

Who should use this form

If the company has started any business activity, please complete this form and send it to us together with the CT204 Review form. If the company is not active, send us the CT204 Review form and keep this form until you need it. Please read the CT204 Notes before you fill in this form.

Information about the company

You must give the information below.

- 1** The date on which the company's first accounting period (or a subsequent accounting period that does not immediately follow the end of a previous accounting period) began.

- 2** The company's full name, if different from that shown on the form CT204 Review.

- 3** Preferred abbreviation, if needed (no more than 56 characters including letters and spaces).

- 4** The company's registered number.

- 5** The company's registered office address, if different from that shown on the form CT204 Review.

Postcode

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

Postcode

- 7** The nature of the business 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

Please give the name and address of the person from whom the business was acquired.

Postcode

- 10** 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), enter the date on which that obligation first arose.

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

Postcode

Please enter the name of the group of companies, and the HMRC office and tax reference number of the parent company, if you know the details.

Group name

HMRC office

Reference

12 The full name and home address of each of the directors of the company. Please enter the National Insurance number, HMRC office and reference for each director, if you know the details. If there are more than 2 directors please give the information for the others on a separate sheet.

Postcode

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National Insurance number

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HMRC office

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Reference

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Postcode

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National Insurance number

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HMRC office

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Reference

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Additional information

13 If you have appointed an agent to act in relation to the company's corporation tax affairs please attach the completed authority (form 64-8)

tick if attached

Declaration

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

Signature

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Capacity in which you have signed the form

Date

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14 Please enter the name and full telephone number of the person we should contact about the company's corporation tax affairs.

Name

Phone number

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15 Please enter the name of the HMRC office dealing with the company's PAYE and the reference number HMRC office

Reference

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16 Please tick each box that applies if the company makes any payments, including benefits, to any of the following

- Directors and / or Shareholders tick if yes
- Employees tick if yes
- Subcontractors tick if yes

17 Please enter the name and full telephone number of the person we should contact about the company's PAYE responsibilities

Name

Phone number

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18 Please attach copy of the company's Articles of Association

tick if attached

19 Is the company likely to pay interest or royalties or any other annually recurring payment for which the company has to make a return on form CT61?

tick if yes

20 Is the company a charity?

tick if yes

21 If the charity already has a taxpayer reference, enter it here

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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.