MANAGEMENT SERVICES

New client questionnaire (incorporated)

Company name…………………………………………………………………………………….

Desired names (if not yet formed) ....

Registered office
....

Trading address (if different)
....

Business telephone number…………………..   Business fax number...............……..…

Business e-mail …………………………………   Business website ………………………

Mobile ………………..…………………………   Private telephone ………………………

Shareholders:

Name	Address	% shareholding
…………………………	……………………..………………………	…………
…………………………	……………………..………………………	…………
…………………………	……………………..………………………	…………
…………………………	……………………..………………………	…………

Company officers details:

Name……….………………………	Name……….………………………
Address……….…………………..	Address……….…………………..
……………..………………………	……………..………………………
……………..………………………	……………..………………………
……………..………………………	……………..………………………
Date of birth……….……………..	Date of birth……….……………..
NI number……….………………	NI number……….………………
Position(director/company secretary)	Position(director/company secretary)

Preferred year-end date (if a new business) ……………..…………..

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Existing businesses only

Company No ………………….. Date of incorporation ……………………….

Name and address of previous accountant/auditor
....
....
Please note we are obliged to make contact under our rules of professional conduct.

Have the previous auditors resigned Yes/No

Corporation tax reference ……………………….PAYE reference …………………….

VAT number ……………………….VAT Retail scheme (if used) ..…….......

Number of employees ……………………….

Type of business
....

Existing records – please specify how the records are currently kept and any software used
.......…...……………
....………….........……………
....……………………..

Please return completed form to:

SWC Management Services Ltd
CPM
The Manor
Haseley Business Centre
Warwick
United Kingdom
CV35 7LS

Tel: 0870 991 9000
Fax: 0870 991 9001
E-mail :admin@swcms.com
www.swcms.com

Official use only (do not complete)

Discuss with client how he can improve his/her record keeping to save us work and therefore him/herself money. Record on a separate page any suggestions made and ensure that these are put to the client in writing once clearance to act has been received.

Wages: Number of employees ....

Who will be doing wages ....

US	CLIENT
Record the decision made as to how we will be given the basic information from which we will prepare the wages and how they will be paid	Ensure client understands: P45's P46's SSP SMP Tax and NI tables P11D's Benefits in kind Seminar for payroll staff

Name of bank .... Overdraft limit ....

Name of solicitor ....

Complete: Risk assessment schedule - Form 64-8

Note any estimates of fees given.

Obtain company search if appropriate.