BUSINESS CASE WHITEPAPER · FND-020

Multi-director application coordination

Keep one director’s outstanding item from getting lost in a group email.



The decision

Multiple directors owe separate confirmations, making the status of a single application hard to see.

What the fee buys

We coordinate the document requests and sign-off sequence for up to four directors of one company. The applicant controls submission and the provider decides whether to open the account.

When to commission

Buy when several sign-offs interact and the authorised coordinator can follow up with each director.

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

Three directors have confirmed their details and a fourth is travelling.

In this illustrative case

Give the remaining director one named request and mark which other preparation can proceed.

Inputs and ownership

Name one coordinator, the authorised directors and the outstanding decisions for each person.

1. Confirm director responsibilities
2. Sequence document requests
3. Track application sign-offs

Using the handover

Use the sequence to coordinate dependencies while each director controls their own information and approvals.

An alternative to buying

Use an internal coordinator if each director already has one clear request.

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

INVESTMENT AND EVALUATION

Test the case before approving spend

£449 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 11.22 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 outstanding director requests with a named owner and an agreed sign-off sequence. 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

Buy when several sign-offs interact and the authorised coordinator can follow up with each director. 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-020, GBP catalogue fee and an illustrative working case. View service scope.

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