

Partnership - New Business Checklist

Task	Useful Links/Comments	Completed (tick off)	Notes
Decide what your business will do. Who are your clients? What is the business called? Branding.	http://www.start.biz/home.htm		
Write a Business Plan	The main clearing banks provide detailed checklists and questionnaires to help you construct a business plan. https://www.gov.uk/write-business-plan http://www.barclays.co.uk/Startupsupport/ http://businesshelp.lloydsbankbusiness.com/ https://www.knowledge.hsbc.co.uk/ http://www.startupdonut.co.uk/startup/business-planning/ http://www.yourbusinessmatters.net/		

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Partnership Agreement	Seek legal advice if required regarding the setting up of a partnership agreement. http://www.smallbusinessnotes.com/managing-your-business/sample-partnership-agreement.html		
Create a website	Having a well-designed, easy to use website that showcases your business is essential.		
Register for Tax with HMRC	http://www.hmrc.gov.uk/working/intro/selfemployed.htm		
Register for VAT?	http://www.hmrc.gov.uk/vat/start/register/when-to-register.htm		
Keeping Financial Records	http://www.hmrc.gov.uk/sa/rec-keep-self-emp.htm		
Retaining Accountant Services	Optional http://startups.co.uk/how-to-choose-an-accountant/ http://www.startupdonut.co.uk/startup/tax-and-national-insurance/accounting-and-bookkeeping/q-a-choosing-an-accountant		
Retain good Bookkeeping Services	Optional http://www.sandrasilke.co.uk/24/Choosing_a_Bookkeeper/		
Premises or Working from Home	If working from home does your house insurance cover your activity? Are there clauses in your property deeds to stop you running a business from home?		

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Business Insurance	Business Insurance is a requirement and quotes can be obtained via the following links http://www.startinbusiness.co.uk/flowchart/8flowchart_ins.htm http://www.simplybusiness.co.uk/ http://www.moneysupermarket.com/c/business-insurance/guide/		
Data Protection	If you are processing or holding personal data as part of your business use you will need to register with the Information Commissioner http://ico.org.uk/for_organisations/data_protection/registration		
Health & Safety	Employers have a responsibility and duty of care under health and safety regulations. The following link is useful to assess how it affects you. http://www.hse.gov.uk/workers/employers.htm		

Disclaimer: Whilst every effort has been made to ensure the accuracy of the information contained in this document we cannot guarantee 100% accuracy and is only issued as a guide.