

This document outlines the nature of your engagement with Zonet Accounting Ltd. By signing and dating where indicated, you are agreeing to the terms of business outlined prior to your engagement.

The statements were explained to you by on

If you are unsure as to anything within this document, please contact us prior to signing.

1. I have requested that a company be set up and that I will be the sole director and shareholder.
2. I have instructed Zonet Accounting Ltd to deduct a proportion of my sales in lieu of making payments on my behalf to either HMRC or Companies House.
3. I require all my sales income to be sent directly to my nominated bank account and understand that I am solely responsible for making the applicable payments. I have instructed Zonet Accounting Ltd to provide me with these figures prior to any returns being filed.
4. I understand that Employers and Employees National Insurance will be deducted by Zonet Accounting Ltd and held in a client Nominee account, prior to payments made to HMRC when liabilities become due.
5. I understand that I can reclaim business expenses, that are wholly and exclusively incurred in the running of my business.
6. I understand that Zonet Accounting Ltd will perform all tax and national insurance computations on my behalf and make HMRC payments from my Nominee Client Account when liabilities become due.
7. I agree that by signing the form 64-8, Zonet Accounting Ltd will be acting as my agent and thereby able to correspond with HMRC with regards to my tax matters.
8. I have been advised in writing and confirm my acceptance to the charges which will be applied by Zonet Accounting Ltd for the provision of their accountancy services.
9. I have requested that Zonet Accounting Ltd undertake back-office support for my company including invoicing, bookkeeping, credit control and taxation.
10. I agree that if I do not contact Zonet Accounting Ltd within 6 weeks of my last invoice, I can be disengaged.
11. I agree that if I wish my company to remain open during periods of non-trading, then a dormancy charge of £150 + VAT is attributable to the company. This will cover ongoing reporting to HMRC by Zonet on my behalf.
12. I understand I am now a director and sole shareholder of my limited company. I am now required to fill in a self-assessment form, the information has to be with Zonet Accounting Ltd by 31st Oct, for filing 31st Jan. Failure to provide the correct information may incur potential fines from HMRC that Zonet Accounting Ltd will not be liable for.
13. I agree I will provide my authority for my year end accounts to be filed. Without this authority, Zonet Accounting Ltd will not be liable for any fines from HMRC or Companies House.
14. It has been explained to me that, in the interest of best working practices and compliance, I should obtain a business bank account separate from my existing personal bank account and I agree to provide Zonet Accounting Ltd with full details of this as soon as it is available.
15. I am happy for mine and my company's details to be forwarded on to approved suppliers and third parties.
16. I agree that Zonet Accounting Ltd can provide all additional accountancy services at £80.00 per hour plus VAT, chargeable in 6-minute increments should they be required.

Your Signature

Day Month Year