

# Incorporation System

We will be incorporating your new Limited Company with Companies House, and registering you for Corporation Tax with HMRC, as well as PAYE, CIS and VAT as required.

## Day1

### Registration

We will complete the registration with Companies House for your new limited company, and at the same time register you for Corporation Tax with HMRC.

## Day2/3

### Companies House will confirm your company is live

- We will receive an email from Companies House to confirm your company is live.
- We will then upload your Incorporation Certificate and other documents to our Portal for you to download as required – you will receive an email from us saying we have uploaded documents to the portal.
- You can now start trading.

## Day4-14

You are now able to set up your new business bank account with your chosen bank – you will need the incorporation certificate uploaded to our portal.

**ACTION POINT – CLIENT:**  
Set up Business Bank Account

## Day14

### Receive UTR

You should have received your UTR in the post from HMRC by now – it will be posted to your registered address – so if you are using our office as your registered address, it will come to us.

If you are using your own address please scan and forward a copy of the letter to us once you have received it.

## Day15

### Apply for Corporation Tax Agent

We will apply to be your agent for Corporation Tax. An authorisation code will be posted to your registered address.

Again, if this is your address please forward to us as soon as you receive it.

### Register for other Taxes

Once we have your UTR we are apply to register you for any other taxes required – PAYE, CIS and/ or VAT. PAYE references will be sent by post to our office, and the VAT Certificate will be sent to the principle place of business (usually your home/office address) – as before, please let us have a copy of your VAT certificate when you receive it.

## around Day29

### Apply to be Agent for other taxes

Once we have received your other references for PAYE/ CIS/VAT we will apply to be your agent for these taxes too. As before, an authorisation code will be posted to your registered address.

Again, if this is your address please forward to us as soon as you receive it.