



Checklist for Launching Your Own Recruitment Company

Business Setup

1. Business Structure:

- Decide between sole trader, partnership, LLP, or Limited company.
- Consider tax implications and founder protection.

2. Business Formation:

- Select a name and ensure domain availability.
- Register the business following legal protocols.

3. Shareholders Agreement:

- Draft rules, profit-sharing, and decision-making for shareholders or investors.

Financial & Legal Aspects

4. Accounting Procedures:

- Plan invoicing, tax, and VAT filing methods.
- Seek guidance from a recommended accountant.

5. VAT Consideration:

- Decide on charging VAT and explore the flat rate scheme for efficiency.

6. Insurances:

- Evaluate and secure essential business insurances.

Operational Essentials

7. IT Support:

- Invest in reliable IT support for seamless operations.

8. Recruitment-Specific Database/CRM:

- Choose a dedicated system for efficient record-keeping and client interactions.

9. Website & Branding:

- Prioritise website development aligned with branding strategy.

Business Strategy & Development

10. Terms of Business:

- Create comprehensive and clear business terms.

11. Job Boards Consideration:

- Evaluate the necessity of job boards for recruitment strategies.

12. Mentorship:

- Seek mentorship with Marva for guidance and insights.

This checklist, distilled from expert guidance, serves as a roadmap for launching a successful recruitment company. For personalised support and further guidance, connect with Marva to empower your entrepreneurial journey.

Empowering Your Recruitment Entrepreneurship Journey - Marva