DBF - At your service

1. NEW CLIENT FORM

DBF ASSOCIATES
Chartered Accountants
Statutory Auditors

1

1.1 **Client Ref:** [ ]   1.2 **CM:** [ ]   **Intro By:** [ ]   1.4 **Date:** [| |]

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2 Client Background

2.1 **Name:**

2.2 **Company Name:**

2.3 **Company Address**
(Registered Address)

2.4 **City:**

2.5 **Post Code:** [ ]   2.6 **Tel No.:** [ ]

2.7 **Mobile No.:** [ ]   2.8 **Fax No.:** [ ]

2.9 **E-Mail Address:**

2.10 **Website Address:**

2.11 **Trade:** (Please refer to DBF Audit)

2.12 **Company Status:** (Please Tick)   **Limited Company** ☐   **Sole Trader** ☐   **Partnership** ☐   **LLP** ☐

2.13 **Date of Incorporation:** [| |]   2.14 **VAT No:** [ ]

2.15 **Date Started:** [| |]   2.16 **Tax Ref:** [ ]

2.17 **Company Number:** [ ]   2.18 **PAYE Ref:** [ ]

2.19 **Year end:** [| |]   2.20 **Est. Turnover:** [£]

2.21 **No. of Employees:** [ ]

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3 Bank Details

3.1 **Name(s) of Account**
3.2 **Holder(s):** [ ]   3.6 Bank Address:

3.3 **Bank:** [ ]

3.4 **Branch Sort Code:** [| |]

3.5 **Account Number:** [| | |]   Postcode:

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4 Previous Owner Contact Details

4.1 Name:

Address: Postcode:

Tel: E-mail:

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1. NEW CLIENT FORM

5 Previous Accountants Details

5.1	Name:

Address: Postcode:

Tel: E-mail:

6 Partners

	1	2	3
6.1 **Surname:**			
6.2 **First Name:**			
6.3 **Address:**			
6.4 **Postcode:**			
6.5 **Tel No.:**			
6.6 **Fax No.:**			
6.7 **Mobile No.:**			
6.8 **E-Mail Address:**			
6.9 **N.I.N:**			
6.10 **D.O.B:**			

Financial Services

	1	2	3
6.11 **Life:**			
6.12 **Pensions:**			
6.13 **Critical:**			
6.14 **Others:**			

7 Notes

8 Checklist

8.1 **If Audit Consider Ethical Implications:**		8.5 **Apply for PAYE Ref.:**	
8.2 **Engagement Letter:**		8.6 **Issue Office Ref.:**	
8.3 **Sign 41G & 64-8:**		8.7 **Open Files:**	
8.4 **Fill VAT Application:**		8.8 **Update Database:**	

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