



Sole Trader Business Start-Up Checklist (UK)

- ☑ Business name chosen and checked for conflicts
 - Sole trader registration completed (HMRC)
 - UTR (Unique Taxpayer Reference) received
 - National Insurance Number ready
 - Business bank account opened
 - Business insurance arranged (public liability, professional indemnity, etc.)
 - GDPR compliance set up (privacy policy, data protection registration if required)
 - Bookkeeping system established
 - Terms and conditions prepared
 - Invoicing template ready
 - Marketing materials created (website, social media, etc.)
 - Registered for VAT (if applicable)
 - Relevant licenses or permits obtained
 - Business email and phone line set up
 - Pension arrangements considered (if applicable)

