



SumIT (UK) Limited
PO Box 506, Old Farm Park
Milton Keynes, MK7 8JD
UK Tel: 0870 366 6365
UK Tel: 01908 649 895
UK Fax: 0870 160 2754
Email: info@sumituk.co.uk

Supplementary Questionnaire – FreeTime First Time

For each Director: Please continue on a separate sheet if necessary

Director

Name Forename(s) Surname	

Banking arrangements

Trading address: (typically home address)	

Anticipated turnover (this should be an estimate of the income from your first contract).

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Your main Business Activity eg Freelance Consultancy, Engineering Services.

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For each Director: Please continue on a separate sheet if necessary

Additional Bank information Director Previous address (if you have resided at the current one for less than 3 years) Home Telephone number: Years in type of business	
Personal Bank Details Bank Name Branch address Sort Code Account number	Account name:

Additional Inland Revenue Information:

In order for us to complete the PAYE we need details of each directors National Insurance number, private telephone number and Tax Office.

Director	
National insurance number	
Tax District and reference number	
Director	
National insurance number	
Tax District and reference number	

Additional Information for VAT Registration:

In order for us to apply for VAT registration for the company, we require the following information from you.

Details of any other VAT registration in which **any** Director is currently involved, or has been involved in within the last 2 years, whether as an individual, partnership or limited company.

Name of business	Vat Registration Number

Name of Director who will sign the VAT Application Form

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Shareholder information

A shareholder does not need to be a director. However interests of directors in shares must be noted in the Company Register.

For each shareholder: Please continue on a separate sheet if necessary

Full Name	
Relationships with Directors eg spouse	
Number of shares (at least one)	
Address	
Postcode	

Guidance Notes on completing the enclosed documentation - FreeTime

Form – Miscellaneous information required for Board Minutes, Preparation of registers, VAT Registration, PAYE Administration and Banking Arrangements

Banking arrangements:

In order to offer an efficient service we have an arrangement with The Royal Bank of Scotland which will allow us to operate the company's bank accounts on your behalf. The bank has a policy that it wishes to meet the directors of a company requesting to open a bank account so it may be necessary for you to visit your local branch. In order for us to complete the Account forms in as much detail as possible we need the following information.

- Trading address (This will be your home address)
- Anticipated turnover (this should be an estimate of the income from your first contract).

For each Director

- Full Name
- Private Address
- Previous address (if less than 3 years)
- Home Telephone number
- Date of Birth

Provision of Management services:

We have enclosed 2 copies of our FreeTime Service agreement for your review and approval. Please read this carefully and sign one copy and return it to us together with the other documentation.

If you have any questions about the agreement please call or e-mail us prior to signing.

VAT Registration:

HM Customs and Excise have recently introduced a new VAT Registration Application form which requires personal information about the director signing the form. Whilst SumIt can sign the form, there is then a requirement for there to be an approval letter from a Director, so it is simpler for us to send you the appropriate page for signature and then complete the form.

In order for us to apply for VAT registration for the company, we require the following information from you.

- Your main Business Activity eg IT consultancy, Engineering Design.
- Details of any other VAT registration that any Director is currently involved in whether as an individual, partnership or limited company.
- Your signature as director on the VAT form.

On receipt we will complete the VAT form and forward it to the VAT Registration Office. It takes up to 1 month for the VAT office to complete the registration process.

Inland Revenue Employer Information

In order to pay yourself (or any employees of the company) a salary we need to provide information to the Inland Revenue. We need the following details:

For each Director

- Full name
- Private address
- National Insurance Number
- Tax District and reference number – (if you are currently fill in a self-assessment tax return the information should be on the front page).

Miscellaneous Information

In order for us to set up BACS payments (to pay dividends, salaries etc) into your personal account we will need details of your personal bank account.