



# Setting up an Employment Business

When you decide to start an employment business in the UK, we recommend that you have experience in the employment industry and things you must consider.

- Policies and procedures
- Structure of your business
- Financial resource
- Marketing
- Payroll & Accounting
- Tax Planning



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At MSR Group, we have vast experience in this field, setting up many employment business and support to their success.

If you want to establish a new employment business, we are here ready to help you all the ways.

Our set up package are here to cover all your needs and compliance.

We will provide all services that you need under one roof, check out our package and the services we provide.

START-UP PACKAGE

**£6,945** Excl VAT



- ✓ **Business Registration and set up:** We do the business structure base on your needs [register your company with the Companies House and provide you with a postal as well as a digital certificate of incorporation / register as a sold trader or partnership]
- ✓ **Business Bank A/C opening:** We will help to open a business bank account
- ✓ **Compliance & Regulations.** We do your all compliance with related agencies such as HMRC, Pension, IPO and prepare your recruitment and employment compliance legal pack which will me meet all local government bodies regulations and AWR regulations.
- ✓ **Business insurance.** We do employment business insurance, professional indemnity, public liability, and employer liability which is important, and mandatory needed for your business.
- ✓ **Systems & Software – Registration and Timesheets portal.** We do set up online timesheet processing and invoicing for your business.
- ✓ **Operations Training.** We do online and residential training for your office staff for running the business smoothly.
- ✓ **Business Planning.** We do business planning and cashflow forecast for your business which will be help you to get the financial support from lenders.
- ✓ **Financial arrangement.** We will introduce financial institutions for you covering your starting capital and weekly cash flow.
- ✓ **Business Forms & Documents.** We do all your business forms and necessary documents in electronic version with sample explanations.
- ✓ **Business Policies & Procedures.** This package includes your business objectives, structures, GDPR policies, expenses policies, health & safety and other AWR related policies
- ✓ **Website & Emails.** We branded your business and design websites, web forms including timesheet submission, online registration, expenses, and mileage forms and 5 business emails under your business names.
- ✓ **Social Media Set-up and Management.** We do set up social media with Facebook, Instagram, and other related medias base on your request.
- ✓ **Payroll and Accounting:** We do all PAYE and Tax related registration, payroll services, bookkeeping, and accounting services.
- ✓ **Tax Planning:** We do tax planning for 5 years for your business including your business and personal tax.