



## Ogier Global Business establishment services

Our experienced Corporate Services team has a wealth of knowledge and experience to support many businesses looking to establish a presence in Jersey. We can take away the burden of knowing where or how to start the local business establishment process.

Jersey is an attractive jurisdiction to set up a businesses. However, navigating local regulations can be daunting. Our dedicated service delivery team will provide you with a single point of contact to partner with you at every stage of the establishment or relocation process and to ensure your business requirements are understood and delivered.

We provide a full suite of solutions to include the incorporation of a Jersey Company, securing suitable office space, payroll and HR, technology and IT support, compliance and regulatory services, as well as licencing guidance and applications. We provide full governance oversight to ensure the company is adhering to Jersey law and regulatory requirements on an ongoing basis and can provide a company secretary, registered office/agent, accounting, tax and statutory filings and local directors with expertise to compliment your company board.

### We can assist with alleviating the administration burden of the following tasks

- preparing constitutional documents for a Jersey Company (memorandum and articles)
- completion of filing of incorporation/continuation application forms and documents with the local registry
- liaising with Companies Registrar
- co-ordinating and delivering the inaugural meeting of the board of directors
- completion of the bank account application and providing associated due diligence
- preparation and filing of business licence application
- providing in house legal advisors where applicable

### Let us take care of your office space

We appreciate a prospective new company in Jersey may not have a local base or office, which is something we can also assist with. We can guarantee a furnished office space with local support giving you working flexibility on a temporary or permanent basis, delivering all bespoke requirements. These can include services such as:

- secure wi-fi network
- telephone, printing and scanning facilities
- parking
- secure storage
- board and meeting rooms - internal and externally facilitated
- telephone and video conferencing applications
- reception, meet and greet services

### We can support you with your operational requirements

Once the business is up and running, we can offer you services to assist with your operational needs such as HR and payroll requirements for employees, contractors, consultants and directors, in a safe, confident and efficient environment. Our team can assist with understanding and complying with local relevant taxes and social security contributions payable to local authorities. Other support on offer:

- drafting and adoption of policies and procedures handbook
- preparation of staff contracts
- maintaining accurate employee database
- calculation of remuneration, and benefits
- deduction of relevant local taxes and supporting the remittance to authorities
- electronic payslips for employees
- deduction of social security charges to staff with statutory payments to authorities
- processing of other staff benefits, medical insurance and pensions
- processing work permits/licenses for employees
- assisting in performance appraisals
- management Incentives/share plan administration and trusteeship
- facilitate learning and development programmes pertaining to continuous professional development

### We provide 24/7 technology and IT support

In the ever- evolving tech world, we aim to ensure your staff have all the equipment and technical support that they need to maximise productivity, ensuring all data is protected, we can assist with:

- supply and set up of hardware – computer/laptop
- set up of profiles and software
- installation of antivirus software
- cloud storage
- ongoing 24/7 IT support

Dependent on the activities of your business, you may need to comply with local compliance requirements, including the appointing of a Money Laundering Reporting Officer (MLRO) and Compliance Officer (CO). Where your business is providing regulated financials services, we can act as the Manager of a Managed Entity (MoME), supporting you in complying with the local regulatory framework.

### Let us manage your ongoing corporate support

Ultimately, we are equipped to provide ongoing corporate solutions for various newly established business types, delivering a comprehensive range of fiduciary, administration, accounting, governance, and tax and compliance services through a dedicated team of experienced professionals.

- company secretary including all responsibilities such as maintaining registers, coordinating meetings and taking meeting minutes
- provision of experienced jersey resident professionals to act on a board of directors
- corporate company governance and board support
- acting as a nominated person for the purpose of maintaining entities records with local registry
- opening and maintenance of bank accounts and administering payments
- corporate tax registrations and filings
- FATCA and CRS reporting
- assessment and adherence in line with local economic substance tax legislation
- book-keeping, accounting and financial reporting
- registration and compliance with General Data Protection Regulation (GDPR)
- safekeeping of company records

### Key contacts



Lucy Grimshaw  
Director, Head of Corporate Services  
Jersey  
+44 1534 514343

lucy.grimshaw@ogier.com



Michelle Carter  
Director  
Jersey  
+44 1534 514102

michelle.carter@ogier.com



Gavin Snarey  
Director  
Jersey  
+44 1534 514202

gavin.snarey@ogier.com

# Ogier