

ABBISS CADRES

YOU AND YOUR PEOPLE

Law & Tax

People Consulting

Communications

Establishing a business presence in the UK



CELIA ALLIANCE

Law and Tax for **International** HR

Our mission is a simple one - to help our clients make the most of their people wherever they are.

Our clients range from large multinational public companies to small and medium size enterprises. We combine specialist expertise in Law and Tax, People Consulting and Communications to help meet our clients' needs wherever they arise.

Internationally we work with our colleagues in the CELIA Alliance and Correspondent Firms around the world providing law and tax services to International HR.



Establishing a business presence in the UK

Establishing a business presence in a new country can be complex. Navigating unfamiliar legal, tax and social security systems, as well as putting the infrastructure and people in place for a new organisation, takes management focus away from core business operations.

Abbiss Cadres can help. With our range of expert Law and Tax, People Consulting and Communications services we can help get you operational with the minimum of fuss, allowing you to focus on your business.

Establishing your presence

As well as helping you to put in place the optimal corporate, tax and employment infrastructure, we can help with everything from tax registrations and operating your payroll to HR documentation and pay frameworks appropriate to the local market.

PRACTICAL HELP

We offer practical help to get you operational with the minimum of hassle – our support ranges from executive assessment to help with finding premises and setting up offices.

SENDING STAFF TO THE UK

If you need to send staff over to the UK, our global mobility service provides help with executive relocation and business immigration, as well as tax and social security advisory and compliance services, and wider HR-related support. Together with our colleagues in the CELIA Alliance and Correspondent Firms around the world, we are able to provide your executives and their families with a fully coordinated and comprehensive home and host country service to help make their move problem free.

Our services

CORPORATE SET-UP AND SUPPORT

- **Tax and legal** – planning the optimal structure for your UK business, whether a stand-alone company, subsidiary or branch, joint venture or limited liability partnership.
- **Incorporation and registrations** – including registration with Companies House (the UK Registrar of Companies), the Information Commissioner (data processing), and tax registrations with HM Revenue and Customs.
- **Corporate constitution and shareholder agreements** – advice and drafting of appropriate documentation.

- **Company secretarial and registered office services** – record keeping and corporate filings service, registered office provision, and help with mail handling.
- **Payroll** – set-up and operation of monthly payroll services and year-end tax and benefits reporting.
- **Practical support** – help with finding premises and setting up your offices.
- **Ongoing advisory** – support on local legal and tax issues facing your business operations in the UK.

HR SERVICES

- **Assessment and selection** – assessment tools and processes, training, competency and role profiling, as well as support in interviewing and selecting key hires.
- **Benefits and insurances set-up** – practical help putting in place employee benefits (permanent health, disability and death in service and private health insurance) and business insurance (employer's liability, directors' liability, office insurance etc).
- **Compensation and reward** – design of pay structures and incentive plans, reward strategy, benchmarking to competitive market practice.
- **Data protection** – comprehensive support on UK and global policies, compliance advice and expertise in workplace surveillance and monitoring.
- **Employment documentation and policies** – appropriate and compliant documentation including offer letters, contracts of employment, disciplinary and grievance policies and mandatory health and safety statements.
- **Executive service agreements** – negotiating terms with key executives, advice on trade protection, non-compete and intellectual property issues.
- **HR support** – “hands on” operational support to help with all day to day HR issues, both at start-up and ongoing.
- **Organisational design** – organisational structure design.
- **Performance management** – appraisal and performance structure and process design, to ensure people and resources are focused on achieving your commercial goals.
- **Executive coaching** – providing coaching to your key executives to support them during the critical initial stages of establishment and enabling them to achieve the goals in your business plan.

COMMUNICATIONS

- **Employee communications** – development of communication strategy and plans to ensure all your people are engaged in the new business, as well as drafting key materials including recruitment and business planning literature, policy documentation, staff guides and handbooks.

GLOBAL MOBILITY

- **Advisory and compliance** – business immigration, tax advisory, tax returns and filings, social security compliance and specialised payroll services.
- **Consulting services** – development of effective approaches to employee mobility as you expand into new locations, wider design and implementation of global mobility programmes and policies, advice on current practice and market trends, and executive relocation services.

Our approach

Abbiss Cadres is the only multi-disciplinary practice of its type in the UK. Our highly experienced people offer a unique combination of integrated HR expertise. Their experience comes from working within some of the largest law, accountancy and consulting firms, or in-house at major UK and international companies.

We pride ourselves on our client relationships. Achieving a meaningful understanding of the requirements of each of our clients is the key to delivering the effective support which allows us to become valued trusted advisers.

Our costs are competitive. We are always happy to discuss fixed and capped pricing arrangements. Please contact us and we will be pleased to confirm our charges for your particular requirements.

Ongoing services

As well as helping you to set up your business, we provide ongoing assistance to your UK operations. Our unique practice structure means we offer a truly integrated service, as illustrated in the table below.

LAW AND TAX

PEOPLE CONSULTING

COMMUNICATIONS

Compensation and Benefits

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| <ul style="list-style-type: none"> • Occupational pensions schemes • Automatic enrolment obligations • Pension scheme liability management • Pensions taxation and salary sacrifice • Share based remuneration • Tax effective remuneration and benefits • Phantom equity • Remuneration reporting • Internal share markets • Employee benefit trusts • Transactional support | <ul style="list-style-type: none"> • Reward strategy • Executive compensation design and structuring • Benchmarking • Performance management | <ul style="list-style-type: none"> • Communication planning • Participant guides • Workshops/training • Total reward statements • Digital communications – webcasts, social media, interactive tools |
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Employment and Workplace

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| <ul style="list-style-type: none"> • Anti-bribery • Atypical working • Business sales and transfers • Collective labour law • Contracts, policies and procedures • Data protection • Disputes • Diversity • European Works Councils • Flexible working • Outsourcing and insourcing • Parental rights • Whistleblowing • Transactional support | <ul style="list-style-type: none"> • General HR support • Employee engagement • Assessment and selection • Coaching and development • Organisational design • Performance management • Change management • Internal investigations • Mediation | <ul style="list-style-type: none"> • Communication strategy and brand messaging • Policy roll out • Employee information and engagement • Surveys/research • Management communications training/coaching • Communications effectiveness audit |
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Employment Taxation

- Pay and benefits
- Agency and self-employed workers
- Personal service companies
- Withholding (PAYE) and reporting
- Employee benefit trusts
- Corporation tax issues

Establishing a Business Presence in the UK

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| <ul style="list-style-type: none"> • Tax and legal planning • Incorporation/registrations • Company secretarial /registered office services • Tax registrations • Payroll services | <ul style="list-style-type: none"> • Executive relocation management • Benefits and insurance selection • Office selection and set-up management • General HR and facilities management support | <ul style="list-style-type: none"> • Communication strategy • Recruitment and business planning literature • Policy documentation • Staff guides and handbooks |
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Global Mobility

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| <ul style="list-style-type: none"> • Tax and social security planning • Entry and exit interviews • Tax return preparation • Social security coverage applications • Business immigration • Specialist payroll services | <ul style="list-style-type: none"> • International executive selection and assessment • Talent management • Executive relocation management • Benchmarking • Home and host country compensation strategy • Policies and processes • Supply management tools | <ul style="list-style-type: none"> • Policy communication • Expatriate information packs • Programme data management • Digital data platforms and communications |
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Contact us

For more information on how we can help you, visit our website at www.abbisscadres.com or contact our team.

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