

# DOING BUSINESS

IN THE UK



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business

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# 1 – INTRODUCTION

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UHY is an international organisation providing accountancy, business management and consultancy services through financial business centres in over 100 countries throughout the world.

Business partners work together through the network to conduct transnational operations for clients as well as offering specialist knowledge and experience within their own national borders. Global specialists in various industry and market sectors are also available for consultation.

This detailed report providing key issues and information for investors considering business operations in the UK has been provided by the office of UHY representatives:

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Information in the following pages has been updated so that they are effective at the date shown, but inevitably they are both general and subject to change and should be used for guidance only. For specific matters, investors are strongly advised to obtain further information and take professional advice before making any decisions. This publication is current as at April 2021.

We look forward to helping you do business in the UK.

## 2 – BUSINESS ENVIRONMENT

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### BACKGROUND

The UK is the fifth largest economy in the world<sup>1</sup> and has a business environment considered by many to be one of the world's most sophisticated and, as such, it is an attractive proposition for businesses of all sizes.

A supportive regulatory structure, good governance, strong government and world class research facilities and talent have all been essential to tackle the challenges posed by COVID-19 since early 2020.

Prior to early 2020, it was conversations about Brexit and the transition in the UK's relationship with the EU which dominated much of the discussion about the UK economy. However in March 2020 the focus switched to joining the global battle against COVID-19 and ensuring personal and corporate survival. In this scientists in the UK have been at the forefront in the development of successful vaccines.

With the signing of the UK-EU trade and cooperation agreement on 30 December 2020 and the continued rollout of a national vaccination programme, the UK government is sending out a strong message that the UK is open for business. However, it is essential that businesses considering investment in the UK are informed of the latest government requirements concerning company formations, taxation and company filing requirements as well as health and safety regulations specific to COVID-19.

The United Kingdom (UK) comprises Great Britain (England, Wales and Scotland) and Northern Ireland. It occupies an area of approximately 243 square kilometres.

### POPULATION

The UK population was estimated as 66.8 million people in mid-2019<sup>2</sup>, before the impact of COVID-19. It is a gradually aging population – it is projected that by 2050 one in four people in the UK will be 65 years and over.

A substantial proportion of the population lives in cities, the largest of which are London, Birmingham, Manchester, Glasgow, Newcastle and Sheffield<sup>3</sup>. However the older population make up higher proportions of the population in rural and coastal areas than urban areas.

### LANGUAGE AND ETHNICITY

The official language is English but over 300 languages are spoken across the country. In London, 40 per cent of residents identify themselves as belonging to a minority ethnic group, according to the 2011 Census undertaken by the Office for National Statistics.

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<sup>1</sup> Britain is fifth largest economy in world again after leapfrogging India. The Times, 26 December 2020

<sup>2</sup> Overview of the UK population: January 2021. Office for National Statistics

<sup>3</sup> Centre for Cities (centreforcities.org)

## TRANSPORT

The UK's rail and road network runs mainly north-south. High speed rail networks enable journey times between London and Birmingham of 90 minutes and London to Manchester of just over two hours. London is a major hub for the rail network. Birmingham, Leeds, Manchester, Glasgow, Bristol and Reading are also major interchanges.<sup>4</sup>

Motorways across the UK allow speeds of up to 70 mph although prior to COVID-19, congestion has often been an issue in peak times as car ownership is high.<sup>5</sup>

Major ports include: Port of Immingham (east coast); Port of London; Port of Southampton (south Coast); Port of Liverpool (west coast) and Port of Milford Haven (Wales).<sup>6</sup>

In 2020, the government consulted on proposals to create up to ten freeports across the UK<sup>7</sup>. A UK freeport will be a geographical area with a diameter up to 45km which is closely linked to a sea port, airport or rail port. Eight ports have been given the status of "freeport" allowing them to import goods temporarily without the payment of tariffs, excise duties and other taxes before the goods are shipped on.<sup>8</sup> The port areas will also benefit from tax breaks to encourage construction, private investment and job creation.<sup>9</sup> East Midlands Airport, Felixstowe and Harwich, Humber, Liverpool City Region, Plymouth and South Devon, Solent, Teesside and Thames have been successful in the freeports bidding process for England.<sup>10</sup>

## COMMUNICATIONS

There are four major mobile networks in the UK (EE, Three, o2 and Vodafone). All have launched 5G services. While availability across the UK is currently limited, most of the UK is expected to have 5G in 2022. Ofcom, the government telecommunications regulator provides information on availability of services in a particular area with its checker<sup>11</sup>.

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<sup>4</sup> Wikipedia

<sup>5</sup> [Guide to driving in the UK, VisitBritain](#)

<sup>6</sup> [Top 5 Ports in the UK, Port Technology, 14 January 2019](#)

<sup>7</sup> UHY Hacker Young 2021 Budget Summary 2021

<sup>8</sup> Eight English "freeports" to be created with controversial tax breaks, The Independent, 4 March 2021

<sup>9</sup> Ibid

<sup>10</sup> UHY Hacker Young 2021 Budget Summary 2021

<sup>11</sup> [Broadband and mobile coverage checker, Ofcom](#)

## THE ECONOMY

### CURRENCY

The currency is pounds sterling (GBP). The interest rate is set by the Monetary Policy Committee (MPC) of the Bank of England, the UK's central bank. Dates for MPC announcements on the Bank Rate are published on the [Bank of England website](#).

### GROSS DOMESTIC PRODUCT

Headline GDP declined by 9.9% for 2020 as a whole, heavily impacted by the restrictions put in place as protection against COVID-19, following growth of 1.4% in 2019. The services sector has struggled more than production, manufacturing and construction. Within services, accommodation and food services have performed the worst, declining by 44% in 2020.<sup>12</sup> Most of these businesses have been unable to operate during periods of lockdown in the UK, or operate on only a limited basis, so that for many this has been uneconomic.

A generous raft of support measures has been put in place by the government to protect businesses and jobs during the period of uncertainty created by the pandemic, with some help targeted to specific sectors. This has been matched by regulations and guidelines on activity aimed at ensuring employee and consumer safety and limiting the spread of the virus. This is a rapidly changing situation and it is important to check the latest government advice. The UHY Hacker Young website provides updated guidance and links to further information.<sup>13</sup>

### Monthly GDP headlines figures

Monthly Index, January 2007 until March 2021, 2018 = 100



Source: Office for National Statistics – GDP monthly estimate<sup>14</sup>

<sup>12</sup> ONS

<sup>13</sup> [COVID-19 – planning for uncertainty, UHY Hacker Young](#)

<sup>14</sup> [GDP monthly estimate, UK: March 2021](#). ONS. Contains public sector information licensed under the Open Government Licence v3.0.

## EMPLOYMENT

The employment rate for October to December 2020 was estimated at 75.0%, which is 1.5 percentage points lower than a year earlier. The decrease in employment is greater for the 16 to 24 age group by comparison with other groups.

The redundancy rate for the same period increased by 8.4 per thousand on the year to 12.3 per thousand. London represents the region with the highest incidence of redundancy, up 15.4 per thousand on the year to 18.8 per thousand. The industry with the highest redundancy rate was administrative and support services with 31.3 redundancies per thousand (an increase of 23.4 per thousand on the year)<sup>15</sup>.

## SOURCES OF FINANCE

### BANKS AND BUILDING SOCIETIES

Deposit-taking institutions may be broadly divided into two sectors: banks and building societies. Both sectors are currently regulated by the Financial Conduct Authority (FCA). This regulatory organisation is an independent, non-governmental body.

The main institutions within the British banking system are the Bank of England, retail banks, investment banks and overseas banks.

The Bank of England is the UK's central bank and is responsible for setting the UK's official interest rate and for maintaining a stable and efficient monetary policy and framework. Although independent from the government, it remains the government's banker and chief banker to the banking industry generally.

The UK retail banking market is dominated by a few large retail banks, most notably HSBC, Royal Bank of Scotland Group (includes NatWest), Lloyds Banking Group, Barclays, and Santander. Retail banks offer a wide variety of financial services to both companies and individuals.

Investment banks manage investment portfolios and corporate finance on behalf of their clients, most of whom are corporate companies.

Many overseas banks have subsidiary operations in the UK which offer retail banking services. However, these tend to be niche operations and generally do not provide comprehensive geographic or service coverage.

The British Business Bank is a UK Government-owned, independently run development bank that encourages diversity and competition in both equity investment markets and debt finance markets. Its focus is towards making finance markets work better for smaller UK businesses. It does this by working with new market entrants and supporting the growth of alternative lenders and committing capital to equity programmes investing in large-scale, private sector managed funds or funds providing later stage capital, and alongside business angels and other early stage equity investors.

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<sup>15</sup> Employment in the UK: February 2021. ONS

## FINANCING OPTIONS

There are many sources of finance for businesses and choosing the right finance is an important decision.

One of the key factors in determining the best source(s) of finance will be the stage of development of the business so far. For a start-up business, finance borrowed from or invested by family and friends may be sufficient to get the business started, but more substantial funds will be needed later as the business grows. For more established businesses there may be a range of finance options, either debt-based or equity-based (or a combination of both).

## DEBT FINANCE

Banks are a traditional source of debt finance, but have always been and continue to remain, risk-adverse. If you have some security to offer, it will make getting a bank loan easier, but still not certain. A clear and concise business plan will help as will a track record of success and a good credit history.

The UK debt market is undergoing change due to the entry and growth of alternative finance providers. However, the term 'alternative finance' leads to significant confusion owing to the range of products, services and platforms that fall under this umbrella term. The term is mainly used in reference to the large number of internet-based platforms on which borrowing and lending takes place between private individuals and businesses. The alternative finance market is less regulated and has seen new entrants flourish due to the growth in the digital economy.

Challenger banks are sometimes confused with alternative finance providers, owing to their size and distribution system used, as many of these newer banks have an online digital presence rather than a physical one. These lenders are relatively small retail banks and have been set up with the intention of competing for business with the large, long-established national banks. However, there is a significant difference between the challenger banks and alternative finance as the challenger banks have to comply with the same rules and regulations as traditional banks, and your money will still be protected under the [Financial Services Compensation Scheme](#). In order to be defined as a bank, the company must be authorised to accept retail deposits by the UK financial regulator, the Prudential Regulation Authority (PRA).

Some challenger banks were created following divestment from larger banking groups, others are smaller subsidiaries of larger banking or retail groups, a wind-down of a failed large bank or a new Fintech based platform. Crucially, these new banks still rely on customer deposits to build their balance sheets and lend money to people. Some better known examples include Clydesdale and Yorkshire Bank Group (CYBG)/Virgin Money, Metro Bank, Tesco Bank, Aldermore/Abacus bank, Charter Savings Bank, Shawbrook and Atom Bank, but there are many others.

Asset based lending (ABL) is often provided by specialised companies (including challenger banks) and can be a source of funds for capital equipment and/or debt factoring facilities.

Asset finance includes leasing and higher-purchase and is used to obtain the use of equipment, without acquiring or to spread the cost. Finance is secured fully or partly on the asset being financed. A lease is where the finance company buys and owns the equipment which is then rented to the leaser for an agreed term and fee, whereas in a hire purchase a business wants to own the equipment but spreads the capital and interest payments over a predetermined period. Asset finance is provided by specialist providers, but can be provided indirectly through the equipment suppliers and brokers.

A more recent option for some larger companies may be to issue corporate bonds. These are usually long-term debt instruments issued directly by the company and these can be listed on stock exchanges and may be traded. However, this market is still in its infancy and is not generally available for any but the larger well-known businesses.

There are many variations of these basic sources of finance and you should seek advice from someone with experience to gain a full understanding of the advantages and disadvantages of each type.

### **EQUITY FINANCE**

Equity finance can be raised from a range of different providers. The main providers are the venture capital/private equity firms and business angels.

Larger businesses can also seek to raise equity on a public market, such as such as the Main Market of the London Stock Exchange (LSE), Euronext NV or an exchange regulated market, such as AIM (the LSE's Alternative Investment Market) and the Aquis Stock Exchange. These equity markets provide the means of raising capital from the public for UK and international companies through equity, debt and depository receipt issues.

The UK is home to Europe's largest share market and the attraction of London as a venue for the listing and trading of shares in companies of all types has established it as one of the leading equities markets in the world. Overseas companies are actively encouraged to utilise the UK equity markets to raise capital in increasingly global equities markets. UK advisers and investors are also active on many other European exchanges.

As with debt finance, there are many variations within the equity markets and you will need to seek advice from someone with relevant experience to gain a full understanding of the advantages and disadvantages of each.

### **VENTURE CAPITAL/ PRIVATE EQUITY**

The UK has a strong venture capital/ private equity market – the equity and debt financing of unquoted companies from company start-up to expansion, along with management buyouts and buy-ins of established companies. The industry invests in every sector of the economy and across all regions of the country and worldwide.

### **ACCELERATORS/INCUBATORS**

Accelerators/incubators are companies or organisations that help start-ups develop. They are similar to each other so there is often a cross-over in services provided such as financial and technical support, management training and coaching or office space with the intent of creating an early-stage community. The difference between the two is that most incubators charge rent or fees for physical space and support, whereas some accelerators will provide services but will take a small amount of equity. They do this with the aim of identifying 'support networks' that help to commercialise and develop start-ups, often with the ultimate goal of finding additional investors. Accelerators/incubators are often sponsored and supported by private companies, municipal entities and public institutions, such as colleges and universities, and can be used as a catalyst tool for either regional or national economic development.

### **BUSINESS ANGELS**

Angel investors are usually wealthy individuals who provide their own money for start-up or early stage companies in exchange for equity and/or convertible debt. They sometimes work together with other angel investors or with other finance providers.

### **CROWDFUNDING**

Smaller companies are increasingly turning to equity crowdfunding to raise capital, primarily for early stage finance needs but increasingly for development capital as well. This can be a means to connect companies with many hundreds or thousands of potential investors and can be a viable alternative to angel or venture capital finance.

### **PEER-TO-PEER LENDING**

These are in the main internet-based platforms where lenders are matched with borrowers. Peer-to-peer (P2P) loan sizes range from a few thousand to several millions of pounds and have set criteria to define which businesses can borrow through the platform. Key advantages for a borrower are that it is relatively quick compared to traditional lending and allows for a mixture of investors. Likewise, lenders can choose the amount, consider the risk versus reward and choose to make investments across one or multiple businesses, subject to the set criteria. Whilst platforms facilitate the lending, undertake credit assessments and other risk management, they do not act as a counter-party to the loan and contracts are direct between the investor and the borrower. P2P lending is regulated by the FCA and seen as an alternative to a bank loan.

### **OTHER SOURCES OF FINANCE**

These can include government-sponsored initiatives. If funds are needed to help with exports then export finance may be used to mitigate risk of default or delayed payments.

### **INSOLVENCY AND CORPORATE TURNAROUND**

Should the need arise, there is an established legal framework which enables the closure of a business if a company is insolvent and/or shareholders or creditors want to enforce their debt.

Under the provisions of the Insolvency Act 1986 and the Enterprise Act 2002, company directors are potentially liable if they allow the company to continue trading whilst it is insolvent and they do not act as a reasonable director should. It is therefore imperative that the directors of a failing company seek professional advice at an early stage if they believe their company's future financial health is in doubt.

There is a strong rescue culture in the UK, which includes a number of alternative procedures for dealing with a failing business depending on its circumstances and the needs of its creditors. Wherever possible, the business is allowed time to overcome past setbacks before a final decision is made. The various processes are:

- Administration – The directors, the company or its creditors may place the company into administration allowing the company to continue in business whilst under the protection of a moratorium and the control of Administrators, whose primary objective is to rescue the company as a going concern.
- Company voluntary arrangement (CVA) – creditors of a company can agree terms of a compromise in order to allow the company to continue in business with the existing management remaining in charge.
- Compulsory liquidation – when a company is wound up by a creditor, with the assistance of the court.
- Creditors' voluntary liquidation (CVL) – the directors resolve to hold meetings of shareholders and creditors' in order for the company to be wound up. A company is formally wound up when the shareholders pass a special resolution to wind up the company.
- Receivership – a debenture holder (usually a bank) appoints a receiver to maximise the return to creditors (principally itself) and assess company worth with a possible view to selling off company assets to recoup investment.
- Members' voluntary liquidation (MVL) - where a company is able to pay its debts in full plus statutory interest within a period of 12 months from date of liquidation, it can apply for a members' voluntary liquidation (MVL).

[The Insolvency Service](#) is an executive agency of the Department for Business, Energy and Industrial Strategy and provides essential mechanisms and efficient means for dealing with individual and corporate financial failure and the investigation of fraud and misconduct in insolvencies.

The Corporate Insolvency and Governance Act 2020 (CIGA) came into force on 26 June 2020 as a result of the COVID-19 pandemic and introduced new measures in order to help rescue companies who were in financial distress because of the COVID-19 pandemic and consequential economic crisis.

CIGA has introduced measures which allow directors to continue in office whilst seeking a rescue plan for the company allowing them to make use of a moratorium without the need to make an application to court. This has been extended until 31 September 2021. In addition, winding up petitions cannot be presented if COVID-19 has impacted the Company's financial position. This will continue to be restricted until 31 September 2021.

The Act also includes extensive powers for the Secretary of State to amend certain provisions, recognising that this is a complex piece of legislation which has been implemented on an accelerated basis and that there will inevitably need to be some adjustments to deal with issues arising in practice as the Act begins to be used.

## 3 – FOREIGN INVESTMENT

The impact of COVID-19 on global FDI has been significant. The World Investment Report 2020<sup>16</sup>, published June 2020, forecast that global FDI flows could decrease by up to 40 per cent in 2020, with a further decrease of up to 5 to 10 per cent in 2021.

Brexit and the end of the transition period between the UK and the EU has also impacted on UK trade with a major marketplace, with the value of inward FDI earnings with the EU decreasing from £29.4 billion in 2018 to £15.5 billion in 2019<sup>17</sup>.

In 2019, prior to the impact of COVID-19, the UK was the second highest destination for investment in the world<sup>18</sup> according to UNCTAD. The same report cites the UK as the fourth largest investor in 2019, behind the United States, Netherlands and China.

### Top UK trading partners in 2020 (exports plus imports of goods and services), not seasonally adjusted<sup>19</sup>

Rank	Partner Country	£ billion	% of total trade
1	United States <sup>20</sup>	196.3	16.9
2	Germany	112.9	9.7
3	China	78.8	6.8
4	Netherlands	76.0	6.5
5	France	65.9	5.7
6	Ireland	55.7	4.8
7	Belgium	40.1	3.4
8	Spain	35.7	3.1
9	Italy	34.6	3.0
10	Switzerland	34.0	2.9
	EU	537.1	46.2
	Non-EU	626.4	53.8
	World	1,163.5	100.0

Source: ONS UK trade, experimental quarterly trade in goods and services tables: October to December 2020

<sup>16</sup> World Investment Report 2020, United Nations Conference on Trade and Development

<sup>17</sup> Foreign direct investment involving UK companies: 2019, ONS, 21 December 2020

<sup>18</sup> UNCTAD World Investment Report 2020, cited in Trade and Investment Core Statistics Book, Department for International Trade, 19 February 2021

<sup>19</sup> Trade and Investment Core Statistics Book, Department for International Trade, 19 May 2021

<sup>20</sup> United States includes Puerto Rico

## UK TRADE IN 2021

Trade statistics for Quarter 1 2021 show a fall in imports and exports of goods compared with Quarter 4 2020. The falls in imports applies to trade with both EU and non-EU countries: the falls in exports applies only to trade with the EU<sup>21</sup>. However, March 2021 saw an increase in both imports and exports of goods with the increases applying to trade with both EU and non-EU countries.

While January 2021 was the first month after the UK's transition period with the EU, it was also the start of a second national lockdown in response to the COVID-19 pandemic, both of which have contributed to atypical patterns of trading<sup>22</sup>. The ONS warns against making any conclusions based on the limited data currently available for trading in 2021.<sup>23</sup>

### EU and non-EU Goods imports and exports, excluding precious metals, to the UK, March 2019 to March 2021<sup>24</sup>



Source: ONS.

<sup>21</sup> [UK trade: March 2021](#). ONS. Contains public sector information licensed under the Open Government Licence v3.0.

<sup>22</sup> [UK trade: January 2021](#). ONS

<sup>23</sup> [UK trade: March 2021](#). ONS. Contains public sector information licensed under the Open Government Licence v3.0.

<sup>24</sup> *ibid*

## 4 – SETTING UP A BUSINESS

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Several legal structures are available for carrying out business in the UK.

The most popular choice for foreign investors is to set up a private limited liability company either as a standalone company or as a subsidiary of a foreign-owned holding company.

The main advantage of a limited company is that it offers the shareholders limited liability. However, other options may suit individual circumstances and a summary of each is detailed below. The taxation treatment is explained in section six and accounting requirements in section seven.

### PRIVATE LIMITED COMPANY

Most companies in the UK are registered as limited companies and regulated by the Companies Act 2006. A limited company is a legal entity in its own right and has separate and independent legal personality, distinct from its directors and shareholders.

### COMPANIES LIMITED BY SHARES

The most popular form of limited company is a company limited by shares which means that the shareholders' liability is limited to the amount outstanding (if any) on their shares in the company.

### COMPANIES LIMITED BY GUARANTEE

A company can be limited by guarantee whereby every member of the company undertakes to contribute a fixed amount (such as £1) to the company's assets if it should be wound up, for payment of the company's debts and liabilities. These are mainly used for not-for-profit organisations such as charities, trade associations and clubs, and the company's Articles of Association (its constitution) would usually have a clause ensuring that any profits are retained to further the objects of the company.

A new limited company can be incorporated within a few hours, to meet the exact name and share capital requirements from the outset.

### DIRECTORS' RESPONSIBILITIES

The Companies Act 2006 includes a statutory statement of the general duties of directors, replacing the previous regime of case law and statute. This is intended to make it easier for directors to understand what is expected of them. Directors must manage the company with reasonable care, skill and diligence and have a duty to act within their powers, to promote the success of the company and to exercise independent judgement. Additional duties include the duty to avoid conflicts of interest, not to accept benefits from third parties and to declare any interest in a proposed transaction or arrangement. This is particularly significant if the company has financial problems and may be insolvent. If a director fails in his duties, breaches the Companies Act or acts fraudulently, he may be fined, disqualified from acting as a director or even imprisoned. He may also be held personally liable for the company's debts.

## REGISTRATION REQUIREMENTS FOR PRIVATE COMPANIES

In order to register a company, also known as ‘incorporation’, the following information must be provided on the Form IN01 – ‘Application to Register a Company’, available on the [government website](#), to Companies House:

- A suitable company name which is not the same as or too similar to the name of an existing company and does not contain sensitive or offensive words, as this will not be accepted. The full name of a limited company must also end with the word ‘Limited’ or ‘Ltd’.
- Details of the registered office address of the company to where official correspondence will be sent. This is usually the address of the company’s accountant, solicitor, or the trading address of the company.
- Details of at least one director (and a company secretary if desired), including personal details such as residential address, service address (this can be at the company’s registered office address to prevent the director’s residential address being made public), occupation, date of birth and nationality. Every company must have at least one director who is a ‘natural person’ which means that a private company is not permitted to have a sole corporate director (another company/legal entity).
- Details of people with significant control over the company, this is in addition to the name of the registered shareholders and directors.
- Details of the company’s shares and the rights attached to them.

The above must be accompanied by the memorandum and articles of association:

- Memorandum – this is a brief statement of the intention of the subscriber(s) to be incorporated. There must be at least one subscriber to the memorandum who agrees to take at least one share in the company.
- Articles – these are the internal rules of conduct of the company.

If all is in order, the registrar of companies will issue a certificate of incorporation confirming the company name, the date of incorporation and the registered number. A company does not legally exist until the certificate has been issued. A private company may commence business as soon as it has been incorporated.

## REPORTING REQUIREMENTS

Incorporation brings various filing and reporting obligations.

### Statutory books

In the first instance, a company must maintain statutory registers (or statutory books as they are known) containing the memorandum and articles of association, as well as other company information, including:

- The Register of Members,
- The Register of Directors and Secretaries,
- The Register of Persons with Significant Control,
- Minutes of General Meetings,
- Minutes of Directors Meetings and
- The Register of Written Resolutions.

The statutory books must be maintained in the UK and should be available for inspection at the registered office or, in some cases, at the Single Alternative Inspection Location (SAIL) address.

Any changes to the directors or secretary (or their personal details), to the registered office or any allotment of further shares, must be reported to the Registrar of Companies on the prescribed form.

Other instances where prescribed forms or copies of resolutions passed by the members must be filed with the Registrar of Companies include: changes to the articles of association and the registration of mortgages and charges.

### **Annual accounts**

Annual accounts must be prepared and filed for every financial year, regardless of whether or not a company is trading. The accounts filed at Companies House must be in accordance with the Companies Act 2006. Failure to deliver accounts on time is a criminal offence and the law imposes a civil penalty for late filing.

### **External audit**

An annual audit by external auditors of the accounting records of the business should be carried out if it is over the minimum size (see Appendix III).

### **Confirmation statement**

A confirmation statement includes details about the company, its officers and members. An annual confirmation statement must be completed each year, reflecting any changes and delivered to Companies House. If a company does not submit a confirmation statement, the Registrar may take steps to strike off the company.

## **TRADING DISCLOSURE REQUIREMENTS**

The Companies Act requires a company to display its full registered name in all forms of business correspondence and documentation, whether in hard copy or electronic format, including:

- business letters, notices and other official publications;
- business emails;
- bills of exchange, promissory notes, endorsements and order forms;
- cheques purporting to be signed by or on behalf of the company;
- orders for money, goods or services purporting to be signed by or on behalf of the company;
- bills of parcels, invoices and other demands for payment, receipts and letters of credit;
- applications for licences to carry on a trade or activity; and
- websites (not necessarily on every page but it must be displayed so it can be easily read).

## **PUBLIC LIMITED COMPANY**

In order to offer its shares to the public, a company must be a Public Limited Company ('plc'). A plc can also (but does not have to) list its shares on a stock market. If it is a listed company, it must, in addition, adhere to the rules of the stock market in which its shares are traded.

Public Limited Companies are regulated by the Companies Act 2006 (see Private Limited Company above) and the same registration and reporting requirements apply. Additionally, a plc must have a minimum of two directors, an appropriately qualified secretary and at least GBP 50,000 issued share capital (or the equivalent in another currency), a quarter of which must be paid up. The full name of a plc must end with 'Public Limited Company' or 'plc'. A plc is also obliged to hold an annual general meeting (AGM) of its shareholders each year. Unlike a private company, a public company cannot immediately commence business on the issue of the Certificate of Incorporation. The company must first apply for a trading certificate which confirms that the company complies with the capital requirements for public companies.

Each UK stock market has its own listing and reporting requirements, procedures and rules of conduct, which can be onerous and time-consuming. For shares to become listed on any of the stock markets, the company will need a team of advisers, including stockbrokers, solicitors and accountants to carry out the necessary procedures.

### **SOLE TRADER**

An individual can be in business on his own account. This option is often used by craftsmen, professionals and people setting up a small business, because it involves minimal paperwork and formalities.

There are no audit requirements, but certain minimum records are required for personal tax, VAT and PAYE purposes, and the individual is liable for all the debts of the business. Any official paperwork, such as letters or invoices, must include the name of the owner of the business as well as any business name.

### **PARTNERSHIP**

Defined by the Partnership Act 1890, a partnership does not exist as a separate legal entity. The partners in the business have joint and several liability for any liabilities of the business, so their personal property is at risk if the business faces large claims against it.

Profits from the business are taxed as the income of each partner. Certain minimum records must be kept for VAT and Pay As You Earn (PAYE) purposes. Usually a partnership agreement is drawn up by lawyers which determines how the partnership is governed and how the profits are shared. This option is common for professional firms and is also widely used by small business start-ups.

### **LIMITED LIABILITY PARTNERSHIP (LLP)**

An LLP exists in law as a body corporate, subject to aspects of company law, with the personal assets of LLP members being protected; it has a mix of corporate and partnership characteristics. There must be at least two members and they can be individuals, and or, corporate entities. Profits are taxed as if it were a partnership, provided it is carrying on a trade or profession. The business name must end with the letters LLP. The registration procedure and reporting requirements are similar to that of companies and an LLP is registered at Companies House.

An agreement is essential to formalize the relationship between members in respect of capital share, exit provisions, management and other important matters. There is no requirement to file the LLP agreement with the Registrar of Companies so it can remain confidential to the partners.

## **OTHER OPTIONS FOR TRADING IN THE UK**

### **UK ESTABLISHMENT OF AN OVERSEAS COMPANY**

Within one month of opening a UK establishment, an overseas company must deliver to Companies House a completed application form for registration of an overseas company opening a UK establishment ([Form OS IN01](#)). This will need to contain details of the directors and company secretary, details of the UK establishment and the names and addresses of any permanent representatives of the company and/or a person resident in the UK authorised to accept notices on the company's behalf. The Form OS IN01 must be accompanied by certified copies (and certified translations if appropriate) of the constitutional documents and a copy of the latest disclosed accounts. The company must also notify the Registrar of Companies of any changes to the above information.

### **JOINT VENTURE**

It is possible to set up a joint venture with an existing UK business by forming a business which is part-owned by them and part-owned by an overseas business. The exact arrangements can vary depending on circumstances, the balance of finance and/or practical involvement. Every case is different, so it is important to obtain professional advice to ensure that the two parties are clear about respective responsibilities and obligations, and that arrangements can be made if one party wishes to withdraw from the arrangement.

### **AGENTS**

It may be preferable, certainly at an early stage of trading, to appoint an agent to act on behalf of the supplier business. This avoids having any UK corporate presence, but enables the supplying business, as a result of the agent's efforts, to sell its products or services in the UK. The agent may wish to negotiate an exclusive contract, which may or may not suit the supplier business.

Professional advice should be taken to ensure that the contract with the agent is lawful and unbiased and that payments are made in the most tax-efficient form.

### **FRANCHISES**

Buying a franchise allows you to set up your business without starting from the very beginning. You buy a licence from an existing business in order to use their trade name, business name or product idea. This will involve paying ongoing fees or royalties on sales. In return, you receive support and advice from the franchisor.

## **REGISTRATION WITH AUTHORITIES – FOR ALL BUSINESSES**

### **TAXATION**

Businesses must register with the HM Revenue & Customs (HMRC) for PAYE (Pay As You Earn – Income Tax deducted from employees' wages) and National Insurance payments for employees, and for Corporation Tax for registered companies.

## VAT (SALES TAX)

A business must register with HMRC for VAT if the taxable turnover of the business is more than GBP 85,000 in any 12-month period or if taxable turnover exceeding this level is expected in the next 30 days alone. A business can register for VAT on a voluntary basis if its taxable turnover is below this threshold or if it has sales to non-UK customers that would otherwise be taxable in the UK. Registering for VAT can be advantageous for many types of business. Non-resident businesses supplying goods or services in the UK and subject to UK VAT have a zero registration threshold and must register for VAT immediately they commence trading. Thereafter, quarterly returns to declare VAT invoiced on sales and reclaim VAT paid out on expenditure must be submitted although some businesses may choose to file monthly or annual VAT returns subject to certain conditions. There are several simplified arrangements for smaller businesses.

There are three rates of VAT in the UK – 20%, 5% and 0%. Many types of business activities are exempt from VAT. It is important to use the correct VAT treatment or both the supplier and customer can encounter problems.

Most businesses are able to reclaim VAT paid out on business expenditure, although there are many conditions and types of expenditure on which VAT cannot be reclaimed. Also, businesses that have both taxable and exempt income may not be able to reclaim all the VAT they incur on expenditure.

## LICENCES

Depending on the nature of the business, it may require licences from local or central authorities or from providers of software etc. Trading licences are required for consumer credit, sale of alcohol and tobacco, gambling and other restricted activities.

## DATA PROTECTION

Under the Data Protection Act 1998, businesses need to register with the Information Commissioner's Office to hold and process information on living individuals, including employees and customers. From 25 May 2018, the Data Protection Act has been replaced by the General Data Protection Regulation.

## INSURANCE

Compulsory cover is needed for employer's liability (personal injury and damage to personal property of employees). Any business vehicles must have motor insurance, and it is advisable to have insurance against public liability, property (fire and theft) and business interruption. In rented property, occupier's liability insurance may also be required.

## COPYRIGHT, PATENTS AND ROYALTIES

The Patent Office, which is a government agency, oversees all matters relating to intellectual property including the registration of copyrights and patents.

## COLLECTIVE INVESTMENT SCHEMES

Special rules apply to collective investment schemes, details of which are covered at [www.hmrc.gov.uk/cisc](http://www.hmrc.gov.uk/cisc).

## 5 – LABOUR

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### EMPLOYMENT

Employment rules in the UK are designed to ensure that there is no discrimination or unfair treatment of employees and they can work in relative safety and comfort. Key pieces of legislation include:

- Employment Rights Act
- Equality Act
- Modern Slavery Act
- Anti-Bribery Act
- Public Interest Disclosure (Whistleblowing)

Since 2017, businesses with 250 or more employees are required to comply with regulations on gender pay gap reporting.

Employment law is a complex and fast-changing area and as a result, employers should be prepared to seek advice from a specialist lawyer to ensure they have adequate procedures and controls in place to comply with this area of the law.

Employees who claim unfair dismissal or discrimination can take their case to an employment tribunal which may order the employer to pay compensation if the case is proved. Where an employer is found to have discriminated against a member of staff, on the grounds of sex, race, gender reassignment, disability, sexual orientation, religion or religious belief, or age, they may face a potentially unlimited award of damages against them for both loss of earnings and injury to feelings. Damages for unfair dismissal, however, are based mainly on an employee's loss of earnings, which will be limited to £88,519, or 52 weeks gross salary- whichever is the lower.

### RIGHT TO WORK IN THE UK

Employers are only able to employ individuals who have permission to live and work in the UK. Individuals fall into various different categories for immigration purposes depending upon their citizenship or nationality. Some individuals are automatically entitled to live and work in the UK, whereas others are required to seek permission to work.

Rules relating to the categories of individuals who require a visa or corporate sponsorship to work are complicated and advice should be sought before making an offer of employment to any individual where there is any doubt concerning their right to work in the UK. Companies now need to hold a sponsorship licence granted by the UK Border Agency before they can sponsor an employee to work in the UK.

Generally, the following workers have the right to work in the UK without seeking permission to work:

- British citizens (conferred by birth, descent, naturalisation or registration)
- Commonwealth citizens with leave to remain in the UK on the basis of a grandparent born in the UK
- People with a right of abode or settlement in the UK

- People with exceptional or indefinite leave to remain in the UK for humanitarian reasons, or who have limited leave to remain on the same basis, provided this has not expired
- Spouses, dependants and unmarried partners (including same sex partners) of people in some categories allowing work.

Employers can be fined if their employees do not have a valid work visa. Employers are required to make basic document checks on every worker they take on, before employment commences, in order to establish that they are not taking on an illegal worker. Employers should seek advice about which combinations of documents are acceptable because failure to demonstrate adequate steps have been taken, where the employment of illegal workers has ensued, can result in a fine of up to GBP 20,000 per worker or up to five years in prison.

### CONTRACTS OF EMPLOYMENT

From 6 April 2020, both workers and employees are entitled to receive written particulars from day one of their employment. Failure to do so can result in an award of two weeks wages (or four weeks' pay at the tribunal's discretion) being made by an employment tribunal. The statement of particulars needs to cover certain information including amongst other things remuneration, hours and place of work, holidays and notice.

There are statutory requirements covering many aspects of employment such as maximum working time, minimum hourly wage, maternity pay and leave, parental leave, sick pay, redundancy pay and others with which employers need to be familiar.

### PERMANENT, TEMPORARY AND PART-TIME EMPLOYMENT

A permanent contract of employment will usually have a probationary period of three months (although this is not necessary) depending on the seniority of the post, with a minimum notice period. After the probationary period, the notice period for both employer and employee is usually lengthened. An employer is required to give one week's notice to employees with up to two years' continuous service, and thereafter, one week for each completed year of service up to a maximum of twelve weeks unless the provision in the statement of particulars is longer. The statutory minimum notice an employee must give to terminate their employment is one week in the absence of a contractual agreement.

Part-time workers must be given the same rights as full-time workers, but proportionate to their hours of work and length of service. In addition to this, with effect from 1 October 2011, temporary agency workers have the right to equal treatment in comparison with permanent workers or employees as regards certain basic working and employment conditions after completing a 12 week qualifying period in the same job role with the same hirer. The requirement is to afford the agency worker the same basic working and employment conditions as they would have received if they had been directly recruited by the hirer to that job role. The terms and conditions affected are pay, the duration of working time, night work, rest periods, rest breaks and annual leave.

Furthermore, from the first day of their assignment, agency workers are now entitled to the same access to certain collective facilities provided by the hirer (such as a canteen, childcare, car parking and transport facilities) and to the same information on job vacancies as comparable permanent workers or employees.

It is also possible to employ staff on a temporary, fixed-term contract. The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended) make it unlawful to treat temporary or part-time workers less favourably than full-time permanent staff.

#### GRIEVANCE AND DISCIPLINARY POLICY

Companies are required to act in a reasonable manner, good practice being to investigate the need for a hearing, to invite the employee to a meeting to discuss the issue and to allow the right of appeal against any disciplinary action. Workers have the right to be accompanied at any formal hearings.

When deciding whether an award is due to employees, employment tribunals are guided by the Advisory, Conciliation and Arbitration Service (ACAS) Code of Practice in determining whether employers have acted in a fair and reasonable manner. These tribunals have the authority to increase or decrease an award by 25% if either party fails to follow the Code.

#### WAGES – PAYROLL RESPONSIBILITIES

Employers must deduct Income Tax and National Insurance contributions (NICs) from the wages/salary of their employees according to the tax coding given to the individuals by HMRC. This is known as Pay As You Earn (PAYE). In addition, employers are required to pay employers' NICs. All the tax and NICs deductions and payments must be sent to HMRC promptly, and returns must be filed both monthly through online payroll reporting and annually stating total payments and the taxable value of any benefits in kind (see below).

In April 2016, the National Living Wage (NLW) was introduced for employees aged 23 and over. These rates are reviewed annually and changes implemented on 1 April each year (see appendix IV).

Employers will need to automatically enrol all staff into a qualifying pension scheme, although there is an optional three-month postponement period. Staff may opt out, of their own volition, within a four week window if they wish their contributions to be refunded. Minimum employee and employer contributions are set.

Any data concerning payroll is classed as sensitive data under the General Data Protection Regulation (GDPR) and employers are required to take adequate steps to ensure that the data is secure.

The number of different taxes, benefits and other calculations can make payroll tasks time-consuming and complex for employers, but there are payroll service providers available who will contract to do these tasks for a fee.

### BENEFITS IN KIND

Depending on the nature of the work and the availability of people with the necessary skills, employers may offer additional benefits in kind to their employees. These range from a subsidised canteen to a company car, pension contributions, health club membership, private medical insurance, share options and so on. For taxation purposes, the government calculates the cash equivalent value of these benefits and employees are taxed accordingly. Employers must ensure that annual returns are submitted which detail any benefits in kind.

### REDUNDANCY, UNEMPLOYMENT, SOCIAL SERVICES

When there is a closure of the employer's business, an employee's place of work or a diminished need for employees, usually caused by a downturn in business or restructuring, employees can be made redundant. If an employee has been working for more than the minimum period (currently two years), he or she is legally entitled to a statutory redundancy payment, which is calculated according to age, length of service and salary, subject to a maximum of GBP 544.00 per week for each continuous year of service (up to the last 20 years of service).

There is also a strict obligation placed upon employers to consult with their workforce before implementing redundancies. Depending upon the number of redundancies, employers may be required to consult for up to 45 days and notify the Department for Business, Energy and Industrial Strategy (BEIS) of the impending redundancies.

### INDUSTRIAL RELATIONS/TRADE UNIONS

Membership of trade unions has declined in recent years and scope for industrial action has also become more limited. However, every employee has the right to be a member of a trade union. Where an industry remains heavily unionised, trade unions are likely to be involved in pay negotiations, training needs and grievance and disciplinary proceedings, working closely with personnel/human resources staff.

### HEALTH AND SAFETY

The Health & Safety Executive (HSE) requires all employers to ensure the health and safety of their employees. The HSE issues directives on all aspects of safety and can prosecute businesses which do not comply. HSE inspectors visit employers' premises to ensure compliance and they have the power to close a business if it is deemed dangerous.

Under the Corporate Manslaughter and Corporate Homicide Act 2007, companies and organisations can be found guilty of corporate manslaughter on the basis of gross health and safety management failings. The legislation focuses on the corporate liability of an organisation as a whole. There is no limit on the level of fine which a court can impose under the legislation, nor is it possible for employers to obtain insurance against a fine. Employers must therefore be satisfied that their health and safety management procedures are appropriate, effectively managed throughout the workplace and regularly reviewed.

## ALTERNATIVES TO EMPLOYMENT

### SUBCONTRACTORS AND OUTSOURCING

It is common in some industries (eg. construction) for businesses to use a subcontractor (either a business or a self-employed person) instead of employing someone with particular skills for a specific task. Many businesses and public bodies also outsource some non-core activities of their business (such as catering, facilities management, security and accounts) to external suppliers in return for a fixed price. In both cases, the business has a contract with another business (or self-employed person) for the supply of a service or component product, rather than having to employ people directly. This can reduce costs and administrative time and provide higher quality skills for specific tasks, whilst at the same time relieving the business of the liabilities and responsibilities related to being an employer.

### SELF-EMPLOYMENT

It is possible to set up a business as a self-employed person. HMRC use different methods for assessing and collecting Income Tax and National Insurance, both of which are generally lower than for someone who is employed.

Special regulations apply where an individual uses a company structure to sell his/her services to a client (often referred to as IR35), whereby his/her rewards from that company are taxed as if they were salary with the consequential effect upon Income Tax, and employers and employee NIC rates applying. Managed service companies are subject to similar regulations. Both structures are designed to enable the individual to receive dividends instead of salary, thereby avoiding NICs and incurring lower Income Tax rates. If the individual would otherwise be an employee of the customer, HMRC can enforce the equivalent of payroll taxes on his company.

Disputes between businesses and individuals over employee status can be relatively common given the rights afforded to employees as opposed to workers (ie. non-employees). Employment tribunals are required to apply a series of tests in order to establish whether a person has employee status. When seeking to engage individuals on a self-employed basis, it is advisable to obtain advice from a solicitor specialising in employment law who can assist you in establishing whether an individual would be treated as an employee by an employment tribunal.

## 6 – TAXATION

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### TAX AUTHORITIES AND RESPONSIBILITY

The administration and collection of taxes within the UK is undertaken by HM Revenue & Customs (HMRC).

HMRC are responsible for administering and collecting all national taxes which include: Corporation Tax, Diverted Profits Tax, Income tax, National Insurance, Capital Gains Tax, VAT, Annual Tax on Enveloped Dwellings (ATED), Stamp Duty and Stamp Duty Land Tax. Land and Buildings Transaction Tax applies instead of the latter in Scotland and is administered by Revenue Scotland. From 2016/17, a Scottish rate of Income Tax was introduced and is administered by Revenue Scotland. A lower corporation tax rate was also introduced in Northern Ireland in April 2018.

In addition to the above taxes, which are collected on a national basis, local town, city or county authorities are able to collect Council Tax, which is levied by reference to the value of business or residential property rather than profits or income.

### BASES OF TAXATION

Liability to taxation depends upon the residency of the company, individual or trust, and the location of assets and source of income. Companies and individuals who are residents in the UK typically pay tax on their worldwide income and gains, whereas non-residents are subject to tax only on UK-source income.

An individual who is resident but not domiciled in the UK may opt to be taxed on 'the remittance basis' under which foreign income is taxed only if brought to the UK. There is generally a cost to claiming the remittance basis in terms of the loss of tax-free allowances and exemptions and, for longer-term residents, an annual charge of GBP 30,000 or GBP 60,000 depending on the length of their UK residence. Where individuals have been resident for 15 years or more, then they will be deemed domiciled in the UK and all further tax benefits will then cease.

Where foreign income of UK residents is taxable, a credit for foreign tax paid may be given in accordance with double tax arrangements.

### BUSINESS TAXES

#### RESIDENT COMPANIES

There are two tests that need to be considered when determining whether a company is tax resident in the UK. Firstly, any company which is incorporated in the UK is automatically considered to be UK tax resident.

In addition to this, any company, regardless of the location of its incorporation, will be considered to be UK tax resident if it is managed and controlled in the UK.

It is therefore possible for a company to be UK resident by virtue of its management and control, but also resident in an overseas jurisdiction by virtue of their tax law. The residence status of these companies can be resolved with reference to the relevant tax treaty, if one exists.

Companies incorporated outside the UK but not managed and controlled in the UK, will only have a liability to corporation tax based on the profits of their UK branch or permanent establishment.

### CORPORATION TAX

Companies resident in the UK pay Corporation Tax on their worldwide trading profits, income and capital gains (see Appendix II for current rate of Corporation Tax).

The current rate of Corporation Tax is 19% and will remain at this rate until 1 April 2023 when it is planned to increase to 25% for companies with profits over £250,000. Companies with a profit of £50,000 or less will continue to be taxed at 19% whilst companies with profits between £50,000 and £250,000 will pay tax at the main rate reduced by a marginal relief providing a gradual increase in the effective rate.

These limits will be proportionately reduced for short accounting periods and where there are associated companies. The 51% group company test will be repealed and replaced by associated company rules when determining whether a company is large or very large for quarterly instalment calculations.

Large companies (usually profits greater than £1.5m) are obliged to pay tax in four instalments. Based on a 12 month accounting period, the first payment is due on the 14th day of the seventh month of their accounting period and then quarterly thereafter, with the final payment made on the 14th day of the sixteenth month following the start of the accounting period. Interest is chargeable in the event of tax payments or instalments being late, and is repayable if payments are excessive. Companies who are not defined as large normally pay their Corporation Tax liability nine months and one day after the end of the accounting period. Accelerated payment rates now apply to very large companies (where taxable profits exceed £20m) by imposing instalments in months three, six, nine and 12.

A company has 12 months from the end of their accounting period to file their tax return. Generally, HMRC then has 12 months to open an enquiry into the return. Penalties are levied for both late filing and for filing an incorrect return.

Loans to shareholders or other participators are likely to incur a special tax (32.5%), which is payable nine months after the accounting period in which the loan is provided. However, once the loan is repaid or forgiven, the tax should become repayable to the company nine months after the relevant period.

### DIVIDEND EXEMPTION

Subject to certain anti-avoidance rules, dividends received from both UK and overseas subsidiaries (located in most treaty countries) will not normally be taxed in the UK. This is one of the measures which make the UK an attractive location for a holding company.

### LOSSES

In general, trading losses may be carried back for 12 months or carried forward indefinitely, subject to changes in ownership and the nature or conduct of the trade. Current year losses may also be surrendered between group members to offset against their profits for the same period. Similar relief is available for excess interest costs, but excess management expenses of investment companies may not be carried back.

There will be an extension to the trading loss carry back rules for company accounting periods ending in the period 1 April 2020 to 31 March 2022, and by unincorporated businesses in tax years 2020 to 2021 and 2021 to 2022. The carry back for trading losses will be extended from the current one year entitlement to a period of three years, with losses being carried back against later years first.

The carried back amount of trading losses to the preceding year remains unlimited whilst there will be a restriction to a maximum of £2m of unused losses carried back to each of the earlier two years against profits of the same trade. Groups will be subject to a group cap of £2m for each relevant period. This loss carry back will need to be included in the company tax return, however claims below a de minimis limit of £200,000 may be made outside a return. Therefore, a standalone company can make this claim of less than £200,000 for the relevant accounting period will not need to wait until the return is submitted.

Reforms to loss relief, allowing losses brought forward to be offset against other income, and a restriction to 50% offset where profits are above £5m, took effect from April 2017. See below for more information on capital losses.

#### CAPITAL ALLOWANCES

Book depreciation or amortisation of tangible assets is not allowable for tax purposes; instead, relief by way of capital allowances is often available. Purchases of plant and machinery are eligible for writing down allowances (WDA), typically 18% on the reducing balance. Integral assets (IA) within a commercial building (e.g. lighting, heating, ventilation etc.) and long life assets only qualify for 6% WDA per annum. However, a 100% annual investment allowance (AIA) is available for the first GBP £200,000 of expenditure on any plant and machinery or IA. The AIA limit will temporarily increase to £1,000,000 from 1 January 2021 for one year.

A structure and buildings allowance (SBA) of 3% is available on qualifying costs for new non-residential structures and buildings, business constructing or renovating structures from 29 October 2018.

Between 1 April 2021 and 31 March 2023, certain companies investing in qualifying new plant and machinery will benefit from the new first year capital allowances. A company will be allowed to claim a 130% super-deduction capital allowance on most new plant and machinery investments that ordinarily qualify for 18% main rate writing down allowances, and a first year allowance of 50% on most new plant and machinery investments that ordinarily qualify for 6% special rate writing down allowances.

An initial allowance of 100% is available for certain types of energy efficient expenditure or on cars with very low CO<sub>2</sub> emissions. By contrast, assets leased abroad are only eligible for 8% WDA.

A 100% Enhanced Capital Allowance (ECA) will be available to companies for qualifying expenditure on plant and machinery for use within freeport sites. The plant and machinery must be new or unused and be for the purpose of a qualifying activity carried out within a freeport between 2021 and September 2026. The allowance will be available on the qualifying expenditure in the tax year when incurred but could be clawed back if within five years of the acquisition/usage it is used outside of the freeport site. In addition to the ECA, a 10% rate of structures and buildings allowance will be available for business constructions or renovating structures and buildings used for non-residential use.

#### INTANGIBLE FIXED ASSETS

Relief is available for expenditure incurred in the creation, acquisition or enhancement of intangible assets (typically goodwill, patents, trademarks, copyrights and the like) based on the profit and loss account charge. Conversely, credits to the profit and loss account and profits on disposal will be taxable as income. Assets created or acquired before 1 April 2002 or from a connected party other than a group company will remain chargeable as capital gains and so are not eligible for the above relief. Major restrictions apply to goodwill and customer related intangible assets acquired on or after 8 July 2015.

#### RESTRICTION FOR INTEREST DEDUCTIONS

The Worldwide Debt Cap (WDC) regime, which restricted UK interest relief where UK borrowing is considered excessive to a company's worldwide group, has been replaced by a modified interest relief restriction with effect from 1 April 2017. From then on tax relief is limited to 30% of 'tax-EBITDA' (taxable profits less interest, tax depreciation and amortisation and all losses but after adding back chargeable gains). A de minimis allowance of £2m will exclude a large number of companies from this restriction.

The UK also has both thin capitalisation rules which may restrict the extent to which interest paid to connected parties will qualify for a tax deduction and the normal arm's length interest rate restrictions.

#### HYBRID MISMATCH

Hybrid mismatch rules applied from 1 January 2017 to deny a tax deduction in the UK where there is a deduction available in another country, or where the corresponding receipt is not treated as taxable income. In addition, the rules will ensure that income is taxable in the UK where a deduction arising from a hybrid arrangement has not been denied in another country. New legislation will be introduced to ensure that the regime operates proportionately and as intended; this will include an amendment to the definition of dual inclusion income to reduce the number of occasions where the anti-avoidance rules will apply.

#### DIVERTED PROFITS TAX

From April 2015 a company can be charged to a separate tax, 25%, which is not covered by the UK's double tax treaties. This applies if contrived arrangements have avoided UK tax by avoiding a UK permanent establishment or certain other arrangements between connected parties. The current rate of 25% is planned to increase to 31% from 1 April 2023 to maintain the differential between this rate and the future Corporation Tax rate of 25% and to discourage the diversion of profits from the UK.

### GENERAL ANTI-ABUSE RULE (GAAR)

In addition to extensive targeted anti-avoidance legislation, the UK operates a GAAR for most taxes, excluding VAT. The GAAR seeks to adjust the results which fail the so called 'double reasonableness' test as being avoidance through abusive use of tax rules. The 'double reasonableness' test attempts to restrict the use of this by deeming that arrangements are abusive if the entering into them cannot reasonably be regarded as a reasonable course of action.

### GROUPS OF COMPANIES – CAPITAL GAINS

Special arrangements exist for a group of UK companies to elect for the gain or loss realised on the disposal of a capital asset to be taken by another group member, thereby enabling them to mitigate tax. This is, in effect, a form of group relief for capital losses, but pre-acquisition losses or gains of companies joining the group are ring-fenced to prevent abuse.

Disposals of substantial shareholdings in trading subsidiaries may be exempt if the shareholder continues to be a parent of a trading company, or a trader in its own right immediately after the disposal. The definition of a substantial shareholding for this exemption to apply is a holding of no less than 10%. The condition requiring the investor to still be trading after the disposal is abolished for disposals after 1 April 2017.

This exemption, coupled with the dividend exemption referred to previously, have combined to make the UK an attractive jurisdiction to locate a holding company.

### CAPITAL GAINS AND LOSSES

Normally companies are chargeable for Corporation Tax (see Appendix II) on the excess of the sale proceeds or disposal value for chargeable assets over their cost, after taking into account indexation relief, which is based on published rates linked to inflation over the period of ownership. Indexation allowance was frozen with effect from 1 January 2018 – so that there will be no further relief for the gains attributable to inflation. Losses arising from the disposal of assets in the same period or losses brought forward may be offset against the gain. Since 1 April 2020, capital losses carried forward can only be used to offset 50% of any net capital gain subject to the annual £5m deductions allowance.

### GROUPS OF COMPANIES – OVERSEAS BRANCH

Until recently, companies with an overseas branch of a UK company would be liable to taxation in the UK with a credit provided for any foreign tax incurred. In practice, this meant that profits in branches with a lower tax rate than the UK would incur additional tax in the UK.

A foreign branch exemption has changed this, as companies can now opt out of having the profits of their overseas branches taxed in the UK. The effect of opting into this legislation restricts the losses of overseas branches being utilised against any profits arising in the UK.

### GROUPS OF COMPANIES – CONTROLLED FOREIGN COMPANY RULES

A Controlled Foreign Company (CFC) is a non-resident company controlled by UK resident persons. Any UK resident company may be assessable on the CFC profits if it holds a 25% or more interest in the CFC. However, if one of the following statutory exemptions applies to the CFC then no assessment can occur:

- Temporary period – normally up to 12 months
- Excluded territories - typically treaty countries
- Low profits – less than £500K trading or £50k otherwise
- Low profit – less than 10% of relevant operating expenditure
- Local tax – at least 75% of corresponding UK tax.

#### TAXATION OF BRANCHES OF FOREIGN COMPANIES

UK profits of a branch or other permanent establishment of a non-UK resident company are normally subject to corporation tax in the same way as a UK company. Allocated head office expenses need to be arm's length and justified in the same way as other expenditure with connected parties. This is subject to hybrid mismatch rules. Interest on debt due to the head office may not be allowed. Gains realised on assets used in the UK trade are also chargeable.

Special relief is available for the conversion of the branch into a UK resident company, although relief for losses carried forward may be restricted where the head office has also obtained relief for the loss.

#### SPECIAL RULES – OIL AND GAS ACTIVITIES

Companies undertaking a petroliferous trade in either the UK or in UK territorial waters are subject to an additional tax regime, whereby profits arising from exploration are isolated from other profits such as refining and marketing. The key effect is that losses from other trades cannot be used against these ring-fenced profits.

This regime imposes a supplementary tax on UK profits. With effect from 1 January 2016, ring-fenced profits are taxed at a main rate of 30% and a supplementary charge of 10%.

#### RESEARCH AND DEVELOPMENT

Another measure making the UK a favourable tax territory for companies involves two distinct regimes which give relief over and above actual expenditure on research and development. The first operates for small and medium enterprises (SMEs) and the second for large companies.

An SME may claim 230% of the cost against its profits, or where losses are incurred may seek a repayable credit of 14.5%. For accounting periods commencing on or after 1 April 2021 the credit claimed will be limited to £20,000 plus three times the company's relevant expenditure on workers being the company's own PAYE and NIC liabilities for the period plus some PAYE and NIC liabilities of any connected persons doing subcontracted R&D work for the company. There is an exemption to the cap if the employees are creating, preparing to create or managing Intellectual Property and less than 15% of its R&D qualifying expenditure is spent with connected persons.

Large companies can claim an 'above the line' credit of 13%. Research and development can be carried out anywhere.

Where certain capital expenditure is incurred on a qualifying project(s) then Research and Development Allowances may also apply at 100%.

## PARTNERSHIPS

A partnership will be resident in the UK if most of the individuals or companies which comprise the firm are resident here. However, such entities are not taxed as such, but merely have to report the profits and income derived by their members. Each member is taxed on their share, together with their non-partnership income or gains. Thus a non-resident member of a resident partnership is taxable on their share of the profits arising in the UK.

## LIMITED LIABILITY PARTNERSHIP (LLP)

Strictly speaking, this is an incorporated body registered at Companies House. However, where it conducts its business with a view to a profit, it will be treated as a look-through for tax purposes. Thus the same concepts as for a partnership (see above) will apply in taxing the profits or gains of the members. Where the LLP is not conducting business with a view to profit (e.g. it is in the process of being wound up), then it will be treated as a limited company and any income will be chargeable for Corporation Tax.

Members of an LLP need to pass at least one test relating to profit share, capital, or control, otherwise they will be treated as an employee rather than a partner for tax purposes. Where the LLP has both individual and company members, the profits allocated to the company member may be attributed to an associated individual and taxed accordingly.

## NATIONAL INSURANCE CONTRIBUTIONS (NICs)

Sole traders and partners (self-employed individuals) are required to register their business activity and pay National Insurance contributions based on their profits (see appendix II). This is now collected through the tax assessment.

In addition to collecting employees' Income Tax and NICs by withholding the relevant amount from their wages or salary payments, an employer has to bear the cost of a further employers' NIC (see appendix II) on both remuneration and benefits in kind provided to employees. The collection and remittance of these taxes by the employer is done under a system known as Pay As You Earn (PAYE). Favourably reduced rates apply for apprentices as well as those under 21 and most employers will be eligible for an NIC rebate of £4,000 against employers Class 1 NIC (available where the employer's NIC liability for the previous tax year was less than £100,000).

## AUTO-ENROLMENT

A workplace pensions regime applies to employers who do not provide a qualifying pension scheme. All eligible jobholders will need to be automatically enrolled into a pension scheme with contribution rates of up to 8% (including at least 3% from the employee).

## UK REAL ESTATE

Resident individuals' or companies' rental income from UK property is not subject to withholding tax, but the surplus is chargeable at their marginal rate of tax. They are also chargeable upon the gain realised on the disposal of UK property. Non-UK resident individuals who receive income from letting out UK property are subject to the provisions of the Non-resident Landlord Scheme (NRLS). The NRLS requires Income Tax at basic rate (currently at 20%) to be withheld on the rent, either by the tenant or the letting agent as appropriate. However, the landlord can receive the rental gross (without the deduction of tax) if they receive permission from HMRC. HMRC will normally grant permission for this provided the landlord satisfies the relevant conditions. Where gross status is granted, the NRL will need to complete and submit annual self-assessment tax returns and ensure that its tax liabilities are settled on time under the self-assessment regime.

Companies owning residential property used by connected parties are subject to an annual tax on enveloped dwellings (ATED) if the value of the property is above £500k. Certain companies can claim a relief from paying ATED, but nevertheless need to file the claim by the same deadline with the risk of penalties on a daily basis notwithstanding to ATED if payable.

Both non-resident individuals and companies owning UK residential property, whether occupied by connected parties or otherwise, will be taxable upon the relevant gain realised on disposal. These rules also applied to non-residential property from 6 April 2019, with gains accrued after this date being brought into charge.

From 6 April 2020, non-resident landlord companies that carry on a UK property business or have UK property income will be charged to Corporation Tax rather than Income Tax. They will be assessed using the Corporation Tax rules including the corporate interest restriction rules on the deductibility of financing costs, hybrid mismatch rules, use of losses etc. and will be required to register, prepare and file Corporation Tax returns and accounts annually.

## REPATRIATION OF PROFITS

Pre-tax profits may be repatriated by companies in the form of tax-deductible interest, rent, royalties or management charges, provided the cost can be justified as being arm's length. However, the first three items may be subject to withholding taxes, except where clearances are obtained in accordance with a relevant double tax treaty.

The application of withholding taxes to interest or royalties is at 20%, however royalties may now be self-assessed by the UK payer, but the liability remains due if the overseas entity was not eligible for relief. Excessive payments may be treated as both disallowable for Corporation Tax purposes and also as a distribution for double tax treaty or income purposes.

Post-tax profits may be distributed in the form of dividends to the overseas shareholder without a further tax charge or withholding in the UK and the recipient may be entitled to a repayable tax credit under certain treaties.

An extended form of withholding tax, the Offshore Receipts from Intellectual Property (ORIP) tax, was introduced in April 2019 which applies to income arising from UK customers in connection with intellectual property but is taxed in a low tax country. Tax arises at a rate of 20% based on sales, not profits, and applies to groups achieving total revenue of £10 million or more.

### DOUBLE TAX TREATIES

The UK has entered into more double tax treaties than any other country in the world. These double tax treaties cover such matters as residence status, permanent establishments, business profits, income from land and property, dividends, royalties and interest, personal direct and indirect income and capital gains. These agreements enhance the already favourable UK tax regime. HMRC maintains details of the UK's [Tax Treaties](#) on gov.uk.

### TRANSFER PRICING

The UK operates a universal system of transfer pricing in accordance with the Organisation for Economic Co-operation and Development (OECD) guidelines so that all business transactions between connected parties need to be at arm's length prices, not just those with persons abroad. It is the company's responsibility to ensure that these rules are adhered to and that records are maintained evidencing and justifying the position taken.

There are potential exemptions for smaller and medium sized groups where they do not employ more than 250 employees and their group annual turnover/gross assets do not exceed EUR 50m/EUR 43m respectively. However, in practice these exemptions are extremely limited.

## PERSONAL TAXES

### RESIDENT/NON-RESIDENT STATUS

Since 6 April 2013, the tax residence status of an individual has been determined by the 'Statutory Residence Test'. The rules are complicated with status depending upon the days spent in the UK in a particular tax year (the 12 months to 5 April) and, in some cases, the individual's ties with the UK.

Someone who spends 183 days or more in the UK in a tax year will be automatically treated as tax resident.

### NON-RESIDENTS OWNING UK PROPERTY

Special tax regimes apply to non-resident individuals, trusts and companies that own UK property (residential or commercial). These have been subject to significant change over recent years, with further changes since April 2019. Advice should always be taken in respect of ownership structures and the tax implications.

### DOMICILE

Domicile is a legal status that the UK applies in determining liability to certain taxes. An individual acquires a domicile of origin when they are born, usually the domicile of their father. This can be displaced by residing in another country with an intention to stay permanently or indefinitely. There are advantages to retaining a foreign domicile even if an individual becomes a long-term UK resident.

## INCOME TAX

Income Tax and National Insurance contribution (NICs) rates, and reliefs applicable to individuals, are set out in Appendix II. Salary (including benefits in kind), trading profits, dividends, investment and property income are subject to Income Tax at various rates, based on the income arising in the fiscal year ending 5 April. Employment taxes are collected at the time of payment. Credit will normally be given for withholding taxes suffered in respect of overseas income. UK property income paid to non-residents may be subject to basic rate withholding tax (unless an application is made with HMRC) under the non-resident landlord scheme for rents to be paid gross.

Higher rate tax on investment income and tax on profits of self-employment are normally payable by instalments due on 31 January in the fiscal year and the following 31 July. These instalments are based on the liability of the previous tax year and calculated at 50% each, with any outstanding balance of Income Tax due being payable on the following 31 January, together with any Capital Gains Tax. Instalments may be reduced or overpayments claimed as soon as the claim can be justified.

## BENEFITS IN KIND

The provision by an employer to an employee (or their relative) of an asset (e.g. accommodation, furniture or a car) or other benefits (e.g. entertainment, domestic or other services, medical insurance, interest free or low interest loans) are taxable on the employee and give rise to employers' NICs. Nevertheless, such benefits continue to play a significant role in attracting and retaining key employees.

## CAPITAL GAINS TAX

Capital gains realised by individuals (see Appendix II) are subject to tax at a rate of either 10% or 20% (18% or 28% for residential property unless exempt as the individual's principal private residence and carried interest). Gains are taxed after all reliefs and annual exempt amounts.

Provided the various conditions are met, Business Asset Disposal Relief, formerly known as Entrepreneurs' Relief (ER), allows up to a lifetime limit of £1 million of gains on qualifying business disposals to be taxed at 10% and Investors' Relief allows up to a lifetime limit of £10 million of gains on disposals of qualifying shares in an unlisted trading company to be taxed at 10% with the remainder subject to Capital Gains Tax at the prevailing main rate, currently 20% (2021/22 rates).

## INHERITANCE TAX

Subject to certain exemptions, inheritance tax (IHT) is chargeable on the aggregate value of an individual's estate at the date of his death, and on the value of any gifts and similar transfers of wealth made by him during the seven years prior to his death. Except in respect of gifts made in the seven years before death, no IHT is payable on gifts made during the individual's lifetime if the gift is made to an individual. Gifts into trust incur tax at the lifetime rate of 20%, subject to certain exemptions. A UK resident and domiciled individual is taxable on his worldwide estate. For non-UK domiciled individuals only UK assets are chargeable (note that from 6 April 2017 the definition of 'UK assets' is extended to include indirectly held residential property).

From 6 April 2017 an individual is deemed to be UK domiciled for IHT and all tax purposes once he has been resident in the UK in 15 out of the 20 preceding tax years. In addition, special treatment applies for those with a foreign domicile who were born in the UK.

## SALES TAXES/VAT

### BASIS OF TAXATION

Most businesses must account for value added tax (VAT) on their sales of goods and services. Depending on the nature of the goods or services, they can be taxed in a variety of places depending where the supplier and customer are established, where the goods are located, where the services are performed or 'used and enjoyed', or where any relevant interests in land are situated. In addition, for cross border transactions, complex rules apply in many instances to determine whether the tax is payable by the supplier or the customer under the reverse charge provisions and whether a non-resident supplier is required to register for VAT in the UK. In accounting to HMRC for the VAT collected, a business is normally allowed to deduct the VAT it has accrued on expenditure.

### STANDARD-RATED OR REDUCED RATED SUPPLY

Most sales are subject to VAT at the standard rate of 20%. Some however can be subject to the reduced rate of 5%. It is important to charge the correct rate – failing to do this may result in HMRC issuing penalties and imposing interest charges. It can also be difficult to correct the error at a later date.

### EXEMPT/0% RATED SUPPLY

A VAT-exempt business (e.g. in real estate or finance) should be contrasted with one where VAT is due at 0% (e.g. selling food, books, children's clothing). No VAT is charged to the customer in either case, but the business can claim a repayable VAT credit if the sales are 0% rated, though not if it is exempt.

### PARTIAL EXEMPTION

Where a business has activities that are both taxable and exempt for VAT purposes, it is partly exempt and must perform calculations for every VAT return to work out how much input VAT can be reclaimed. These calculations can be complex and are frequently challenged by the tax authorities. Although partial exemption is common across the European Union, the necessary calculations and legal obligations can be different in every EU member state.

### VAT RETURNS

Returns declaring income, expenditure, VAT and movement of goods within the EU need to be completed frequently. All VAT returns and other declarations are now filed online and the UK authorities introduced a new electronic filing system ('Making Tax Digital') on 1 April 2019. Returns are normally filed on a quarterly basis, although some businesses can choose to file monthly or annual VAT returns instead. The VAT is payable at the same time, although certain businesses may be allowed or required to pay by monthly instalments or place a sum on deposit. Significant penalties and interest may be incurred for late or incorrect payments/returns.

Other forms of return may be required to declare the movement of goods into or out of the UK.

## PROPERTY TRANSACTIONS

The VAT treatment of transactions in property can vary considerably. Sometimes they will be subject to the standard-rate VAT compulsorily or by election, whilst in other cases zero-rated, reduced-rated or exempt, with or without a credit for VAT paid on costs. This topic is extremely complicated with often significant sums at stake and the possible outcomes for suppliers and customers can be significantly different with complex interactions with other taxes. It is therefore beyond the scope of this report and specialist advice should be sought.

## OTHER TAXES

### CUSTOMS DUTIES

Customs import duties are levied on goods imported into the UK although goods originating in the EU can be imported without tariffs. Other reliefs may be available (e.g. inward processing relief). Import duty is chargeable on most goods including agricultural products, raw materials and manufactured goods. The rate of duty can vary. It is calculated by applying the relevant percentage to the value of the imported goods. HMRC have specific methods for valuing imports. Other things to consider include anti-dumping provisions to protect home markets: this can increase the duty payable.

Preferential treatment, and sometimes complete exemption from duty, is granted when goods are imported into the UK from certain countries such as members of the European Free Trade Association. The UK has many trade agreements with different countries worldwide.

Customs duties are often overlooked – businesses who import into the UK should take care to ensure that the import process is managed and that the correct amount of duty is being paid.

### BREXIT

The UK left the EU with effect 1 January 2021 when the transition period ended. This means the UK is no longer part of the EU common customs area or single market for VAT purposes. The Trade and Cooperation Agreement with the EU introduces a number of simplifications intended to limit the damage to UK / EU trade. If you act as an importer of record for UK goods you would need a GB EORI number. You are likely to incur import VAT which can be recovered via your UK VAT return.

### ONLINE TRADE

New rules came into effect 1 January 2021 which effect the sale of goods purchased online outside of the UK. For business to consumer sales with a value less than £135, the overseas seller must register for VAT in the UK.

There are also new rules of online marketplaces that must be considered. These result in joint and several liability for the online market place.

### INWARD PROCESSING RELIEF

Inward Processing Relief (IPR) is where goods are imported into the UK from a destination outside of the UK to undergo some form of processing. On completion, the goods are re-exported to a destination outside of the UK. IPR works by relieving the importer from paying import VAT and duties on arrival.

The procedures to apply for IPR can be complicated because there are various authorisations. There can be significant cash flow differences between not paying the duty and VAT at all, as opposed to paying it initially and reclaiming it later. This regime is naturally controlled very tightly by the UK tax authorities.

### BONDED WAREHOUSES

The bonded warehouses system may be used by importers of goods liable to customs and excise duties, to postpone payment of duties until goods are removed from the warehouse for UK use. Duty is not charged if the goods are re-exported from a bonded warehouse to a destination outside of the UK.

### ENVIRONMENTAL AND OTHER TAXES

A range of environmental and other taxes are levied on different industry sectors such as Air Passenger Duty [APD], Insurance Premium Tax [IPT], Climate Change Levy [CCL], Landfill Tax, Aggregates Levy and others.

These are too numerous to be included in any detail in this report but advice should be sought to ensure that any legal requirements or obligations are met.

### STAMP DUTY

Contracts for the sale or transfer of shares or securities, including the purchase by a company of its own shares, are subject to a rate of duty (0.5%) for every GBP 1,000 of consideration or part thereof.

### STAMP DUTY LAND TAX (SDLT)

Conveyances or transfers of other property (e.g. land and buildings or related goodwill) are subject to various rates up to 12% based on the value of the transaction, nature of the property or the purchaser (see Appendix II). The standard residential property rate may be increased by 3% if additional residential properties are acquired which could increase the rate to a maximum of 15%.

Instruments granting leases over non-residential land or buildings are chargeable at 1% times the net present value of the rent over the whole term of the lease, including upward reviews, minus GBP 150,000. A licence, or tenancy at will, is exempt from SDLT.

### COUNCIL TAX AND RATES

Local councils levy a charge on businesses occupying premises within their area, based on a notional value of the property, to fund local services including law and order, education, refuse collection etc. A single business rate is normally set for each fiscal year ending 31 March and the amount payable varies with the rate and the value of the premises. Reduced rates are available for charities or unoccupied premises.

A similar system is in place for residential property.

## 7 – ACCOUNTING & REPORTING

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The accounting regulations and disclosure requirements applicable to UK companies are extensive, detailed and complex. Except where otherwise stated, this guidance relates to businesses incorporated in the UK. The following is only a brief summary, and reflects the law as at April 2021.

### APPLICABLE REGULATION

#### LIMITED COMPANIES

Limited (or incorporated) companies, including subsidiaries of parent companies incorporated outside the UK, are governed in the first instance by the Companies Act 2006 which includes provisions relating to:

- the maintenance and retention of accounting records,
- the maintenance of registers and minutes relating to directors and shareholders and their meetings,
- the form and content of annual accounts,
- the publication to shareholders and the public filing of annual accounts,
- the requirements for annual accounts to be audited, and
- voluntary and enforced corrections of unsatisfactory annual accounts.

The Act makes provision for various classes of company. The most important of these are:

- Public limited companies (plcs) – plcs are those companies authorised to issue shares to the public.
- Large, medium-sized and small, private limited companies – medium-sized and in particular small companies are subject to some exemptions from, and some simplifications to, the accounting requirements applicable to larger companies.
- Micro-entities – The UK permits very small companies that qualify to be treated as “micro—entities” to prepare highly simplified annual accounts.

#### LIMITED LIABILITY PARTNERSHIPS (LLPS)

Limited liability partnerships are governed in the first instance by the Limited Liability Partnerships Act 2000. Detailed regulations for accounting and reporting are similar to those for ordinary limited companies, but there are some differences.

#### OVERSEAS COMPANIES

Overseas companies are businesses incorporated outside the UK but operating within the UK through a branch or representative office, and not through a UK subsidiary company. They are also required by the Companies Act to register their place of business and to file annual accounts of the company (not the branch) with the Registrar of Companies.

## OTHER BUSINESS STRUCTURES

There is no regulation directly governing the accounting practices of unincorporated businesses, such as sole traders or partnerships. However:

- Various aspects of tax legislation require that vouchers are kept for a number of years to support any required tax computations.
- Subject to any particular adjustments required by legislation, unincorporated businesses are taxed on profits determined on a ‘true and fair’ basis.
- Unincorporated businesses operating in some particular fields, such as the provision of investment advice, are subject to specific accounting and auditing regulations equivalent to those applying to companies.

## ACCOUNTING STANDARDS

Public companies with shares traded on the London Stock Exchange, or on AIM or the Aquis Stock Exchange, are required to prepare their consolidated accounts in accordance with International Financial Reporting Standards (IFRS) as adopted by the UK. Other companies are also permitted to adopt IFRS.

For companies and LLPs that have not adopted IFRS, generally accepted accounting practice in the UK (UK GAAP) is determined by the Financial Reporting Council (FRC). Although most routine transactions and balances are accounted for in the same way under IFRS and under the UK GAAP, there are some differences.

## PERIOD END ACCOUNTS

Every UK company registered under the Act is required to prepare a set of accounts that gives a true and fair view of its profit or loss for the year and of its state of affairs at the year end. Annual accounts generally include:

- A directors’ report (Large and medium-sized companies must also give a separate “Strategic report”)
- An audit report
- An income statement (profit and loss account)
- A statement of financial position (balance sheet)
- A statement of other comprehensive income
- A statement of changes in equity
- A cash flow statement (not required for small companies)
- Comprehensive notes to the accounts (micro-entities give only the notes specified in the applicable accounting standard).

Most of these notes present in more detail the figures in the balance sheet, profit and loss account and cash flow statement. In addition, and where applicable, the notes to the financial statements may include:

- A statement concerning any significant doubts surrounding a business’ ability to continue as a going concern.
- Details of significant post balance sheet events.
- Details of material transactions with related parties including the directors.
- The identity of parent companies that prepare group accounts, and the ultimate controlling party of the company.

- For quoted companies, details of policies on, and exposures to, exchange rate, interest rate, liquidity and market value risks.

If a UK company is a parent company, consolidated accounts must also be prepared, although there is an exemption from this requirement for qualifying small private companies. In addition, in certain circumstances, if an overseas parent prepares and publishes group accounts that include the UK holding company, the UK parent can be exempted from preparing consolidated accounts for the UK sub-group.

Comparative figures should also be given for almost all items and analysis given in the year-end financial statements.

All of the above requirements apply equally to LLPs except that no directors' report (nor any equivalent report) is required.

The accounts must be provided to each shareholder or member of a limited company or LLP, although there are regulations permitting a company to send only summary financial information to its members.

#### AUDIT REQUIREMENTS

The Act requires that the annual accounts include a report from suitably qualified, registered auditors to the shareholders (or members of an LLP) stating in particular whether or not, in the auditors' opinion:

- the balance sheet gives a true and fair view of the company's (and group's, if applicable) state of affairs,
- the profit and loss account gives a true and fair view of the company's (or group's, if applicable) profit or loss for the year, and
- the strategic and directors' report (of a company) are consistent with the financial statements.

In appropriate circumstances, dormant companies, subsidiary companies and some small private companies (and similarly LLPs) may be exempt from the requirement to have their accounts audited (see Appendix III for further information).

Audits are nevertheless often required by:

- Providers of finance.
- Business owners preferring to obtain the assurance of an audit.
- Regulatory or trade bodies.

#### FILING OF THE ACCOUNTS

All limited companies and LLPs must place a copy of their annual accounts on the public record by filing them with the Registrar of Companies.

Generally, the filed accounts must be identical to those sent to the members - the 'file what you prepare' model, i.e. accounts filed at Companies House are the same as those prepared for the members. However, small companies can choose not to file the profit and loss account and/or the directors' report, so-called 'filleted accounts'.

The accounts on the public file must bear the manuscript signatures of a director (essentially to confirm that these are an accurate copy of, or extract from, the shareholder accounts).

There are time limits starting from the end of a company's accounting reference period for the filing of the accounts with the Registrar of Companies. These are:

- for a public company – six months, or
- for a private company or an LLP – nine months.

Penalties are incurred when there is a breach of these time limits and directors may be prosecuted.

## 8 – UHY REPRESENTATION IN THE UK

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UHY Hacker Young, a founder member of UHY, is a Top 20<sup>25</sup> group of UK chartered accountants. Established over 90 years ago, UHY Hacker Young has grown into a national group of firms, either trading as UHY Hacker Young or in association with the UHY Hacker Young Group.

We have 23 offices in major business centres around the UK (listed below), providing a full range of tax, accounting and business advisory services to personal and corporate clients, including:

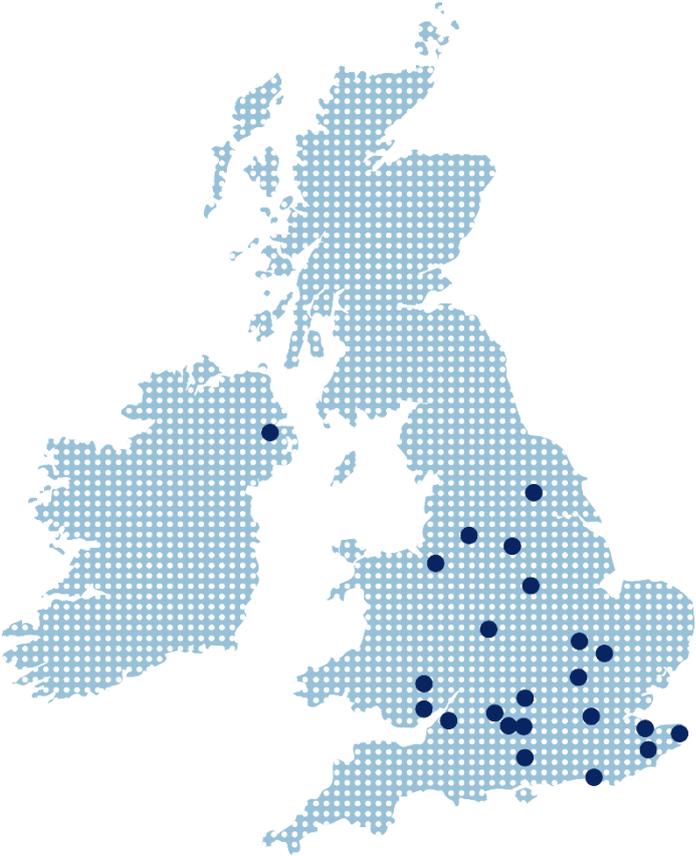
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Expanding your business abroad is a big step. In our London office, we have developed a number of international business desks geared specifically to supporting businesses in certain jurisdictions. Our current business desks, each led by partners either native to that country or with significant experience in the business jurisdiction, include: China & Malaysia, India, the US, Israel and the Gulf region. You can make contact with our business desk leaders by visiting the International section on our website at [www.uhy-uk.com](http://www.uhy-uk.com).

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For more information on UHY Hacker Young, our people and services, please see our website: [www.uhy-uk.com](http://www.uhy-uk.com)

The UHY Hacker Young Group is a group of independent partnerships.

Each office is registered to carry on audit work by either the Institute of Chartered Accountants in England & Wales or the Association of Chartered Certified Accountants. Where applicable, offices and their associated businesses are regulated for a range of investment business activities by the Institute of Chartered Accountants in England & Wales or directly by the Financial Services Authority.

Full details for each office are available on our website:

[www.uhy-uk.com/locations-people](http://www.uhy-uk.com/locations-people)

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## APPENDIX I – SOURCES OF INFORMATION

### BUSINESS ENVIRONMENT

[Bank of England](#)  
[Companies House](#)  
[Department for Business, Energy & Industrial Strategy](#)  
[Financial Conduct Authority](#)  
[The Insolvency Service](#)  
[Local Government](#)  
[London Stock Exchange](#)  
[Aquis exchange](#)  
[Ministry of Justice](#)

### FOREIGN INVESTMENT

[Department for Business, Innovation and Skills](#)  
[General business advice](#)  
[British Chambers of Commerce](#)  
[Department for International Trade](#)  
[Department for Environment, Food and Rural Affairs](#)  
[Companies House](#)

### SETTING UP A BUSINESS

[Companies House](#)  
[London Stock Exchange](#)  
[Aquis exchange](#)  
[HM Revenue & Customs](#)  
[Information Commissioner's Office](#)  
[UK Intellectual Property Office](#)  
[The Association of British Insurers](#)  
[Chartered Insurance Brokers directory](#)  
[The Law Society \(for England and Wales\)](#)  
[The Law Society of Scotland](#)

### EMPLOYMENT

[Chartered Institute for Personnel and Development](#)  
[Department for Business, Innovation and Skills](#)  
[Health & Safety Executive](#)

### TAXATION

[HM Revenue & Customs](#)  
[Chartered Institute of Taxation](#)

### ACCOUNTING AND REPORTING

[The Institute of Chartered Accountants in England and Wales](#)  
[Companies House](#)  
[Accountingweb<sup>26</sup>](#)

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<sup>26</sup> A web based community site for accountants and tax professionals, incl. directories and news services

## APPENDIX II – UK TAX RATES

For a full list of current tax rates please see the [UHY Hacker Young website](#).

### MAIN INCOME TAX RELIEFS

Allowed at top rate of tax:

	2019/20	2020/21	2021/22
Personal Allowance	GBP 12,500	GBP 12,500	GBP 12,570

Personal allowances are reduced by GBP 1 for every GBP 2 that taxable earnings exceed GBP 100,000. In 2021/22, £1,260 may be transferable between certain spouses where neither pays tax above the basic rate (£1,250 in 2020/21).

### INCOME TAX RATES AND BANDS

	2019/20	2020/21	2021/22
Basic rate on first	GBP 34,500	GBP 37,500	GBP 37,700
Higher rate on next	GBP 112,500	GBP 112,500	GBP 112,229
Additional rate on taxable income over	GBP 150,000	GBP 150,000	GBP 150,000

Rates for dividends/interest/other –2021/22 rates:

	Dividends	Interest	Other
Basic rate	7.5%	20%	20%
Higher rate	32.5%	40%	40%
Additional rate	38.1%	45%	45%

A personal savings allowance (PSA) is available to basic rate taxpayers (currently £1,000) and higher rate taxpayers (currently £500) but not to additional rate taxpayers. A 0% rate of income tax applies to savings income covered by the PSA.

There is also a 0% starting rate for savings income for individuals. Where an individual's taxable non-savings income is less than the limit (currently £5,000), there is a 0% starting rate for savings up to the limit. Where taxable non-savings income exceeds the limit, the starting rate for savings does not apply. A dividend allowance, currently £2,000, is available to all taxpayers. A 0% rate of income tax applies to dividends covered by the allowance.

Discretionary trust rate:

	2019/20	2020/21	2021/22
For dividend income	38.1%	38.1%	38.1%
All other income	45%	45%	45%

### NATIONAL INSURANCE CONTRIBUTIONS

Class 1 (Earnings relates)

2021/2022 rates

Employee contributions (weekly earnings)

On first GBP 184	0%
On earnings between GBP 184 - 967	12.0%
On earnings above GBP 967	2%

Employer contributions (weekly earnings):

On first £170	0%
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On earnings over GBP 170 13.8%

Employer contributions (at 13.8%) are due on most benefits in kind and on tax paid on an employee's behalf under a PAYE settlement agreement.

<b>Class 2 (self-employed)</b>	<b>2021/2022</b>
Flat rate per week	GBP 3.05
Small earnings exception: profits per annum	GBP 6,515

<b>Class 3 (voluntary)</b>	<b>2021/2022</b>
Flat rate per week	GBP 15.40

<b>Class 4 (self-employed)</b>	<b>2021/2022</b>
Profits between £9,568 and £50,270 per year	9%
Profits above £50,270 per year	2%

#### INHERITANCE TAX

	<b>2021/2022</b>
Value of Estate	Rate of Tax
GBP 0–325,000	Nil
Above GBP 325,000	40%

There is an additional residence nil-rate band for main homes bequeathed on death of £175,000 (£150,000 in 2019/20). However, there is a tapered withdrawal of this amount where the total estate exceeds £2 million in value.

Lifetime chargeable transfers are payable at half the death rate, i.e. 20%.

Business property relief (BPR) stands at 100% for all shareholdings in qualifying unquoted trading companies and for most unincorporated trading businesses: 50% is available on other relevant business assets.

Agricultural property relief stands at 100% for qualifying holdings of agricultural land. The relief is limited to 50% in other cases.

Annual exemption for lifetime gifts per donor	GBP 3,000
Small gifts – annual amount per donee	GBP 250

#### Reduced tax charge on transfers within seven years of death

Years between gift and death	% of full charge at death rates
0–3	100
3–4	80
4–5	60
5–6	40
6–7	20
Over 7	Nil

**CAPITAL GAINS TAX**

Annual exempt amounts

	2021/22	2020/21
Individuals*	GBP 12,300	GBP 12,300
Trusts generally	GBP 6,150	GBP 6,150

\*Individuals, certain trusts, personal representatives for year of death and two years thereafter.

Net gains after all reliefs and annual exempt amounts are taxed at 10% for basic rate tax payers. Individuals in the higher and additional rate band and trusts are taxed at 20%. Higher rates (18%/28%) may apply to gains accruing on the disposal of interests in residential properties (where not exempt), and gains arising in respect of carried interest.

Gains qualifying for Business Asset Disposal relief (subject to lifetime limit on gains of GBP 1million) or Investors' Relief (subject to a lifetime limit of GBP 10 million) are taxed at 10%. Gains in excess of the lifetime limits are charged at the main prevailing rate (20% for 2021/22).

**CORPORATION TAX**

UNTIL 31 MARCH 2023	RATE
All profits	19%
<b>FROM 01 APRIL 2023</b>	
Profits above £250,000	25%,
profits below £50,000	19%
profits between £50,000 and £250,000	marginal tax rate

**MAIN CAPITAL ALLOWANCES**

	2021/22	2020/21
Corporation Tax super deduction (on certain new plant and machinery)	130%	
Plant and machinery		
– writing down allowance	18%	18%
Integral assets and long life assets (certain new)	50%	
– certain energy efficient plant, zero emission cars	100%	100%
– other plant and machinery	18%	18%
– cars over 50g/km CO <sub>2</sub> ,	6%	6%
– integral assets writing down allowance	6%	6%
Structures and Buildings Allowance	3%	3%

Annual Investment Allowance (excludes cars): This increased to £1,000,000 for 1 year from 1 January 2021 (previously £200,000).

**VALUE ADDED TAX**

Standard rate (1/6 of VAT-inclusive price)	20%
Registration level	GBP 85,000 per annum
Deregistration level	GBP 83,000 per annum

## STAMP DUTY

Land and buildings in England and Northern Ireland:

Residential* (£)	Rate %	Non-residential** (£)	Rate %
0 -125,000	0	0 – 150,000	0
125,001 – 250,000	2	150,001 – 250,000	2
250,001 – 925,000	5	Over 250,000	5
925,001 – 1,500,000	10		
Over 1,500,000	12		

\*Payable on consideration which falls in each bracket.

\*\*Payable on total consideration once limit is breached.

\*\*\*All rates increased by 3% for second or buy to let dwellings over £40k.

First-time buyer relief applying to residential purchases up to £500,000 will be in place until 30 June 2021. Then from 1 July 2021 to 30 September 2021 the nil rate band will be £250,000. The nil rate band will return to the standard amount of £125,000 on 1 October 2021.

SDLT is charged at 15% on interests in residential dwellings costing more than £500,000 purchased by certain 'non-natural persons'.

Different rates apply in Scotland under the Land and Buildings Transaction Tax. See [www.revenue.scot/land-buildings-transaction-tax](http://www.revenue.scot/land-buildings-transaction-tax) for rates and information.

Different rates also apply in Wales under the Land Transaction Tax. See <https://gov.wales/land-transaction-tax> for rates and information.

## APPENDIX III – ACCOUNTING THRESHOLDS

### QUALIFYING FOR REDUCED OBLIGATIONS AS A SMALL OR MEDIUM-SIZED COMPANY

Certain disclosures and statutory exemptions are available to small and medium-sized companies. There are, however, a number of qualifying conditions that have to be met before a company can be classified as small or medium-sized, not just relating to size.

The size criteria, which have recently increased are shown in the table below. These are effective for periods commencing on or after 1 January 2016. At least two out of three of these conditions must be met in the year in question for a company to qualify as small or medium-sized, as the case may be. After a company's size has been established (by reference to these criteria) the company does not qualify for any smaller category, unless it meets the more stringent criteria for two consecutive years. Similarly, a company does not move up to a new category until it has exceeded two or more of the thresholds for two consecutive years.

#### SIZE CRITERIA FOR SMALL AND MEDIUM-SIZED COMPANIES:

	Condition	Small company	Medium-sized company
1	Turnover	GBP 10,200,000	GBP 36,000,000
2	Balance sheet total	GBP 5,100,000	GBP 18,000,000
3	Average number of employees	50	250

In addition, there are no exemptions available to a company which:

- is a public company,
- is an authorised insurance or banking company,
- carries out an insurance market activity or one of several other regulated financial businesses, or
- is, or was in the year concerned, a member of an ineligible group.

A group is ineligible if any of its members is a public company or a body corporate not registered under the Companies Act whose shares are traded on a regulated market (stock exchange) in the EU (for a small company) or anywhere (for a medium-sized company), or which carries out one of the regulated financial activities specified in the legislation.

### AUDITING EXEMPTIONS

A small company, as defined by the limits above, is not required to be audited for periods commencing on or after 1 January 2016. Where the company is part of a group, the group as a whole must be “small” for the audit exemption to apply. Members with 10% or greater shareholdings may insist that an audit is carried out.

In certain circumstances, a subsidiary is not required to be audited if it is consolidated into the accounts of a parent that gives a public and binding guarantee of the subsidiary's liabilities. As above, members can insist on an audit being carried out. The subsidiary must nevertheless prepare and file “true and fair accounts” and the auditors of the parent company may well require that some or even extensive audit procedures are undertaken in order to complete their audit of the group accounts.

## APPENDIX IV – NATIONAL MINIMUM WAGE RATES

The National Minimum Wage is the minimum pay per hour almost all workers are entitled to by law. It depends on a worker's age and if they're an apprentice. Workers must be school leaving age or over to get the minimum wage.

### NATIONAL MINIMUM WAGE RATES PER HOUR FROM 1 APRIL EACH YEAR

	2021 (GBP)	2020 (GBP)	2019 (GBP)
Adults (25+)	8.91	8.72	8.21
Adult 21 to 24	8.36	8.20	7.70
18 to 20	6.56	6.45	6.15
Under 18 (16 and 17)	4.62	4.55	4.35
Apprentice*	4.30	4.15	3.90

\*This rate is for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age.



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