



Company Formation Service

Advice... understanding the issues

- ✍ A 'jargon-free' explanation of the advantages and disadvantages of incorporation to ensure that trading via a limited company is right for you.

Taxation Planning... minimising your taxation

- ✍ An overview of tax planning to ensure that you understand the most tax efficient ways of withdrawing money from your company.

Company Formation... compliance with statutory rules

- ✍ Name check.
- ✍ Provision of the original Certificate of Incorporation.
- ✍ 3 Bound Copies of the Memorandum and Articles of Association.
- ✍ Minutes of the First Meeting.
- ✍ Completed Stock Transfer Forms.
- ✍ All Companies House forms commonly required when starting to trade.
- ✍ Guide *The New Company – Looking Forward*.
- ✍ Photocopies of all Relevant Documents filed at Companies House

Taxation Compliance... reducing your worry

- ✍ Completion of all tax forms, including dealing with VAT registration.
- ✍ Setting up a PAYE scheme.
- ✍ Completion of form CT41G

Griffins

Chartered Accountants

Griffins Court 24-32 London Road Newbury Berkshire RG14 1JX
T 01635 265265 F 01635 265266/265260 E team@griffins.co.uk www.griffins.co.uk