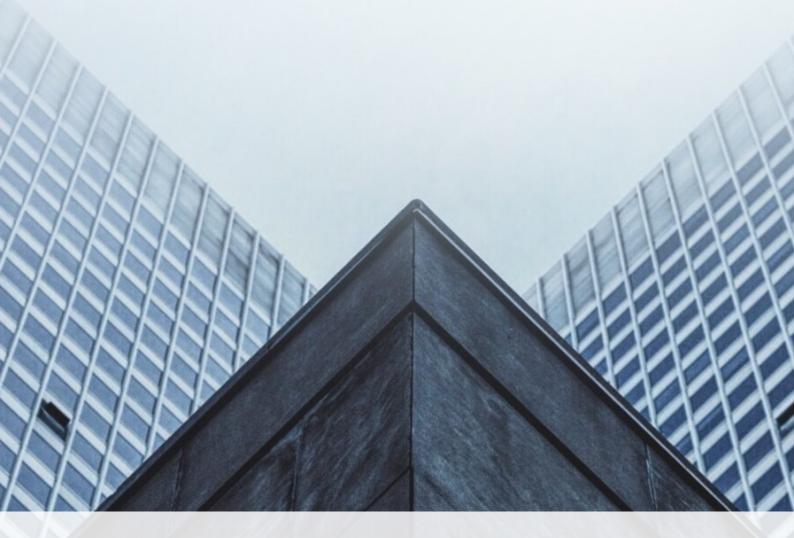


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Frequently Asked Questions

Registering a UK Limited company by a non-resident

- 1 I am a non-resident; can I start my business in UK?
 - Yes, a non-resident can start a business in UK.
- 2 How can a non-resident start a business in UK?
 - A non-resident can start a business in UK by following the 4 steps:

Step 1: Register your business with Companies House

Step 2: Register for Corporation Tax

Step 3: Open a Bank Account

Step 4: Register VAT and PAYE with HMRC, if required

Step 1: Register Your Company with Companies House

- 3 How to register a business in UK?
 - There are two ways in which you can register your business

Register as a subsidiary or a Limited Company. Register as a branch or establishment of a parent company.

- 4 Shall I open a branch or a limited company?
 - This decision depends on the overall goals and objectives of your business. It is easy to open a 100% subsidiary or a limited company than a branch or an establishment of a parent company.
- 5 How to register a limited company?
 - To set up a limited company you need to register with Companies House. This is known as 'incorporation'.
- 6 How to register with Companies House?
 - DNS can take care of all the formalities and help you register your company with Companies House without any hassle.

- What information will I need to provide for my company formation?
 - You will need the following details for every person who is to be appointed as a Director or Shareholder of the company in order to place your UK limited company formation order request:
 - > Full name (including middle names not initials)
 - > Residential address including postal code
 - > Date of Birth
 - > Nationality
 - > Business Occupation
 - > Passport or national identity card number*
 - > Telephone number*
 - > Town of birth*

*These details are required to create an electronic signature for each person, and also contribute towards our Anti-Money Laundering checks. This information is kept confidential, and only three digits or characters of each of these are submitted to Companies House as part of the electronic signature.

- What do I require to register a company with the help of DNS?
 - To register a company you need:
 - > A company name
 - > An address for the company
 - > At least one Director
 - > At least one Shareholder
- Can I choose any name I want for my new limited company?
 - In general you can use any company name. The name must end with the word 'Limited' or its abbreviation 'ltd'. But there are rules on what it can and can't include.
- 10 What are the rules governing a name of a company?
 - > First and foremost thing is, you company name should be unique and should not be 'similar' or 'same as' an already registered company. To check this you can search the Companies House register

Your name also can't:

- > Contain a 'sensitive' word or expression
- > Suggest a connection with government or local authorities
- > Be offensive

If I am a director, do I have to give my actual residential address?

All Directors must give their usual residential address. However, you may choose to keep this confidential from the public record. Directors may choose to submit a service address for the public record. Their residential address must still be given to Companies House, but this will then only be available to law enforcement or licensed credit reference agencies.

Do I need a company secretary?

UK companies are not required by law to have a company secretary but it is strongly recommended that companies managed by foreign directors or with their management outside the UK use the services of a professional UK Company Secretary.

How many shareholders can a limited company have?

A company can have any number of shareholders. There must be at least one shareholder, as a company cannot exist without a share capital. There is no limit to the number of shares that can be held by an individual.

What documents would I receive after registering a company?

- After registering your company with Companies House, you will receive the following documents:
 - > Memorandum of Association
 - > Statement of Capital
 - > Articles of Association

What is Memorandum of Association?

Memorandum of Association a legal statement signed by all initial shareholders agreeing to form the company.

What is Statement of Capital?

- When you register a company you need to make a 'statement of capital'. This includes:
 - > The number of shares of each type the company has and their total value - known as the company's 'share capital' The names and addresses of all shareholders - known as
 - subscribers' or 'members'

- How can I provide a UK address for the company office if I live overseas?
 - ➤ All UK companies must have a registered address in the UK. DNS can provide a registered office address for your company. This allows for the service of routine paperwork and official correspondence from the authorities.
- 12 What is a registered office address?
 - Your registered office address is where official communications will be sent, For example: letters from Companies House and HM Revenue and Customs (HMRC).





- Can I also receive any business correspondence under the registered office service?
 - No, you cannot receive any business correspondence apart from the official correspondence from the authorities under the registered office service. If you wish to use our address for general correspondence you can sign up for the Business Trading Address service. For an additional annual fee we will handle all your business mail and send it to your specified location. This service will help to enhance the status of your company and demonstrate a presence in the UK.
- 13 How many people are required to form a UK limited company?
 - ➤ A UK limited company can be set up with just one person. It must have at least one director who can also be the sole shareholder. There is no limit to the number of directors or shareholders. A company secretary is recommended for overseas clients.
- 14 If I am a director, do I need a UK residential address?
 - No. For being a director of a company in UK, you do not necessarily require a UK residential address.
- 15 If I am a director, do I need a UK residential address?
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22 What is Articles of Association?

Article of Association is a document of written rules about running the company agreed by the shareholders, directors and the company secretary.

Step2: Register for Corporation Tax

23 When to register for Corporation Tax?

After you've registered your company with Companies House, you'll need to register it for Corporation Tax within 3 months of starting to do business.

24 What if I do not register for Corporation Tax?

You may get a penalty if you register late or do not register for Corporation Tax.

25 What information do I need to register for Corporation Tax?

➤ Information needed includes:

- > Company's 10-digit Unique Taxpayer Reference (UTR)
- > Your company's registration number
- > The date you started to do business
- > The date your annual accounts are made up to.

26 Where can I find all this information?

You will receive all this information from HM Revenue and Customs, within few days of registering your company with the Companies House.

Step3: Open A Business Bank Account

27 How to open a Bank Account

- To set up a bank account for your business in the UK you can either:
 - > Open a new account in the UK
 - > Open a business bank account in your country
 - > Open a UK sterling account in your country

It may be cheaper to open a UK account or to set up a UK sterling account with your own bank, to avoid transaction and currency exchange fees.

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- 29 Is it a legal Requirement to open a business bank account in UK
 - There is no legal requirement for a UK company to have a business bank account in the UK. You can open one in your country of residence.
- What documents are required to open a Business Bank Account in UK?
 - Documents Required for Bank Account
 - ➤ ID Proof of Director(s) passport, UK driving license
 - ➤ UK Residential Address Proof of Director(s)
 - > Office Address Proof
 - Certificate of Incorporation
 - Memorandum of Association
 - > Share certificate
- 31 Are all the documents mandatory for opening a bank account?
 - > Yes all the listed documents are mandatory for opening a bank account in UK.
- 32 How to open a Business Bank Account in UK
 - ➤ If you are an overseas owner of a UK-registered company, you can open a business bank account with three leading banks in the UK that offer account services to international clients: Lloyds, Barclays and HSBC.







The general rules relating to each institution are outlined below:

Lloyds:

- > At least one company director must permanently reside in the UK.
- > You will be eligible to apply for a business bank account online or by telephone.
- > A resident director must visit a Lloyds branch and provide photo ID and a document proving his or her address in the UK.
- > Remaining directors and shareholders can provide their ID and proof-of-address documents by post.

Barclays:

- > There is no requirement for any directors or shareholders of your company to reside in the UK.
- > You'll be required to place £25,000 on deposit in the account for the first month after its activation.
- > Applications must be made through Barclays International.

HSBC:

- > There is no requirement for any directors or shareholders of your company to reside in the UK.
- > A company owner is required to travel to the UK to open the HSBC business bank account in person.

Can DNS help me in opening a Bank Account?

Once you provide us with Personal UK Residential Address proof, which is mandatory for opening a bank account in UK, DNS can provide you with the office address with Serviced office solution. For more information on this, please contact DNS Team.

How to open a Business Bank Account in your own country?

To open a business account in your own country, your company documents must be legalised. This process is called 'apostilling'. You must obtain Apostille Certificates for these documents to confirm their authenticity.

35 What are Apostille Certificates

Apostille Certificates are used to legalise documents for overseas use. They are accepted in any country that is party to the 1961 Hague Convention. If you plan to open a foreign office or branch, or set up an overseas business bank account for a UK limited company, you will have to get certain company documents legalised by the Foreign and Commonwealth Office (FCO) to verify their authenticity. A separate Apostille Certificate will be required for each document.

36 Which documents can be apostilled

- Almost all public documents can be apostilled. The most common limited company documents include:
 - Companies House form IN01 'Application to register a limited company'.
 - > Certificate of Incorporation.
 - > Memorandum of association.
 - > Articles of association.
 - > Share certificate.
 - > Certificate of Good Standing.
 - ➤ Change of Company Name Certificate.
 - > Annual return.
 - > Annual accounts.
 - > Any other forms filed at Companies House (such as
 - > AP01, AR01 or other)

37 Do we need to apostille all the documents?

- > In general terms, two Apostille ificates are required:
 - > One for the certificate of incorporation, and
 - > The memorandum and articles of association.

What is the cost of getting documents apostille?

The cost of each certificate is £90.00 plus VAT, which includes all courier and postal charges.

38 How to apply for apostille certificate?

Apostilles are issued by the Foreign and Commonwealth Office(FCO) in London. Any documents presented to the FCO for legalization must have a recognisable stamp or signature of a UK public official whose origin can be traced and authenticated. You can apply to the FCO directly, or you can get your documents certified and signed by a UK solicitor or Notary Public and presented to the FCO for legalization.

39 What is a UK Sterling Bank Account

UK Sterling Account allows you to keep funds in sterling, and make and receive payments within the UK.

40 What is the benefit of UK Sterling Account?

➤ A Sterling Current Account allows Indian Resident to make and receive GBP payments (UK Interbank payments) to/from the U.K, without the need to convert to INR.

41 How to setup a UK Sterling Bank Account in India

Nearly, all Major Banks in India provide this service. Kindly get in touch with your bank for further information.

42 Can DNS help me setting a bank account outside UK?

➤ No. DNS cannot help in opening a bank account outside UK.

Step 4: Register for VAT and PAYE

43 Do I register for VAT?

> You must register for VAT if:

- ➤ Your VAT taxable turnover is more than £83,000 (the 'threshold') in a 12 month period
- You receive goods in the UK from the EU worth more than £83,000
- You expect to go over the threshold in a single 30 day period

44 What documents are required to register for VAT?

- Documents Required Include:
 - > Proof of address of main director
 - > Proof of ID of main director
 - > Tax reference number of Main director
 - Trading address in UK (usually rent agreements should be sufficient as HMRC asks for such documents for overseas directors)
 - > Bank Account of company.

45 Can DNS help me register for VAT?

Yes, once you provide us with all the documents, we can register for VAT on your behalf.

46 What is PAYE?

> PAYE (Pay-as-you-earn) is HM Revenue and Customs' (HMRC) system to collect Income Tax and National Insurance from employment.

47 Is it mandatory to register for PAYE?

➤ As an employer, you normally have to operate PAYE as part of your payroll. You're exempt from PAYE if none of your employees is paid £112 or more a week, gets expenses and benefits, has another job or gets a pension. However, you must keep payroll records.

48 Can DNS set up a PAYE for me?

> Yes, DNS can set up a PAYE on your behalf.



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