BUSINESS CASE WHITEPAPER · FND-008

Company limited by guarantee coordination

Bring members and directors together around one incorporation pack.



The decision

An association has agreed its purpose but the specialist still needs a coherent member and director pack.

What the fee buys

We organise one membership and director intake pack for the specialist handling the incorporation.

When to commission

Commission only when the entity choice is agreed and someone can confirm the membership decisions.

SPARKLE SOLUTIONS GROUP LTD · Registered in England and Wales
71–75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
routineworks.co.uk · contact@routineworks.co.uk · support@routineworks.co.uk

SCOPE AND OPERATING CASE

How the work changes the decision

Starting position

A new association has decided its purpose but its proposed members have not agreed their commitments.

In this illustrative case

Record the agreed purpose and mark member commitments for the specialist to confirm.

Inputs and ownership

Gather the intended purpose, member and director roles, and any specialist-approved drafts.

1. Confirm the intended structure
2. Organise member and director details
3. Hand over to the appointed specialist

Using the handover

Use an orderly intake pack to avoid sending versions with missing details or conflicting responsibilities.

An alternative to buying

Prepare the pack in-house if a secretary already manages the agreed records.

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INVESTMENT AND EVALUATION

Test the case before approving spend

£649 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 16.23 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

Count required membership and director fields with confirmed owners and supporting material. 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

Commission only when the entity choice is agreed and someone can confirm the membership decisions. 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-008, GBP catalogue fee and an illustrative working case. View service scope.

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