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Supplementary Questionnaire - FreeTime Rescue

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

Director

Name	
Forename(s)	
Surname	
Any Previous forename or surname	
Usual Residential Address	
Post Code	
Nationality	
Date of Birth	
Business Occupation	
Any other Directorships - please list	

Director

Forename(s)	
Surname	
Any Previous forename or surname	
Usual Residential Address	
Post code	
Nationality	
Date of Birth	
Business Occupation	
Any other Directorships - please list	

Resigning Company Secretary

Forename(s)	
Surname	

Shareholder information

A shareholder does not need to be a director. However interests of directors in shares held by associated parties (eg spouse) must be noted in the Company Register. This information should be found in the Company register, however we have found that many company registers are not kept up to date.

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	

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

Banking arrangements

Trading address: (typically home address)	

Current Bank details	
Bank name	
Branch address	
Sort code	
Account number	
Account name	

Anticipated turnover (this should be an estimate of the income for the next 12 months).

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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	Account name:
Bank Name	
Branch address	
Sort Code	
Account number	

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	Account name:
Bank Name	
Branch address	
Sort Code	
Account number	

Details of Direct Debits eg for pension contributions

Receiver	Frequency	Amount

Details of Standing Orders

Receiver	Frequency	Amount

Please attach details eg copies of mandate

Additional Inland Revenue Information:

In order for us to set up the company payroll we need the following details about each director and employee. National Insurance number, private telephone number (director only) and personal tax office. Please attach PAYE records for current year (payslips, deductions working sheets and prior year P14 and P11D).

Director/employee (delete)	
Employee address	
Annual salary	
Pay frequency (eg monthly/weekly)	
Date appointed as director (for employee date commenced employment)	
National insurance number	
Tax District and reference number	
Director/employee (delete)	
Employee address	
Annual salary	
Pay frequency (eg monthly/weekly)	
Date appointed as director (for employee date commenced employment)	
National insurance number	
Tax District and reference number	
Director/employee (delete)	
Employee address	
Annual salary	
Date appointed as director (for employee date commenced employment)	
Pay frequency (eg monthly/weekly)	
National insurance number	
Tax District and reference number	

If the company is already registered for PAYE

Company PAYE employers reference (can be found on P35)	
Company PAYE collection reference (from yellow booklet)	

VAT Registration:

If the company is already registered for VAT please provide the VAT registration number.

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To Apply for VAT Registration (VAT Registration Threshold for 2001/2002 = £54,000)

Please complete this section if:

1. the company is not currently VAT registered but has exceeded the threshold in the last 12 months; or
2. will reach the turnover threshold in the next 12 months; or
3. wishes to be voluntarily registered.

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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Current Accountant

Practice name	
Address	
Contact name	
Telephone number	

Guidance Notes on completing documentation - FreeTime Rescue

We recommend that you remind yourself about the responsibilities of being a Company Director. These are covered broadly in Companies House Guidance Notes GBA1 Web site: <http://www.companieshouse.gov.uk/>
In order for us to efficiently manage the company we need information about yourself and any other Director. This can be done quickly and efficiently by completing and signing the appropriate forms that we have enclosed. It is a legal requirement that we have original forms and signatures.

Companies House Forms

What you need to do:

- Appoint SumIT (Co Sec) Ltd as Secretary (Form 288a)
- Arrange for current Company Secretary to resign (Form 288b)
- Arrange to transfer the registered address to SumIT's address (Form 287)

These forms must be signed by a current Director and returned to SumIT

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

In order to ensure that the company registers are up to date SumIT needs the additional following information
For each shareholder:

- Full Name of shareholder
- Any relationships with Directors eg spouse, son, mother
- Number of shares (at least one)
- Address including Postcode

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. 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 for the next 12 months

For each Director

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

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 - if the company is not currently registered:

HM Customs and Excise have introduced a 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 set up the payroll.

For each Director and employee (please identify where the individual is not a 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).
- Please attach deductions working schedules, payslips etc

Miscellaneous Information

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

Current Accountant

In order to aid a smooth transfer and for good etiquette we need to write to your present accountant to inform them that we will be looking after your accounts in the future. You should also write to your accountant to inform them that your company will be using SumIT's services.