

Business Start-Up Checklist

Refine your Business Idea

- o Identify your Target Audience
- o Research competitors
- o Validate market demand

Arrange Insurance

- o Public Liability Insurance
- o Professional Indemnity Insurance
- o Employer's Liability Insurance (if hiring staff)

Choose your Business Structure

- o Sole Trader
- o Limited Company
- o Partnership

Create a Business Plan

- o Define mission, vision and goals
- o Outline products/services
- o Include marketing, operations and financials

(Seek professional advice if unsure)

Register your Business

- o Register with HMRC (Sole Trader)
- o Register with Companies House (Ltd Company)
- o Choose and protect your business name

Promote Your Business

- o Build a professional website
- o Setup social media profiles
- o Develop a marketing strategy
- o Start networking and building partnerships

Setup Finances

- o Open a business bank account
- o Setup accounting software or hire an accountant

Understand Legal and Tax Obligations

- o Register for VAT (if turnover > £90,000)
- o Understand business rates, licences and permits
- o Keep financial and tax records

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