



Client Takeon Checklist

Client/Company name

1. Last financial year signed Annual Financial Statements (AFS) with:

- a. Final trial balance for these AFS,
- b. Adjusting Journals for these AFS,
- c. Fixed asset register for these AFS,
- d. All relevant working papers for these AFS,

Please check if the company has not had financial statements drafted

2. Latest Trial Balance with:

- a. Reconciling bank balances with corresponding bank statements;
- b. Reconciling petty cash balances; with corresponding petty cash schedules
- c. Reconciling customers with corresponding customer statements;
- d. Reconciling suppliers with corresponding supplier statements;
- e. Reconciling loan and amortisation schedules with supporting loan certificates;
- f. Latest fixed asset registers reconciling to Trial Balance.

3. All latest relevant tax information,

- a. VAT reconciliations for the current financial year;
- b. Payroll reconciliations for the current financial year;
- c. Provisional Tax calculations for the current financial year;
- e. Does the company have an efilng profile; Yes No

If "Yes" please provide login details:

Username:

Password:

4. Relevant CIPC information

- a. CIPC Login information Username
 Password
- b. All relevant company documents namely:
 - i. COR 14.1 Notice of Incorporation
 - ii. COR 14.1A Initial Director Details
 - iii. COR 14.3 Registration Certificate
 - iv. COR 15.1A Memorandum of Incorporation

Accounting System Login Details

If your books are currently being processed on a cloud based accounting system, kindly indicate which one and provide us with the relevant login details.

Accounting System

If "Other" please specify

Login Details

Username:

Password:

Bank Account Information

Please provide a list of bank accounts in the name of the company with corresponding bank confirmation letters

	Name of Bank	Account Number	Bank Confirmation Letter Attached
Account 1			
Account 2			
Account 3			

If there are any additional bank or credit card accounts, kindly indicate so in writing via email with the above mentioned information attached.