



Business Tax Centre



CORPORATE AND COMPLIANCE SERVICES

www.btc-nw.co.uk

UK Company Formations | Corporate Legal Services | Registered Office & Service Address
Company Restorations | Company Secretarial | Alterations to Articles | Legal Stationery & Registers
Anti Money Laundering Compliance Services | Client Verification Reports



BTC Corporate & Compliance

by professionals for professionals



About Us

Business Tax Centre (BTC) is a professional firm that provides a range of Company and Compliance Services to professionals in practice, both accountants and solicitors. We have over 1,000 professional firms as account holders and our clients range from the sole practitioner to a number of top 50 UK practices. We help them to deliver an even better quality of service to their clients. All works are covered by our professional indemnity insurance (Pii).



Value for money

We aim to provide our clients with the best value, rather than cheap. We believe for the quality and services we offer we have competitive prices giving you value for money. Our straight forward pricing structure ensures you know the full cost of your purchase with NO HIDDEN COSTS.



The best customer service

Even though you may be ordering online please be assured that real people are available at the other end of the telephone or our online support module, if you have any questions or problems before, during and after you have ordered. Every client receives the same high quality of support from our friendly and helpful staff, whom will go the extra mile to ensure you receive the best service possible.

BTC Company Formations

Up to £50 cash back available with a successful opening of a Fast Track Barclays Business Bank Account

Your Benefits

- Free Formations for some packages with the cash back
- PDF of all documents as standard
- Minutes of first meeting as standard
- All orders are reviewed before submission
- Fully personalised documents to your firms details on printed packages
- Credit accounts available
- Completed Share Certificates and register initial entries are options available on most incorporations
- Free technical support on companies issues

We have various packages to suit your needs, from all electronic to full printed packages for most company types:

- Private by shares
- Limited by guarantee
- Limited Liability Partnerships (LLP)
- Public Limited Companies (PLC)
- Community Interest Companies (CIC)



BTC Company Manager

Your online portal is also a complete management system for all companies you manage, linking securely to Companies House. From your own secure portal you can:

- See all companies that have formed through the system
- Add other previously formed companies to make it a **complete system** for your practice
- See the complete company structure
- Update your account details
- You can have separate contact details for billing
- View your order history
- See details and balances of your account with BTC
- Pay your account balance on line by card

The system can do more:-

- It stores all Company Authentication Codes automatically for each company
- It allows you to web-file securely to Companies House for Directors' Appointments, Resignations, change of Director and Secretarial details
- Change of the name of the company electronically
- Annual Returns can be filed through the portal and the filing fee booked to your account
- It sends automatic e-mail one month prior to the Annual Return date as a reminder to file
- You can add Articles to the system which are specific to your firm



Registered Office and Mail Forwarding Facilities

Our Registered Office facility is particularly useful for smaller companies, such as those being run by a sole director from home, where a separate address for service of routine paperwork from authorities such as Companies House and the Inland Revenue may be required for various reasons.

Our officer service address and mail forwarding services are ideal for those smaller companies who wish to keep their private residential address away from public view.

Corporate Legal and Secretarial Services

BTC are much more than just one of the leading Company Formation Agents – we have a full range of products and services that can help once the company is up and running and a range of corporate legal services for your post incorporation needs.

The CA2006 introduced simpler requirements for the company's constitution, including right to repurchase of own shares as standard and new procedures for 'Reduction in share capital' by way of a solvency statement.

Our range of services includes:

- Changes to articles
- Creation of new share classes
- Company restorations
- Repurchase of own shares
- Capital reduction schemes
- Share for share exchanges
- Share allotments and transfers
- Shareholders agreements
- Removal of directors



Changes to a Company's Constitution and Amendments to the Articles of Association

There can be many reasons to reorganise the company for either constitutional or shareholding requirements, for example:

- Sale of a business, or mergers and acquisitions.
- Introduction of new shareholders
- Conversion to PLC from a private company and other reclassifications of the company
- Introduction of new share classes, for instance, Class B ordinary shares, or sub-division and consolidation of shares
- Rights attaching to classes, such as non voting Rights or rights to assets upon dissolution
- Change to the Company objects clauses or pre Emption rights
- Directors' rights for the allotment of different classes of share

BTC complete services include:

- Change of Objects Clause
- Re-registration of a company
- Changes to share capital
- Variation of class rights
- Authority to allot

As Professional Advisors these are tools available to you to achieve the best advice and service to your client. For example on a sale of a business by division of the Company or the adoption of an employee share scheme which protects the rights of the original owners.



Company Restoration

Under certain conditions, where a company was dissolved because it appeared to be no longer carrying on business or in operation, a former director or member may apply to the registrar to have the company restored. This is called 'administrative restoration'. If the registrar restores the company it is deemed to have continued in existence as if it had not been dissolved and struck off the register. This is done under Section 1025 of the Companies Act 2006.

Conditions:

- It must have been carrying on business or in operation at the time it was struck off
- If any property or rights belonging to the company became bona vacantia, the applicant must provide the registrar with a statement in writing from the relevant Crown Representative giving consent to the company's restoration
- It has delivered all documents necessary to bring the company up to date and paid any outstanding late filing penalties

The administrative restoration Process

BTC staff will obtain the bona vacantia consent, prepare and send, on behalf of the applicant, an 'Application for administrative restoration' along with any missing annual returns to the registrar together with a statement of compliance confirming that the applicant is legally entitled to make the application and that the conditions for restoration are met.

The applicant must meet the Crown representative's costs or expenses (if demanded). The company must pay any statutory penalties for late filing of accounts delivered to the registrar outside the period allowed for filing. The penalties that may be due are:

- Unpaid penalties outstanding on accounts delivered late before the company was dissolved
- Penalties due for accounts delivered on restoration, if the accounts were overdue at the date the company was dissolved.

Electronic Client Verification 'Powered by Experian'

The **BTC SmartSearch** provides INSTANT results for client verification. After entering your client's full name, address and DOB you can download your full verification reports in seconds you can then save the PDF copy to your own files.

The **BTC SmartSearch** (in partnership with SmartCreditUK Ltd) is the most powerful anti-money laundering verification service available in the market today. It has been approved by the Joint Money Laundering Steering Group (JMLSC) as a compliant search under the Regulations.

BTC SmartSearch accesses the widest sources of data such as Full Electoral Roll, Experian's Consumers Credit Data (CIAS), The Global Fraud Alliance Data and Bank and Card validation services. It also features a unique alert service that sends a warning to you when high risk alerts are triggered.

The **BTC SmartSearch** not only checks the PEP's database but against other alert listings, including 'deceased persons files' of both Government and insurance companies and the Credit Industry Fraud Avoidance Scheme (CIFAS) database of known identity theft, impersonation and first party fraud either as an offender or victim, as well as HM Treasury and other designated nationals sanction listings.

BTC SmartSearch quite simply offers the widest and most comprehensive selection of individual checks available on the market.



IDENTITY
THEFT

"By Professionals For Professionals"



The best customer service

Being a professional in practice is more demanding than ever, the UK tax legislation is now the most complex in the world. Other legislation, such as the Money Laundering Regulations, adds to the burden of compliance for the practitioner.

BTC, with its expertise on elements of the Companies Act and money laundering compliance, offers support to its professional account holders on these important subjects, in most instances this is a free service, helping build strong relationships.





You can ask for help or advice in a number of ways



Call us on Freephone

0800 085 4127



Use the online chat support during working hours



E-mail any enquiry to:

businessstax@btc-nw.co.uk

DTE HOUSE | Hollins Mount | Bury | Lancashire BL9 8AT
T: 0161 796 6090 | F: 0161 796 4580

0800 085 4127 | www.btc-nw.co.uk



Business Tax Centre



BUSINESS TAX CENTRE LIMITED

REGISTERED OFFICE:

DTE HOUSE | Hollins Mount | Bury | Lancashire BL9 8AT

T: 0161 796 6090 | F: 0161 796 4580

Company Number 4077360 registered in England & Wales

0800 085 4127 | www.btc-nw.co.uk