



62 The Street
Ashtead
Surrey
KT21 1AT

T: 01737 844322 F: 01737 844162
Email: david@dbeckman.com

David Beckman & Co Ltd

Incorporation Checklist

Chartered Accountants & Chartered Tax Advisers

- sole trader or partnership business transfers to a limited company

No.	Matter to be dealt with	Action by directors	Action by DB&C	Date Actioned
1.	Decide name of company Registered office and year end Issue shares and appoint directors/company secretary	*	*	
2.	Decide on: -most suitable date to cease trade as sole trader/partnership -whether to transfer under S.162 or S.165 TCGA	*	*	
3.	Review contracts of employment for staff & directors	*		
4.	Notify customers and suppliers of the change of status	*		
5.	Set up new company bank account. Implement the necessary revisions to banking arrangements e.g. STO/DDs	*		
6.	Obtain agreement of hire purchase companies and other similar creditors to the assignment of agreements	*		
7.	Set up a company PAYE scheme Obtain coding notices for former proprietors/partners		*	
8.	Cancel class 2 NIC payments		*	
9.	Obtain new VAT registration for company and cancel registration for old business		*	
10.	Review and make necessary changes to any pension arrangements for staff & former proprietors/partners	*	*	
11.	Notify leasing companies, professional and trade bodies, DVLC, rating authorities, public utilities etc.	*		
12.	Notify landlord & consider effect on lease/ business rates	*		
13.	Notify insurance companies. Consider impact on premiums	*		
14.	Alter stationery, letter headings, invoices, business cards etc.	*		
15.	Alter entries in telephone directories, yellow pages etc.	*		
16.	Review accounting records	*	*	
17.	Consider tax elections: - Capital allowances S.77(3) CAA 1990 - Capital gains hold over S.165 TCGA 1992		*	
18.	Transfer assets excluding cash	*		
19.	Collect debtors and settle creditors	*		
20.	Issue shares (S.162 TCGA 1992 only)		*	
21.	Consider salary or dividends	*	*	



Registered in England Registered Number: 04744238
Registered Address: 62 The Street, Ashtead, Surrey, KT21 1AT

Registered to carry on audit work in the UK and Ireland and regulated for a range of investment business activities by the Institute of Chartered Accountants in England & Wales

M.16 (6.4.01)
Registered with the Chartered Institute of Taxation as a firm of Chartered Tax Advisers

CHARTERED
TAX ADVISERS

Director: David John Beckman
MA (Cantab) FCA CTA FPC

VAT No: 812 3468 46

