

GETTING INCORPORATED WITH COMPETEX

Our complete company
formation and setup processes
at a glance

YOU

Submit online questionnaire, payment via PayPal

US

We incorporate your company at Companies House within 24 hours. We then send you your initial company information: company name, company number, date of incorporation

YOU

Open your business bank account

US

We send your company documents
By secure PDF:
Certificate of Incorporation, Mem & Arts
By post:
Certificate of incorporation, share certificates, 2 x minutes, 2 x letter of engagement, Money Laundering forms, Invoice for incorporation fee

YOU

You return:
Signed share certificate(s), 1 x signed minutes, 1 x signed letter of engagement, ID verification and countersigned copy of passport and utility bill for all directors/ shareholders/employees, CV

US

We send you:
Signed share certificate(s), information about how to proceed when you start your first assignment

YOU

When bank account is open and you get your first assignment, you complete the First Assignment form online

US

Competex registers you for VAT (if required) and sends:
First quarter invoice, standing order details

YOU

You return:
Payment for initial period, signed standing order or indication that this has been done electronically

US

We send you:
Login details to client area of website, information on FreeAgent accounting software, information on accounting and IR35 payroll calculation templates, information on payroll procedures, PAYE, tax codes and payroll timetable, information on Competex staff and contact details

YOU

When you are in a position to send an invoice to your client, please notify us

US

When you wish to take salary, we will register you for PAYE

