Inland Revenue

Corporation Tax
New Company Details

Issued by

Telephone number

Date of issue

Information about the company

Before you start to complete this form please read the Notes for New Companies enclosed. They give you important information and advice, and explanations which will help when you complete the form.

You must tell us when the company has come within the charge to corporation tax, basically when it has started in business, and provide certain information. There are penalties for failing to do this. The Notes explain your obligations in more detail and tell you what to do now, even if your company has not started any business activity.

The reference we show above is unique to the company and is for use in contact with the Inland Revenue about its corporation tax affairs. It is confidential between us and the company, or its authorised agent, so keep a safe note of it. You, or your authorised agent, will need to quote it when you, or they, contact us. The office that deals with the company is also shown above.

We also enclose an authority (form 64-8) for you to complete, sign, and return to us if you want an agent to deal with the company's corporation tax affairs. Without such an authority we cannot deal with any agent on your behalf.

You need to give the information we ask for below

1. The date on which the company's first accounting period began

2. The company's full name, if different from that shown above

3. We may show an abbreviated name at the top of this form due to the maximum numbers of spaces our computer system has for names. If the abbreviation we have used is not acceptable to you please show below your preferred choice up to a maximum of 56 letters including spaces

4. The company's registered number (the number under which it is registered at Companies House) including any 2-letter prefix

5. The company's registered office address, if different from that shown above

Postcode

6. The address of the company's principal place of business

Postcode

7. The nature of the business being carried on by the company

8. The date to which the company intends to prepare its accounts

9. If the company has taken over any business, including any trade, profession or vocation, formerly carried on by another then supply the name and address of that former business,

Postcode

and the name and address of the person from whom the business was acquired

Postcode

10. If the company is a member of a group for loss and group relief purposes, enter here the name of the parent company and its registered office address.

Postcode

If known to you, enter here the name of the group of companies, and the Inland Revenue office and tax reference number of the parent company.

11. If, at the time you are completing this form, the company has been obliged to comply with the requirements of the Income Tax (Pay As You Earn) Regulations (2003), the date on which that obligation first arose

12. The full name and home address of each of the directors of the company. It would also be useful if you could supply the National Insurance number, Inland Revenue office and reference for each director. If there are more than 3 directors please give the information for the others on a separate sheet.

Full name

Postcode

National Insurance number

Inland Revenue office

Reference

Full name

Postcode

National Insurance number

Inland Revenue office

Reference

Full name

Postcode

National Insurance number

Inland Revenue office

Reference

We would also like you to give the information we ask for below

13. If you have appointed an agent to act in connection with the company's corporation tax affairs please attach the completed authority (form 64-8) *√ if form 64-8 attached* ☐

14. If you are willing for us to contact the company by telephone give a number we can use for its corporation tax affairs. Include full national dialling code

15. The name of the Inland Revenue office dealing with the company's PAYE and the reference number

16. If you are willing for us to contact the company by telephone a number we can use for contact about its PAYE obligations. Include full national dialling code

17. A copy of the company's Memorandum and Articles of Association, particularly if the company has issued, or intends to issue, more than one class of share capital or is involved in a joint venture or consortium *√ if attached* ☐

18. If the company is likely to be paying interest or royalties or any other annually recurring payment for which the company has to make a payments and interest return on form CT61, tick this box *√ if yes* ☐

Information about the company

The information I have given on this form is correct and complete to the best of my knowledge and belief

Signature

Date

Status in which you have signed the form

Except where a liquidator or administrator has been appointed, any person who is authorised to do so may sign on behalf of the company.
A photocopy of a signature is not acceptable.