



Start-up Business Information

About You

1. Name:	
2. Address:	
3. Contact Number:	
4. Email Address:	
5. Preferred method of contact:	Post / Phone / Email

About your Business

1. What type of business are you setting up?
a. Sole Trader; b. Partnership; or c. Company
2. Have you instructed an accountant? If so, please confirm your accountant's details.
3. What types of services and/or goods will you be supplying?
4. Will you be providing those services or goods online and/or from premises?
5. Will you require Terms of business drawn up for supply of your services/goods?
Yes / No

6. How will you be funding your business?

7. Are you currently involved in any other business?

Yes / No

8. Will you be needing new premises to run your business from?

Yes / No

If yes, please answer the following questions. (Q9 – Q12)

9. Are you thinking of purchasing a building or taking a lease?

Yes / No

If yes, please provide details.

10. Will you be taking out a loan/mortgage to purchase the building?

Yes / No

11. Have you been asked by the landlord to personally guarantee the lease?

Yes / No

12. Do you have a Service Agreement for the Directors of the Company?

Yes / No

13. Do you intend to employ staff?

Yes / No

If yes, please answer the following questions.

14. On what basis do you intend to employ staff?

- a. Full-time
- b. Part-time
- c. Zero hours
- d. Casual worker

15. Do you have employment contracts and basic policies in place?

Yes / No

16. What contractual benefits do you intend to offer?

17. Do you intend for your employees to be subject to Restrictive Covenants?

Yes / No

18. Do you have an accountant or payroll specialist appointed to manage your payroll?

Yes / No