RCi Chartered Accountants and Registered Auditors

NEW CLIENT CHECKLIST

(*To be completed for every client for whom we provide any service, to be filed as FRONT sheet of section E, the permanent section)*

Description	Information required	Filing Ref	RCi Action point
Client Name			
Names of all Owners/Directors	*Please note full name, DoB, NI No, and take a Photo and address ID, with mobile numbers.* (1) (2) (3) **EMAIL ADDRESS (Important)**		Take copy of address, photo and NI ID and file appropriately Note down everyones Home and Mobile no's Note key contact for RCi
Nature of Business	*Note down the main areas of business or income generating units, staffing, turnover, profit*		
Business Location(s)	*Note down all address locations from which the business operates, inc postcodes*		Take copies of any business bills/letters Note down all business telephone no's
Key business assets	*Note down key business assets, including FREEHOLDS/LEASEHOLDS/LOANS*		If available, take copies of ownership/loan documents
Business bank accounts held	*Note down all business bank accounts held – Name of Bank, address, Sort code, a/c no, business bank manager and telephone no.* (1) (2)		
Insurance	*Details of business/business property insurance held*		
Previous Accountants	*Note Name/Address of previous accountants, contact person, telephone no.*		Take copy of latest annual accounts and obtain professional clearance
Solicitors	*Note Name/Address of Solicitors, contact person, telephone no.*		Take copy of a solicitor's letter if available
HMRC information	*TAX Ref:* *PAYE Ref:* *PAYE collection ref~:* *VAT registration no.* *Other: (CWF1 for sole traders/partnerships)*		Take copies of all HMRC information that details the information
Company info	*Company Registration no.* *Registered office.*		Take copies of M&A and Certificate of incorporation; and download latest co. info from Co House
Other information	*Note any other information here*		
For RCi USE	*(1) Seek professional clearance* *(2) Evaluate availability of RCi resources to undertake the work required* *(3) Evaluate client in terms of business/money laundering/professional risk* *(4) Prepare L of E*		Prepared by/date: Reviewed by/date: