

MBA Checklist - STARTING A BUSINESS

Action

Done

- Choose a company structure after taking advice on appropriate options
- Set up Partnership structure
- Letter to Registrar at Companies House
- Complete form 10 specifying Directors, Secretary & registered office
- Complete form 12 confirming proper procedures have been followed
- Complete form 225, fixing the accounting reference date
- Complete form 288a for appointment of Directors and Secretary
- Obtain Certificate of Incorporation from Companies House
- Set up Memorandum of Association and Articles
- Issue paid-up share capital and ensure existence of share certificates
- Set up company share register and record share transfers
- Maintain register of Directors' & Secretaries' interests
- Produce opening Board minutes
- Notify Inland Revenue of company start-up
- Set up employers' liability insurance
- Transfer assets into business
- Produce ongoing Board minutes *
- Send statutory accounts to Companies House and Inland Revenue *
- Prepare dividend vouchers *
- Complete annual return to companies house *

* Within 12 - 22 months of start-up

**Did you find this
checklist useful?**

**Give us a call on
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