



Register as an employer - Limited Company with up to 2 directors

* indicates required information

Agent Information

Are you an agent acting on behalf of an employer engaging subcontractors? (Tick if Yes)

> Agent

If you do not want a New Employer Pack tick here

Business Details

Company Unique Taxpayer Reference

Company Name *

Trading Name (if appropriate)

Company Registration Number

Business Address (not a PO Box no.) *

Business Address - line 2 *

Business Address - line 3

Postcode *

Please tick if this is your Registered Office address

Registered Office

Registered Office Address (if different from Business Address)

Registered Office Address - line 1

Registered Office Address - line 2

Registered Office Address - line 3

Postcode

Business Telephone Number

Nature of Business Being Registered *

Are you providing new employer details to operate an Occupational Pension Scheme? (Tick if yes)

Occupational Pension Scheme

Please provide first pay date or first date you made payments of expenses and/or provided benefits to your employees

Have you already made payments to employees?

Tick if payments already made

Date of any payments or benefits *
paid dd/mm/yyyy

Number of employees you employ or expect to employ in this tax year

Number of employees (including paid directors)

Will you be engaging any subcontractors in the construction industry during this tax year?

Tick if engaging subcontractors

If your business is a limited company do you intend to reclaim Construction Industry Scheme (CIS) deductions taken from payments?

Tick if intending to reclaim CIS deductions

Do you intend to provide expenses and benefits to your employees?

Tick if intending to provide expenses and benefits

Contact Details

Contact email address *

Contact Telephone Number *

Correspondence Name

Correspondence Address (if different from business address)

Correspondence Address - line 1

Correspondence Address - line 2

Correspondence Address - line 3

Postcode

Director Details

Director 1

Director's name *

National Insurance Number *

Director 2

Director's name

National Insurance Number

After you click the next button you will see a preview page summarising the information you have provided. If this page is not displayed please use the scroll bar to locate any missing or incorrect entries highlighted in red.

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