

TRANSFERRING TO COMPETEX - THE PROCESS

Transferring to Competex is simple and quick. Here's the process at a glance.

YOU

Submit company adoption form on our website

US

If you are already working with an accountant, we contact them (with your permission) to request professional clearance and obtain documents relating to your company.

YOU

Send us the Certification of Identity form which allows us to comply with the Money Laundering Regulations when taking you on as a client.

US

We send you your Letter of Engagement to sign, which allows us to carry out work for you as your accountant.

YOU

Return our Letter of Engagement

YOU

Open your business bank account, if you have not already done so

US

We add you to our systems and register you for VAT (if applicable)

YOU

Notify us when you start trading (if applicable)

US

We send you instructions for paying our accounting fees (you do not pay us until you start trading)

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, PAYE, tax codes and payroll timetable, information on Competex staff and contact details

YOU

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

US

When you wish to take salary, please notify us and we will register you for PAYE (if not already done). We will then process your first salary payment as per your instruction.

