

Please choose a unique Limited Company Name. You can check its availability on [www.companieshouse.org.uk](http://www.companieshouse.org.uk) under the free web check name facility

My Company Name Here	<b>Limited</b>
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## SECTION A: Personal Details

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">Title (Dr, Mr, Mrs etc)</td></tr> <tr><td style="border-bottom: 1px solid black;">First Name(s)</td></tr> <tr><td style="border-bottom: 1px solid black;">Surname / Family Name</td></tr> <tr><td style="border-bottom: 1px solid black;">Date of Birth ( DD / MM / YYYY )</td></tr> <tr><td style="border-bottom: 1px solid black;">National Insurance No ( A B 1 1 2 2 3 3 C )</td></tr> <tr><td style="border-bottom: 1px solid black;">Nationality</td></tr> <tr><td style="border-bottom: 1px solid black;">Home Telephone No</td></tr> </table>	Title (Dr, Mr, Mrs etc)	First Name(s)	Surname / Family Name	Date of Birth ( DD / MM / YYYY )	National Insurance No ( A B 1 1 2 2 3 3 C )	Nationality	Home Telephone No	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">Address (Line 1)</td></tr> <tr><td style="border-bottom: 1px solid black;">Address (Line 2)</td></tr> <tr><td style="border-bottom: 1px solid black;">Town / City</td></tr> <tr><td style="border-bottom: 1px solid black;">County</td></tr> <tr><td style="border-bottom: 1px solid black;">Postcode</td></tr> <tr><td style="border-bottom: 1px solid black;">Mobile Tel No</td></tr> <tr><td style="border-bottom: 1px solid black;">E-mail address</td></tr> </table>	Address (Line 1)	Address (Line 2)	Town / City	County	Postcode	Mobile Tel No	E-mail address
Title (Dr, Mr, Mrs etc)															
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Postcode															
Mobile Tel No															
E-mail address															
Preferred method of Contact	Home Tel. <input type="checkbox"/> Mobile Tel. <input type="checkbox"/> Post <input type="checkbox"/> E-Mail <input type="checkbox"/>														

## SECTION B: Personal Banking Details

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">Bank / Building Society</td></tr> <tr><td style="border-bottom: 1px solid black;">Account Name</td></tr> <tr><td style="border-bottom: 1px solid black;">Account Number ( 8 digits )</td></tr> </table>	Bank / Building Society	Account Name	Account Number ( 8 digits )	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">Branch Town</td></tr> <tr><td style="border-bottom: 1px solid black;">B/Soc Ref / Roll No</td></tr> <tr><td style="border-bottom: 1px solid black;">Sort Code ( 1 1 - 2 2 - 3 3 )</td></tr> </table>	Branch Town	B/Soc Ref / Roll No	Sort Code ( 1 1 - 2 2 - 3 3 )
Bank / Building Society							
Account Name							
Account Number ( 8 digits )							
Branch Town							
B/Soc Ref / Roll No							
Sort Code ( 1 1 - 2 2 - 3 3 )							

**Important Note:** It is your choice of Bank with which you open a business bank account – we can assist if required but will have no authority.

## SECTION C: Invoicing & Billing Details

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">Agency/Client Name</td></tr> <tr><td style="border-bottom: 1px solid black;">Representatives Name</td></tr> <tr><td style="border-bottom: 1px solid black;">Address (Line 1)</td></tr> <tr><td style="border-bottom: 1px solid black;">Address (Line 2)</td></tr> <tr><td style="border-bottom: 1px solid black;">Town / City</td></tr> <tr><td style="border-bottom: 1px solid black;">Postcode</td></tr> <tr><td style="border-bottom: 1px solid black;">Telephone No.</td></tr> <tr><td style="border-bottom: 1px solid black;">Fax No.</td></tr> <tr><td style="border-bottom: 1px solid black;">Representatives E-Mail</td></tr> </table>	Agency/Client Name	Representatives Name	Address (Line 1)	Address (Line 2)	Town / City	Postcode	Telephone No.	Fax No.	Representatives E-Mail	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">Payroll Contact</td></tr> <tr><td style="border-bottom: 1px solid black;">Address (Line 1)</td></tr> <tr><td style="border-bottom: 1px solid black;">Address (Line 2)</td></tr> <tr><td style="border-bottom: 1px solid black;">Town / City</td></tr> <tr><td style="border-bottom: 1px solid black;">County</td></tr> <tr><td style="border-bottom: 1px solid black;">Postcode</td></tr> <tr><td style="border-bottom: 1px solid black;">Telephone No.</td></tr> <tr><td style="border-bottom: 1px solid black;">Fax No.</td></tr> <tr><td style="border-bottom: 1px solid black;">Payroll E-mail Address</td></tr> </table>	Payroll Contact	Address (Line 1)	Address (Line 2)	Town / City	County	Postcode	Telephone No.	Fax No.	Payroll E-mail Address
Agency/Client Name																			
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Postcode																			
Telephone No.																			
Fax No.																			
Payroll E-mail Address																			

## SECTION D: Other Clients & Agencies

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">Agency/Client Name</td></tr> <tr><td style="border-bottom: 1px solid black;">Agency/Client Name</td></tr> </table>	Agency/Client Name	Agency/Client Name	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">Agency/Client Name</td></tr> <tr><td style="border-bottom: 1px solid black;">Agency/Client Name</td></tr> </table>	Agency/Client Name	Agency/Client Name
Agency/Client Name					
Agency/Client Name					
Agency/Client Name					
Agency/Client Name					

## SECTION E: Declaration & Signature

**DECLARATION:** I confirm that I have sought tailored professional advice on the best payroll options available for me personally. I also confirm that the details contained on this form are accurate and true, and in conjunction with the enclosed agreement, I instruct Recruitment & Contractor Services Limited (RACS CIS) to set-up my Personal Services Limited Company (PSC) and offer me assistance with a preferred supplier list of professional parties where applicable, including help with setting up a business bank account linked to my PSC (where required). I understand that I am solely responsible for my PSC and my bank account as the only Director and shareholder and acknowledge that RACS CIS will have no involvement or signing authority over my finances whatsoever.

Signed: <span style="border: 1px solid black; display: inline-block; width: 200px; height: 30px; vertical-align: middle;"></span>	Dated: <span style="border: 1px solid black; display: inline-block; width: 200px; height: 30px; vertical-align: middle;"></span>
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