

Incorporating a company:

Checklist

Task	✓	Comments
Register the Company		
Appoint Directors/Shareholder		
Fix Registered Office		
Open a Limited Company Bank Account		
Register the Limited Company for PAYE/VAT		
Notify Suppliers/Customer/Lenders/Insurers etc.		
Notify any Staff of change in structure		
Amend company letter heads, e-mail signature & website		
Fix a date to commence trade as a limited company		
Complete final set of accounts for sole trader		
Prepare a business valuation		
Officially 'sell' the business to the company		
De-register with HMRC for self employment		
Notify HMRC to cease NIC Class 2A Contributions		