

Registration Checklist

Step 1 – Choose your Business Structure

- o Sole Trader
- o Limited Company
- o Partnership

(Seek professional advice if unsure)

Step 2 – Choose a Business Name

- o Name is unique and not already in use
- o No restricted or sensitive words used
- o Ends with “Ltd” or “Limited” (for limited companies)
- o Domain and social media availability checked

Step 3 – Prepare for Registration

For Sole Traders:

- o Register with HMRC for self-assessment

For Limited Companies:

- o Register with Companies House
- o Register for Corporation Tax with HMRC
- o Select a SIC code (business activity classification)

Prepare:

- o Company name
- o Registered office address
- o Details of Directors and Shareholders

Step 4 – Set a Registered Office Address

- o Physical address in the UK
- o Consider privacy: home address or virtual office?

Step 5 – Have Personal Details ready

- o National Insurance number
- o Photo ID
- o Contact information
- o Director/shareholder details (for limited companies)

Step 6 – Post-Registration Essentials

- o Open a business bank account
- o Check if you need to register for VAT
- o Get business insurance (if required)
- o Apply for necessary licenses or permits
- o Set up accounting and bookkeeping system



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whether you should be
a **Sole Trader** or a
Limited Company at
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