

Guide to your Company Formation

Thank you for choosing to form your new Limited company with Dolan Accountancy. To make your company formation as quick and easy as possible for you, please have a read through this guide which should answer any questions you have at this stage.

Company Name

You should select an available company name and ensure the company ends with Limited or LTD. Please enter the company name you have selected into the 'Company Name Search' box, and our website will show you if this name is available. If the name is already in use, please select a different company name.

Selecting Package

We would recommend that you form your new Limited company along with appointing us as your dedicated accountants. This option is shown as 'Dolan Accountancy with Free Company Formation'. By appointing Dolan Accountancy as your accountants at this stage you will save the £95+VAT company formation fee. You will then have peace of mind that your tax and accounting affairs are in safe hands.

You will be required to agree to our T&C's before completing the checkout. These can be viewed and saved as a PDF for your records. We will also email you a copy once you have appointed Dolan Accountancy.

If you would prefer to just use the company formation service (shown as 'Company Formation without Dolan Accountancy'), you will receive your new Limited company documents, but we will be unable to provide you with any tax planning or accounting advice. You can appoint Dolan Accountancy at a later date for £95+VAT per month.

Insurance

We are partnered with Kingsbridge, who are a specialist contractor insurance provider, who will fully understand your business needs. We have negotiated a 10% discounted rate with Kingsbridge for our clients.

Their all-encompassing insurance products cover Public Liability, Professional Indemnity, Employers Liability, Directors and Officers and Occupational Personal Accident cover.

This cost can be expensed through your business, so ensure you keep a copy of the insurance premium.

Simply select the Kingsbridge Insurance Referral from the 'Optional Extras' box during your company formation and our partner at Kingsbridge will contact you within an hour.

Optional Extras

Here you will find any special offers we have available, exclusively for Dolan Accountancy clients. You will not be charged for these referrals from Dolan Accountancy, and you will simply be contacted by our partnered firms. Please add these to your basket before checking out.

Payment Details

We accept payment online via most major credit and debit cards. This includes Visa Debit, American Express and PayPal.

This cost can be expensed through your business, so please ensure you keep the email receipt.

Shareholding

The company will issue 100 Ordinary Shares. This will be selected automatically. This is the recommended option as it is simple to adjust the allocation, should you wish to bring an additional shareholder on board.

SIC Code

The SIC Code is the Standard Industrial Classification code, which is used by Companies House as an indication of the business services. Please select the SIC Code which is nearest to your business activity.

Company Address

If you are appointing us as your Accountants, then you will have the option to select the Dolan Accountancy address as your Registered Office and Director's Service Address. This is only available for companies registered in England, Wales & Northern Ireland.

This service is FREE for Dolan Accountancy clients, and your home address will not appear on Companies House. You should select the Registered Office service from 'Extras' list. Please enter the Dolan Accountancy address as your Service Address if you are using our Registered Office service. This address will appear on the public records, and not your home address.

Your forwarding address should be your residential address as this will be the address we forward any relevant mail.

If you are not appointing Dolan Accountancy as your Accountants, you will be unable to use the Registered Office Service, and should instead put your home address.

Directors and Shareholders

Your Limited company must have at least one Director and Shareholder. You should add your details here if you will be the main person controlling the business.

If you are the person who controls more than 25% of the company, you should nominate yourself as the Person of Significant Control.

Authentication Questions

These are required by Companies House, and will be used when logging into Companies House and amending details.

Nature of Control

You will typically own 75%+ of shares and voting rights. You will also be able to appoint/remove the board of Directors.

Banking

We have partnered with Tide who specialise in business current accounts for Contractors and Freelancers.

By selecting the Banking Referral with Tide, you could have your business current account opened within 10 minutes. This will enable you to receive payment from your client, and begin paying yourself.

Simply select the Tide Referral option, and our Partner will contact you within 24 hours.

You also have the option to choose Barclays or Lloyds. If you have selected either of these, then your local branch manager will be in touch to arrange an in-branch appointment.

If you would like to work with a different bank, you would need to contact them directly once your Limited company is formed.

Why Dolan Accountancy?

Dolan Accountancy was set up by Simon J Dolan, the man behind the well-known brand SJD Accountancy. With over 25 years experience in the contracting marketing, Dolan Accountancy has the heritage, reputation and credibility you can trust. Working closely with our sister company, Contractor Umbrella, it means we can offer one low cost, fixed fee package at £95 + VAT per month. This gives you the flexibility of using both our Limited Company Accountancy Services and our award winning Umbrella Service, for one inclusive cost.

We don't believe in tiered packages or hidden extra fees, instead we aim to give you everything you need, including:

- **Free Company Formation** – This is where it all begins. Once you have decided on an available name, we will form your company free of charge (if using our accountancy services) and it will be ready for you to use in as little as three hours.
- **Free Use of Contractor Umbrella** – With changes in Public Sector IR35 Legislation we understand that sometimes you are required to contract via an umbrella company. We will keep your limited company ticking over, while you work margin free via our sister company, Contractor Umbrella.
- **A Dedicated Accountant** – Your accountant will be there for any company or personal tax advice that you require. We will never outsource work, even to internal teams.
- **Free Access to FreeAgent** – The founder behind the multi award winning FreeAgent platform was one of Simon's first clients, therefore it only seems fitting that we offer all of our clients access to FreeAgent, free of charge.
- **Free Business Banking** – We have decided to waive our commission so our clients can use Tide free of charge.
- **Unlimited IR35 Status Reviews** – We will review all of your contracts for IR35 purposes and provide you with our professional opinion as to its status.
- **Free Registered and Director's Service Office Address** – Sometimes you just don't want your home address on display at Companies House. When you sign up to our accountancy services, we will offer the use of our address as an alternative.
- **Your Business and Personal Taxation Needs** – This includes Company Accounts, Director's Personal Tax Return, VAT Returns, Payroll, Corporation Tax and Dividend advice, to name just a few.

If you'd like to find out more about how Dolan Accountancy can help you and your business, please give us a call on **01442 795 100** or email sophie.lewis@dolanaccountancy.com or jaimethorpe@dolanaccountancy.com.