

# contractor ●COM



## Compliance Pack

2023

contractor.com  
0300 122 2022  
heretohelp@contractor.com



301 Spaces Tea Factory  
St Peter's Square, Liverpool  
L1 4DQ

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**CERTIFICATE OF INCORPORATION  
OF A  
PRIVATE LIMITED COMPANY**

Company Number **13541084**

The Registrar of Companies for England and Wales, hereby certifies that

**TIME IN LTD**

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by shares, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on **30th July 2021**.

The above information was communicated by electronic means and authenticated by the  
Registrar of Companies under section 1115 of the Companies Act 2006



Companies House



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



**CERTIFICATE OF INCORPORATION  
ON CHANGE OF NAME**

**Company Number 13541084**

The Registrar of Companies for England and Wales hereby certifies that under the Companies Act 2006:

**TIME IN LTD**

a company incorporated as private limited by shares, having its registered office situated in England and Wales, has changed its name to:

**CONTRACTORDOTCOM LIMITED**

Given at Companies House on **14th February 2022**.

The above information was communicated by electronic means and authenticated by the Registrar of Companies under section 1115 of the Companies Act 2006



Companies House



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES

## Company Details

**Full Company Name:** CONTRACTORDOTCOM LIMITED  
**Company Registration Number:** 13541084  
**Date of Incorporation:** 30th July 2021  
**Company Address:** 301 Spaces Tea Factory,  
St Peter's Square, Liverpool  
England, L1 4DQ  
**Contact Number:** 0330 122 2022  
**Email Address:** heretohelp@contractor.com

## Bank Details

**Business Account:** Virgin Money  
**Bank Account Name:** Contractordotcom Limited  
**Account Number:** 10418113  
**Sort Code:** 82-61-37  
**Bank Address:** Symington House  
7 North Avenue Clydebank Business Park  
Clydebank  
G81 2NT

**Compliance:**



## Contractor.com, at your fingertips.

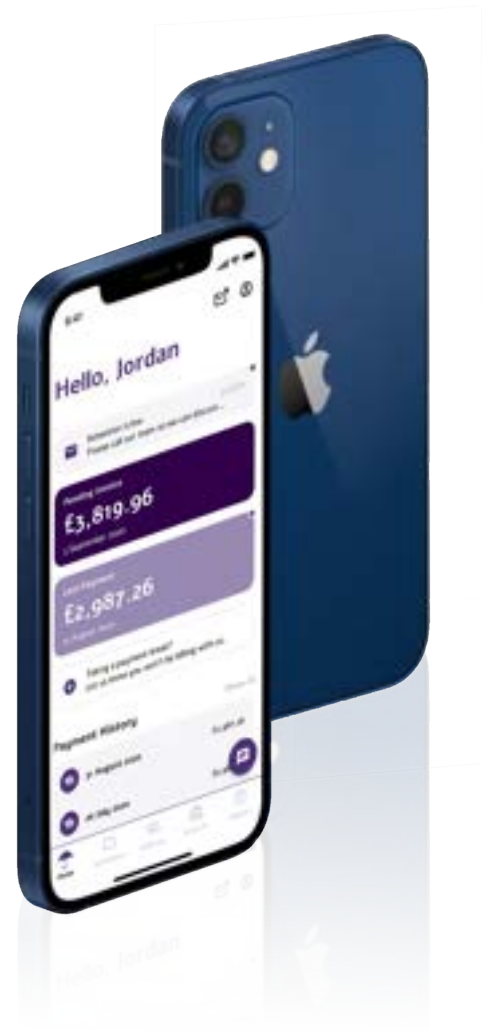
Take a look at our Mobile App.

### A closer look.

Enjoy the benefits of a full-time employee whilst maintaining the flexibility of contracting. It's simple and easy to join, with an online sign-up and access to our Mobile App, all of your information is available whenever you need it.

Contractor.com's new mobile app allows you to access all the best features of our services, instantly.

Login to access Payslips, Invoices and all of your relevant PAYE documents at the push of a button.



### Information when you need it.

With just a couple of taps, your information is available. No call wait times or paper copies of your personal information. It's all right there alongside our live chat, whenever you need it.

Find us on your preferred App Store.







HM Revenue  
& Customs

CONTRACTORDOTCOM LIMITED  
THE TEA FACTORY  
82 WOOD STREET  
LIVERPOOL  
L1 4DQ



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1500/000



For more information, go to  
[www.gov.uk/pay-for-employers](http://www.gov.uk/pay-for-employers)

**New Employer Helpline**  
0300 200 3211  
For our opening hours go to  
[www.gov.uk/hmrc/contact](http://www.gov.uk/hmrc/contact)

**Textphone**  
0300 200 3212

**Your HMRC office is**  
PT Operations North East England  
HM Revenue and Customs  
BX9 1BX

16 Mar 2022

## Keep this letter safe – it includes your employer reference numbers

You have 2 references you need to use when contacting us about Income Tax and National Insurance contributions (NICs). This is the only correspondence you will receive to advise you of these references.

**Your Employer PAYE reference is: 120/JE45629**

Use this reference if you phone one of our helplines (except the Payment Enquiry Helpline), and on any forms or letters you send to the Employer Office.

**Your 13 character Accounts Office reference is: 120PX02611729**

Use this reference when you make PAYE payments or contact the Payment Enquiry Helpline, your accounts office or debt management office.

## Managing your payroll and sending information to HM Revenue and Customs

To help you get started, go to [www.gov.uk/pay-for-employers](http://www.gov.uk/pay-for-employers) where you can find more information about PAYE and sending information to us. You can also contact the New Employer Helpline on 0300 200 3211.

Whether you choose to operate your payroll yourself or use an accountant, bookkeeper or payroll bureau, details need to be sent to us every time an employee is paid on or before the time they are paid. As an employer, you're legally responsible for completing all PAYE tasks - even if you pay someone else to do them. This information needs to be sent using payroll software which allows it to be sent to us as part of the routine payroll process. To find a series of guides written to support employers in running their payroll, go to [www.gov.uk/business-tax/payee](http://www.gov.uk/business-tax/payee)

As an employer operating PAYE, there are certain tasks you need to complete each month. For more information on running a payroll, go to [www.gov.uk/running-payroll](http://www.gov.uk/running-payroll)

## Paying your PAYE electronically

Electronic payment methods are the most secure and efficient way to pay us.

Your cleared payment must reach our bank account no later than the 22nd of the month following the end of the tax month or quarter to which it relates. Make sure you initiate payment early enough for cleared funds to reach us in time.

Please use the details and guidance link overleaf to make sure your payment reaches us on time with the correct Accounts Office reference and, if needed, the tax year and tax month the payment is for.



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CONTRACTORDOTCOM LIMITED  
THE TEA FACTORY  
82 WOOD STREET  
LIVERPOOL  
L1 4DQ

eCustomer Support Team  
12th Floor Alexander House  
HM Revenue and Customs  
21 Victoria Avenue  
Southend-on-sea  
SS99 1AA

11 APRIL 2022



## VAT Online Enrolment Acknowledgement

Dear Sir/Madam

**VAT Registration Number 407 8992 55**

You have successfully enrolled to submit VAT returns online for the above VAT number. This was automatically activated and is now available for immediate use.

If you have any questions or concerns regarding this enrolment either check with your appointed agent, visit our website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk) or contact our eCustomer Support Helpdesk on 0845 010 8500.

Please note that activation of our other VAT Online Service, Make changes to VAT registration Details, is not automatic, but requires the use of an activation PIN. If you also enrolled for this service you will receive a PIN and full activation instructions, by post, from the Government Gateway.

Thank you for enrolling for this service.

HM Revenue & Customs

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Professional advice, where it matters.

Level 17  
Dashwood House  
69 Old Broad Street  
London EC2M 1QS  
  
+44 (0)203 874 1420  
[www.cjs-rm.co.uk](http://www.cjs-rm.co.uk)

Date: 28<sup>th</sup> of July 2023

To Whom it may concern,

**Re; Contractordotcom Limited**

We act as Insurance brokers to the above-named Client and at their request confirm that the insurance summarised below has been affected. Brief details of the insurance are as follows:

**Employers Liability**

Period: 28/07/23 to 27/07/24  
Limit of Indemnity: GBP 10,000,000  
Insurer: Sutton Winson Ltd  
Policy Number: SWUMB201800200482

**Public and Products Liability**

Period: 28/07/23 to 27/07/24  
Limit of Indemnity: GBP 10,000,000  
Insurer: Sutton Winson Ltd  
Policy Number: SWUMB201800200482

**Professional Indemnity**

Period: 28/07/23 to 27/07/24  
Limit of Indemnity: GBP 5,000,000 (Any one claim)  
Insurer: Sutton Winson Ltd  
Policy Number: SWUMB201800200482

*Subject otherwise to the terms and conditions of the policy.*

If you have any further queries, please do not hesitate to contact us with our client's permission on 0203 874 1420 or email: [info@cjs-rm.co.uk](mailto:info@cjs-rm.co.uk)

Yours Sincerely,

Christopher John Sommer Cert. CII  
**Chief Executive Officer**

Company number: 11042061 | Company registered address: Office 10, 465c Unit 1 Hornsey Road, London, England, N19 4DR  
CJS Risk Management Ltd (FCA Reference Number: 952424) are authorised and regulated by the Financial Conduct Authority.

# Data Protection Registration Certificate

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Contractordotcom Limited

301  
Spaces Tea Factory  
St Peter's Square  
Liverpool  
L1 4DQ

Registration reference: ZB377848  
Date registered: 22 August 2022  
Registration expires: 21 August 2024



Issued by: Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire  
SK9 5AF

Telephone: 0303 123 1113  
Website: [ico.org.uk](https://ico.org.uk)