COMPANY INCORPORATION CHECKLIST

- [ ] Set up the new Company Bank Account
- [ ] Review Contracts of Employment for Staff & Directors consider TUPE
- [ ] Notify Customers and Suppliers of the change of status, including all Software and app providers.
- [ ] Produce documentation for the transfer of assets excluding Cash to the new Limited Company after discussion with EOG.
- [ ] Implement the necessary revisions to banking arrangements; Transfer Direct Debits and Standing Orders
- [ ] Obtain revised agreement from HP companies and other similar Creditors
- [ ] Notify Leasing Companies, Professional & Trade Bodies, Rating Authorities, Public Utilities, etc
- [ ] Notify Landlord and consider the effect on Lease/Business Rates
- [ ] Notify Insurance companies
- [ ] Alter any Stationery, Letterheads, possibly logos etc that you may have
- [ ] Alter details held by Advertisers
- [ ] At the end of SoleTrader/ Partnership Trading - Collect Debtors and Settle Creditors