FREE RESOURCE - UK LAW & COMPANY SETUP - CHECKLIST

How to register a limited company in the UK: the founder's checklist

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THE SHORT ANSWER

You register a UK limited company online with Companies House. Before you apply, you need a company name, a UK registered office address, at least one director, your shareholders and your SIC code. Then register for Corporation Tax with HMRC.

1. Choose your company name

Check the name is free on the Companies House register. It can't be the same as an existing company, and some words need permission before you can use them.
Check the matching domain and social handles at the same time. A name you cannot use online is a name you will regret.

2. Registered office address

It must be a UK address and it appears on the public register. Many founders use a virtual office address rather than their home.

3. Directors and shareholders

You need at least one director aged 16 or over. Decide who owns the shares and how many. You can be the only director and the only shareholder.

FOUNDER TIP

[Founder tip - add DC's own note from setting up FourSix46(R) Global Ltd.]

4. People with significant control

Anyone holding more than 25% of the shares or voting rights has to be listed. This is public, and getting it wrong is a correction you will have to file later.

5. SIC code

Pick the code that describes what the company actually does. You can list more than one, and you can change it at the next confirmation statement.

6. Apply to Companies House

The application is online and usually approved within 24 hours. You will get a certificate of incorporation with

the company number on it.

7. Register for Corporation Tax

Register with HMRC within three months of starting to trade. You will need the company number from the certificate.

Your checklist

- [ ] Company name checked and available
- [ ] UK registered office address
- [ ] Director(s) and shareholders decided
- [ ] People with significant control listed
- [ ] SIC code chosen
- [ ] Applied to Companies House
- [ ] Registered for Corporation Tax

OFFICIAL SOURCES

GOV.UK - Set up a limited company - https://www.gov.uk/limited-company-formation
GOV.UK - Register for Corporation Tax - https://www.gov.uk/register-for-corporation-tax

General information, not legal or tax advice. Rules and fees change; check GOV.UK before you apply.