



Compliance Pack 2020 - 2021





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Company Summary:

Parrot Pay Limited
85 Great Portland Street
London
W1W 7LT

CRN: 12369213
Employers Reference: 120/BE08560
VAT Number: 350700829

Bank Details

Account Name: Parrot Pay Limited
Sort Code: 20-41-50
Account Number: 13347923

Insurance Coverage

Public Liability: £10,000,000
Product Liability: £10,000,000
Employers Liability :£10,000,000
Professional Indemnity : £10,000,000
Medical Malpractice : £100,000

Contact Details

(Sales/Admin)

Email: Sales@parrotpay.co.uk
Telephone: 0207 079 3674

Remittances / Accounts

Email: Accounts@parrotpay.co.uk
Telephone: 0207 079 3674





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

Company Number **12369213**

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

PARROT PAY LIMITED

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 **18th December 2019**.

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



HM Revenue
& Customs



PARROT PAY LIMITED
JUNED HUSSAIN
85 GREAT PORTLAND STREET
LONDON
W1W 7LT

0462757112\00037
2180\000



For more information, go to
www.gov.uk/payee-for-employers

New Employer Helpline

0300 200 3211

For our opening hours go to
www.gov.uk/hmrc/contact

Textphone

0300 200 3212

Your HMRC office is

PT Operations North East England
HM Revenue and Customs
BX9 1BX

27 Dec 2019

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/BE08560

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: 120PL02029037

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 HMRC

To help you get started, go to www.gov.uk/payee-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

As an employer operating PAYE, there are certain tasks you need to complete each month. For more information on running a payroll please see www.gov.uk/running-payroll

Paying your PAYE electronically

Electronic payment methods are the most secure and efficient ways 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 shown overleaf to make sure your payment reaches HMRC on time with the correct Accounts Office reference and, if needed, the tax year and tax month the payment is for.

PARROT PAY LIMITED

VAT Registration Number: 350 7008 29

VAT Certificate

VAT Registration Number: 350 7008 29

VAT registration status: Registered

Business details

Registered name: PARROT PAY LIMITED

Trading name: Not provided

Principal Place of Business address line 1: 85 GREAT PORTLAND STREET

Principal Place of Business address line 2: LONDON

Principal Place of Business address line 3: GREATER LONDON

Principal Place of Business address line 4:

Postcode: W1W 7LT

Email address: ADMIN@PARROTPAY.CO.UK

Bank account number: *****7923

Bank sort code: 20 41 50

Type of business: Incorporated company

Trade classification (SIC code): 78200

Business activity description: Temporary employment agency activities

Important dates

Effective Date of Registration: 16 May 2020

Date of certificate: 23 Jun 2020

VAT return period end date : 30 Sep 2020

Frequency of returns: Quarterly in December, March & June

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The Director
Parrot Pay Limited
85 GREAT PORTLAND STREET
LONDON
UNITED KINGDOM
W1W 7LT



Barclays
Leicester
LE87 2BB

0345 605 2345*

20 April 2020

Our Ref: 9689869486/
20200420104545



Dear The Director

A warm welcome to Business Banking

Our aim is to provide you with a new type of business banking that is shaped around you and your business.

The following account has been opened for you:

Sort Code	Account Number
20-41-50	13347923

To manage your account you can choose to use our secure Online Banking, Mobile Banking or Telephone Banking services, giving you up to date balance and transaction information and allowing you to make payments.

With our Service Guarantee, your Business Banking Team promise you that they will aim to resolve every query straight away or give you a named point of contact who will take personal responsibility for resolving the query. Your contact will make sure you're fully informed along the way and we will publish our progress on our website, so you can see exactly how we are doing.

We know you are often busy during the day, so we've created a new dedicated team of Business Direct Relationship Managers to support with things like cashflow, trading abroad or achieving your business's growth ambitions. They are focused on your local area and are available over extended hours from 8am until 8pm, Monday to Friday on **02476 842 200***.

What happens next?

Your account is now open and you can start using it from today. You'll notice that we've enclosed your account details and a summary of your banking package. Everything else you will need to start using your new business account is on its way to you. Here's what to look out for in the next few weeks:

- Cheque and paying in books
- Business Online Banking or Business Telephone Banking membership details, if you've registered to bank online or by telephone. Pass codes for both services will also arrive separately
- Business Debit Card(s) and Personal Identification Number (PIN), if you've requested them
- If you've applied for a credit card, a charge card or to take your customers' payments by card, you should hear from Barclaycard Business soon afterwards.

FREE banking

You can get this in Braille, large print or audio by contacting any Barclays branch to advise us of your requirements.

*Calls to 0800 numbers are free from UK land lines and personal mobiles, otherwise call charges may apply. Please check with your service provider. To maintain a quality service we may monitor or record phone calls.

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

HPWEL001 08/15

EVIDENCE OF INSURANCE

Policy Holder : Parrot Pay Limited

Address : 85 Great Portland Street
London
W1W 7LT

Business Description : Umbrella &/or Accountancy &/or Payroll Company Providing Company Formation, Accounting, Administrative, Payroll & Training Services for Workers & the Provision of Workers to Third Parties

Public, Products & Employers Liability

Period of Cover : 22nd June 2020 to : 21st June 2021

Limit of Indemnity : Public Liability - any one occurrence £10,000,000
Products Liability - any one occurrence and in aggregate in the period of insurance £10,000,000
Employers Liability - any one occurrence £10,000,000

Insurer : Hiscox Recruitment Scheme
Policy No : TBC
Indemnity to Principal: Yes
Excess: £250 - Public Liability

Professional Indemnity

Period of Cover : 22nd June 2020 to : 21st June 2021

Limit of Indemnity : £10,000,000 - any one occurrence

Insurer : Hiscox Recruitment Scheme
Policy No : TBC
Indemnity to Principal: Yes
Excess: £500

Important information

All policies are subject to terms and conditions as specified in the policy wording and other associated documents.

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and excess are based upon information provided to us by insurers.

This letter is issued as a matter of information only and confers no right upon a third party other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise any third party of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made in this letter (to the extent such waiver is legally permitted).

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with English law.

Kabel House
15 Quay Street, Manchester, M3 3HN Tel: 0161 228 0444



Please Quote Client Ref: 44871413

SIGNED as Agent of the Insurer

A handwritten signature in black ink, appearing to read "Rahma Ige".

Rahma Ige
Account Handler

Date: 22nd June 2020

Kabel House
15 Quay Street, Manchester, M3 3HN Tel: 0161 228 0444

Marsh Commercial is a trading name of Jelf Insurance Brokers Ltd. Jelf Insurance Brokers Ltd is authorised and regulated by the Financial Conduct Authority (FCA). Not all products and services offered are regulated by the FCA. Registered in England and Wales number 0837227. Registered Office: 1 Tower Place West, London EC3R 5BU.

Certificate

Organisation Name:

Parrot Pay Limited

Reference number:

ZA764381

Tier:

Tier 1

Start date:

16 June 2020

End date:

15 June 2021

Data Protection Officer