

# COMPANY NEW BUSINESS START UP SERVICE

## Introduction

In addition to our 'Company Formation Service', detailed in a separate Fact Sheet, we can also assist you in all of the necessary formalities that need to be attended to when you start a new business venture through a limited company. MNA deals with corporate business start ups on a regular basis, and all the necessary paperwork and advice will be dealt with by one of our Client Managers who are experts in this field, leaving you to concentrate on getting the business up and running.

This service is offered on a **FIXED FEE** basis to give you certainty over fees, depending on the amount of work you would like us to be involved in your corporate new business start up.

**Note:** This service is not appropriate for an existing business that has already been trading as a sole trader or partnership, and is incorporating into a limited company, under such circumstances we offer a separate service for which details are available on request. All fees are subject to VAT.

Information and Advice	Fee
• Provide you with a Checklist of actions that both us and you need to complete in order to properly incorporate the business into the company.	<b>£225</b>
• Provide you with Fact Sheets on key areas of running a limited company.	
• Advise on producing correct Sales Invoices, and also how to deal with VAT before you receive your VAT number from HM Revenue & Customs if applicable.	
• Advise on bookkeeping for the company and provide an excel based bookkeeping template if required or assist you with the setup of a manual bookkeeping system.	
• Advise and assist you with any aspect of opening a company bank account.	
• Review your bookkeeping after 3 months and suggest any amendments or alterations.	
• Advise you on issues with regard to ensuring all lenders and/or lease companies write contracts into the company's name.	
• Advise you on whether property should be transferred into the company or not.	
• Advise you on what should be on all of your Corporate and Promotional material, including websites and emails.	
• Advise you on the types of expenses that can be claimed for tax purposes.	
• Advise on what should be displayed at your business premises.	
• Advise on what action to take with regards to any company vehicles.	
• Advise on remunerating Directors and/or Shareholders from the company.	
• Tax planning advice that you may like to consider in the first year of being in business.	
• General advice in connection with this service.	

Registration	Fee
• <i>Where applicable</i> register the company with HM Revenue & Customs for a PAYE (Payroll) scheme.	<b>£35</b>
• <i>Where applicable</i> register the company as a CIS Contractor and/or Subcontractor. Give consideration to Gross Payment Status.	<b>£35</b>
• <i>Where applicable</i> register the company for VAT and then subsequently also registering for online submission via a HMRC gateway account.	<b>£75</b>
• Consider whether registering for the Flat Rate VAT scheme would be beneficial.	
• <i>Where applicable</i> make your VAT periods co-terminus with your accounting year end.	<b>£35</b>
• Complete any Company Secretarial forms and paperwork needed to start trading in the company, for example changing the year end or notifying Companies House that the statutory records are held with MNA as opposed to the Registered Office.	
• Request Corporation Tax Number from HM Revenue & Customs and register for Corporation Taxes online (required within 3 months of starting to trade).	<b>£35</b>

**Full Service Discounted Fee:** We will deal with all of the above for a one off discounted Fixed Fee of **£350** plus VAT.