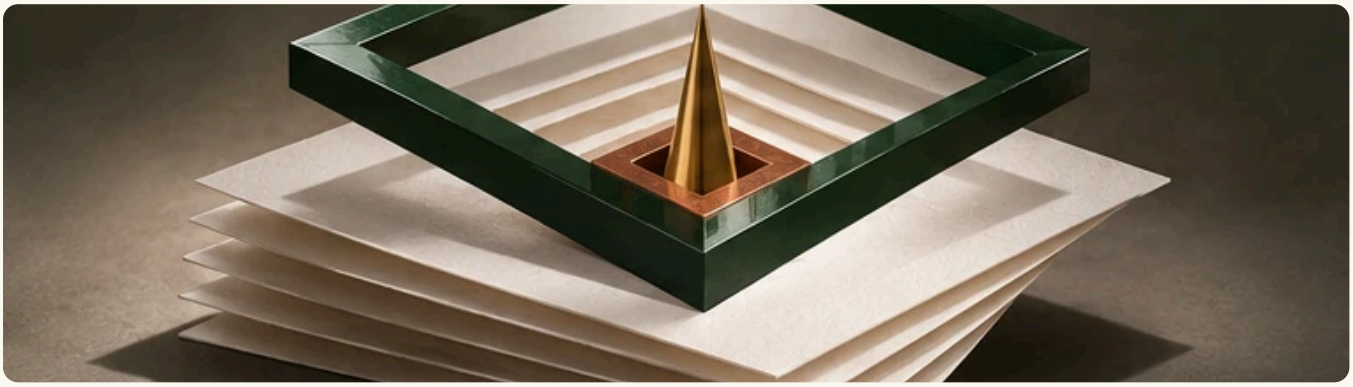
BUSINESS CASE WHITEPAPER · FND-027

Confirmation statement preparation

Find the differences between the public record and the founder's updates.



The decision

The public record and the founder's approved changes need reconciling before filing.

What the fee buys

We compare one public record with the founder's updates and prepare a list for the authorised filer.

When to commission

Buy if several differences need a structured handover before the filer acts.

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SCOPE AND OPERATING CASE

How the work changes the decision

Starting position

The founder's update includes a change that has yet to be approved.

In this illustrative case

List it as an open decision and prepare confirmed changes for the authorised filer.

Inputs and ownership

Supply the public record, the founder's approved updates and the contact for the authorised filer.

1. Compare company record
2. Mark supplied changes
3. Hand over filer checklist

Using the handover

Use the comparison to tell the authorised filer which differences need review and approval.

An alternative to buying

Ask the authorised filer to check one isolated change directly.

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INVESTMENT AND EVALUATION

Test the case before approving spend

£249 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 6.22 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 proposed changes with supporting evidence and distinguish approved from pending items. 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 2–3 working days for our work. Provider and applicant waiting time is additional.

Approval test

Buy if several differences need a structured handover before the filer acts. 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-027, GBP catalogue fee and an illustrative working case. View service scope.

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