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Start-Up & Small Business  
Concierge Service

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**YOUR SUCCESS IS OUR REPUTATION**



# Empowering your business to grow further and go beyond

Our Start-Up and Small Business Concierge Service is a product bundle that offers support for businesses with legal and HR matters and accountancy queries. By providing access to this wide range of help and support from commercial law and HR to accounting, we aim to relieve the everyday pressure of starting or running a small business.



## LEGAL DOCUMENT CHECK

Our legal document health check will help make sure you have the right policies, procedures and documents in place to protect your business, its assets and its reputation.



## QUICK AND RELIABLE LEGAL SUPPORT

You and your business have access to legal support from us on the phone, enabling you to get the quick answers to your questions and advice you need when you need it.



## IMMIGRATION ADVICE

We can help you with Start-Up or Innovator visa application and Sponsor Licence application, complying with Home Office audits and any aspect of employing foreign workers.



## BUSINESS SET-UP

Setting up your company, opening a UK bank account, HMRC registration.



## BOOKKEEPING AND ACCOUNTING HELPLINE

We are available to guide you through the financial complexities of running a business, including PAYE VAT, Self-assessment, and pensions.



## EMPLOYMENT AND HR

We can help you with any employment query you may have, from recruitment and pensions to redundancy to boardroom disputes.

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## So why get one?

Stay focused on your business and we will take care of the rest. Providing invaluable knowledge and business support to get your company up and running in its new space or during the expansion, along with continued first-class support to ensure smooth operation.

## We can give you peace of mind if:

- You want less distraction from your core business activities.
- You want to outsource mundane and time-consuming tasks from your business to make more time for productivity.
- You prefer to pay a set monthly fee with no hidden charges. There are no consultation fees - you get everything in one monthly retainer fee.
- You would like to have one place to contact to clarify all of your business-related questions.
- You want to save your time and costs.

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## LEGAL SUPPORT

We can help you determine which type of legal entity or employer registration you need in the UK, setting up your new entity and handling all necessary registrations.

We will advise you on how to protect your intellectual property in the UK. If you need legal representation or a registered office, we can help with these, too. Ultimately, we provide you with a solid, compliant legal foundation upon which you can build your business in the UK.

## HR & IMMIGRATION

Employment contracts are necessary for legal compliance, keeping on top of your tax liabilities and understanding obligations to employees. We make this aspect of HR simple, and we can arrange employee handbooks too.

We can also advise you on whether you or your employees need visas to come and work in the UK. If there are cultural differences that you need to adapt to in the workplace, we will make sure that you are equipped with the knowledge you need to succeed.



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## Cut costs, not corners

Starting from as little as **£250 per month** (excluding VAT), you can avoid the unpredictability and cost of expensive legal fees with access to our specialist accounting, HR, employment and immigration law advice. Whatever your business wants to do, we can help you achieve it.

## How does it work?

Designed exclusively for start-ups and small businesses, you will be allocated your legal adviser, whom you can contact as many times as you like, whenever you need advice on any immigration, HR, accounting or legal issue.

In addition, our lawyers can assist with drafting HR documents, agreements, contracts, policies, letters and scripts for your use.

You will also receive a monthly newsletter to help you stay up to date on the latest legislation.

Whether it is a quick query or an in-depth chat to help you guide through an ongoing issue, get in touch whenever you need us.

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## **Can I do it myself?**

If you have a legal or accounting background and a solid understanding of UK business regulations, this may be a good place to cut costs.

However, if you lack experience in managing the books or implementing the employment practices of a UK business and expect to learn as you go, you should think twice.

Managing your accounting system and legal documents incorrectly can hurt your business not only now but also in the long term. We provide a convenient and quick solution you can rely on.

## **Are you a foreign national and want to start a business in the UK?**

It is not as complicated as you might think. Careful planning and research and taking care of business essentials can go a long way to boosting the chance of a successful launch.

There are two visas for entrepreneurs to come to the UK - Start-Up and Innovator visa. We can help you decide which one is right for you.



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For more information on our Start-Up & Small Business Concierge Service, please visit [www.LSLegalUK.com](http://www.LSLegalUK.com) or contact our team to speak with one of our lawyers:

**T: +44 (0) 20 8144 5588**

**M: +44 (0) 75 3595 9450**

**E: [info@LSLegalUK.com](mailto:info@LSLegalUK.com)**