BUSINESS CASE WHITEPAPER · FND-028

Director change coordination

Give your agent a coherent record for one director change.



The decision

A director change needs a coordinated consent and effective-date handover.

What the fee buys

We collect consent and required details for one appointment or resignation and hand the pack to the appointed agent.

When to commission

Buy when the decision is agreed and preparation for one change remains outstanding.

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

A director appointment has an agreed date but the consent record is outstanding.

In this illustrative case

Assign the consent request to its owner and confirm readiness with the appointed agent.

Inputs and ownership

Identify the type of change, agreed effective date, consent status and appointed agent.

1. Confirm the approved change
2. Gather consent and required details
3. Hand over to the appointed agent

Using the handover

Use the pack to anticipate missing records and give the appointed agent a clear account of the approved change.

An alternative to buying

Use the agent's intake directly if the responsible person already has the full record.

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INVESTMENT AND EVALUATION

Test the case before approving spend

£199 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 4.97 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

Check whether the agreed change, consent and contact for the agent are confirmed. 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 when the decision is agreed and preparation for one change remains outstanding. 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-028, GBP catalogue fee and an illustrative working case. View service scope.

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