

Personal Service Companies – Payment



In order to process payment to a personal service company BCL Legal MUST have;

- A copy of the Certificate of Incorporation issued by the Registrar of Companies;
- A copy of the VAT Registration Certificate (if applicable);
- Proof that you are a Director of the Company i.e. a current Appointments Report from Companies House;
- Bank Account details; the bank account must be in the name of the Limited Company and must be a UK based bank account.

BCL Legal must receive a signed timesheet by 12pm every Monday.

Payment will be made by BACS on Wednesday.

 **BCL** Legal