



RECRUITMENT COMPANY CHECKLIST

- Limited Company Memorandum & Articles of Association
- Shareholders' Agreement
- Directors' Service Contracts
- Directors' critical illness & life assurance cover
- Directors' personal wills
- Staff Employment contracts
- Company Handbook incorporating policies & procedures
- Commission Scheme
- Pension auto-enrolment
- Insurances – Professional Indemnity & Employers' Liability
- Data Protection – ICO Registration & Policy
- Cashflow – credit management, invoice discounting, credit control
- Client terms – Agency, Perm, Margin Only, RPO
- Candidate Declaration & Privacy Policy
- Supplier/Candidate Terms – PSC, PAYE, CIS
- Key Information Documents
- Trademarking