



THINKING BUSINESS SOLUTIONS

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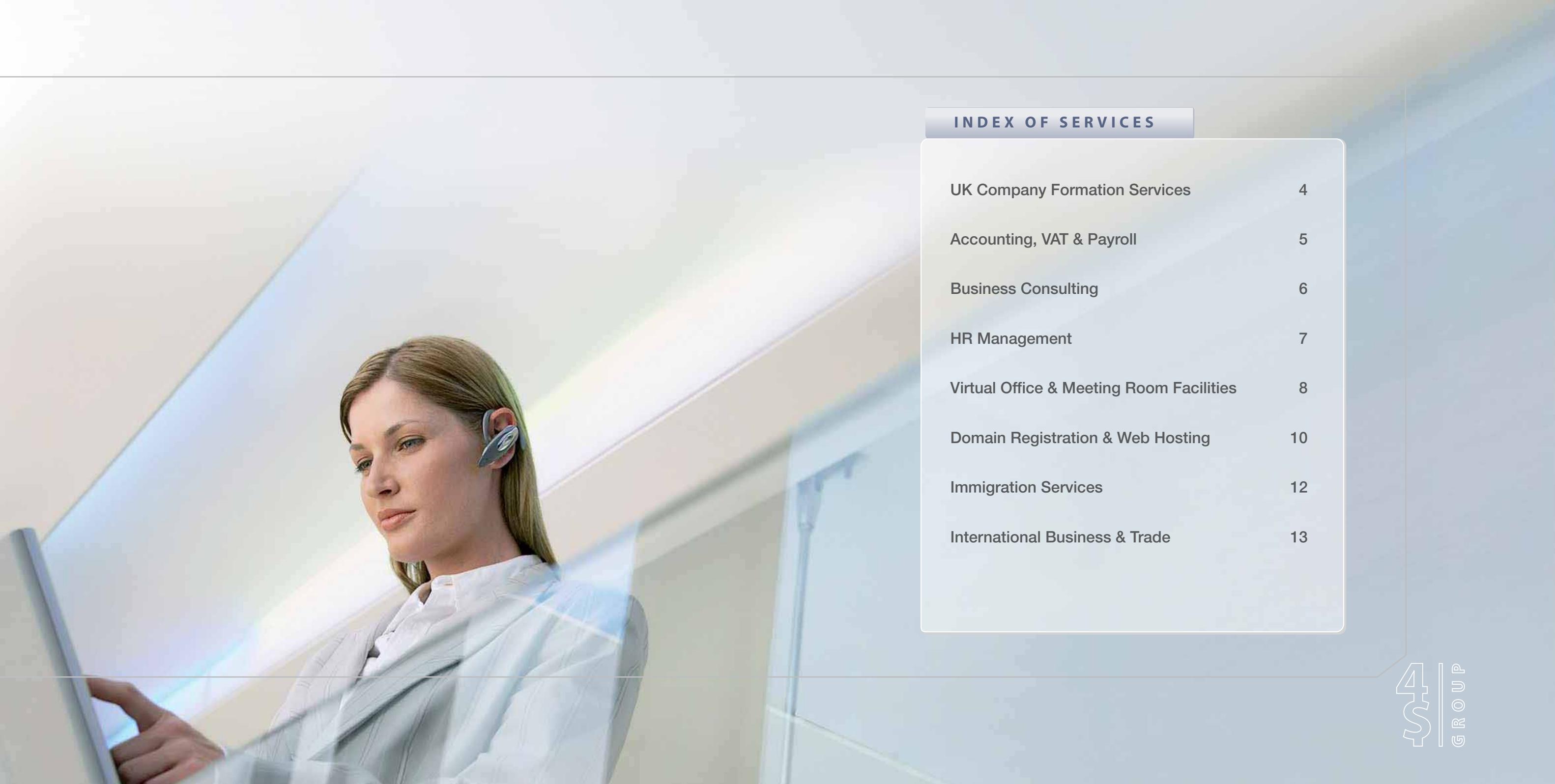
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BUSINESS

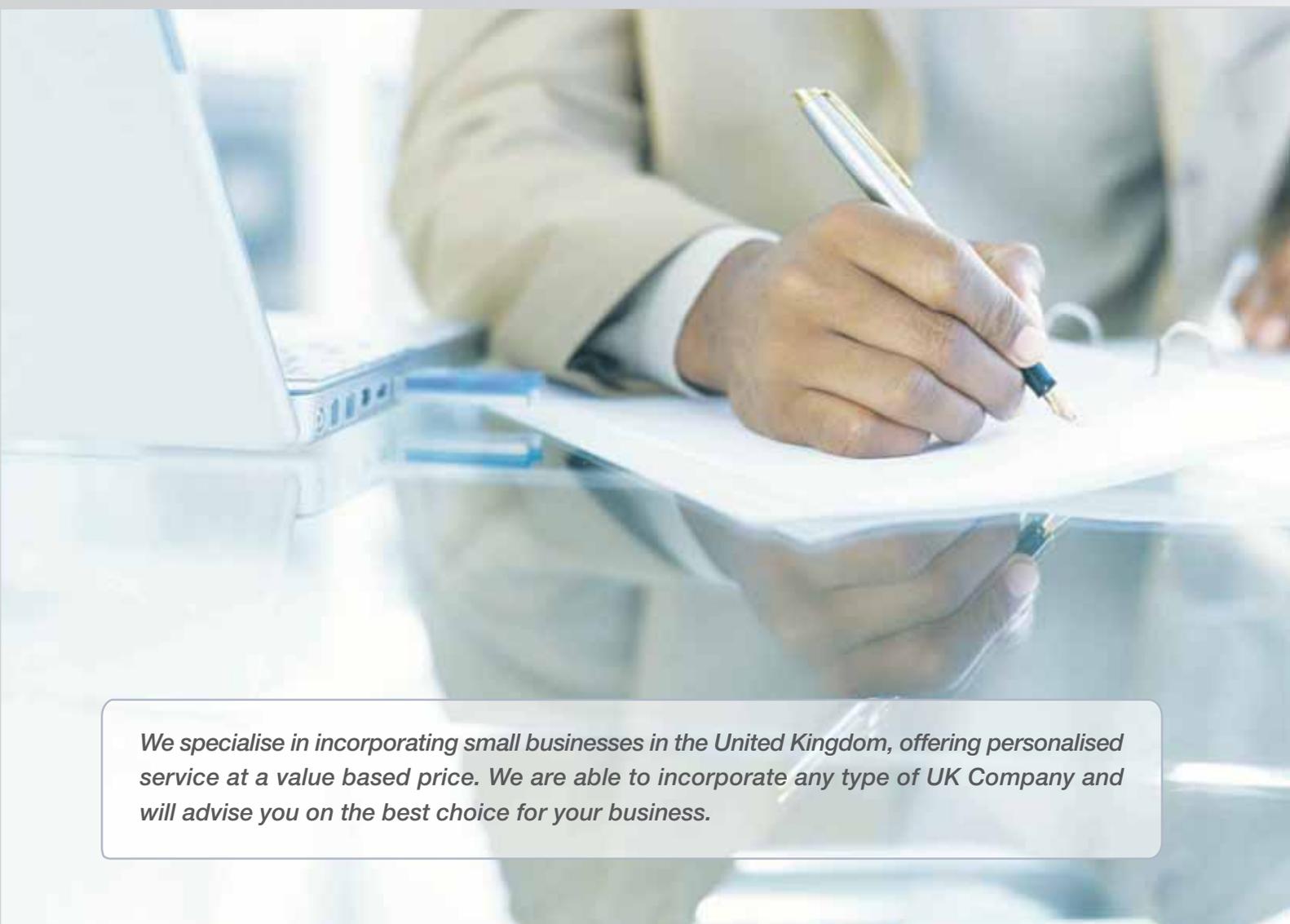
**The 4 Business Group** is a B2B provider delivering support services to start-ups, small businesses and professional intermediaries around the world. Established in 2000, we've made it our business to help business-owners and aspiring entrepreneurs bring their ideas to life. Take a look at how we can help you **reduce your business start-up costs, expedite your time to market, and promote efficiency at every level of your operation.**

A SOLUTION FOR EVERY SIDE OF YOUR BUSINESS



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## UK COMPANY FORMATION SERVICES

### **Online UK Company Incorporation**

Our system is directly interfaced with Companies House (the UK company registrar) so there's no lengthy application process. Name checks are instant and the actual approval process takes between 1 and 4 hours. Submitting your application takes less than 5 minutes. You can do it online, over the phone, or in person when you visit our offices. On approval, we despatch the certificate of incorporation on the same day. Once you've incorporated you can log into your account to look up the company's trading status, amend its structure, appoint new directors, or renew and settle annual services.

*We also offer the following services to ensure the Company meets all statutory requirements:*

### **Registered Office**

All Limited Companies must have a UK resident address where official mail is received. For an annual fee, we can provide the registered office address at our Mayfair business address in Hanover Square, London.

### **Nominee Company Secretary**

Any person/officer can be authorised by the Directors of the Company to act as Company Secretary. However, this person must be of sufficient competence or experience to undertake such a role and be aware of the extensive duties and requirements on the Company under the Companies Acts, 1985 – 2006. For an annual fee, we can act as Company Secretary to ensure all the Company's statutory obligations are fulfilled accurately and on time.

### **Company Secretarial Support**

Annual statutory requirements for limited companies are stringent and numerous. For a flat annual fee, we can take care of the company's annual compliance for you including maintaining the statutory books and filing the annual return.

*We specialise in incorporating small businesses in the United Kingdom, offering personalised service at a value based price. We are able to incorporate any type of UK Company and will advise you on the best choice for your business.*

## ACCOUNTING, VAT & PAYROLL

*Getting on with business is so much easier when you have the right people monitoring the financial well-being of your company. From daily bookkeeping and monthly accounts to acting as your virtual accounts department – our professional team of accounting professionals offer a complete support service to help you maintain financial control.*

### **Bookkeeping & Accounting**

We can help to monitor and control the financial health of your company and manage your statutory accounting requirements at the same time. Make use of these services on an ad hoc basis or save time and money by subscribing to our Virtual Accounts Department service. This service gives you the benefit of our professional accounts team (linked to a dedicated phone and fax line) taking your accounts-related calls and handling all sales invoicing and debt collection for you.

### **VAT Services**

In the United Kingdom your business must apply to be registered for VAT if its annual turnover exceeds £67,000. We can register your UK company for VAT and provide you with a comprehensive VAT administration services.

### **Accounts Preparation & Auditing**

If your company's annual turnover exceeds £5.6 million, or has net assets exceeding £2.8 million, a full statutory audit is required by a registered auditor. We can assist with an independent audit.

### **Payroll Administration**

Calculating tax and NIC deductions can be time-consuming. Payroll can also be complicated by other deductions such as maternity pay, pensions and student loan repayments. And when you're paying migrant workers or sub-contractors, bank account red tape becomes an issue too. Our dedicated accounting department can assist you with managing all the details of your monthly payroll requirements.





*While you are investing your time effort and money in building your business, your business needs to invest in and protect you. 4 Business will introduce you to leading consultants – experienced in designing the best possible financial solutions for your company.*

## BUSINESS CONSULTING

*Through our business link with Gerrard Byrne Financial Services (GBFS), 4 Business gives you the opportunity to seek advice on a range of services aimed at helping you build and protect both your business and your personal finances into the future.*

GBFS is a national financial services company operating throughout the UK. The practice places a high value on establishing long-term relationships with their clients. They offer a free initial consultation, followed by a thorough financial review of your circumstances in order to establish your current needs and how these may change or grow in the future. In an ever changing financial world GBFS' clients feel secure in the knowledge that GBFS' experienced and qualified advice is reviewed regularly to ensure planning keeps pace with legislative changes as well as meeting their personal goals and objectives.

New business owners should also note their legal obligation to protect both yourself and your employees. GBFS also provides comprehensively tailored solutions to help you meet these obligations.

*(Gerrard Byrne Financial Services Limited are an appointed representative of Openwork Limited, which is authorised and regulated by the Financial Services Authority. Openwork Limited offers insurance and investment advice on products from a limited number of product providers and advice on mortgages representative of the whole market.)*

## HR MANAGEMENT

*Good employees can be your greatest asset, so recruiting and retaining the right people is very important. 4 Business provides practical assistance for managing your HR function to help you minimize staff problems and to help you get the most out of the people who work for you!*

### **Keep accurate staff & leave records**

There are clear legal and business reasons for keeping data on your workers. Sufficient records must be kept to comply with the law. Keeping accurate records can also help you make decisions based on facts. Ask about our innovative and simple online solution for keeping accurate and easily accessible records.

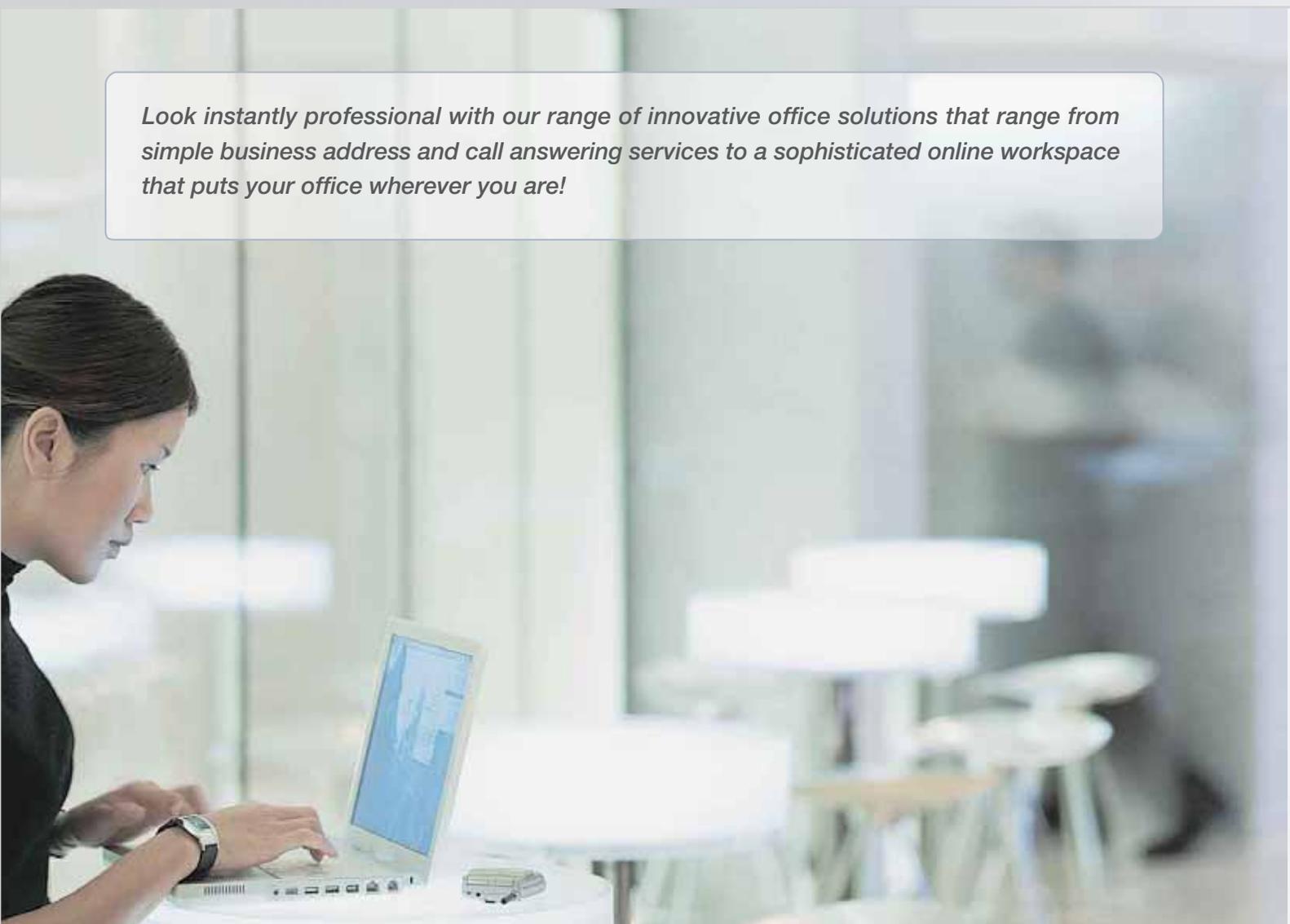
### **Set up clear employment policies for your business**

Clear policies will help your business identify and prevent potential risks to your employees and ensure that you comply with the law. They will also help to create a culture where issues are dealt with fairly and consistently. We offer sample documents, including statutory (legal required) contracts and best business practice policies.

### **Ensure appropriate employment contracts are in place**

Different types of employees require different types of contracts. We offer a range of sample contracts for staff, managers and directors. Simply purchase and download from [www.4business.com](http://www.4business.com) and adapt to your own requirements.





*Look instantly professional with our range of innovative office solutions that range from simple business address and call answering services to a sophisticated online workspace that puts your office wherever you are!*

## VIRTUAL OFFICE & MEETING ROOM FACILITIES

*Our virtual office service is powered by officeXchange™ – a leading web solution that puts your office online where you can log in to check messages, pick up mail, and leave instructions for our professional call centre operators.*

*Here's how it works:*

### **You choose a professional business address**

Give your business the benefit of a prestigious Hanover Square or New Bond Street business address in Mayfair, London. Your correspondence is received at this address and logged on your online workspace. You can log in at any time to review your mail and issue an instruction to forward to the address you specify.

### **We answer your calls**

Your incoming calls are directed to our call centre via your dedicated telephone number. The operator answers in your company name and then diverts the call direct, or via automated delivery, to any telephone number – mobile or landline – that you specify. The system connects you in seconds – just as if you were in the next office.

If you're not available, the operator will take a message and log the details online. You can log in at any time to review your calls and messages, or set new instructions for the operator. Messages can also be forwarded to your voicemail, e-mail address, or as a text to your mobile phone.

### **We can provide you with a fax line**

We can supply you with a fax number to match your new business address. We also provide free and automatic forwarding of faxes to your online workspace and e-mail address – allowing you to view your faxes immediately from any location worldwide.

**You get support on call, when you need it!**

When you subscribe to officeXchange™ you get the benefit of professional office and call centre support, available when you need help on a pay-as-you-go basis. These services extend from our popular Virtual PA service to more sophisticated call centre offerings such as order entry, credit card processing, media response, 24/7 helpdesk support, and any other business critical front-office support services you may require.

Many of our virtual office clients make use of our Virtual PA service to take care of day-to-day tasks like travel arrangements, restaurant bookings or typing and translation. You can ask your Virtual PA to manage your diary, take bookings, make cancellations and arrange appointments. Your diary is a feature of your online workspace. All you have to do to stay on top of things is log on to check your schedule!

**Meet clients in a professional office environment in Mayfair, London**

With 4 Business you can meet clients in a professional space in a central location whenever you do business in London. Our fully serviced business centre in Hanover Square in Mayfair, London, offer private meeting facilities for up to 5 people. The business centre offers the following services and facilities:

- Professional boardroom space
- State-of-the-art audiovisual facilities
- Unlimited broadband Internet access
- IT management and assistance
- Free, personalised telephone answering
- Incoming mail/faxes delivered to boardroom
- Full climate control
- High-level security
- A wide range of business support services
- Flexible agreements





## DOMAIN REGISTRATION & WEBSITE HOSTING

*Innovative Web solutions enable your business to meet its unique sales and marketing targets using the Internet as your primary tool. Our experienced web professionals offer everything you could require to support your presence on the world wide web from hosting your site in a secure offshore location through to building it and driving its success!*

*With 12 years of e-commerce, programming and consulting experience, the 4 Business e-solutions team provide a high-calibre, professional service that delivers excellent products at affordable prices.*

Backed by formidable research, design and graphics teams, your Internet ventures are in safe hands with unmatched return on investment assured. We offer integrated e-business solutions to merchants, corporate customers, business partners and end users. From conceptual design to the end product, a clear focus on sales revenue growth, combined with businesses critical knowledge, keeps you ahead of the Internet's ever-changing curve.

### **E-mail marketing**

Effective e-mail marketing involves finely honed skills that are hard to find. Our e-mail marketing system helps you reach your customers quickly – delivering each message with maximum impact. We work with you to produce a tailor-made solution that becomes a perpetual profit centre for your business.

### **Internet marketing and pay-per-click advertising**

We offer professional advice on ways to take advantage of the incredible marketing opportunities offered by the Internet. Our dedicated Internet marketing team also

initiates and manages pay-per-click advertising campaigns on your behalf; one of the most effective ways of reaching new prospects rapidly and cost effectively, ensuring that you get maximum exposure for minimum cost.

#### **Website design**

Visitors to your website form an initial impression of your business within seconds. More importantly, they use their initial impression to decide whether they will do business with you, or not. Ensure that your website is designed by a professional team that understands what your clients are looking for when they make these fundamental decisions.

#### **Domain name registration**

Your domain name is your business's unique online identity, allowing your customers to find you on the Internet the moment that your company's name comes to mind. Registering a domain with the correct name is essential to your online success, and our team is ready to register your domain name – before it's taken!

#### **Web hosting**

We offer you all the facilities and support you need to maintain a consistently professional presence on the Internet, providing high performance hosting solutions underpinned by advanced systems and quality service. Leading edge technology and dedicated bandwidth guarantees your clients fast, dependable access to the information on your website.

#### **Front-end development**

Internet users that visit your website come away with an overall 'feeling' – the result of specific factors that relate to the look and feel, and overall structure of your site and its pages. The ability to combine a thorough understanding of these factors with database integration is the cornerstone of the modern business site's success, and a skill that our team has mastered.

#### **Back-end solutions**

With a high calibre of professional web programmers, R&D Programmers, and Graphic Designers, our team has the answer to your business requirements, offering custom, advance technology and development in areas including Cold Fusion, ASP.Net, HTML, DHTML, XHTML, CSS, VB.net, PHP, Java, JavaScript, Ajax, Macromedia Flash and SQL.

#### **Programming**

Our custom computer programming specialists offer complete application analysis, design and production at affordable rates. We focus on getting your critical business application written and operational in the shortest time possible, and offer unique insights into accounting, invoicing, billing, and engineering systems, among others.

*If you are thinking about moving your business to the UK, talk to us. Our immigration service offers professional advice and information to facilitate relocation and business start-up in your new country.*

## IMMIGRATION SERVICES

Our immigration services are led by Jonathan Beech of Migrate UK. Jonathan is an immigration professional with over 10 years' experience gained at the UK Home Office IND and two of the 'Big Four' global advisory firms. Jonathan managed KPMG's UK immigration practice; he has handled the immigration affairs of many prestigious FTSE 100 companies; and is registered with The Office of the Immigration Services Commissioner (OISC) – an independent public body set up under the Immigration and Asylum Act 1999, and responsible for ensuring that all immigration advisers fulfil the requirements of good practice.

If your business is looking to relocate to the UK, we are able to assist you and your employees in the following ways:

- ▶ Provide information and guidance, and handle work permit applications for employees relocating to the UK
- ▶ Provide the most efficient means of legalising the stay of newly identified staff in the UK
- ▶ Assist with the set up of new companies in the UK and any associated 'Sole Representative' visas
- ▶ Handle employee requests for advice, including family immigration matters, permanent residency, and British Nationality
- ▶ Ensure that your workforce is compliant with immigration legislation, and you hold correct evidence on file protecting you from potentially damaging immigration enforcement
- ▶ Handle applications for students, visitors, UK ancestry, marriage, investors, innovators, retired persons, highly skilled migrants, business persons, Commonwealth working holidaymakers, permanent residency and British nationality

## INTERNATIONAL BUSINESS & TRADE

*If you are considering doing business outside of the United Kingdom, consider how we can help you. Our international business partners specialise in facilitating cross-border transactions to give your company a competitive advantage in the global arena.*

### Trading within the EU

In order to trade cross border within the European Union, your business will require a European VAT registration. This can prove to be a difficult and costly operation for non-European Companies. It may also result in the non-European client having to register a tax-resident Company within a European Union country, whereupon the Company would be obligated to deal with costly issues of VAT, accounting and other local requirements. Anglo International Associates Limited – being a UK Company registered for VAT – is able to facilitate this type of transaction on behalf of the client, thereby reducing costs and time to market.

### Structuring your business to reduce risk and maximise profit

OCRA Worldwide aims to devise better structures for managing your personal and business assets. We identify opportunities for improving your business, investment performance, wealth preservation and tax minimisation. We work closely with tax advisers in every major jurisdiction to plan the most cost- and tax-efficient structures for cross-border business and investments, utilising a range of international corporate and trust vehicles.



**ocra**worldwide™



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