**CHECKLIST: Directors’ Responsibilities**

Use this checklist to remind you of your responsibilities as a director. Make a note of the key dates and deadlines for your business.

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|  | **✓……🗶** | **Actions / Comments** |
| Filed Annual Return |  |  |
| Submit Annual Accounts |  |  |
| Complete Corporation Tax Return (and make payment) |  |  |
| Notify changes in company personnel |  |  |
| Notify changes to shares |  |  |
| Compliance with legislation:  Health and Safety  Employment Law  Discrimination Legislation  Other: |  |  |
| Meeting all tax obligations:  Income Tax  National Insurance Contributions  VAT  Corporation Tax  Other: |  |  |
| All company records are accurate |  |  |
| Business is solvent |  |  |
| Business is acting in the interests of the shareholders |  |  |