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UK BUSINESS INCORPORATION CHECKLIST

No.	Step	Status / Comments
1.	Define business structure (e.g. private limited company, limited liability partnership, sole trader etc.)	
2.	Choose and confirm business name (check for duplicates at Companies House)	
3.	Register business with Companies House	
4.	Prepare Memorandum and Articles of Association (for limited companies)	
5.	Appoint directors and company secretary (if applicable)	
6.	Issue initial shares and assign shareholders	
7.	Register for corporation tax with HMRC	
8.	Register for VAT (if turnover exceeds threshold of £90,000 or voluntarily)	
9.	Register for PAYE if hiring employees	
10.	Register for national insurance (employer account)	
11.	Open UK business bank account	
12.	Set up a registered office address	

13.	Set up a business trading address (if different from registered office)	
14.	Check and apply for sector-specific licences (e.g. with the Financial Conduct Authority)	
15.	Register with HMRC under the Money Laundering Regulations (if applicable)	
16.	Obtain necessary insurance (e.g. employers' liability, professional indemnity)	
17.	Set up accounting and bookkeeping system	
18.	Appoint accountant or tax advisor (if required)	
19.	Register domain name and set up business email	
20.	Create company website and branding	
21.	Find physical premises or office space	
22.	Register for utilities (electricity, internet, phone)	
23.	Recruit and onboard employees (if applicable)	
24.	Draft employee contracts and handbook	
25.	Set up payroll system	
26.	Set up internal compliance policies (AML, GDPR, KYC where relevant)	
27.	Register for the Information Commissioner's Office (ICO) if processing personal data	
28.	Create and implement health and safety policy	

29.	Apply for business rates relief (if eligible)	
30.	Notify local council if premises are used for business purposes	
31.	Perform due diligence on directors and shareholders (for KYC purposes)	
32.	Draft shareholder agreement (especially for multiple shareholders)	
33.	Apply for Economic Operators Registration and Identification (EORI) number if the business will trade goods with the EU	
34.	Set up digital record keeping for Making Tax Digital compliance (if VAT registered)	
35.	Enroll for HMRC online services (corporation tax, VAT, PAYE)	
36.	Create business plan and financial forecasts	
37.	Assess intellectual property needs – register trademarks, patents, or designs	
38.	Determine if business qualifies for research and development tax credits or other government reliefs	
39.	Register and comply with workplace pension scheme requirements	
40.	Conduct risk assessment for the business and premises	
41.	Set up secure IT infrastructure, data protection and cybersecurity protocols	
42.	Develop marketing strategy and client acquisition plan	
43.	Establish internal record retention policies	
44.	Check compliance with anti-bribery and anti-corruption regulations	

45.	Evaluate need for professional or regulatory memberships (e.g. ICAEW, Law Society etc.)	
46.	Set up business continuity and disaster recovery plans	
47.	Implement customer support infrastructure (if applicable)	
48.	Determine exit strategy or succession planning framework	
49.	Regularly review corporate governance and compliance obligations	