



DENTAL INCORPORATION CHECKLIST

- 1** Decide name of Company / Registered Office and appoint directors and shareholders ☐
 - 2** Decide on - most suitable date to cease trade as a sole trader - whether incorporation relief is suitable (guided by accountant) ☐
 - 3** Review contracts of employment for staff and directors ☐
 - 4** Notify customers and suppliers of the change of status ☐
 - 5** Set up a new company bank account ☐
 - 6** If there are assets on hire/finance, obtain agreement from companies to reassign these agreements ☐
 - 7** Review and make any changes to any pension arrangements for staff and former proprietors/partners ☐
 - 8** Notify professional and trade bodies ☐
 - 9** Notify insurance companies - Professional Indemnity Insurance & Business Insurance (PL, EL etc) ☐
 - 10** Consider the impact of your existing personal life cover ☐
 - 11** Register for Data Protection with ICO ☐
 - 12** Alter stationery, letterheadings, invoices, business cards etc ☐
- 