



Employment in Northern Ireland

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Types of Company in Northern Ireland



Public Limited Company (PLC)

To become a public limited company, a business must have share capital of £50,000 or more, of which at least 25% must have been paid up before the company can begin trading. Public limited companies are also required to have at least two directors and a company secretary.



Private Company Limited By Guarantee

There is no share capital, and therefore no shareholders, in a private company limited by guarantee. Members of the company are guarantors and are often only liable for a nominal sum such as £1 if the company is wound up.



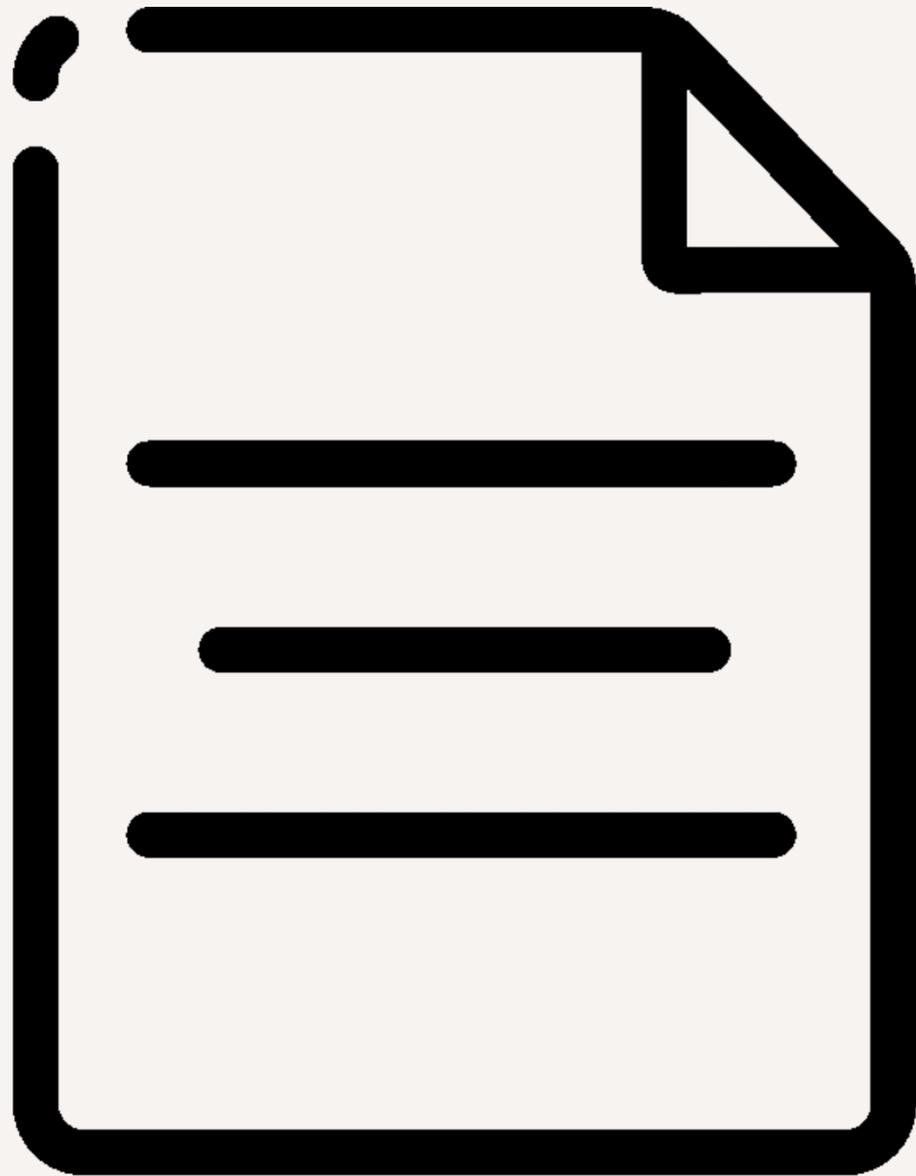
Private Company Limited By Shares

Unlike public limited companies there is no minimum capital requirement for a private company limited by shares, so many are set up with a very small capital investment.



Private Unlimited Company

There is no cap to the amount that its members are required to pay if the company is wound up, so they tend to be used for companies where insolvency is a very low risk.



***How to register a company
in Northern Ireland?***

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1. Choose a Company Structure

When most entrepreneurs register a UK company, they opt for what's called a 'private company limited by shares'.

This business structure can be an effective way of managing your tax. For instance, as a company director, you can draw some of your income from the company dividends, thereby paying less in income tax.

Another benefit is that your personal assets – such as your house and car – shouldn't be at risk if the company gets into financial trouble. This is what's meant by the term 'limited liability'.

2. Register a Company Name (UK)

Before you register a company in the UK, you need to check that your company's name is available.

Top tips when choosing a company name:

- Research the market that you'll be operating in – the names of your competitor companies should provide inspiration when choosing your own.*
- Pick a name that's meaningful – your company name will be the first thing people learn about your business, so does it explain what you do?*
- Keep the name short – a punchy company name will be easier to remember and it will look better on marketing material.*
- Avoid company names that are hard to spell – and make sure it rolls easily off the tongue.*

3. Select a Company Formation Package

With our company formation packages, you can register a UK company quickly and simply. There are four packages to choose from:

- E-Formation (£9.99): perfect if you want to register a company name (UK) and don't need any official printed documents.*
- Essential (£19.99): offers you complete confidence that you can register a company in the UK with the rules and regulations covered.*
- Entrepreneur (£59.99): kick-start your next big venture with official compliance and additional documents of incorporation.*
- Super (£89.99): the complete secretarial and compliance package to establish your company on a robust footing.*

Best of all, when you sign up for one of our company formation packages, we pay the £12 Companies House filing fee for you!



4. Enter Your Company Information

When you register a UK company, much of the information you provide will be made publically available. Companies House will want details of your:

Registered office – this is the address where Companies House and HMRC will send mail. It must be in the UK and it must be possible to reach the company directors at the address.

Company directors – your company must have at least one director. Companies House will want to know their name, date of birth and residential address.

Shareholders – every company must have at least one shareholder, but it can be the same person as the director. Companies House will want to know their name, date of birth and residential address.

If you don't have a separate address for your business, you should use your home address to register a UK company. But if you aren't comfortable with your home address being made public, we offer a Registered Agent Service which lets you register your business at our Central London location.

5. Allocate Company Shares

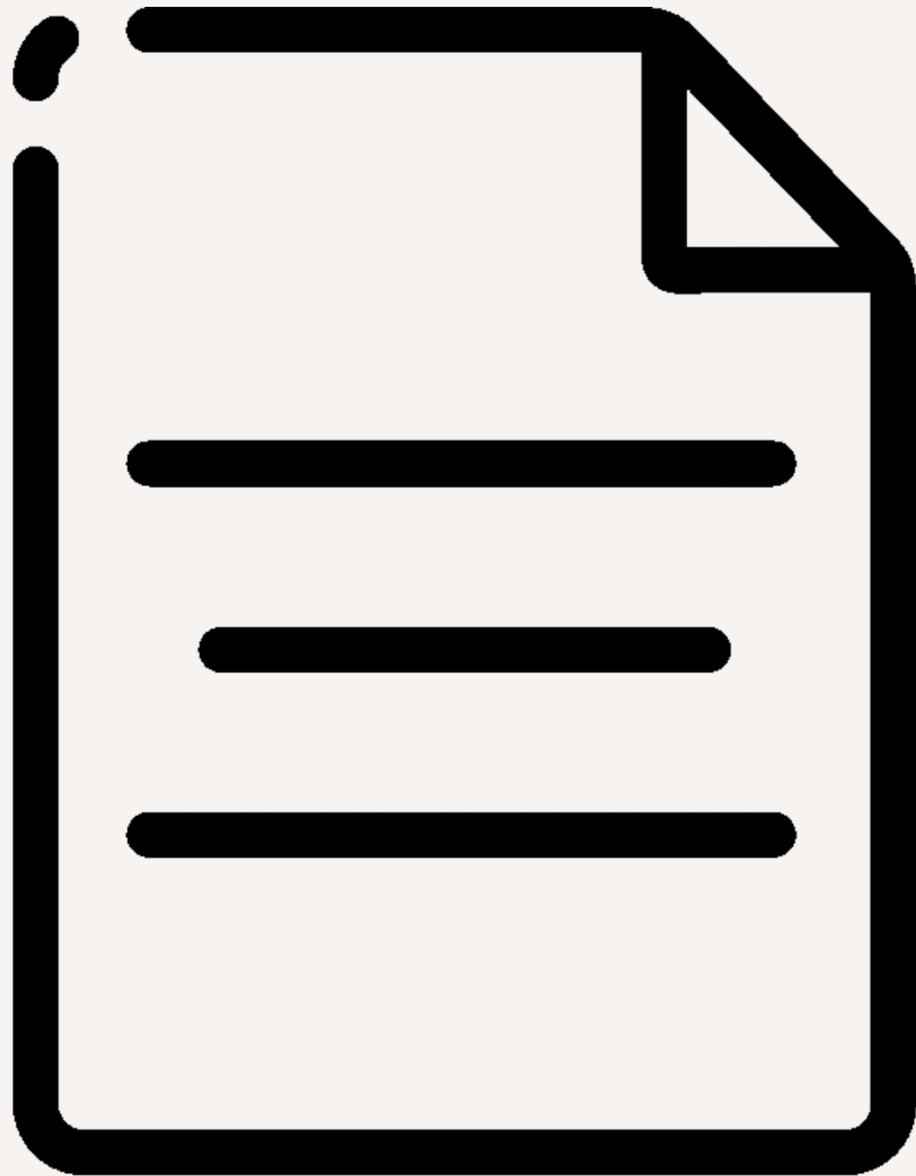
When you register a company in the UK, you'll need to allocate shares to your shareholder(s). The simplest way is to allocate one share to each shareholder, and make each individual share worth £1.

6. Complete the Memorandum and Articles of Association

These documents formalise how your company will be run. They need to be agreed on and signed by the company director(s), shareholder(s) and secretary before you register a UK limited company.

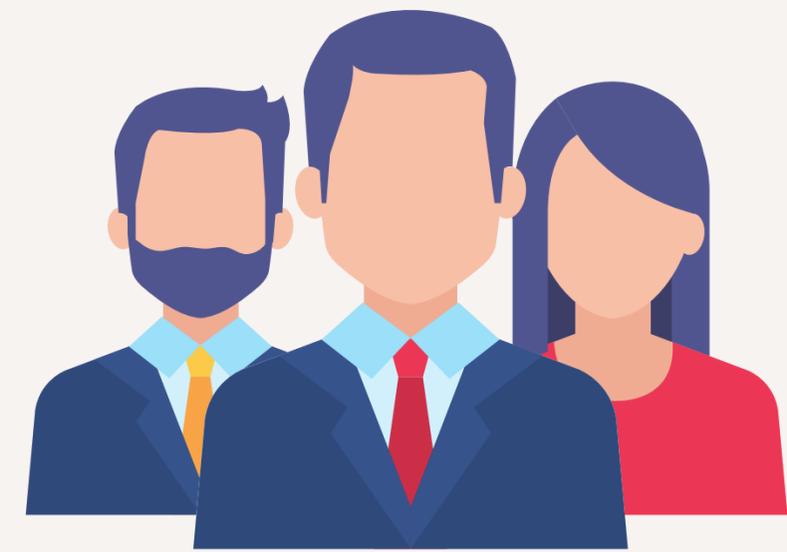
7. Submit Everything to Companies House

For same-day registration, submit your application by 3pm. And that's it – good luck with your new business!



***Process of Employing
People in Northern Ireland***





EMPLOYMENT IN NORTHERN IRELAND

Depending on where you come from, you might need a work permit and possibly a visa to work in Northern Ireland. Your employer will need to check that you have permission to legally work in the UK. Find out your employment rights and responsibilities and where to get further information.



Who can work in Northern Ireland?

If you want to come to the UK to work, whether you can depends on your country of origin, the type of job you want to apply for, and your relevant skills.

If you are not a British or Irish citizen, you may need a visa before you travel here.

If you have to get a visa, you'll need to be cleared by officials at a British Overseas Mission in your country of origin. Once cleared, the entry clearance certificate, or visa, will be put into your passport or travel document.

- *Visas and immigration*
- *Staying in Northern Ireland if you're an EU citizen*

If you want to work in the UK, you must apply under the new points-based immigration system



Proof an employer will need from you

You'll need to show a prospective employer your:

- *passport*
 - *national identity card or Home Office registration certificate*
-
- *UK Border Agency work document if need permission to work*

Employers can face unlimited fines if they employ illegal workers and need to make sure that no one they employ is working in the UK illegally.

However, to protect themselves against discrimination laws they should treat all job applicants equally. So don't be offended if you're asked to prove your nationality, as even UK nationals will be asked to provide proof.

Remuneration

Income Support is extra money to help people on a low income. It's for people who don't have to sign on as unemployed. Whether you qualify or not and how much you get depends on your circumstances.

Guarantee Credit tops up weekly income if it's below £173.75 (for single people) or £265.20 (for couples). A person may still be eligible if they have savings, a pension or own their own home.

Savings Credit is an extra payment for people who saved some money towards their retirement, for example a pension.

Taxes



The rules say that, generally, the taxable value of a benefit is the 'cash equivalent' value. This is usually the amount it costs your employer to provide you with the benefit, less any part of that cost paid by you. The main exceptions to this rule are company cars, living accommodation and cheap loans where special valuation rules apply.

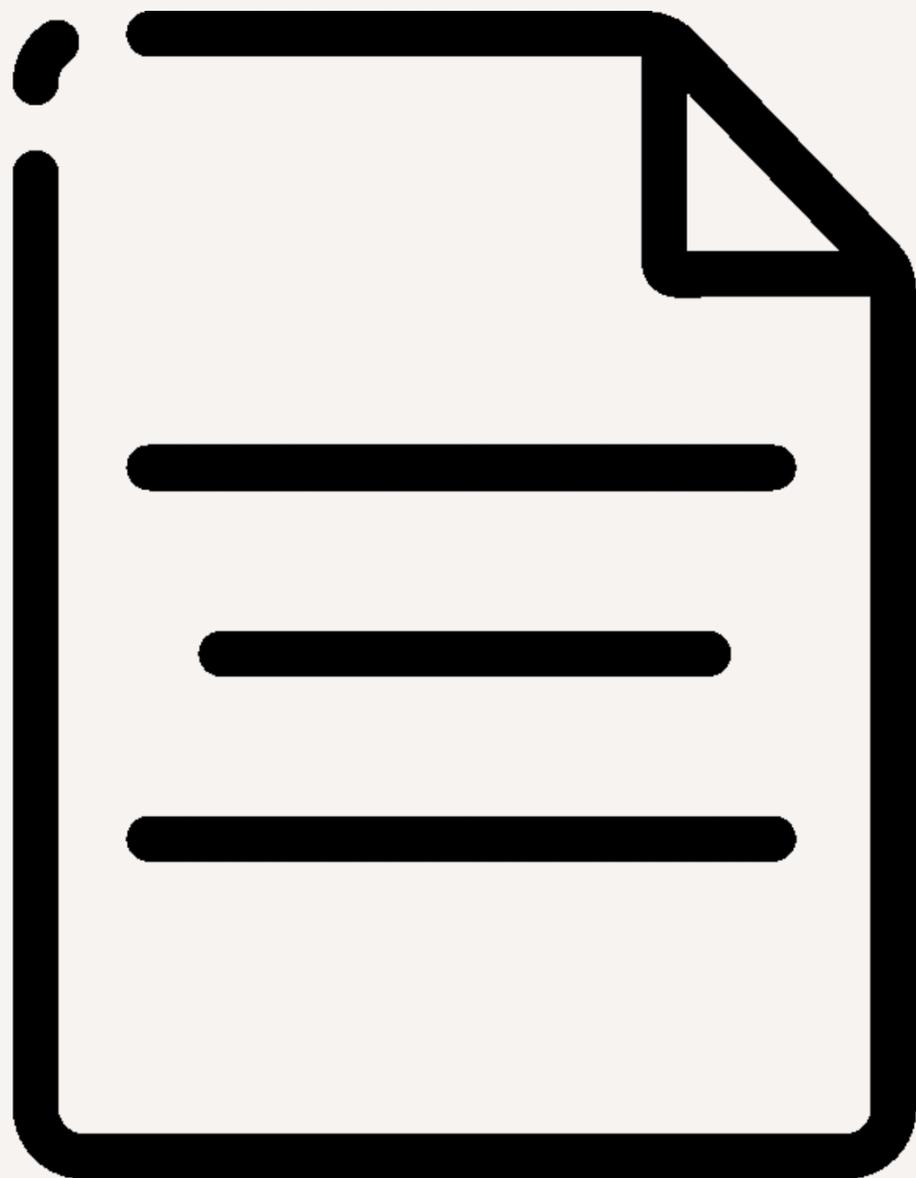
Employment Benefits - 'Permitted Work'

If you receive Employment and Support Allowance or Incapacity Benefit, you may be able to do some limited work. This is called Permitted Work. If you get Employment and Support Allowance or Incapacity Benefit and a wage, this could affect income-related benefits you receive, like Housing Benefit or Rate Relief.

Your employer may provide you with non-cash benefits, for example:

- *a mobile phone*
- *company car*

These non-cash benefits are sometimes called benefits-in-kind or perks of the job.



***Social Insurance Policy in
Northern Ireland***





What you need to do?

You pay National Insurance contributions to qualify for certain benefits and the State Pension.

You pay mandatory National Insurance if you're 16 or over and are either:

- an employee earning above £184 a week
- self-employed and making a profit of £6,515 or more a year

You may be able to pay voluntary contributions to avoid gaps in your NI contributions.

You need a National Insurance Number before you can start paying National Insurance contributions.

National Insurance Number

**NATIONAL
INSURANCE
NUMBERCARD**

NI Number

AB 12 34 56 C

YOUR FULL NAME

THIS IS NOT PROOF OF IDENTITY

- *NIN (National Insurance Number) - this is your National Insurance number in the UK, which you get for life.*
- *You'll need to get a NIN if you want to apply for a job, benefit or loan to study in the UK.*
- *The UK NIN is the equivalent of the Polish PESEL number.*

Conditions

You can start work without a National Insurance number if you can prove you have the right to work in the UK.



You can apply for a National Insurance number if you live in the UK and have the right to work in the UK.



You must also be looking for work or have an offer to start work in the UK. If you have already started working you can still apply.

When you may not need to apply

Make sure you're eligible before you apply for a National Insurance number. If you already have one you will not be sent a new one.

You do not need to apply if :

- You have lost your National Insurance number.*
- You are a UK resident aged 19 or under.*
- You have a biometric residence permit which has a National Insurance number printed on it.*
- You are applying for benefits or a student loan.*

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If you're a UK resident aged 19 or under

You'll normally be sent a National Insurance number automatically, in the 3 months before your 16th birthday, if both the following are true:

you live in the UK

a parent has filled in a Child Benefit claim form for you

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National Insurance classes

National Insurance class

Who pays

Class 1

Employees earning more than £184 a week and under State Pension age - they're automatically deducted by your employer

Class 1A or 1B

Employers pay these directly on their employee's expenses or benefits

Class 2

Self-employed people earning profits of £6,515 or more a year. If you're earning less than this, you can choose to pay voluntary contributions to fill or avoid gaps in your National Insurance record

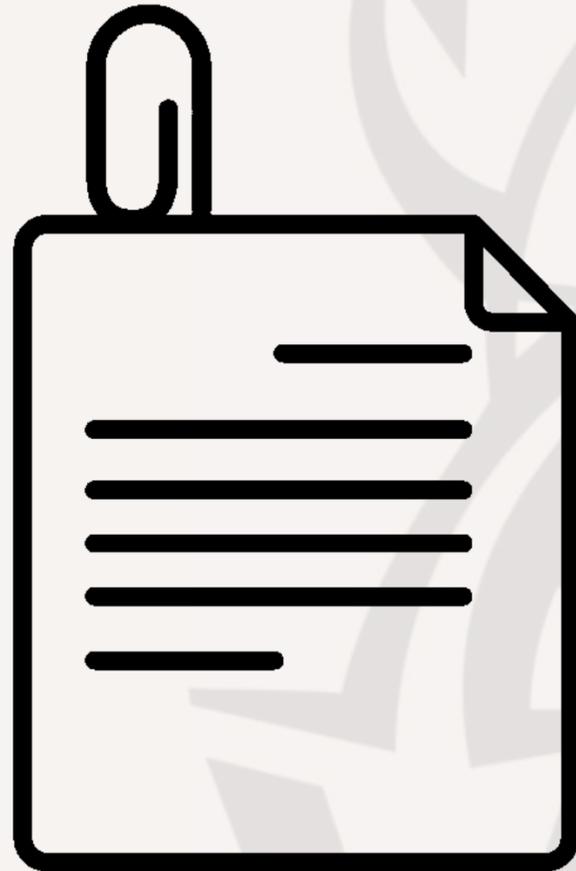
Class 3

Voluntary contributions - you can pay them to fill or avoid gaps in your National Insurance record

Class 4

Self-employed people earning profits of £9,569 or more a year

Premium rates



The amount of Social Security you pay depends on your employment status and how much you earn.

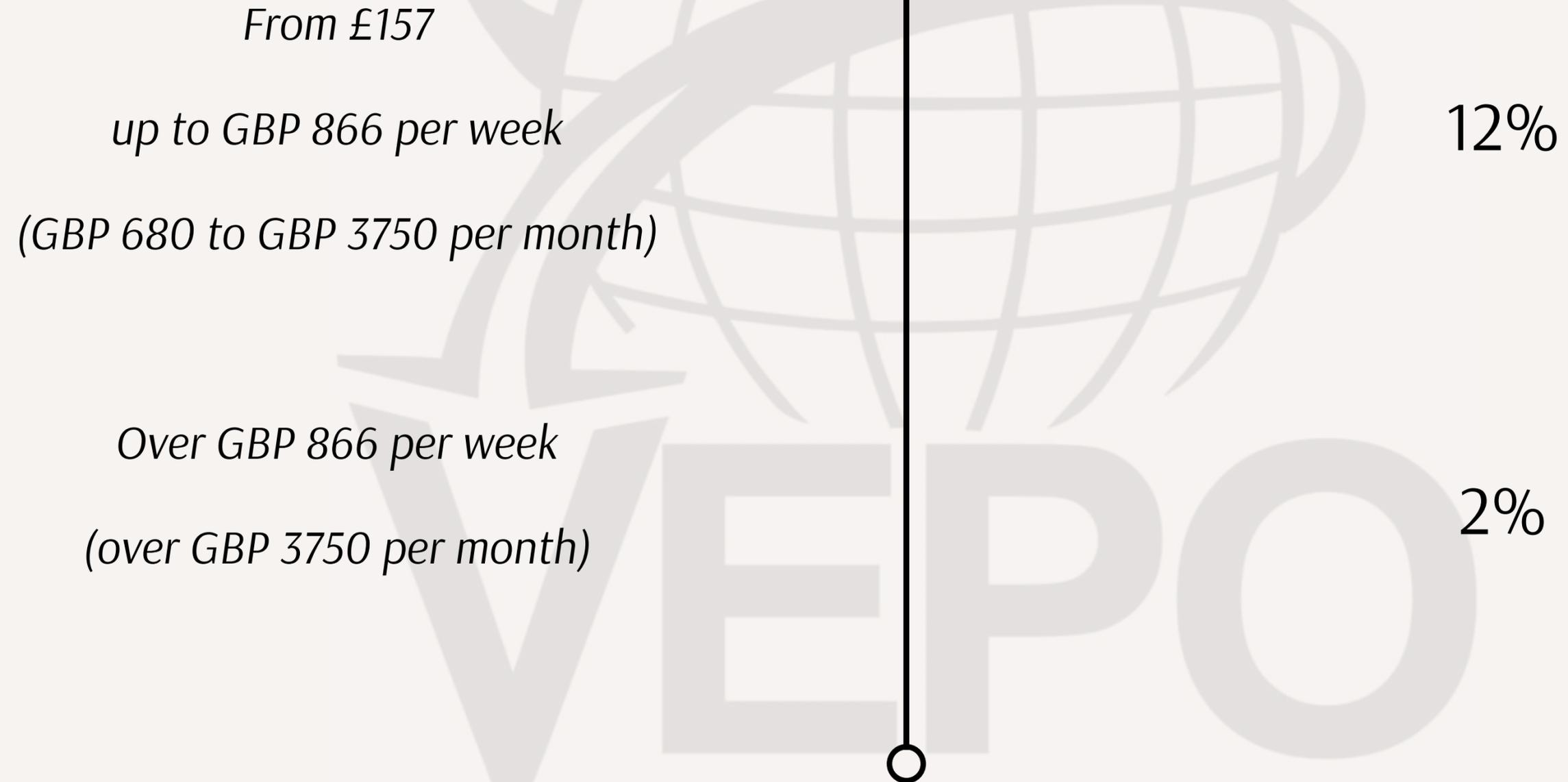
If you are employed;

You pay Class 1 social security contributions. The standard rates for most people for the 2017/2018 tax year are shown below:

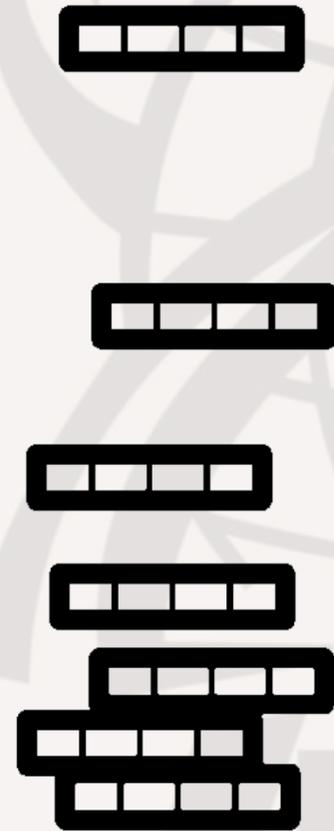
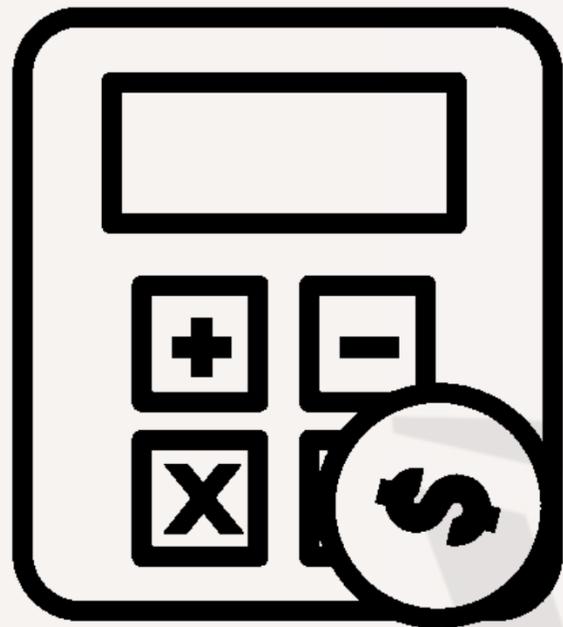
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Your salary

Class 1 insurance rate



You will pay less if:



- *You are married or widowed and have a certificate of election*
- *You defer Social Security because you have more than one job*

Employers pay a different social security rate depending on the category letter of the employee.



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How to pay

You pay social security plus tax. Your employer will deduct it from your pay before it is paid. The payslip contains information about the amount of deductions.

If you are a director of a limited company, you can also be your own employee and pay Class 1 contributions through the PAYE system.

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If you are self-employed

You pay Class 2 and Class 4 National Insurance contributions, depending on your income. Most people pay both types of contributions through Self Assessment.

Special rules apply to people who do a certain type of work (such as examiners or land or property practitioners) who do not pay Class 2 contributions through the Self Assessment scheme.

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If you are employed or self-employed

You can be an employee but also self-employed. In this case, your employer will deduct Class 1 contributions from your salary and you will have to pay Class 2 and Class 4 contributions on your self-employment.

The amount of your contributions will depend on your total income from all the work you do. HMRC will tell you how much you should pay when you complete your Self Assessment tax return.

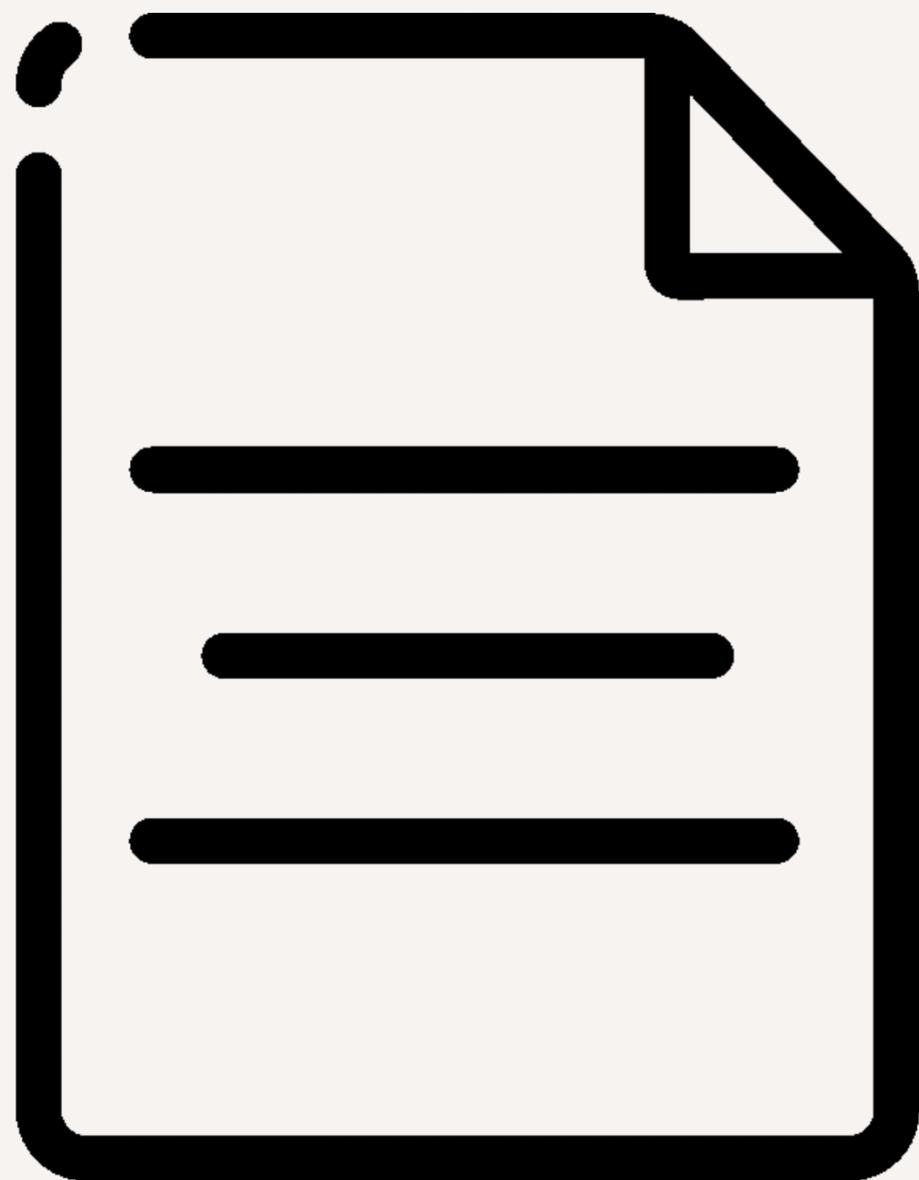
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Directors, landlords and commission fishermen

these rules apply:

- *Directors of companies*
- *Landlords, carrying out real estate activities*
- *Commissioned fishermen, e. g. if you work on a UK fishing boat but not under a service contract*

You can apply to HMRC to check your contribution record and apply for a refund if you think you have overpaid.



***Comparison of ZUS to the
counterpart in Northern
Ireland***

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Poland

The appearance of benefits (ZUS):

The amounts of contributions for retirement, disability, sickness and accident insurance are expressed as an interest rate and are as follows:

- *for retirement insurance - 19.52% of the calculation basis,*
- *for disability insurance - 8.00% of the calculation basis,*
- *for sickness insurance - 2.45% of the calculation basis,*
- *for accident insurance - the percentage rate of contribution is differentiated, in accordance with the act on social insurance against accidents at work and occupational diseases and the relevant implementing acts to this act.*

Northern Ireland

There are three types of pension in Northern Ireland:

- *state pension,*
- *private pension (the equivalent of the third pillar in Poland)*
- *occupational pension fund.*



National Insurance Contributions

- *if your annual income is less than £ 5,824 you do not have to pay any premium*
- *if your annual income is between £ 5,824 - £ 8,060 you only have to pay for Class 2 insurance*
- *if your annual income is between £ 8,060 - £ 43,000, you are obligated to pay for Class 2 insurance and 9 percent. on income for Class 4 insurance*
- *if you earn over £ 43,000 a year, you have to pay for Class 2 insurance, 9 percent. from income up to £ 43,000 and 2 percent. on an amount above this amount*

The following persons may be exempt from paying social security contributions:

- *women over 60 years of age,*
- *men over 65,*
- *persons with a Certificate of Small Earnings Exception. Obtaining such a certificate, on the one hand, exempts the person from paying the second-class contribution, and on the other hand, it prevents the possibility of taking advantage of any benefits offered by the social insurance system available to contributors.*

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