

MODULE 3 – CONT'D

REVIEW AREA – Property

THE REVIEW WILL:

- check if the company's ownership of its premises is properly documented
- recommend action to take against third parties to protect the company's property rights in its premises

COST (excl. VAT) – **£500**

REVIEW AREA – Insurance

THE REVIEW WILL:

- highlight additional insurance which may be needed so as to protect the company or its directors from claims
- recommend insurance to protect the company's business if key employees become ill or die

COST (excl. VAT) – **£250**

The above costs are given on certain assumptions as to the nature of the company and matters being reviewed.

Further information

If you would like further information on how the Healthcheck could help you, please contact a member of our Corporate team.

Emma Cameron – Associate

T: 01923 690038

E: emma.cameron@mablaw.co.uk

London

85 Fleet Street, London, EC4Y 1AE
Tel: 020 7936 4600 Fax: 020 7842 3300

Milton Keynes

401 Grafton Gate, Milton Keynes, Buckinghamshire, MK9 1AQ
Tel: 01908 687880 Fax: 01908 687881

Watford

21 Station Road, Watford, Hertfordshire, WD17 1HT
Tel: 01923 202020 Fax: 01923 215050

For more information on our services and how we can help you please visit us at: www.mablaw.co.uk



This document is intended for general guidance only. It is not intended to be a substitute for legal advice. If you would like advice specific to your circumstances, please contact us.

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Matthew Arnold & Baldwin LLP

Business Healthcheck Product

MODULE 1 – TAX AND STRUCTURE

This module will identify key issues with your company's structure, both from a company law and tax perspective.

REVIEW AREA – Tax

THE REVIEW WILL:

- identify tax efficient corporate structures, possible reliefs and tax saving opportunities
- recommend pre-sale tax planning steps
- consider if share schemes could be implemented
- identify personal tax reliefs such as entrepreneurs' relief

COST (excl. VAT) – **£450**

REVIEW AREA – Shareholder arrangements

THE REVIEW WILL:

- check if the articles of association comply with the Companies Act 2006
- consider if “understandings” between shareholders are properly documented
- review share transfer provisions which apply when a shareholder leaves or dies
- suggest additional shareholder protections such as veto rights on certain key issues

COST (excl. VAT) – **£750**

Our new **Business Healthcheck Product** is designed to help your company, whether you are planning a sale or restructure or simply wish to ensure that the company is in the best position to move forward in difficult times.

The Healthcheck consists of three modules: (1) Tax and Structure; (2) Risk and Financial Management; and (3) Proactive Management and Exit Planning.

MODULE 2 – RISK AND FINANCIAL MANAGEMENT

This module will help identify measures which can be taken to improve cashflow and reduce the risks to which the company and therefore you may be exposed.

REVIEW AREA – Trade (general)

THE REVIEW WILL:

- identify contracts which should be set out in writing or updated
- consider credit terms given to customers and make practical suggestions
- check whether standard terms and conditions with customers and suppliers are properly incorporated into contracts

COST (excl. VAT) – **£400**

REVIEW AREA – Trade (contracts)

THE REVIEW WILL:

- suggest key improvements to terms and conditions or other standard contracts, for example, by ensuring retention of title clauses and limitation of liability clauses are effective
- check compliance with general trading laws

COST (excl. VAT) – **£950 per contract**

REVIEW AREA – Finance

THE REVIEW WILL:

- give an overview of the company's financial agreements
- check that arrangements such as directors' loans comply with the Companies Act 2006
- suggest improvements for debt recovery and credit control

COST (excl. VAT) – **£750**

REVIEW AREA – Personal liability

THE REVIEW WILL:

- provide outline guidance on the new directors' duties under the Companies Act 2006
- identify personal guarantees and charges which could be released
- advise on important initial steps to take if you suspect the company may be in financial difficulty

COST (excl. VAT) – **£750**

MODULE 3 – PROACTIVE MANAGEMENT AND EXIT PLANNING

This module will help identify steps which should be taken now so as to improve the efficiency of the company, whether to save money, reduce risk or put the company in the best possible position in advance of a sale.

REVIEW AREA – Employees/Directors

THE REVIEW WILL:

- make suggestions on directors' service agreements
- review employment contracts and identify potential areas for improvement or updating
- check the employee handbook reflects current employment law and suggest areas for improving or updating

COST (excl. VAT) – **£500**

REVIEW AREA – Intellectual property

THE REVIEW WILL:

- review whether important intellectual property (such as trade marks, patents, copyright, designs, domain names, etc.) owned or created by the company appear to be adequately protected
- consider if licensing arrangements are properly documented

COST (excl. VAT) – **£800**

REVIEW AREA – Website

THE REVIEW WILL:

- audit the company's website to check it complies with legal requirements
- make suggestions to protect the company from legal liabilities arising from website content

COST (excl. VAT) – **£500**

REVIEW AREA – Disputes

THE REVIEW WILL:

- provide preliminary advice on disputes
- recommend important initial steps to take

COST (excl. VAT) – **£500 (per dispute)**