

UK Company Owner Compliance Checklist

A starter checklist for directors and small company owners planning records and deadlines.

This checklist is general information only, not tax, legal or financial advice. Requirements depend on your company, residency, sector and trading position. Confirm with Companies House, HMRC or a qualified adviser.

Core setup checks

Area	Check	Owner	Due / review date	Status
Companies House	Registered office, SIC codes, PSCs and confirmation statement awareness			
Accounting records	Bank account, invoices, receipts, bookkeeping process and document storage			
Corporation tax	HMRC registration, UTR, accounting period and filing plan			
VAT	Threshold monitoring and voluntary registration decision			
Payroll	PAYE, salary/dividend planning and pension duties where relevant			
Data protection	ICO/GDPR check where personal data is processed			
Insurance	Employer liability, professional indemnity and public liability where relevant			
Software	Xero, QuickBooks, Sage, FreeAgent or another bookkeeping setup decision			