



Additional Support for Onboarding





Onboarding Help: Company Type

- There have been questions raised about what type of organisation to choose during the onboarding process
- You'll be presented with these three options initially. Under each of these options is then a sub type that can be selected.

What best describes your business setup?



Sole proprietorship

You're a registered sole proprietor, and you use a bank account in your name or sole proprietorship's name.



Company

Your business is registered as a separate legal entity from its owners.

For example: private limited company (Ltd), limited liability company (LLC), charitable incorporated organization (CIO).



Partnership, or association

You're an individual or company, and you use a bank account in the name of a partnership, or association.

For example: limited liability partnership (LLP), Scottish limited partnership (SLP), co-operative.



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Onboarding Help: Company

- You should choose Company if your organisation is registered as any of the following
- Selecting either of these will require a company document to be uploaded. For the UK this would be a certificate of incorporation from companies house. Only select this option if you have such a document.

Private company

Your company is owned privately and not traded on a public stock exchange.
For example: private limited company (Ltd), limited liability company (LLC), private limited by guarantee.

☐

Public company

Your company is traded on a public stock exchange, and has to disclose financial information to the public regularly.
For example: public limited company (PLC).

☒

Non-profit or charitable organization

Your organization has official non-profit or tax-exempt status.
For example: charitable incorporated organization (CIO), community interest company (CIC), charitable incorporated association (CIO).

☐

Governmental organization

Your organization is owned by the government or state.
For example: public corporations, executive agency, non-departmental public body.

☐





Onboarding Help: Partnership

- You should choose Partnership if your organisation is an Incorporated Partnership or an Incorporated Association
- Selecting either of these will require a company document to be uploaded. For the UK this would be a certificate of incorporation from companies house. Only select this option if you have such a document.
- Australia uses Australian Company Numbers (ACN) for incorporated companies, which are unique 9-digit numbers issued by the Australian Securities and Investments Commission (ASIC)

Which legal arrangement does your business have?

Incorporated partnership

You and your partners have limited liability for business debts.

For example: limited liability partnership (LLP), Scottish limited partnership (SLP).

☐

Incorporated association

Your association is registered. It was set up for recreational, cultural, or non-profit purposes.

For example: co-operative.

☐

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Onboarding Help: Sole Proprietorship

- If your organization does not formally qualify for any of the organisation types listed under Company or Partnership/Associations then you should select Sole Proprietorship.
- This will just require you to provide some basic information about your organisation

Sole proprietorship details

Basic information

Registration details

Registration address

Summary

Save and go to overview

Sole proprietorship details

Basic information ✓

Registration details

Registration address

Summary

Legal name of the company

Enter the name exactly as it is on your company's official registration documents.

Save and go to overview

Registration details

Why do I need to fill in this information?

Trading name

☐ Same as legal name of the company

VAT registration number

GB

☐ I don't have a VAT number

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Sole proprietorship details

Basic information ✓

Registration details ✓

Registration address

Summary

Registered address

Why do I need to fill in this information?

Search address

Start typing the address

United Kingdom

Add manually

Additional address

Is there a different address for your company's main business operations?

☐ No, the registered address is where we operate

☐ Yes, our headquarters are at a different location

Save and go to overview

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How to change your company type



- If you select the wrong company type and need to change this you can.
- Select the pencil/edit icon shown below to be taken back to the previous screen where you can then change your business type
- Note doing this will clear any currently saved information relating to the Business Details section.

Click here to change your business type



Set up your account

Your business setup: Incorporated association 



To prepare your account, we need information about your business.

 Business details	In review >
 Decision-makers	Add >

Let us know the bank account you use to send or receive funds.

 ****0003	In review 
+ Add extra bank account	

To complete this process, review and sign the official documentation.

 Sign services agreement	Requires signatory  Signed >
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