



Customer name:

Our reference number:

Please let us have the information listed below.

Information that we need

We need you to complete the following information about your business.

Name and address

Name

Address

Postcode

Name of your VAT Registered business

VAT Registration Number

VAT Registration Number input field

Your Reference (if applicable) and name of contact

Reference

Name

Your phone Number – in case we need to contact you

Your email – in case we need to contact you

Business Background

Please provide me with an explanation of the background of your history in this trade, why you opted to enter this trading activity in preference to any other.

Text area for business history explanation

What evidence do you hold regarding any research you have carried out prior to the commencement of, and during the subsequent trading period of your company.

Text area for research evidence

Have you been an employee or director of another company before or since setting up this VAT registration?

Yes No

If yes, please provide details

Text area for details if yes

What capital investments have been made into this business at start up and, who has made the investment?

Text area for capital investments

Please remember to forward a copy of your initial business plan and associated documentation.

Accounts and payment methods

How many banking and/or alternative transaction accounts does the business have use of for both sales and purchases.

This figure should also include any electronic wallets used.

What is the name of each provider	Who is named on the account	What date was this account opened	How many cards are held	Is this a personal or business account
1		/ /		
2		/ /		
3		/ /		
4		/ /		
5		/ /		
5		/ /		
7		/ /		
8		/ /		
9		/ /		
10		/ /		

If you have access to further accounts, please add below

Has the business had any accounts closed in the last 12 months?

Yes No

If yes, please provide details, of who closed the account, what institution the account was held with and the date it was closed

Please provide full details about how you purchase items for your business, including details of purchasing items using any other methods available to the business.

consider the following points.

- How are any gift cards or reward points obtained and who obtains them?
- Who reaches the decision as to whether purchases are made by Debit/Credit Card, Cash, Gift card or reward points? and on what basis is this decision made?
- Do you hand cash to your employees directly?
- Have you ever transferred cash to your employees' bank account?
- Whenever cash has been withdrawn from a bank, how has that cash reached your account in the first instance?
- If you use alternative debit/credit cards, please provide the name of the card issuers, the number of account holders, all names of account holders and addresses used.

Purchasing goods and services

Do you use anybody to assist you in purchasing goods and services for resale?

Yes No

If yes, please provide details, their names, addresses and National Insurance numbers and include what their position is within the business.

Name	Address	National Insurance Number	Role or position in the business
1			
2			
3			
4			
5			

If you have more people in the business, please list their details below

Do you as a director engage directly in purchasing goods for resale?

Yes No

Please provide details of other expenses in relation to the purchase of goods for resale.

Which suppliers do you purchase goods and services for resale

Name of regular suppliers used	Average percentage used in recent VAT returns	What product types do you purchase from this supplier	What type of supplier is used (Wholesaler, High Street retail store etc)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

If there are other suppliers used, please list them

Explain how suppliers move their goods and services to you or, your customers

consider the following points.

- Explain how stock is moved from suppliers to your business
- Who arranges transport?
- If you remove goods, why is the supplier's logistics and transport services not used?

Stock

Please describe the process once you or any buyers have purchased the products, what happens to them? What are your storage arrangements?

Please provide all addresses where you operate from including outside the UK?

Address	Who owns the property? name and address	How much do you pay per month	Is this the main address	Are goods purchased stored here before export
1				
2				
3				

If you have more properties in use, please provide further details

Do you have insurance to cover the products once they have been purchased?

Yes No

If yes, then please provide a copy of your insurance policy with this form.

Have you ever suffered any loss, damage, or theft of items held in stock, or when sent out to customers?

Yes No

If yes, please provide details and the crime reference number(s) of the reported losses

Sales

Have you made any UK sales in the last 12 months?

Yes No **If yes, please provide the name address of those customers**

Do you make any Business to Business (B2B) sales? Yes No

How did you meet each customer you have?

Explain how customers pay for your products?

Please explain how you make and arrange sales

Also consider the following points.

- Do you always make a purchase of goods before you have a customer?
- How do customers know what products you have for sale?
- Provide your online or physical shop address
- Is there always a set price for goods sold and what mark-up do you apply to products sold.
- How is stock supplied to your customer
- Who pays any postage charges, including duties and taxes in the exported country?

This form must be checked and authorised by an officer of the business when completed.

Completed by Position Date / /

Signature

