

UK Business Registration Checklist

Step 1—Choose your Business Structure

- ☐ Sole Trader
- ☐ Limited Company
- ☐ Partnership
- ☐ Seek professional advice if unsure

Step 2—Choose a Business Name

- ☐ Name is unique and not already in use
- ☐ No restricted or sensitive words used
- ☐ Ends with “Ltd” or “Limited” (for limited companies)
- ☐ Domain and social media availability checked

Step 3—Prepare for Registration

For Sole Traders:

- ☐ Register with HMRC for self-assessment

For Limited Companies:

- ☐ Register with Companies House
- ☐ Register for Corporation Tax with HMRC
- ☐ Select a SIC code (business activity classification)
- ☐ Prepare:
 - ☐ Company name
 - ☐ Registered office address
 - ☐ Details of Directors and Shareholders

Step 4—Set a Registered Office Address

- ☐ Physical address in the UK
- ☐ Consider privacy: home address or virtual office?

Step 5—Have Personal Details ready

- ☐ National Insurance number
- ☐ Photo ID
- ☐ Contact information
- ☐ Director/shareholder details (for limited companies)

Step 6—Post-Registration Essentials

- ☐ Open a business bank account
- ☐ Check if you need to register for VAT
- ☐ Get business insurance (if required)
- ☐ Apply for necessary licenses or permits
- ☐ Set up accounting and bookkeeping system

Find more Guides, and details
on whether you should be Sole
Trader or Limited Company at

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