify insurers of change and ensure all policies are transferred. This includes property, motor vehicle, employee, employer and combined liabilities, etc.

**Leases & Hire Purchase Agreements**
Advise finance companies of change in status and arrange for agreements to be transferred if appropriate.

**Business Premises**
If applicable, notify landlord to arrange for the lease to be assigned.

**Company Cars**
If company cars are to be made available to directors/employees then the form P46 (cars) must be submitted to the Inland Revenue.

**Other Matters**
If you are in the construction industry a new CIS certificate will be needed for the limited company.
Advise pension company on change of status in respect of employee pension contributions.
Director/shareholders may wish to consider their wills following the transfer of trade.
Should you wish to discuss the above, then please do not hesitate to give Bronya Cluer or Neil Barlow a call.

---

Pacific
1st Floor, Woburn House
84 St Benedicts Street
Norwich, NR2 4AB
Tel: 01603 630684  Fax: 01603 617930
http://www.pacificgroup.co.uk
Email: BCluer@pacificgroup.co.uk or NBarlow@pacificgroup.co.uk