



SumIT (UK) Limited  
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### Order Form - FreeTime Rescue

Please give a contact name, address and telephone number where we may contact you if we have any questions.

Contact Information			
Full Name			
Address			
Post Code		Country	
Telephone			
Mobile			
Fax			
E mail			

Please provide the following information.

Company Information	
Full Company Name	
Company Registration number (as supplied by Companies House)	
Company year end e.g. 31 July	
** Number of months since last company year end	
Is the company registered for VAT?	
If not, do you wish to register?	

\*\* The SumIT fee for transfer will normally be £100.00 \* the number of months since the last set of prepared accounts. Until we review your existing accounts and supporting information we will not be able to confirm the correct fees. We basically charge you based on the amount of administration we need to perform to get your accounts into shape. We therefore make an initial set up fee of £130 plus VAT (£149.50) which should be sent with your order form.

**Please make all cheques (for the Total including VAT) payable to:**

SumIT (UK) Limited and send together with the completed order form to the above address.

## FreeTime - Rescue

Whether you already own your company and are either using another accountancy provider or doing all the paperwork yourself, you have chosen to use the SumIT' FreeTime service.

The transfer can be broken into 2 sections

- Ongoing Services
- Transfer of services

### 1 Ongoing services

The following steps allow SumIT to provide as smooth a transition as possible. There is always a chance that there will be delays but we will keep you informed along the way.

#### 1.1 Preparation

In order for SumIT to act on your behalf we need information about yourself and we need to you to appoint SumIT (Company Secretary) Limited as your company secretary and to change the registered office address of your company to SumIT's premises. This means that all relevant information will come direct to SumIT for processing.

This can be done quickly and efficiently by completing and signing the appropriate forms that we shall send on receipt of your order. **It is a legal requirement that we have original forms and signatures.**

#### These forms are:

Appointment of Director or Secretary (Companies House Form 288a)

Terminating appointment as Director or Secretary (Companies House Form 288b)

(The current Company Secretary will need to resign)

Change in Situation or Address of Registered Office (Companies House Form 287)

At the same time, you will also receive the following documentation that requires your input

- Supplementary Questionnaire – FreeTime Rescue  
This requests miscellaneous information required for Board Minutes, Preparation of registers, VAT Registration etc
- 2 copies of our FreeTime contract for your approval.
- Board meeting minutes for your approval.  
This confirms the appointment of SumIT (Company Secretary) Limited as Secretary and formally awards SumIT (UK) Limited the management services contract. This will need to be approved prior to managing and opening bank accounts.
- VAT Application Form  
The last page only as this requires your signature (where your company is not currently VAT registered). We will complete the rest for you.
- The Royal Bank of Scotland (RBS) Application form and Bank mandates - marked to show you where to sign, we will complete the form from the information supplied on the Supplementary Questionnaire.
- Inland Revenue Form 64-8 - Appointing SumIT to act as your Tax agent

The questionnaire may be downloaded from our web site and we will email you copies of the other documents, however as the RBS will only accept applications on their original forms these will need to be sent by mail.

Send completed forms to SumIT.

#### 1.2 On receipt of the completed forms:

We shall prepare the documentation required to inform the appropriate authorities about the following changes:

- VAT office: change of address, bank details and accounts package
- PAYE office: inform the Inland Revenue that SumIT is acting as the company agent for payroll purposes
- Company Bank Accounts: arrange for a company current and deposit account with RoyLine banking facilities to be opened.

### 1.3 Ongoing

What You need to do:

- Let us have a copy of your current contract(s)
- Email/fax/send details on the amounts you wish invoiced at any given time
- Send SumIT your expenses
- Agree with SumIT your monthly salary and dividend payments so that we can arrange for payment to your personal account.

On confirmation that the RBS accounts are opened, we will notify your customers of the new bank details and after a short period you will need to close the current company bank account(s). Throughout this period you need to ensure that SumIT receives the bank statements so that we can keep an accurately manage your funds. Under normal circumstances funds will be moved into your company interest bearing account until required.

## 2 Transfer of Services

### 2.1 Supply of Information

You need to gather together the following information and any other items that you think may be relevant and forward them to SumIT.

<b>Documentation</b>	<b>Period</b>
Sales Invoices and supporting records, e.g. timesheets	Year to date and previous year
Expenses - receipts claimed from client or from your company	Year to date and previous year
* Relevant accounts, workings, spreadsheets, monthly summaries etc..	Year to date and previous relevant years
Company Bank information - Chequebook, cheque stubs and bank statements	Current year and previous 24 months
VAT - VAT Registration certificate and VAT returns	Current year and previous 24 months
PAYE - Deductions working schedules and Annual returns, copies of completed forms, e.g. P35, P14 etc..	Current year and previous 24 months
PAYE payment booklet	Current year and previous 24 months
PAYE - copies of correspondence with the Inland Revenue, PAYE reference numbers and Tax office details.	Current year and previous 24 months
Company Registers - this should be up to date giving details of current directors and company secretary.	From incorporation of company
Company Memos and Articles	
Company Annual Returns	2 years
Signed Company accounts	from start up
Corporation Tax Returns and associated computations/calculations	from start up
Corporation Tax - correspondence with Inland Revenue	from start up

\* What we are looking for here is your workings (or those of your previous service provider) showing how you have reached the figures. This may be a spreadsheet detailing your expenses and summarising the bank transactions or you may use an account package supplied by your service provider (if so we need hard copies of the various reports).

In addition you need to write to your accountant to let them know that your company will be using SumIT's services. This is important, SumIT will also write to the accountant to let them know that your company is using our services.

### 2.2 On Receipt

- SumIT will sort through the information provided, if all is present we will calculate the fee to transfer the data into SumIT format and agree it with you.
- If we require further information then we will request it.
- SumIT will process the data, comparing it with the Returns (eg VAT) you have made for the year to date
- Once the data has been processed we will email you the accounts for your approval