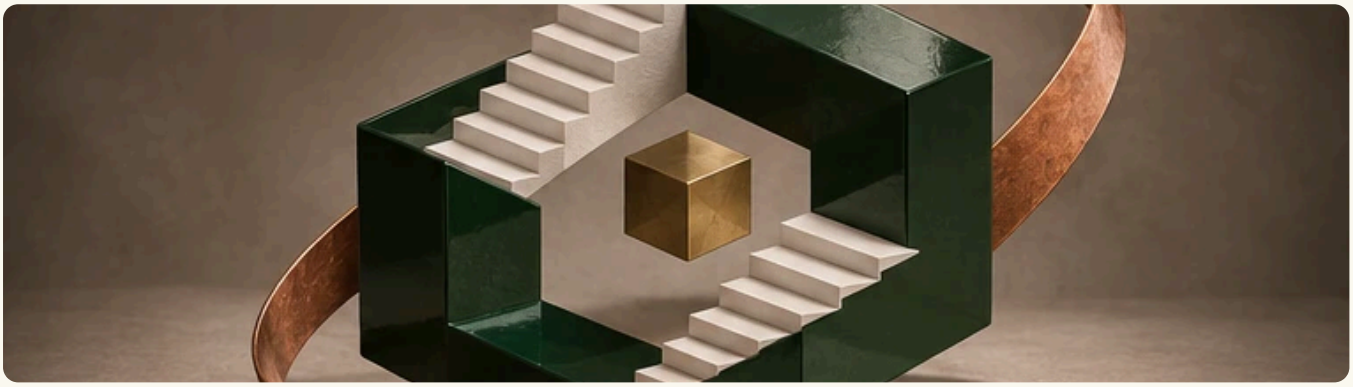
BUSINESS CASE WHITEPAPER · FND-007

Private company formation coordination

Put a standard company formation into the hands of an appointed filing agent with an organised brief.



The decision

A proposed company needs coordinated preparation and a clear handover to its filing agent.

What the fee buys

We coordinate one standard company limited by shares with a supervised agent and deliver a filing checklist and handover call. The appointed agent handles the filing. Statutory and agent fees are separate.

When to commission

Proceed when a standard company limited by shares fits the scope and the agent and separate fees are understood.

SPARKLE SOLUTIONS GROUP LTD · Registered in England and Wales
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SCOPE AND OPERATING CASE

How the work changes the decision

Starting position

The founders have agreed the company structure but have yet to appoint their filing agent.

In this illustrative case

Record agent appointment as the open dependency. Keep the statutory payment separate from the coordination fee.

Inputs and ownership

Identify the proposed company and its directors, and use the appointed agent’s secure intake instructions for personal records.

1. Agree company scope
2. Prepare filing checklist
3. Agent files and confirms

Using the handover

Use the checklist to make the appointed agent's review and the company's handover easier to follow.

An alternative to buying

Go directly to the appointed agent when the founders already hold a complete, checked brief.

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INVESTMENT AND EVALUATION

Test the case before approving spend

£349 GBP · one-time catalogue fee excluding applicable VAT

Full cost to the buyer

Government, agent, address and bank charges are separate where applicable. Include the cost of preparing inputs, reviewing the output and implementing any subsequent changes.

A time-only comparison

At an illustrative £40 per staff hour, the fee alone equals 8.72 hours. Replace £40 with your own fully loaded hourly cost. Divide the full incremental cost by that rate to find your break-even hours. Count only effort you can reasonably avoid. This illustration predicts no saving.

What to measure

Track agent queries caused by incomplete inputs and the time to prepare the handover. Record a baseline before work begins. Use the same scope and definition at follow-up, and note changes outside this service.

Timing and dependencies

Pay upfront at the external checkout. You can prepare immediately. We track clearance and start intake when payment clears, which can take up to seven business days depending on the payment system. The estimate after start and receipt of complete inputs is 3–7 working days for our work. Provider and applicant waiting time is additional.

Approval test

Proceed when a standard company limited by shares fits the scope and the agent and separate fees are understood. Assign an owner for the handover and a date for checking the measure. If the inputs or owner are missing, defer the purchase.

Basis: Routine Works service specification FND-007, GBP catalogue fee and an illustrative working case. View service scope.

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