

GETTING INCORPORATED WITH COMPETEX

The company formation and setup process at a glance

YOU

Submit company registration form on our website

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 will need these details to open the business bank account

YOU

Open your business bank account

US

We send you 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

Pay the company formation fee and 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

Notify us when you start trading

US

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

YOU

Return:
Payment for initial period, plus 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 payroll procedures

YOU

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

US

When you wish to take salary, please notify us and we will register you for PAYE and process your first salary payment as per your instruction

