

COMPLIANCE QUESTIONNAIRE FOR CONTRACTORS OPERATING THROUGH THEIR LIMITED COMPANY

The following Compliance Questionnaire is a document intended for all Contractors operating through their own limited company ("OLC") which is duly incorporated and registered in United Kingdom. The reference to OLC is strictly confined to this "COMPLIANCE QUESTIONNAIRE FOR CONTRACTORS OPERATING THROUGH THEIR LIMITED COMPANY" and shall have no interpretative value to any other extraneous documents.

Aston Carter has a policy of engaging only with Contractors who operate on a compliant basis. As part of this policy Aston Carter requires you, on behalf of the OLC (or other corporate structure) through which you supply your services, to complete and return the following questionnaire aimed at establishing that in contracting with your OLC Aston Carter is not exposing itself or its clients to the risk of debt transfer under the Managed Service Companies legislation (as stipulated in section 688A and sections 61 of the Finance Act 2007, Schedule 3 – Managed service companies, Part 1 Amendments of ITEPA 2003).

Please note that:

Aston Carter can not sign any contract (or any other agreement relating to the supply of your services), and;

Payments can not be processed unless this form has been completed, signed and the relevant information received by us.

Section A: Company Information

Company Name:	
Registered office Address:	
Correspondence Address:	
VAT Registration Number:	
Company Reg. Number:	
Bank Name and Address:	
Account Name:	
Sort Code:	
Account Number:	

Please provide copies of the following documents (tick the relevant boxes)		
Certificate of incorporation	☐	
VAT Registration	☐	
Professional Indemnity Insurance	☐	
Section B: Personal Service Companies (tick the relevant box)	Yes	No
1. Are you the Sole Director of the OLC?	Y	N
2. Do you own 100% of the shares in the OLC?	Y	N
3. If no , what is your percentage and who are the other major shareholders? (Detail below)		
4. Are you the sole worker providing services through the OLC?	Y	N
5. If no , please specify details below		
6. Please confirm that all payments made by Aston Carter are paid directly into the OLC's bank account (details given above in section A)	Y	N
7. Please confirm that the OLC's bank account is based in the United Kingdom?	Y	N
8. Do you sign contracts for and on behalf of the OLC?	Y	N
9. Does the OLC hold professional indemnity insurance?	Y	N
10. If yes , please confirm the amount the OLC holds and that the OLC is the insured and that such insurance is not part of a block policy held by a third party:		
11. Please provide the details of any accountancy or legal advisors of the OLC:		
Company Name:		
Address:		
Email:		

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12. Is that accountancy or legal advisor regulated and what qualifications do they hold?	Y	N
13. If the OLC receives services from accountancy advisors please detail below what those services are: For example: company incorporation, annual tax returns, annual accounts, tax and expenses calculations. (please note, this list is not exhaustive)		
Section C: Declaration - Compulsory		
I believe that the information given on this form is complete, accurate and truthful. I will immediately notify you in writing if any of my circumstances change.		
Signed on behalf of		
Signed		
Print Name		
Date		
Position		