**Enquiry form to gather information from a prospective client – Microsoft Word version**

Last revised: 10 August 2025

In order to help me gather information about a prospective client and form a decision on whether I will be able to undertake the required accountancy work and willing to act for the prospective client, I ask prospective clients to fill in my ‘Enquiry form to gather information from a prospective client’ and send their completed form to me.

My ‘Enquiry form to gather information from a prospective client’ is available as a Microsoft Word file and a PDF file. This document is the Microsoft Word version of the form. You can fill in this document using Microsoft Word. Alternatively, you can print a paper copy of the PDF version of the form and fill it in by hand. If you cannot print a paper copy of the PDF version of the form, I can provide you with one.

If you want me to consider undertaking any accountancy work for you, please fill in either version of the enquiry form and send your completed form to me. I will then contact you in due course.

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| **Filling in this form**  In order to fill in this form in Microsoft Word, you need to view it in Print Layout view. If Word has opened this document in Read Mode, you need to switch to Print Layout view in order to edit the document.  Here are three methods you can use to switch from Read Mode to Print Layout view:  *Method 1*  Click or tap on View, on the left-hand side of the Reading Toolbar at the top of the document window, and then, in the View menu that appears, click or tap on Edit Document. If there is no Reading Toolbar at the top of the document window, click or tap on the ‘...’ button in the top-right corner to show the Reading Toolbar temporarily, or the ‘Always Show Reading Toolbar’ button to always show the Reading Toolbar, as long as the ‘Auto-hide Reading Toolbar’ button is not used to hide it again.  *Method 2*  Click or tap on the Print Layout shortcut button, on the right-hand side of the Status Bar at the bottom of the document window. If you cannot see a group of three shortcut buttons for Read Mode, Print Layout view and Web Layout view, right-click on the Status Bar to open the Customize Status Bar context menu, and then check whether the View Shortcuts option is ticked. If the View Shortcuts option is not ticked, click or tap on View Shortcuts to tick it.  *Method 3*  Press the Esc key on the keyboard.  Please click or tap where indicated on the form to enter your text in the relevant text boxes. In this document, each text box has a variable height (whereas in the PDF version of the form, each text box has a fixed height).  A few of the questions have check boxes. Please enter ‘X’ in the applicable check boxes. Clicking or tapping on a check box will toggle between a checked box, containing ‘X’, and an unchecked box.  *Some of the questions have explanatory notes. Explanatory notes are shown in blue italics.* |

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| **Sending your completed form to me**  Please email your completed form to [briancohen.accountant@gmail.com](mailto:briancohen.accountant@gmail.com).  Alternatively, you can print a paper copy of your completed form and post it to:  Brian Cohen  483 Green Lanes  London  N13 4BS |

1. **Details of the prospective client**

***Name of the prospective client***

* 1. What is the name of the prospective client?

Click or tap here to enter text.

***Type of client***

* 1. Which of the following types of clients is the prospective client?

An individual (excluding the estate of a deceased individual)

A limited company

A limited liability partnership (LLP)

A limited partnership (LP)

A partnership other than an LLP or LP

A trust

The estate of a deceased individual

As stated below:

Click or tap here to enter text.

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| Please enter ‘X’ in the applicable check box. Clicking or tapping on a check box will toggle between a checked box, containing ‘X’, and an unchecked box. |

***Company/LLP/LP registration number, registered office address and principal place of business (if applicable)***

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| If the prospective client is a company, limited liability partnership (LLP) or limited partnership (LP), please complete this subsection. |

* 1. What is the prospective client’s Companies House registration number?

Click or tap here to enter text.

* 1. What is the prospective client’s registered office address?

Click or tap here to enter text.

* 1. Is the prospective client’s principal place of business different to the registered office address that you entered in 1.4? If so, please state the prospective client’s principal place of business.

Click or tap here to enter text.

***Contact details***

* 1. What is the prospective client’s contact address?

Click or tap here to enter text.

* 1. What is the prospective client’s email address?

Click or tap here to enter text.

* 1. What is the prospective client’s telephone number?

Click or tap here to enter text.

***Website address***

* 1. Does the prospective client have a website? If so, what is the prospective client’s website address?

Click or tap here to enter text.

1. **Details of the prospective client’s business**

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| If I would be required to undertake any accountancy work in relation to a business carried on by the prospective client, please complete this section. |

* 1. Is the prospective client’s trading name different to the name that you entered in 1.1? If so, what is the prospective client’s trading name?

Click or tap here to enter text.

* 1. What is/are the prospective client’s principal business activity/activities?

Click or tap here to enter text.

* 1. What is the value of the business’s annual turnover?

*In a business’s profit and loss account, turnover includes the takings, fees, sales or money earned or received by the business.*

Click or tap here to enter text.

* 1. What is the total balance sheet value of the business’s assets?

*In a business’s balance sheet, the total value of the business’s assets is equal to the total value of the business’s fixed assets plus the total value of its current assets.*

Click or tap here to enter text.

* 1. What is the total balance sheet value of the business’s liabilities?

*In a business’s balance sheet, the total value of the business’s liabilities is equal to the total value of the business’s current liabilities plus the total value of any long-term liabilities. Current liabilities are liabilities falling due within one year; long-term liabilities are liabilities falling due after more than one year.*

Click or tap here to enter text.

* 1. Does the business have any employees? If so, how many employees does the business have on its payroll?

Click or tap here to enter text.

* 1. Does the business operate any overseas bank accounts? If so, where are those bank accounts held?

Click or tap here to enter text.

* 1. Approximately what proportion of the business’s annual turnover is received in the form of cash (i.e. banknotes and coins)?

Click or tap here to enter text.

* 1. Does the business operate any client money bank accounts?

*A client money bank account is a bank account in which a business holds client money, on behalf of one or more clients, separate from the business’s own money.*

Click or tap here to enter text.

* 1. Is the prospective client’s business registered for VAT?

Click or tap here to enter text.

1. **Source of introduction**
   1. How was the prospective client introduced to my accountancy firm?

Click or tap here to enter text.

1. **Services required by the prospective client**
   1. Which of the following services are required by the prospective client?

Bookkeeping (preparation of books of account)

Preparation of VAT returns

Preparation of final annual accounts, including an accountant’s report, for an individual or a partnership other than a limited liability partnership (LLP)

Preparation of draft annual accounts, ready for finalisation by another accountancy firm

Preparation of self-assessment tax returns

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| Please enter ‘X’ in each applicable check box. Clicking or tapping on a check box will toggle between a checked box, containing ‘X’, and an unchecked box. |

* 1. Does the prospective client require a payroll or CIS service?

*A CIS service is a service provided to contractors in relation to their payments to subcontractors under the Construction Industry Scheme (CIS).*

Click or tap here to enter text.

* 1. Does the prospective client require any other services? If so, what other services does the prospective client require?

Click or tap here to enter text.

* 1. Would I be required by the prospective client to deliver their work within any timescales other than the timescales for meeting any official deadlines? If so, what would be the prospective client’s required timescales for delivery of their work?

Click or tap here to enter text.

1. **Existing or predecessor accountant(s)**
   1. Would I be required by the prospective client to:

replace an existing accountant (or multiple existing accountants) or, where there is no existing accountant to replace, a predecessor accountant (or multiple predecessor accountants); and/or

undertake work that is complementary or additional to the work of an existing accountant (or multiple existing accountants) or, where there is no existing accountant, a predecessor accountant (or multiple predecessor accountants)?

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| Please enter ‘X’ in each applicable check box. Clicking or tapping on a check box will toggle between a checked box, containing ‘X’, and an unchecked box. |

*An ‘existing accountant’ is a professional accountant in public practice currently holding an audit appointment or carrying out accounting, tax, consulting or similar professional services for the prospective client. A ‘predecessor accountant’ is a professional accountant in public practice who most recently held an audit appointment or carried out accounting, tax, consulting or similar professional services for the prospective client, where there is no existing accountant.*

*A ‘professional accountant in public practice’ may be an individual professional accountant in public practice or a firm of professional accountants in public practice. A ‘professional accountant’ is an individual who is a member of an IFAC member body. IFAC is the abbreviation of International Federation of Accountants.*

*‘Professional services’ are professional activities performed for clients. A ‘professional activity’ is an activity requiring accountancy or related skills undertaken by a professional accountant, including accounting, auditing, tax, management consulting, and financial management.*

1. **Bookkeeping and accounting**

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| If I would be required to prepare the prospective client’s books of account or annual accounts, please complete this section. |

* 1. What is the most recent accounting period for which the prospective client’s annual accounts have been prepared and finalised?

*This question relates to the prospective client’s annual financial accounts rather than any periodic management accounts (e.g. monthly or quarterly management accounts).*

Click or tap here to enter text.

* 1. Who prepared the prospective client’s annual accounts for the accounting period that you entered in 6.1?

Click or tap here to enter text.

* 1. Who prepared the prospective client’s books of account for the period since the end of the accounting period that you entered in 6.1?

Click or tap here to enter text.

* 1. What software was used to prepare the prospective client’s books of account for the period since the end of the accounting period that you entered in 6.1?

Click or tap here to enter text.

* 1. Please state the address at which the prospective client’s accounting records are kept.

Click or tap here to enter text.

1. **VAT**

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| If I would be required to prepare the prospective client’s VAT returns, please complete this section. |

* 1. What is the most recent VAT return period for which the prospective client’s VAT return has been prepared?

*A VAT return period is usually a quarter (i.e. three months) ending on a fixed date (e.g. 31 March, 30 June, etc.).*

Click or tap here to enter text.

* 1. Who prepared the prospective client’s VAT returns for the return periods covering the 12 months up to the end of the return period that you entered in 7.1?

Click or tap here to enter text.

* 1. Are there any VAT matters that are a matter of dispute between the prospective client and HM Revenue & Customs (HMRC)? If so, please provide details.

Click or tap here to enter text.

* 1. Does the prospective client owe any overdue VAT amounts to HMRC? If so, please provide details and explain why these amounts are overdue.

Click or tap here to enter text.

1. **Self-assessment**

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| If I would be required to prepare the prospective client’s self-assessment tax returns, please complete this section. |

* 1. What is the most recent tax year for which the prospective client’s self-assessment tax return has been prepared?

*A tax year runs from 6 April in one year to 5 April in the following year.*

Click or tap here to enter text.

* 1. Who prepared the prospective client’s self-assessment tax return for the tax year that you entered in 8.1?

Click or tap here to enter text.

* 1. Are there any self-assessment matters that are a matter of dispute between the prospective client and HM Revenue & Customs (HMRC)? If so, please provide details.

Click or tap here to enter text.

* 1. Does the prospective client owe any overdue self-assessment amounts to HMRC? If so, please provide details and explain why these amounts are overdue.

Click or tap here to enter text.

1. **Other information**
   1. Have any third parties who might be involved with the prospective client indicated to the prospective client that they might subsequently claim to have relied on any of the work to be carried out under the proposed engagement? If so, please identify those third parties, and the work that they have indicated to the prospective client that they might subsequently claim to have relied on.

*A third party is a person or entity other than the prospective client or my accountancy firm. Examples of third parties could include investors, lenders, suppliers or customers. An engagement is a contract or agreement between the prospective client and my accountancy firm for the provision of accountancy services.*

Click or tap here to enter text.

* 1. Has the prospective client changed accountants regularly or recently? If so, why has the prospective client done so?

Click or tap here to enter text.

* 1. Why has the prospective client approached my accountancy firm?

Click or tap here to enter text.

***Information regarding the completion of this form***

* 1. What is your name (i.e. the name of the person who completed this form)?

Click or tap here to enter text.

* 1. What is the date on which you completed this form?

Click or tap here to enter text.

* 1. If you have completed this form on behalf of the prospective client named in 1.1, what is your relationship to them?

*For example:*

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| ***If you have* *completed this form on behalf of*** | ***You are likely to be*** |
| *An individual (excluding the estate of a deceased individual)* | *The individual’s spouse, civil partner, relative or friend* |
| *A limited company* | *A director of the company* |
| *A limited liability partnership (LLP)* | *A member of the LLP* |
| *A limited partnership (LP)* | *A general partner in the LP* |
| *A partnership other than an LLP or LP* | *A partner in the partnership* |
| *A trust* | *A trustee of the trust* |
| *The estate of a deceased individual* | *An executor or administrator of the deceased person* |
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Click or tap here to enter text.

1. **Additional information and comments**

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| If you want to include any additional information or comments that you feel are relevant, please do so below. |
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Click or tap here to enter text.

**★★★ *End of document* ★★★**