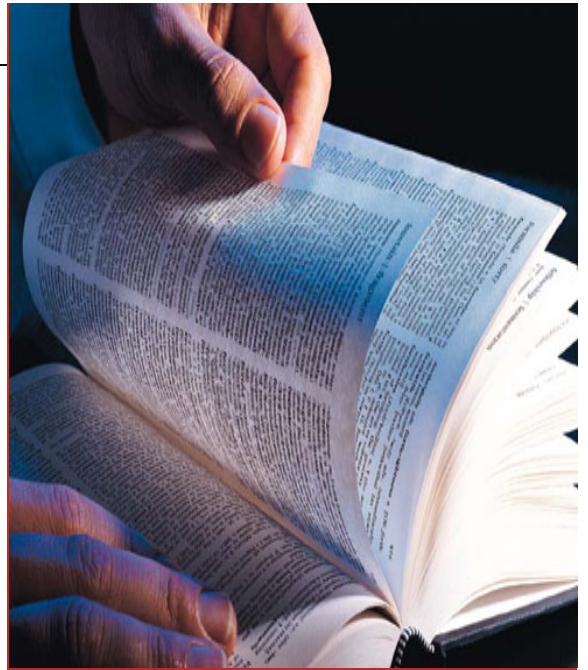


---

# Online Business Library Index Membership Association (IFAs)



# Categories

Page

- 2. Law, Regulation and Government Initiatives
- 5. Buying, Selling and Valuing Businesses
- 6. Business and Personal Taxation
- 8. VAT, NIC and Stamp Duty
- 9. Getting and Keeping Customers
- 11. Business Incorporation and Structure
- 13. Insurance, Pensions and Investment
- 15. Retirement and Succession Planning
- 16. Business and Strategic Planning
- 19. Finding Money for your Business
- 20. Companies in Trouble
- 21. Using Technology
- 23. Your Home, Your Money, Your Car
- 25. Wills and IHT Planning
- 26. Expanding your Business
- 28. Specialist Sectors
- 30. Management Buy-outs and Buy-ins
- 31. Company Law and Directors' Responsibilities
- 33. Doing Business in Other Countries
- 34. HR, Personnel and Health & Safety

## Law, Regulation and Government Initiatives

- A Guide to Sick Pay (762)
- A Practical Guide to document retention periods (228)
- A Short Guide to Managing the Downturn and Preparing for Recovery (378)
- Agency Workers Directive – Working Conditions for Temporary Workers (567)
- Alternative Dispute Resolution and Mediation- Resolving employment disputes (512)
- Anti-Discrimination Legislation (589)
- Audit Regulation – What does audit regulation mean to your company? (129)
- Bailiffs and the work they do (523)
- Bank Lending against Book Debts – The impact of the Brumark decision (556)
- Business Grants and Financing Sources for SMEs (105)
- Business Links – What your Local Business Link can do for you (246)
- CAT Standards for Credit Cards – CAT Marking for Credit Cards and Bank Accounts – New minimum benchmark standards (464)
- Changes to Reporting on Directors Pay (581)
- Changing Employment Terms .. Brief Guide (673)
- Checklist: When is data “personal data” for the purposes of the Data Protection Act 1998 (338)
- Child Trust Funds Saving and Investment Accounts for Children (658)
- Coming to Work in the UK (399)
- Commercial Agents Regulations (601)
- Commonhold and Leasehold Reform – A new alternative to leaseholds (423)
- Companies Act 2006 (736)
- Companies Legislation in the UK (677)
- Company particulars – A company has to comply with certain requirements when it shows its name (10)
- Company Purchase of Own Shares – Complex Company Law and Tax Considerations (345)
- Company Voluntary Arrangements – The Solution for Distressed Businesses (154)
- Compensation on Termination of Appointments... Directors and Senior Executives (654)
- Compromise Agreements (711)
- Consumer Credit Licence – Does your business need one? (287)
- Corporate Manslaughter and Corporate Homicide (369)
- Emergency Budget Report (775)
- Glossary of Legal Terms (250)
- Going Green (585)
- Government Backed Training – Training Schemes and Funding backed by the Government (377)
- Heads of Agreement – what they mean and when to use them (86)
- Health and Safety – reducing the risks – Safety at work, the facts from HSE, helping to eliminate or reduce the risks (227)
- Health and Safety and First Aid – a short guide (241)
- Help for Rural Communities (482)
- Holiday Entitlement ... Holiday rights and pay (761)
- Home Information Packs (744)
- How do Business Rate affect You? (726)
- How Green is your Business – Do you have a “Green” business? (109)
- Identity Theft (586)
- Increased Standards in Car Servicing – Car workshops to be given their own “secret MOT tests” (534)
- Individual Voluntary Arrangements – How individuals can solve their debt problems (576)
- Industrial Action and the Law – A guide for employees, trade union members and others (442)
- Insider Dealing and Market Abuse – Insider dealing and Market Manipulation (599)
- Insolvent Tenants: Options for Landlords (778)
- Intellectual Property – Budding Innovators can learn how to make the most of their ideas and protect themselves from counterfeiters (446)
- Joint & Several Liability (158)
- Legal Services Act (318)
- Lift Safety Directive (315)
- Limited Companies in Depth (652)
- Limited Partnerships – Limited Partnerships explained (48)
- Managed Service Companies (419)
- Managing and Recovering Debt (692)
- MiFID: The Markets in Financial Instruments Directive (332)
- National Minimum Wage – Regulations for employers to understand (277)
- New Deal for Tenants – A Clearer, Fairer Deal for Private Tenants (546)

- New Family Friendly Package for Working Parents (288)
- New Guidelines for Consumer Credit Licence Holders (465)
- New Unfair Dismissal Rules (322)
- Night Working ... Understanding your legal obligations to night workers (759)
- Partnership Law Update (668)
- Partnership Voluntary Arrangements (707)
- Part-Time Workers Directive (374)
- PAYE and NI Audit – How ready are you for a PAYE or National Insurance Audit? (113)
- Prospectus Directive – A new regime for public offers (587)
- Protecting Family Wealth (704)
- Reform for Competition in the Professions (475)
- Resources for Young Entrepreneurs (758)
- Schemes of Arrangement (730)
- Severely Disabled People gain Greater Incentives to Work (380)
- Small Firms Loan Guarantee Scheme – A guarantee from the government, helping small firms lacking security to access loans from banks and other lenders (34)
- Statutory Audit Directive... New Audit Directive by 2008 (424)
- Support for British Manufacturers (497)
- Support for Inventors (348)
- Tax Avoidance Schemes (684)
- Tax Relief for Private Investment for Disadvantage Communities (468)
- Telecom Data Protection Privacy Regulations - End to Junk Faxes and Unwanted Phone Calls (320)
- Terms of Reference for Board Committees (605)
- The "Societas Europaea" (666)
- The 2007 Budget Report (741)
- The 2007 Pre-Budget Report (745)
- The 2008 Budget Report (754)
- The 2008 Pre-Budget Report (756)
- The 2009 Pre-Budget Report (771)
- The 2010 Budget Report (772)
- The 2011 Budget Report (785)
- The Bribery Act 2010 (777)
- The Business Banking Code (301)
- The Care Standards Act 2000 (455)
- The Climate Change Levy – What does it mean for your business (483)
- The Communications Act (624)
- "The Company Secretary" Updating Your Company's Memorandum and Articles (19)
- The Competition Act – wide reaching changes to UK law (313)
- The Distance Selling Directive (309)
- The E-Commerce Directive (443)
- The Electronic Communications Act ...E-commerce friendliness in the UK (235)
- The Employment Relations Act (289)
- The Financial Services Act 2010 (774)
- The High Growth SME Coaching Programme (578)
- The Human Rights Act – New rights for UK citizens (434)
- The Insolvency Regime (602)
- The Late Payment of Commercial Debts legislation (307)
- The Law on Defamation – what defamation consists of & the difference between Libel & Slander (584)
- The Law on the Sale of Consumer Goods in the UK (564)
- The London Stock Exchange Markets (476)
- The Money Laundering Regulations – Action points for professional firms (516)
- The Payment Services Directive (555)
- The Regulation of Investigatory Powers Act – monitoring of mails & phone calls (433)
- The Regulatory Reform Act – British business could save £millions (490)
- The Single Euro Payments Area (SEPA) (716)
- The Sunday Trading Act 1994 (494)
- The Tax Treatment of Payments in Lieu of Notice (607)
- The Trade Descriptions Act 1968 (496)
- The Trading Standards Service – promoting & upholding a fair & safe trading environment (495)
- The Transparency Directive (413)
- The UK Government Spending Review: 20 October 2010 (780)
- The Unfair Commercial Practices Directive (597)
- Trustee Act 2000 – The first major change in trust law for 75 years (444)
- TUPE Regulations – Employees have rights when a business is sold or transferred (604)
- UK Foresight Programme – Making the Future work for you (484)
- UK Government Support for Entrepreneurs and Investors (355)
- UK Real Estate Investment Trusts (REIT) Regime (729)

- Understanding the law on copyright (94)
- Unfairly Dismissed? (588)
- Unsolicited Telemarketing (679)
- VAT Flat Rate Scheme for Small Businesses (669)
- What is a Social Enterprise (724)
- Whistle blowing in the Workplace – protection for employees under Public Interest Disclosure Act 1998 (515)
- Working Time Directive – Working to Rule with the Working Time Regulations (232)
- Work-Life Balance – A more imaginative approach to working practices (395)
- Your Legal Options – there's more than one way of obtaining access to justice (328)

## Buying, Selling and Valuing Businesses

- Acquiring a Business Failure – Turning disaster into success... how to acquire a business that's failed (172)
- Acquisitions Checklist (162)
- Buying a European Business – the mysteries explained (180)
- Buying the Business of an Insolvent Company (595)
- CGT Relief on Disposal of a Business: Entrepreneurs' Relief (499)
- Cross-Border Deals – Merger and Acquisition Checklist (29)
- Due Diligence – Strategic Issues (275)
- Earn-Outs (394)
- Financial Assistance in the Acquisition of Shares (675)
- Franchising Checklist (230)
- Grooming a Business for Sale (264)
- Information about Shell Companies (715)
- Key Issues in Legal Due Diligence (703)
- Making Acquisitions Succeed – At last... the secrets to make acquisitions succeed (43)
- Mergers and Acquisitions Checklist – a checklist to help you succeed (63)
- Mergers and Acquisition Checklist - What to look for when acquiring a business (174)
- Pre-Contract Enquiries – Larger Transactions – public and larger company acquisitions and mergers (58)
- Pre-Contract Enquiries – private company acquisitions and mergers (57)
- Private Company Share valuations – Do you know the value of your company? (120)
- Realising Your Investment: Selling a Hi-Tech Company (272)
- Selling Unquoted Companies – Different sellers, different interests, different solutions (239)
- TUPE Regulations – Employees have rights when a business is sold or transferred (604)
- Venture Capital Finance without Debt (231)
- Warranty Insurance – Taking the sting out of Warranties (265)

## Business and Personal Taxation

- A Guide To the Settlements Legislation – Guidance for Small Business Advisors (732)
- Accounts and Tax Computations (184)
- Agricultural Buildings Allowance – how farmers can benefit by reducing their tax liabilities (311)
- Business Splitting – The VAT rules (127)
- Case Study – Using Trusts – Trusts can be complex but they can work wonders too... (102)
- CGT Relief on Disposal of a Business: Entrepreneurs' Relief (499)
- Child and Working Tax Credits – Financial Support for Low-Income Workers and Families (350)
- Child Trust Funds Savings and Investment Accounts for Children (658)
- Community amateurs Sports Clubs. Sports Clubs get parity with Charity. Could your club qualify for tax relief? (714)
- Company Cars and CO<sup>2</sup> Emissions (469)
- Company Tax Planning – Year-end tax planning opportunities for Companies (135)
- Construction Industry Tax Scheme – The Construction Industry Scheme (CIS) (331)
- Corporate Venturing – Tax relief under the New Rules (371)
- Corporation Tax returns – How to cope with your Corporate Tax Returns (88)
- Deferring your State Pension (628)
- Dividends v Fees and Bonuses – Dividends versus Directors' Fees and Bonuses (326)
- Emergency Budget Report (775)
- Enhanced Capital Allowances Scheme – Energy-saving plant & machinery (613)
- Enterprise Zones (718)
- Film and TV Industry – Tax Guidance Notes (634)
- Getting to Grips with P11D Benefits and Expenses (161)
- Glossary of Accounting Terms (747)
- Glossary of Business Financial Ratios (751)
- Glossary of Investment and Financial Terms (748)
- Glossary of Islamic Investment and Financial Terms (750)
- Guide for Employers – PAYE and Payroll PAYE and Payroll procedures (139)
- Guide to the UK's Small Business Organisations (701)
- Help on Tax for Clubs, Societies and Associations – Help is available to cope with taxation (382)
- HMRC Accounts Investigation (393)
- HMRC requirements on keeping business records (786)
- HMRC Tax Penalty Regime (781)
- How Companies Pay Tax – How do Companies pay tax? (149)
- How does Self-Assessment affect you? (89)
- Immediate Vesting Personal Pensions (396)
- Impact of Overage Payments on Property Sales (520)
- Income from Abroad – Taxation of Income from Abroad (510)
- Industrial Buildings Allowance – How the Tax relief Works (310)
- Inheritance Tax – "It's given low priority against perceived degree of immortality" (44)
- Key Financial Terms and Business Ratios (705)
- Luxembourg Audio Visual Tax Scheme – The Luxembourg Audi-Visual Tax Incentive Scheme (631)
- Making a Gift – Making a Gift to Charity (117)
- Managed Service Companies (419)
- New Capital Gains Tax Rules – As a business owner, do they affect you? (259)
- New Capital Gains Tax Rules for Taxpayers – Capital Gains Tax and Investments (260)
- Offshore Employee Benefit Trusts (485)
- Overseas Income and Gains.....the tax implications of earnings, investment income and capital gains from outside the UK (297)
- Partnership Tax – An Update (189)
- Partnerships and Self-Assessment – The facts on Partnerships and Self-Assessment (234)
- PAYE and NI Audit – How ready are you for a PAYE or National Insurance Audit? (113)
- PAYE & NI Investigation Insurance – Insuring against the Costs of a PAY or NI Inspection - Can you afford to pay an unexpected bill for £75,000? (112)
- PAYE and VAT Rules – Rules for administering PAYE and VAT (56)
- Payroll Giving – An effective way to give to Charity (435)
- Pension Changes (717)

- Pension Credits - Radical Pension Reform: Rewards for those who save for Retirement (440)
- Personal Tax Returns- How to cope with your Personal Tax Return (87)
- Phantom Share Schemes – Phantom Share Options – Incentivising Employees when Company Shares are Unavailable (506)
- Principal Private residence and CGT – Principal Private Residence Relief – when your home is free from Capital Gains Tax (427)
- Private Residence Relief – Tax rules dealing with the disposal of private property and gardens (636)
- Protecting Family Wealth (704)
- Racehorses and Taxation (343)
- Self-Assessment for Companies – The Corporation Tax Self-Assessment System (294)
- Shareholder Perks – Perks for UK shareholders (273)
- Tax & Family Companies – The fundamentals of tax strategies for family companies (166)
- Tax and Business Travel – The Facts on Business Travel (116)
- Tax and other Rules on Directors Remuneration (85)
- Tax Avoidance Schemes (684)
- Tax Claims, Elections and Notices (690)
- Tax Clearances and Approvals (438)
- Tax for Dual residents – Are you a dual resident? ...making sense of the tax rules (104)
- Tax on Property Income – How landlords get to grips with tax on their income (140)
- Tax on termination Payments (179)
- Tax Relief for Flat-Owning Landlords (539)
- Tax Relief for Losses (569)
- Tax Relief on Film Investment – Tax Benefits from Investing in Film Partnerships (445)
- Tax Relief on interest Payments (552)
- Tax relief on RD Costs – Tax Relief on Research and Development Costs for SME Companies (401)
- Tax Relief on Website Costs (385)
- Tax Shelters – How sheltered is your income?... tax planning strategies that work (188)
- Tax Treatments – payments in Lieu of Notice (607)
- Taxation of Pre-Owned Assets (674)
- Taxation of Trusts – the important role of Trusts in Tax and Financial Planning (279)
- Taxation on Intellectual Property (141)
- Taxation on Property Companies (431)
- Taxation Treatment of Redundancy Payments (522)
- Taxed Award Scheme – National Insurance Contributions (NICs) and Accounting For Tax And NICs (410)
- Tax Efficiency 2008/9 Edition (611)
- Tax-Efficient Investments (422)
- Taxplan – Tax Planning Strategies... Simple Ways to pay less tax (1)
- Tax-Residence and Domicile – Your tax residence status (193)
- The 2007 Budget Report (741)
- The 2007 Pre-Budget Report (745)
- The 2008 Budget Report (754)
- The 2008 Pre-Budget Report (756)
- The 2009 Pre-Budget Report (771)
- The 2010 Budget Report (772)
- The 2011 Budget Report (785)
- The Climate Change Levy – What does it mean for your business (483)
- The Disadvantages of Paying Dividends to Directors (537)
- The EIS and Reinvestment Relief - The Enterprise Investment and Reinvestment Relief (323)
- The Tax Aspects of Administering an Estate after Death (416)
- The UK Government Spending Review: 20 October 2010 (780)
- UK Citizens Working Abroad – how your tax liability is affected (52)
- VAT Flat Rate Scheme for Small Businesses (669)
- VAT Pitfalls (175)
- What Accountants can file online for their clients (691)
- Woodlands and Taxation (365)
- Year End Personal Tax Planning for 2007-08 (742)

## VAT, NIC and Stamp Duty

- Business Splitting – the VAT rules (127)
- Buying and Selling on eBay (723)
- Employed or Self-Employed Status – Judging the right status (37)
- Failing to pay VAT on time – VAT money is not a free overdraft! (406)
- Improving Your State Pension (530)
- Motor Dealers and VAT – Special Situations (317)
- National Insurance – an increasing burden (53)
- National Insurance on Share Option Gains (412)
- NIC & Entitlement to State Benefits (441)
- NIC for Self-Employed with Low Income (562)
- NICs for the Self-Employed (296)
- NICs on Benefits in Kind (390)
- PAYE & NI Audit – How ready are you for a PAYE or National Insurance Audit? (113)
- PAYE and VAT Rules – Rules for administering PAYE and VAT (56)
- Restrictions on the recovery of input VAT (337)
- Special NIC Rules for Entertainers (633)
- Stamp Duty Explained (415)
- Stamp Duty FAQ – Frequently Asked Questions (339)
- Taxed Award Scheme – National Insurance Contributions (NICs) and Accounting For Tax And NICs (410)
- Tax Efficiency 2008/9 Edition (611)
- The EC Invoicing Directive – VAT invoicing in the electronic age (646)
- Trade Imports by Post - Completing Customs Forms (622)
- VAT - Group registrations (25)
- VAT & Customs Information for International Post Users (621)
- VAT and Trading on the Internet (561)
- VAT Briefly – A Brief Introduction (21)
- VAT Cash teams – How Customs & Excise investigate cash businesses (405)
- VAT Evasion – Failing to register or pay on time (447)
- VAT Flat Rate Scheme for Small Businesses (669)
- VAT Health Checklist – to help you cut through the VAT red tape (164)
- VAT Margin Scheme for Tour Operators (408)
- VAT Margin Schemes for Second-Hand Goods – (407)
- VAT on Land, Property & Construction (308)
- VAT on Printed Matter – the VAT treatment of printing & related services (324)
- VAT Pitfalls (175)

## Getting and Keeping Customers

- 101 Ways to Promote your Business (280)
- 130 Reasons why some people are much, much more successful in business than others (551)
- 7 Steps to Explosive Growth – The 7 Steps to Explosive Business Growth ...And How to Achieve it (625)
- Affiliate Marketing – The “pay for performance” method of promoting your business (637)
- Appointing a Design Consultant (577)
- Appointing an Advertising Agency (592)
- Are you on Target (50)
- Attitudes and Behaviours Creating Small Business Success (358)
- Bhagoals Corporate Vision – Corporate Vision – A Changing Picture – Now You See It, Now You Don't (4)
- Brands – Why be a Brand? ...an insight into what “brands” really are (103)
- Business Cycles – How small businesses can identify and finance them (254)
- Business Development Questionnaire (268)
- Buying and Selling on Ebay (723)
- Cause-Related Marketing – Delivering Good with the Goods: Cause-Related Marketing (329)
- Checklist for Growing Businesses – How are we doing? An Effectiveness Checklist for the Growing Business (177)
- Client Care – The Challenges Facing Professional Firms (532)
- Cold Calling (679)
- Colours & their effect on Consumers (629)
- Competitive Advantage through Marketing Audit – Gaining competitive Advantage through your Marketing Audit (200)
- Competitive Intelligence (473)
- Competitiveness – How the best UK companies are winning at business (333)
- Customer Advisory Boards – “Only by really understanding your customers will you exceed surviving and move to thriving” (39)
- Customer Loyalty - The New Corporate Benchmark (360)
- Demographics – Demography...and what it can do for you (354)
- Developing your Marketing Plan (565)
- Do you need a Company Brochure (722)
- Ebook Publishing for Small Businesses (698)
- E-Commerce – How small businesses can do business on the Internet (199)
- Electronic Commerce (293)
- Extraordinary Guarantees – how they can change your business forever (325)
- Format for a Marketing strategy (655)
- Four Ways To Grow a Business – “The 4 Ways to Grow” your business ...How a different approach from your accountant can make all the difference (27)
- Getting PR for your Business – promotion without a big budget (258)
- Glossary of Marketing Terms (721)
- Guiding Towards Profit (183)
- How “Excellence” in Business can make a Difference (255)
- How to Grow Your Business (197)
- How to Make Better Presentations (535)
- How to make your Direct Mail more effective (92)
- How to price what you sell (449)
- How to Win Customers – How to win profitable customers away from competitors (373)
- Key Account Management (709)
- Leveraging Success for your Business – Eighteen ways to leverage success for your business (282)
- Making Your Customers Adore You – helping you to help your customers (80)
- Marketing for Small Businesses – Marketing secrets for Small Businesses (281)
- Marketing Research for Small Businesses (531)
- Measuring Customer satisfaction (237)
- More Sales Through telemarketing (533)
- Negotiation Skills (773)
- Press Releases – How to Write Them – how to write them and get them published (316)
- Quality Management for Small Businesses (626)
- Questions Customers Ask Before Buying (453)
- Sales Promotion (518)
- Scientific Advertising by Claude Hopkins – perhaps the greatest book ever written on advertising (549)
- Search Engine Optimisation (632)

- Search Engine Optimisation for Solicitors (439)
- Simple Sales Methods that Work (560)
- Six Sigma for World Class Performance –An introduction to the most powerful breakthrough management tool ever devised (536)
- Successful Companies (168)
- Successful Sales Management (670)
- Terms and Conditions of Trading (618)
- The Marketing Mix – Rules for successfully marketing your products and services (517)
- The Transparency Directive (413)
- The Web Marketing Guide – How to promote your web site (18)
- Use Your Telephone to Maximum Potential (283)
- What a Bloc can do for your Business (409)
- What makes an Entrepreneur? (454)
- Winning Customers through Superior Service (314)

## Business Incorporation and Structure

- A Guide to Buying Accounting Software (233)
- A Quick Look at LLPs – A quick look at Limited Liability Partnerships – An alternative to Limited Companies & Partnerships (566)
- Advice on Starting a Business – ideas that work (30)
- Attitudes and Behaviours that create – Small Business Success (358)
- Business Angels – when entrepreneurs and investors get together (292)
- Business Development Questionnaire (268)
- Business Format – Which Format is best? – Sole Trader, Partnership, Limited Company or LLP (240)
- Business Incubation – how small businesses can get a head start (391)
- Business Links – What your Local Business Link can do for you (246)
- Business Plan and Checklist – Better Business Plans – and a Checklist for Success (28)
- Business Survival Lessons – How to survive ...lessons in business survival (107)
- Cashflow Solutions for Small Business – How small businesses can cope with cashflow problems (181)
- CGT Relief on Disposal of a Business: Entrepreneurs' Relief (499)
- Community Interest Companies... Enterprise for Communities (620)
- Companies Limited by Guarantee (735)
- Company Reform Bill (736)
- COSEC – Forming a UK Company – “The Company Secretary” – How to form a company in the UK (208)
- COSEC – New Companies – “The Company Secretary” – All the things that owners of newly-formed companies should know (221)
- DBERR and other Business Support Initiatives (54)
- Debit and Credit Cards (689)
- Do you need a Company Brochure (722)
- E-Commerce – How small businesses can do business on the Internet (199)
- Forming a Charity – how to establish a Charity (448)
- Franchising – Important things you should know about Franchising (124)
- Franchising Checklist (230)
- Glossary of E-Commerce and Web Terms (402)
- Going Green (585)
- Guide to Small Food Businesses – The guide to starting, developing and expanding a small food business (284)
- How do Business Rates Affect You? (726)
- How Green is your Business – Do you have a “Green” business? (109)
- Identity Theft (586)
- Joint & Several Liability (158)
- Joint Ventures and Alliances – Profiting from Joint Ventures and Alliances (62)
- Knowledge Transfer Partnerships: What they are and the benefits they provide (176)
- Leadership (719)
- Legal and Financial Issues on Starting in Business (150)
- Limited Companies in Depth (652)
- Limited liability Partnerships – the Limited liability Partnerships Act 2000 (414)
- Limited Partnerships – Limited Partnerships explained (48)
- Managed Service Companies (419)
- Mobile Working (702)
- Model-Trade Association – The Model Code for Trade Associations (243)
- New Business Kit – Financial, Tax and Accounting Considerations of Starting a New Business (617)
- Opta Guernsey Based Franchise and IP Services (245)
- Partnership Agreements – Do you need a Partnership Agreement? (290)
- Private Equity (397)
- Quality Management for Small Businesses (626)
- Quick Tips for Starting in Business (82)
- Resources for Young Entrepreneurs (758)
- Search Engine Optimisation for Accountants (498)
- Search Engine Optimisation for Solicitors (439)
- Setting up Business in the UK – Tips and Traps for Foreign Business Investors (344)
- Shareholder Agreements – The Facts on Shareholders' Agreements – You should hope for the best, but plan for the worst (252)
- Small Business Pressures – Understanding the pressures on small businesses (106)

- Small Business Start-up Checklist – Getting the best possible start (33)
- Small Firms Loan Guarantee Scheme – A guarantee from the government, helping small firms lacking security to access loans from banks and other lenders (34)
- SME Statistics – Statistics for Small and Medium-Sized Enterprises (SMEs) (583)
- Social Media ... and other Online Networks for Business (763)
- Starting a Retail Business – Opening a Retail Shop (543)
- Terms and Conditions of Trading (618)
- The Business Banking Code (301)
- The Business of Marketing (60)
- The Employment Relations Act (289)
- The High Growth SME Coaching Programme (578)
- The London Stock Exchange Markets (476)
- The Paperless Office (685)
- The PLUS Markets Group (404)
- The Transparency Directive (413)
- The Unfair Commercial Practices Directive (597)
- The Web Marketing Guide – How to promote our web site (18)
- Trademark Registration – Registration of your Trade Mark – There are a number of steps involved..... here's how to do it (14)
- UK Government Support for Entrepreneurs and Investors (355)
- Venture Capital – Tips and traps and more (22)
- Venture Capital Finance without Debt (231)
- Venture Capital Trusts (667)
- Virtual Business Networks (238)
- What are Cooperatives (659)
- What can a Blog do for your Business? (409)
- What makes an Entrepreneur – understanding what makes an Entrepreneur (454)

## Insurance, Pensions and Investment

- American Depositary Receipts Explained (519)
- Business Insurance – For greater certainty and protection (466)
- Business interruption Insurance (436)
- Business Loan Protection – How Insurance Can Protect Your Business (491)
- Buying a Residential Property in France (661)
- Buying a Residential Property in Germany (776)
- Buying a Residential Property in Italy (682)
- Buying a Residential Property in Portugal (353)
- Buying a Residential Property in Spain (676)
- Buying a Residential Property in the USA (306)
- Buying an Annuity – What are the things to watch out for? (450)
- Buying Property to Let – Buying Residential Property to Let (386)
- Case Study – How to benefit from a Deed of Variation ...personal financial planning strategies that work (100)
- Case Study – How to invest your inheritance – Investing your inheritance, and keeping the taxman at bay- Personal financial strategies that work (96)
- Case Study – Insuring Key Employees – How to insure key employees ... personal financial planning strategies that work (77)
- Case Study - Maximising your SSAS – How to get the best out of your SSAS... personal financial strategies that work (190)
- Case Study – Partnership Protection – How to protect the partners....personal financial planning strategies that work (76)
- Case Study – Using Trusts – Trusts can be complex but they can work wonders too... (102)
- Corporate Venturing – Tax relief under the New Rules (371)
- Critical illness Insurance – “the biggest threat of all facing most small businesses is the death or serious illness of a partner or part-owner of the business” (351)
- Deferring your State Pension (628)
- Directors and Officers Insurance – Do you need it? (507)
- Effective Investment – The Foundation for Business Success (554)
- Employee Benefit Trusts (249)
- Financial Strategy – Personal Pensions – Facts you always wanted to know about Personal Pension Schemes...personal financial strategies that work (186)
- FURBS – Maximising Retirement Benefits with FURBS (83)
- Getting to grips with Property Investment (693)
- Glossary of Accounting Terms (747)
- Glossary of Business Financial Ratios (751)
- Glossary of Corporate Finance Terms (746)
- Glossary of Disaster Management Terms (752)
- Glossary of Insolvency Terms (749)
- Glossary of Insurance Terms (521)
- Glossary of Investment and Financial Terms (748)
- Glossary of Islamic Investment and Financial Terms (750)
- Glossary of Raising Finance Terms (753)
- Glossary of US Property and Mortgage Terms (302)
- Green Paper on Pensions (593)
- Hedge Funds Explained (575)
- How to invest in Second hand Endowments (90)
- Immediate Vesting Personal Pensions (396)
- Improving Your State Pension (530)
- Independent Financial Advice – Getting the right advice on pensions and mortgages....independent financial advice that makes a difference (110)
- Individual Savings Accounts – Your questions answered (178)
- Insider Dealing and Market Abuse – Insider dealing and Market Manipulation (599)
- IPAs – A New Style of Pension (421)
- ISAs – Individual Savings Accounts – A Brief Introduction (291)
- Key Current Tax and Other Rates and Regulations (727)
- Key Financial Terms and Business Ratios (705)
- Life Assurance & Pensions as Investments – Different Investment Products Explained (42)
- Life Assurance Advice – Life Assurance – a role to play in protecting your assets and minimising your tax bills (12)

- Life Assurance as an Investment – What every taxpayer should know about Life Assurance as an investment (278)
- MiFID: The Markets in Financial Instruments Directive (332)
- New Capital Gains Tax Rules for Taxpayers – Capital Gains Tax and Investments (260)
- New Pensions Regulations... New regulator takes over from Opra (606)
- Non Traditional Assets (710)
- Pension Changes (717)
- Pension Sharing Regulations (367)
- Pensions Advice - Pensions Advice – Pensions Premiums a very effective tax relief (9)
- Pension Credits - Radical Pension Reform: Rewards for those who save for Retirement (440)
- Personal Financial Checklist – Short – Personal Financial Planning – A quick checklist to help you to review your finances (24)
- Personal Financial Strategy – Group Life and Death-in-Service – Facts you always wanted to know about Group Life and Death-in-Service (69)
- Personal Financial Strategy – Partnership Protection – facts you always wanted to know about Partnership Protection (70)
- Phantom Share Schemes – Phantom Share Options – Incentivising Employees when Company Shares are Unavailable (506)
- Private Medical Insurance – Making it easier to select the right Private Medical Insurance (244)
- Protecting Family Wealth (704)
- Retirement Options – So you want to plan for your retirement – But what are the options? (251)
- Risk management in times of financial crisis (700)
- Self-Administered Pensions – Self Administered Pension Schemes – a well-managed SSAS can be a tax-exempt, non-trading investment fund (3)
- Self-Employed Protection Insurance – Self-Employed and Partnership Financial Protection Insurance... Protecting your business and your family (247)
- Self-Invested Personal Pensions – SIPPS – How to Control Your Pension Destiny – Using Self-Invested Personal Pensions as part of your Retirement Strategy (224)
- Shareholder Perks – Perks for UK Shareholders (273)
- Spread Betting (372)
- Stakeholder pensions – A new deal? (299)
- Starting and Running an Investment Club (738)
- Tax Relief on Film Investment – Tax Benefits from Investing in Film Partnerships (445)
- Tax Shelters – How sheltered is your income?... tax planning strategies that work (188)
- Tax-Efficient Investments (422)
- Tax-Residence and Domicile – Your tax residence status (193)
- The EIS and Reinvestment Relief - The Enterprise Investment and Reinvestment Relief (323)
- The Facts on Shareholders' Agreements – You should hope for the best, but plan for the worst (252)
- Woodlands and Taxation (365)

## Retirement and Succession Planning

- Buying a Residential Property in France (661)
- Buying a Residential Property in Germany (776)
- Buying a Residential Property in Italy (682)
- Buying a Residential Property in Portugal (353)
- Buying a Residential Property in Spain (676)
- Buying a Residential Property in the USA (306)
- Case Study - Maximising your SSAS – How to get the best out of your SSAS... personal financial strategies that work (190)
- Case Study – Partnership Protection – How to protect the partners....personal financial planning strategies that work (76)
- Deferring your State Pension (628)
- Employee Benefit Trusts (249)
- Financial Strategy – Personal Pensions – Facts you always wanted to know about Personal Pension Schemes...personal financial strategies that work (186)
- FURBS – Maximising Retirement Benefits with FURBS (83)
- Glossary of US Property and Mortgage Terms (302)
- How to Succeed with your Succession Planning – “If the business of Succession is not done through process by planning it will be done by crisis – a failure to plan – with perhaps disastrous results” (276)
- Life Assurance & Pensions as Investments – Different Investment Products Explained (42)
- Life Assurance Advice – Life Assurance – a role to play in protecting your assets and minimising your tax bills (12)
- Life Assurance as an Investment – What every taxpayer should know about Life Assurance as an investment (278)
- Passing on Wealth to the Family – Passing on your wealth to the family – wealthy and wise, but are you healthy? (84)
- Pension Changes (717)
- Pension Credits - Radical Pension Reform: Rewards for those who save for Retirement (440)
- Pensions Advice - Pensions Advice – Pensions premiums...a very effective tax relief (9)
- Personal Financial Checklist – Short – Personal Financial Planning – A quick checklist to help you to review your finances (24)
- Protecting Family Wealth (704)
- Realising Your Investment : Selling a Hi-Tech Company (272)
- Retirement Options – So you want to plan for your retirement – But what are the options? (251)
- Self-Administered Pension Schemes – a well-managed SSAS can be a tax-exempt, non-trading investment fund (3)
- Self-Employed Protection Insurance – Self-Employed and Partnership Financial Protection Insurance... Protecting your business and your family (247)
- Self-Invested Personal Pensions – SIPPS – How to Control Your Pension Destiny – Using Self-Invested Personal Pensions as part of your Retirement Strategy (224)
- Stakeholder pensions – A new deal? (299)

## Business and Strategic Planning

- 101 Ways to Promote your Business (280)
- 130 Reasons why some people are much, much more successful in business than others (551)
- 7 Steps to Explosive Growth – The 7 Steps to Explosive Business Growth ...And How to Achieve it (625)
- A Guide to Buying Accounting Software (233)
- Affiliate Marketing – The “pay for performance” method of promoting your business (637)
- An Accountant cannot certify everything! (647)
- Appointing a Design Consultant (577)
- Appointing an Advertising Agency (592)
- Are You On Target – As your business grows from conception to maturity, the managerial growing pains along the way pose many challenges (50)
- Attitudes and Behaviours that create – Small Business Success (358)
- Bank Lending against Book Debts – The impact of the Brumark decision (556)
- Benchmarking – Improving Business Performance – Benchmarking may be the solution you’ve been looking for (142)
- Bhagoals Corporate Vision – Corporate Vision – A Changing Picture – Now You See It, Now You Don’t (4)
- BPR – Best Practice in Business Process Re-engineering and Process Design (16)
- Brainstorming – What it is and how it works (478)
- Brands – Why be a Brand? ...an insight into what “brands” really are (103)
- Building a Winning Internet Business Plan (366)
- Business Consultancy – Don’t lose out – there are gems of advice just waiting for you and your company (132)
- Business Continuity Planning – the livelihood of your business depends on it (644)
- Business Cycles – How small businesses can identify and finance them (254)
- Business Development Questionnaire (268)
- Business Links – What your Local Business Link can do for you (246)
- Business Plan and Checklist – Better Business Plans – and a Checklist for Success (28)
- Business Ratios – How well do you know your business?...lessons in understanding financial ratios (131)
- Business Strategy – What it is and how it works (430)
- Business Strategy: A quick overview (610)
- Business Survival Lessons – How to survive ...lessons in business survival (107)
- Cashflow Solutions for Small Business – How small businesses can cope with cashflow problems (181)
- Cause-Related Marketing – Delivering Good with the Goods: Cause-Related Marketing (329)
- Checklist for Growing Businesses – How are we doing? An Effectiveness Checklist for the Growing Business (177)
- Client Care – The Challenges Facing Professional Firms (532)
- Competitive Advantage through Marketing Audit – Gaining competitive Advantage through your Marketing Audit (200)
- Competitive Intelligence (473)
- Competitiveness – How the best UK companies are winning at business (333)
- Configuration Management – Giving Organisations the information they need to make sure their products perform as intended (538)
- Corporate Governance - The Code of Best Practice: Greenbury, Cadbury, Hampel and more (274)
- Corporate Health Checklist – Time you checked up on your corporate health? A regular health check may help your business survive (163)
- Customer Advisory Boards – “Only by really understanding your customers will you exceed surviving and move to thriving” (39)
- Customer Loyalty - The New Corporate Benchmark (360)
- Debit and Credit Cards (689)
- Demographics – Demography...and what it can do for you (354)
- Developing your Marketing Plan (565)
- Due Diligence –Strategic Issues (275)
- Earn-Outs (394)
- Elements of Style – The classic 1918 book on writing by William Strunk (550)
- Emotional Intelligence (528)
- Employee Benefit Trusts (249)
- Enterprise Zones (718)

- Executive Coaching & Mentoring....how it could provide the answers to those difficult problems (286)
- Fees – Professional Fees – getting “Help” at a cost you expect....with no surprises except pleasant ones (17)
- Financial Assistance in the Acquisition of Shares (675)
- Four Ways To Grow a Business – “The 4 Ways to Grow” your business ...How a different approach from your accountant can make all the difference (27)
- Franchising – Important things you should know about Franchising (124)
- Getting PR for your Business – promotion without a big budget (258)
- Glossary of Accounting Terms (747)
- Glossary of Business Continuity Management Terms (248)
- Glossary of Business Financial Ratios (751)
- Glossary of Corporate Finance Terms (746)
- Glossary of Disaster Management Terms (752)
- Glossary of Insolvency Terms (749)
- Glossary of Investment and Financial Terms (748)
- Glossary of Islamic Investment and Financial Terms (750)
- Glossary of Marketing Terms (721)
- Glossary of Raising Finance Terms (753)
- Going Green (585)
- Going Public – have you considered the options? (138)
- Government Backed Training – Training Schemes and Funding backed by the Government (377)
- How “Excellence” in Business can make a Difference (255)
- How Green is your Business – Do you have a “Green” business? (109)
- How to Grow Your Business (197)
- How to Make Better Presentations (535)
- How to price what you sell (449)
- How to Win Customers – How to win profitable customers away from competitors (373)
- Identity Theft (586)
- Information about Shell Companies (715)
- Interim Management - Because business today moves so fast and is so competitive (327)
- Investor Relations – The secrets of Investor relations – gaining value from perception and performance (261)
- Keeping Proper Accounting Records – The importance of keeping proper accounting records (128)
- Key Account Management (709)
- Key Current Tax and Other Rates and Regulations (727)
- Key Financial Terms and Business Ratios (705)
- Knowledge Transfer Partnerships: What they are and the benefits they provide (176)
- Lawyers & partnership – Lawyers: Becoming a Partner....for the first time (26)
- Leveraging Success for your Business – Eighteen ways to leverage success for your business (282)
- Making Acquisitions Succeed – At last... the secrets to make acquisitions succeed (43)
- Managing and Recovering Debt (692)
- Managing Costs (664)
- Manual Accounting Systems – Ideas for your manual bookkeeping (136)
- Marketing for Small Businesses – Marketing secrets for Small Businesses (281)
- Marketing Research for Small Businesses (531)
- Measuring Customer satisfaction (237)
- Mobile Working (702)
- More Sales Through telemarketing (533)
- Mortgage and Loan Repayments Tables (170)
- Non-Disclosure Agreements – Why Confidentiality Agreements (or NDAs) are important if you want to protect confidential or sensitive information (615)
- Non-Executive Directors – The Role of a Non-Executive Director (452)
- Outsourcing – Tips and traps of Outsourcing (266)
- Outsourcing Internal Audit – Outsourcing the Internal Audit Function (582)
- Partner Evaluation – Partner/Principal Self-Evaluation ...an essential part of the success matrix of a professional firm (649)
- Partnering – How Organisations and their Suppliers gain through Trust and Co-operation (529)
- Pension Changes (717)
- Press Releases – How to Write Them – how to write them and get them published (316)
- Print Buying – Getting the best out of your print job (645)
- Product Liability – (362)

- Recording and Monitoring Phone Calls and E-mails – A general overview of interception, recording and monitoring of communications (641)
- Remote Working – Call it teleworking, telecommuting, home working or outworking...It's catching on fast (383)
- Resources for Young Entrepreneurs (758)
- Risk Management Guidelines – Do you know what would happen to your business if....someone slipped and fell on your property? A customer sued you for an error you made? An employee stole funds? A power surge knocked out your computers? Someone hacked into your computer system and stole your company's secrets? A product you made injured or poisoned someone? (594)
- Risk management in times of financial crisis (700)
- Risk Management Issues (640)
- Sales Promotion (518)
- Schemes of Arrangement (730)
- SIC Codes in the UK – Standard Industrial Classification (SIC) of UK Organisations (459)
- Simple Sales Methods that Work (560)
- Six Sigma for World Class Performance –An introduction to the most powerful breakthrough management tool ever devised (536)
- Small Business Pressures – Understanding the pressures on small businesses (106)
- SME Statistics – Statistics for Small and Medium-Sized Enterprises (SMEs) (583)
- Social Media ... and other Online Networks for Business (763)
- Standard & Poors – What does it mean? What does it stand for? (563)
- Strategic Audits – Historical financial results aren't the only thing to audit (15)
- Successful Cashflow Management in a Recession (553)
- Successful Companies – What makes a successful company? (168)
- Support for UK SMEs from the European Investment Bank (547)
- Survival – How to ensure your business is fit to face the future (341)
- Systems Management – How good systems can transform your business (642)
- Tax Relief on Website Costs (385)
- Terms and Conditions of Trading (618)
- The Art of Delegation (305)
- The Business Banking Code (301)
- The EC Invoicing Directive – VAT invoicing in the electronic age (646)
- The Marketing Mix – Rules for successfully marketing your products and services (517)
- UK Real Estate Investment Trusts (REIT) Regime (729)
- The Single Euro Payments Area (SEPA) (716)
- The Transparency Directive (413)
- The Web Marketing Guide – How to promote our web site (18)
- Trademark Registration – Registration of your Trade Mark – There are a number of steps involved....here's how to do it (14)
- Understanding Accounts – Throwing the light on accounts – Do you understand them? (236)
- Use Your Telephone to Maximum Potential (283)
- Using Ratio Analysis – Using Ratio Analysis to measure Business performance (357)
- What Accountants can file online for their clients (691)
- What can a Blog do for your Business? (409)
- What Small Business Banking Customers Want – Information on banking relationships and support for SMEs (509)

## Finding Money for your Business

- AIM Explained – Unwrapping the mystery of the Alternative Investment Market (46)
- AIM Nominated Advisor – AIM – The role of the Nominated Advisor (45)
- American Depositary Receipts Explained (519)
- Business Angels – when entrepreneurs and investors get together (292)
- Business Grants and Financing Sources for SMEs (105)
- Business Links – What your Local Business Link can do for you (246)
- Cashflow Solutions for Small Business – How small businesses can cope with cashflow problems (181)
- Companies Legislation in the UK (677)
- Corporate Venturing (371)
- Factoring and Invoice Discounting – ready-made solutions for the growing business (123)
- Glossary of Corporate Finance Terms (746)
- Glossary of Raising Finance Terms (753)
- Going Green (585)
- Going Public – have you considered the options? (138)
- Guide to Lending Sources (420)
- Information about Shell Companies (715)
- Key Current Tax and Other Rates and Regulations (727)
- Key Issues in Legal Due Diligence (703)
- Leasing – the hidden secrets of leasing ...buying assets has never been easier (159)
- Managing and Recovering Debt (692)
- Mortgage and Loan Repayments Tables (170)
- Nasdaq – The Nasdaq Stock Market ...including NASDAQ-Europe (229)
- Private Equity (397)
- Private Placing Memorandum and Prospectus – How to raise share capital privately ...even small companies with big ideas can raise the money they need (114)
- Prospectus Directive – A new regime for public offers (587)
- Resources for Young Entrepreneurs (758)
- Small Firms Loan Guarantee Scheme – A guarantee from the government, helping small firms lacking security to access loans from banks and other lenders (34)
- Successful Cashflow Management in a Recession (553)
- Support for UK SMEs from the European Investment Bank (547)
- The Business Banking Code (301)
- The High Growth SME Coaching Programme (578)
- The London Stock Exchange Markets (476)
- The PLUS Markets Group (404)
- The Professional Securities Market (643)
- UK Corporate Finance Quick Reference Guide (630)
- UK Government Support for Entrepreneurs and Investors (355)
- Venture Capital – Finance without debt – A guide to sources of venture capital under £250,000 (231)
- Venture Capital – Tips and traps and more (22)
- Venture Capital Trusts (667)
- What are Cooperatives (659)
- What is a Social Enterprise (724)
- What Small Business Banking Customers Want – Information on banking relationships and support for SMEs (509)

## Companies in Trouble

- Acquiring a Business Failure – Turning disaster into success... how to acquire a business that's failed (172)
- Business Survival Lessons – How to survive ...lessons in business survival (107)
- Company Voluntary Arrangements – The Solution for Distressed Businesses (154)
- Corporate Manslaughter and Corporate Homicide (369)
- COSEC – Liquidations, Administrations, Receiverships and VA – “The Company Secretary” – Liquidations, Administrations, Receiverships and Voluntary Arrangements (216)
- Crisis Management (678)
- In Debt – In Debt? The Small Business Debtline may help (379)
- Joint & Several Liability (158)
- Key Current Tax and Other Rates and Regulations (727)
- Managing and Recovering Debt (692)
- Small Business Pressures – Understanding the pressures on small businesses (106)
- Support for UK SMEs from the European Investment Bank (547)
- The Insolvency Regime (602)

## Using Technology

- A Guide to Buying Accounting Software (233)
- A Guide to Online Trading (663)
- Application Service Providers – Are they set to change the face of computing? (492)
- Article Marketing (558)
- Business Quality E-mail – a very powerful tool (257)
- Buying a Computer – A step-by-step guide to buying a computer (119)
- Buying and Selling on eBay (723)
- Buying a Telephone System – Everything you ever wanted to know about buying a telephone system (398)
- Choosing a Hosting Company (687)
- Click-Use-Pay – “Click-Use-Pay” New Government plans to boost the knowledge economy (429)
- Computer Viruses – everything you need to know about Computer Viruses (91)
- Data Protection Act – Is your data legal? Practical advice about the Data Protection Act (118)
- Data Scraping (755)
- Ebook Publishing for Small Businesses (698)
- E-Commerce – How small businesses can do business on the Internet (199)
- E-Commerce and Taxation – The Taxation Implications of E-Commerce (437)
- Electronic Commerce – E-Commerce: What is it....and how will it affect UK businesses? (293)
- Electronic Conveyancing – The ability to buy homes and land may be nearer than you think (481)
- Employee Internet Use Policy – Does Your Business Have One? (559)
- Fast Internet Access – How Fast is your Internet Connection? (503)
- Getting the best from your computer(330)
- Glossary of E-Commerce and Web Terms (402)
- Glossary of Social Media Terms (764)
- How to make the most of your Practice Website (712)
- How valuable is your Domain Name? (392)
- Identity Theft (586)
- Information Technology Working for Small Businesses (671)
- Intellectual Property – Budding Innovators can learn how to make the most of their ideas and protect themselves from counterfeiters (446)
- Internet – Understanding the basics – what is the Internet? (185)
- Internet Business Plan – Building a Winning Internet Business Plan (366)
- Is Your Website Breaking the Law? (477)
- Knowledge Transfer Partnerships: What they are and the benefits they provide (176)
- Making Phone Calls across Computer Networks... Voice Over Internet Protocol (VOIP) (697)
- Managing SPAM (681)
- Mobile Working (702)
- Non Geographic Phone Numbers (731)
- Search Engine Optimisation (632)
- Search Engine Optimisation for Recruitment Businesses (740)
- Search Engine Optimisation for Solicitors (439)
- Securing your Online Data Transfer with SSL (694)
- Social Media ... and other Online Networks for Business (763)
- Successful Intranets – The 10-point plan for a successful Intranet (192)
- Tax Relief on Website Costs (385)
- Telecoms Advice for Small Businesses (426)
- Text Messaging – Communicating on the move (458)
- The E-Commerce Directive (443)
- The Electronic Communications Act ...E-commerce friendliness in the UK (235)
- The Idiot’s Guide to Domain Names (388)
- The Paperless Office (685)
- The Plain English Guide to Designing Clear Websites (713)
- The safety facts about working with VDUS (226)
- The Web Marketing Guide – How to promote your web site (18)
- Top Ten Items to Post on your Intranet (734)
- Usability Testing of Websites (598)
- Unsolicited Telemarketing (679)
- VAT and Trading on the Internet (561)
- Virtual Business Networks (238)
- Virtual Private Networking (526)
- What Accountants can file online for their clients (691)
- What can a Blog do for your Business? (409)

- Wireless Networking (662)

## Your Home, Your Money, Your Car

- A Guide to Online Trading (663)
- Buying a Business Car – everything you always wanted to know about buying your business car (300)
- Buying a Residential Property in France (661)
- Buying a Residential Property in Germany (776)
- Buying a Residential Property in Italy (682)
- Buying a Residential Property in Portugal (353)
- Buying a Residential Property in Spain (676)
- Buying a Residential Property in the USA (306)
- Buying an Annuity – What are the things to watch out for? (450)
- Buying and Selling on eBay (723)
- Buying Property to Let – Buying Residential Property to Let (386)
- Car Purchase Options - Buying a car on finance? Here are the options (169)
- Case Study – Financial Impact of Divorce – how to cope with the financial impact of divorce (101)
- Case Study – How to invest your inheritance – Investing your inheritance, and keeping the taxman at bay- Personal financial strategies that work (96)
- Case Study – Using Trusts – Trusts can be complex but they can work wonders too... (102)
- Centre of Main Interests – New EU Cross-Border Insolvency Laws (638)
- Child and Working Tax Credits – Financial Support for Low-Income Workers and Families (350)
- Commonhold and Leasehold Reform – A new alternative to leaseholds (423)
- Company Cars and CO<sup>2</sup> Emissions (469)
- Company Car Fleet Management (619)
- Deferring your State Pension (628)
- Different Mortgages – Different Mortgage Products – but which is best? (134)
- Electronic Conveyancing – The ability to buy homes and land may be nearer than you think (481)
- Getting to grips with Property Investment (693)
- Glossary of Financial Investment Business Terms and Ratios (705)
- Glossary of Insurance Terms (521)
- Glossary of Investment and Financial Terms (748)
- Glossary of Islamic Investment and Financial Terms (750)
- Glossary of Probate and IHT Terms (650)
- Glossary of US Property and Mortgage Terms (302)
- Green Paper on Pensions (593)
- HomeBuy Direct: A new and affordable scheme for home ownership (198)
- Home Information Packs (744)
- Improving Your State Pension (530)
- Independent Financial Advice – Getting the right advice on pensions and mortgages... independent financial advice that makes a difference (110)
- Individual Savings Accounts - your questions answered (178)
- Individual Voluntary Arrangements – How individuals can solve their debt problems (576)
- Information About Company Cars (137)
- Insolvent Tenants: Options for Landlords (778)
- Life Assurance & Pensions as Investments – Different Investment Products Explained (42)
- Limited Companies in Debt (652)
- MiFID: The Markets in Financial Instruments Directive (332)
- New Deal for Tenants – A Clearer, Fairer Deal for Private Tenants (546)
- New Guide to Mortgage Maze – 10 Key Questions (352)
- Non Traditional Assets (710)
- Pension Changes (717)
- Pension Sharing Regulations (367)
- Personal Financial Checklist – Short – Personal Financial Planning – A quick checklist to help you to review your finances (24)
- Private Residence Relief – Tax rules dealing with the disposal of private property and gardens (636)
- Protecting Family Wealth (704)
- Refrigerants and the Environment – A short guide for businesses (768)
- Releasing Equity in Your Home – Increasing your income in later years (544)
- Remortgaging – saving money by switching to a new home loan (295)
- Risk management in times of financial crisis (700)
- School Fees Planning – How to spread the cost of educating your children (108)
- Spread Betting (372)

- Starting and Running an Investment Club (738)
- Tax and Business Travel – The Facts on Business Travel (116)
- Tax Efficiency 2008/9 Edition (611)
- Tax-Efficient Investments (422)
- The Art of Barter (540)
- The Professional Securities Market (643)
- The Rule of 78 – Beware! Some lenders charge a substantial penalty on early settlement of loan agreements (596)

## Wills and IHT Planning

- Case Study – Deed of Variation – How to benefit from a Deed of Variation ...personal financial planning strategies that work (100)
- Case Study – Inheritance Tax Planning – How to plan effectively for inheritance tax ....personal financial planning strategies that work (78)
- Giving Shares and Securities to Charities (462)
- Glossary of Probate and IHT Terms (650)
- IHT - Alterations to an inheritance after death (471)
- IHT – Personal Representatives Responsibilities – Responsibilities of Personal Representatives (470)
- IHT - Saving with Trusts – How Trusts can help you to save Inheritance Tax (335)
- IHT - Settled Property (472)
- Inheritance Tax – “It’s given low priority against perceived degree of immortality” (44)
- Make a Will – Where there’s a Will... (38)
- Making a Gift – Making a Gift to Charity (117)
- Passing on Wealth to the Family – Passing on your wealth to the family – wealthy and wise, but are you healthy? (84)
- Pension Changes (717)
- Power of Attorney and Living Will – What are they and how do they work? (349)
- Protecting Family Wealth (704)
- Taxation of Pre-Owned Assets (674)
- The Tax Aspects of Administering an Estate after Death (416)

## Expanding your Business

- 101 Ways to Promote your Business (280)
- 7 Steps to Explosive Growth – The 7 Steps to Explosive Business Growth ...And How to Achieve it (625)
- Acquiring a Business Failure – Turning disaster into success... how to acquire a business that's failed (172)
- Acquisitions Checklist (162)
- AIM Explained – Unwrapping the mystery of the Alternative Investment Market (46)
- AIM Nominated Advisor – AIM – The role of the Nominated Advisor (45)
- Are You On Target – As your business grows from conception to maturity, the managerial growing pains along the way pose many challenges (50)
- Bhagoals Corporate Vision – Corporate Vision – A Changing Picture – Now You See It, Now You Don't (4)
- BPR – Best Practice in Business Process Re-engineering and Process Design (16)
- Business Development Questionnaire (268)
- Business Grants and Financing Sources for SMEs (105)
- Buying the Business of an Insolvent Company (595)
- Changing Accountants – appointing us is so easy (32)
- Checklist for Growing Businesses – How are we doing? An Effectiveness Checklist for the Growing Business (177)
- Companies Legislation in the UK (677)
- Cross-Border Deals – Merger and Acquisition Checklist (29)
- Customer Advisory Boards – “Only by really understanding your customers will you exceed surviving and move to thriving” (39)
- DBERR and other Business Support Initiatives (54)
- Debit and Credit Cards (689)
- Doing Business Overseas (49)
- E-Commerce – How small businesses can do business on the Internet (199)
- EU Services Directive (737)
- Financial Support for Entrepreneurs and Investors (355)
- Four Ways To Grow a Business – “The 4 Ways to Grow” your business ...How a different approach from your accountant can make all the difference (27)
- Franchising – Important things you should know about Franchising (124)
- Franchising Checklist (230)
- Getting PR for your Business – promotion without a big budget (258)
- Glossary of Marketing Terms (721)
- Going Green (585)
- Going Public – have you considered the options? (138)
- Guide to Owning and Running a Market or Street Stall (779)
- Guiding Towards Profit – helping businesses to grow – we do much more than preparing and auditing accounts (183)
- How do Business Rates Affect You? (726)
- How to Grow Your Business (197)
- Identity Theft (586)
- Information about Shell Companies (715)
- Joint Ventures and Alliances – Profiting from Joint Ventures and Alliances (62)
- Knowledge Transfer Partnerships: What they are and the benefits they provide (176)
- Leveraging Success for your Business – Eighteen ways to leverage success for your business (282)
- Making Acquisitions Succeed – At last... the secrets to make acquisitions succeed (43)
- Managed Service Companies (419)
- Managing and Recovering Debt (692)
- Marketing for Small Businesses – Marketing secrets for Small Businesses (281)
- Mergers and Acquisition Checklist – What to look for when acquiring a business (174)
- Mergers and Acquisitions Checklist – a checklist to help you succeed (63)
- Mobile Working (702)
- More Sales Through telemarketing (533)
- Negotiation Skills (773)
- Private Equity (397)
- Quality Management for Small Businesses (626)
- Search Engine Optimisation (632)
- Search Engine Optimisation for Accountants (498)
- Search Engine Optimisation for Solicitors (439)
- Social Media ... and other Online Networks for Business (763)
- Strategic Audits – Historical financial results aren't the only thing to audit (15)

- The business of marketing (60)
- The Employment Relations Act (289)
- The High Growth SME Coaching Programme (578)
- The London Stock Exchange Markets (476)
- The Paperless Office (685)
- The Payment Services Directive (555)
- The PLUS Markets Group (404)
- The Professional Securities Market (643)
- The Unfair Commercial Practices Directive (597)
- The Web Marketing Guide – How to promote your web site (18)
- Unsolicited Telemarketing (679)
- Venture Capital – Finance without debt – A guide to sources of venture capital under £250,000 (231)
- Venture Capital – Tips and traps and more (22)
- Venture Capital Trusts (667)
- What can a Blog do for your Business? (409)
- Winning Customers through Superior Service (314)

## Specialist Sectors

- 12-Point Plan UK Textile and Clothing Industry – 12 Point Plan for the UK Textile and Clothing Industry (411)
- ABI Guidelines – Association of British Insurers: Guidelines for Listed Companies (271)
- Agricultural Buildings Allowance – how farmers can benefit by reducing their tax liabilities (311)
- Article Marketing (558)
- Care Homes – Running a Residential, Care or Nursing Home (5)
- Charities and Charitable Giving (389)
- Charity Trustees Duties and Responsibilities – Are you a Charity Trustee? Discover your responsibilities (148)
- Church Accounting (648)
- Client Care – The Challenges Facing Professional Firms (532)
- Community Interest Companies... Enterprise for Communities (620)
- Construction Industry Tax Scheme – The Construction Industry Scheme (CIS) (331)
- Corporate Governance - The Code of Best Practice: Greenbury, Cadbury, Hampel and more (274)
- Credit Unions – The secrets of establishing and running of a Credit Union (262)
- Data Protection: exemption from notification for not for profit organisation (340)
- Dentist Management – Management of a Dentist's Practice (2)
- ElderCare – care for the elderly and infirm – Everything you need to know about care for the elderly and infirm (336)
- Employment Agencies – Bringing employment agency regulation into the 21st century (387)
- Essential facts for lawyers – Getting into shape for a 21st Century firm (146)
- Farming – Farming Today (35)
- Film and TV Industry – Tax Guidance Notes (634)
- Forming a Charity – how to establish a Charity (448)
- Friendly Societies (505)
- Giving Shares and Securities to Charities (462)
- Glossary of Economics Terms (769)
- Glossary of EU Terms (568)
- Glossary of Grammatical Words and Terms (242)
- Glossary of Latin Terms (590)
- Glossary of Legal Terms (250)
- Glossary of London Stock Exchange Terms (298)
- Glossary of Print-Buying and Paper Management Terms (603)
- Glossary of Social Media Terms (764)
- Glossary of UK Parliamentary Terms (765)
- Glossary of Workplace Terms (767)
- Guide for Pension Scheme Trustees (502)
- Guide to Owning and Running a Market or Street Stall (779)
- Guide to Small Food Businesses – The guide to starting, developing and expanding a small food business (284)
- Help for Rural Communities (482)
- Help on Tax for Clubs, Societies and Associations – Help is available to cope with taxation (382)
- Hotels and Restaurants – Hospitality is big business! Practical tips for Hotel and Restaurant owners (66)
- How to succeed in Estate Agency ....practical lessons in business management, finance and marketing (147)
- How valuable is your Domain Name? (392)
- Increased Standards in Car Servicing – Car workshops to be given their own "secret MOT tests" (534)
- Launderette and Dry Cleaning Businesses (635)
- Lawyers & partnership – Lawyers: Becoming a Partner....for the first time (26)
- Lawyers Summary – What every lawyer wants to know – Summary of essential facts for lawyers (201)
- Lawyers Time Recording, Billing and Collection – Tips on time recording, billing and collection....essential things every lawyer should know (144)
- Legal Aid Franchising – an opportunity or a threat? (41)
- Lift Safety Directive (315)
- Litigation Support (59)
- Management of Opticians Practices (541)
- Managing a Legal Practice – essential things every managing partner should know (145)
- Model-Trade Association – The Model Code for Trade Associations (243)
- Motor Dealers and VAT – Special Situations (317)

- New Codes for Fair Trading – Robust codes of practice and a Quality Mark Builders Scheme to benefit business and consumers (467)
- Organic Farming – Are you missing out on a great opportunity? (75)
- Performing Right Licence – who needs one? (376)
- Personal Injury Claims (451)
- Refrigerants and the Environment – A short guide for businesses (768)
- Services to Chemists – Services to Chemists/Pharmacists (542)
- Services to the Construction Industry (8)
- Special NIC Rules for Entertainers (633)
- Specialist Services to Surveyors and Valuers – Surveyors and Valuers – How to achieve a successful practice (151)
- Specialist Services to Vets – Management of a Veterinary Practice (202)
- Starting a Retail Business – Opening a Retail Shop (543)
- Strategic Planning Checklist for Professional Firms (269)
- Support for Inventors (348)
- Taxation on Property Companies (431)
- The Bribery Act 2010 (777)
- The Care Standards Act 2000 (455)
- The National Service Framework for Older People (486)
- The Prince's Trust (695)
- Trading by Charities – The taxation implications (457)
- Trustee Act 2000 – The first major change in trust law for 75 years (444)
- VAT Margin Scheme for Tour Operators (408)
- Well Informed Doctor – Becoming a financially well-informed doctor (64)

## Management Buy-outs and Buy-ins

- Acquiring a Business Failure – Turning disaster into success... how to acquire a business that's failed (172)
- Acquisitions Checklist (162)
- Business Acquisition by Management – Leveraged Management Buy-outs and Buy-ins (363)
- Cross-Border Deals – Merger and Acquisition Checklist (29)
- Earn-Outs (394)
- Glossary of Corporate Finance Terms (746)
- Key Current Tax and Other Rates and Regulations (727)
- Key Issues in Legal Due Diligence (703)
- Making Acquisitions Succeed – At last... the secrets to make acquisitions succeed (43)
- Mergers and Acquisition Checklist – What to look for when acquiring a business (174)
- Mergers and Acquisitions Checklist – a checklist to help you succeed (63)
- Pre-Contract Enquiries – private company acquisitions and mergers (57)
- Pre-Contract Enquiries – Larger Transactions – public and larger company acquisitions and mergers (58)
- Private Equity (397)
- Venture Capital – Finance without debt – A guide to sources of venture capital under £250,000 (231)
- Venture Capital – Tips and traps and more (22)
- Venture Capital Trusts (667)

## Company Law and Directors' Responsibilities

- A Quick Look at LLPs – A quick look at Limited Liability Partnerships – An alternative to Limited Companies & Partnerships (566)
- A Short Guide to Managing the Downturn and Preparing for Recovery (378)
- Audit Regulation – What does audit regulations mean to your company? (129)
- Becoming a Company Director – Becoming a company director – what are the implications? (153)
- Changes to Reporting on Directors Pay (581)
- Companies Limited by Guarantee (735)
- Company Law and Directors Responsibilities – Do you know your responsibilities? Company Law for Directors (115)
- Company Particulars – A company has to comply with certain requirements when it shows its name... (10)
- Company Purchase of Own Shares – Complex Company Law and Tax Considerations (345)
- Company Reform Bill (736)
- Compensation on Termination of Appointments... Directors and Senior Executives (654)
- Corporate Governance - The Code of Best Practice: Greenbury, Cadbury, Hampel and more (274)
- Corporate Manslaughter and Corporate Homicide (369)
- COSEC – Accounting Periods – “The Company Secretary” Accounting Periods (195)
- COSEC – Changing Your Companies’ Name – “The Company Secretary” Changing the name of your Company (220)
- COSEC – Company Charges and Mortgages – “The Company Secretary” – Company charges and mortgages (205)
- COSEC – Company Name and Particulars Disclosure – “The Company Secretary” Company name and particulars requirements (222)
- COSEC – Company Names – “The Company Secretary” Company Names (219)
- COSEC – Company Secretary – Duties and Responsibilities – “The Company Secretary” Company Secretaries, their duties and responsibilities (210)
- COSEC – Dealing with Company Resolutions – “The Company Secretary” Dealing with Company Resolutions (204)
- COSEC – Disclosure Requirements for UK Companies – “The Company Secretary” Disclosure requirements for UK companies (207)
- COSEC – Document Filing Quality – “The Company Secretary” Document quality – what happens to documents sent to Companies House (211)
- COSEC – Document Filing Responsibility – “The Company Secretary” Directors’ responsibility for document delivery to Companies House (212)
- COSEC – Exemption from using LIMITED – “The Company Secretary” Exemption from using the word “limited” in a company name (223)
- COSEC – Flat Companies – “The Company Secretary” Special situations with Flat Management and similar companies (213)
- COSEC – Forming a UK Company – “The Company Secretary” – How to form a company in the UK (208)
- COSEC – Inactive Companies – “The Company Secretary” Inactive Companies (156)
- COSEC – Late Filing Penalties – “The Company Secretary” Filing your accounts late could mean a criminal record (165)
- COSEC – Liquidations, Administrations, Receiverships and VA – “The Company Secretary” – Liquidations, Administrations, Receiverships and Voluntary Arrangements (216)
- COSEC – New Companies – “The Company Secretary” – All the things that owners of newly-formed companies should know (221)
- COSEC – Overseas Companies – “The Company Secretary” Dealing with the registration of Overseas Companies (203)
- COSEC – Public Limited Companies – “The Company Secretary” Information about Public Limited Companies (218)
- COSEC – Restoring a Company to the Register – “The Company Secretary” Restoring a Company to the Register (171)
- COSEC – Share Capital – “The Company Secretary” Understanding the meaning of share capital (225)
- COSEC – Single Member Companies – “The Company Secretary” Single Member Companies (209)
- COSEC – Striking-off, Dissolution and Restoration – “The Company Secretary” Striking-off, Dissolution and Restoration procedures (217)

- COSEC – The Company Secretary's Role (130)
- COSEC – The Law on Business Names – “The Company Secretary” The law on use of a Business Name (214)
- COSEC – Timescale for Accounts – “The Company Secretary” Timescale for Accounts (157)
- COSEC – Updating the Memorandum and Articles – “The Company Secretary” Updating Your Company's Memorandum and Articles (19)
- COSEC – What does an Auditor do? – “The Company Secretary” What does an auditor do? (215)
- COSEC Modified Accounts – “The Company Secretary” – Modified accounts for some companies (36)
- Director Responsibility Checklist – Directors – Test your “Responsibility Factor” (31)
- Directors and Officers Insurance – Do you need it? (507)
- Directors Duties – A Quick Overview (359)
- Directors Duties and Responsibilities (342)
- Directors' Conflicts and Declarations of Interest (55)
- Directors' Service Agreements... What They Should Cover (653)
- Disqualification Orders Against Directors (514)
- Freedom of Information Act 2000 (699)
- Glossary of Legal Terms (250)
- How profitable is your Company Audit? (155)
- How Solvent Companies can be closed down (303)
- Keeping Proper Accounting Records – The importance of keeping proper accounting records (128)
- Limited Companies in Depth (652)
- Limited liability Partnerships – the Limited liability Partnerships Act 2000 (414)
- Limited Partnerships – Limited Partnerships explained (48)
- Non-Executive Directors – The Role of a Non-Executive Director (452)
- Offences under the Companies Act (493)
- Prospectus PPM and Verification Responsibilities – Director's Responsibilities and Liabilities – Relating to the issue of a Prospectus, Private Placing Memorandum and Verification Procedure (609)
- Purchase by Companies of Own Shares for Holding in Treasury (370)
- Shadow Directors – Are you a “shadow director”? If so – watch out for problems! (122)
- Statutory Audit Directive... New Audit Directive by 2008 (424)
- Terms of Reference for Board Committees (605)

## Doing Business in Other Countries

- A Charter for Small Firms in Europe – Aiming to make Europe the most dynamic and socially inclusive knowledge-based economy in the world by 2010 (417)
- Business Etiquette – doing Business Internationally (706)
- Buying a European Business – the mysteries explained (180)
- Buying a Residential Property in France (661)
- Buying a Residential Property in Germany (776)
- Buying a Residential Property in Italy (682)
- Buying a Residential Property in Portugal (353)
- Buying a Residential Property in Spain (676)
- Buying a Residential Property in the USA (306)
- Cross-Border Deals – Merger and Acquisition Checklist (29)
- Doing Business in Australia (574)
- Doing Business in Barbados (680)
- Doing Business in Canada (527)
- Doing Business in China (524)
- Doing Business in France (665)
- Doing Business in India (688)
- Doing Business in Malta (570)
- Doing Business in Oman (720)
- Doing Business in Pakistan (525)
- Doing Business in Russia (760)
- Doing Business in South Africa (573)
- Doing Business in Spain (672)
- Doing Business in the Isle of Man (6)
- Doing Business in The Netherlands (623)
- Doing Business in The Republic of Ireland (782)
- Doing Business in the United Arab Emirates (347)
- Doing Business in the United States of America (696)
- Doing Business In Turkey (545)
- Doing Business Overseas (49)
- Doing Business Panama (686)
- EU Services Directive (737)
- Euro Explained – Everything you need to know about the euro (256)
- Film and TV Production in Australia (579)
- Glossary of EU Terms (568)
- Glossary of US Property and Mortgage Terms (302)
- Information on Jersey Companies (580)
- Tax for Dual residents – Are you a dual resident? ...making sense of the tax rules (104)
- The “Societas Europaea” (666)
- The Luxembourg Audi-Visual Tax Incentive Scheme (631)
- The Payment Services Directive (555)
- The Single Euro Payments Area (SEPA) (716)
- UK Citizens Working Abroad – how your tax liability is affected (52)

## HR, Personnel and Health & Safety

- 360-Degree Feedback (461)
- A Guide to Sick Pay (762)
- A Short Guide to Managing the Downturn and Preparing for Recovery (378)
- AdvantAGE – Age Diversity in Employment (304)
- Agency Workers Directive – Working Conditions for Temporary Workers (567)
- Alternative Dispute Resolution and Mediation- Resolving employment disputes (512)
- Anti-Discrimination Legislation (589)
- Bullying & Harassment at Work – Essential facts all employers should know (513)
- Case Study – Insuring Key Employees – How to insure key employees ... personal financial planning strategies that work (77)
- Changing Employment Terms.. Brief Guide (673)
- Childcare At Work (418)
- Coming to Work in the UK (399)
- Compensation on Termination of Appointments... Directors and Senior Executives (654)
- Compromise Agreements (711)
- Contracts of Employment – most employment agreements are not contracts at all (312)
- Corporate Manslaughter and Corporate Homicide (369)
- Dealing with employees affected by cancer (384)
- Directors' Service Agreements... What They Should Cover (653)
- Disability Act – Disability Discrimination (270)
- Disclosure: Help for Organisations that Recruit People Positions of Trust (501)
- Dismissing an Employee (364)
- Emotional Intelligence (528)
- Employed or Self-Employed Status – Judging the right status (37)
- Employee Benefit Trusts (249)
- Employee Internet Use Policy – Does Your Business Have One? (559)
- Employee References – Are references obligatory? What should they say? (504)
- Employee Share Schemes – an update on what's available (403)
- Employing Children & Young Workers – Health & Safety Regulations (460)
- Employing people: a handbook for small firms (725)
- Employment Advice – what employers need to know when employing people (11)
- Employment Bill 2007/08 (368)
- Employment Tribunals – The Latest Changes (487)
- Enterprise Management Incentive – recruiting and retaining the right people (400)
- Equal Jobs equals Equal Pay – Tackling inequality in pay at work (614)
- Equal Opportunities at Work – A guide for small businesses on how to avoid race, sex and disability discrimination at work (361)
- Equity Direct – An Employment Information and Advice Service for Businesses (463)
- Executive Coaching & Mentoring...how it could provide the answers to those difficult problems (286)
- Facilitation – Helping people work together in groups & teams to achieve their goals (508)
- Fixed Term Work Directive – Implementing the European Directive (474)
- Flexible Working Regulations – From April 2003, rights for parents with children aged under 6 or disabled children under 18 to apply to work flexibly (591)
- Government Backed Training – Training Schemes and Funding backed by the Government (377)
- Grievance & Disciplinary Procedures – Best Practice from ACAS (428)
- Guide to the UK's Small Business Organisations (701)
- Guide for Employers – PAYE and Payroll PAYE and Payroll procedures (139)
- Health and Safety – Clients and Contractors – Health and Safety Issues "Clients and Contractors" (616)
- Health and Safety – Reducing the Risks – Safety at work – the facts from HSE, helping to eliminate or reduce the risks (227)
- Health and Safety and First Aid – a short guide (241)
- Health and Safety at Work – A Guide for Small Businesses (500)
- Health and Safety Route map – Health and Safety Standards – new resources to help small firms (480)
- Holiday Entitlement ... Holiday rights and pay (761)

- How to Appraise Employees More Effectively (456)
- Industrial Action and the Law – A guide for employees, trade union members and others (442)
- Investors in People (253)
- Leadership (719)
- Managing Absence (657)
- Maternity Matters – Statutory Maternity Pay, Benefits and more... (346)
- National Minimum Wage – Regulations for employers to understand (277)
- New Family Friendly Package for Working Parents (288)
- New Unfair Dismissal Rules (322)
- New ways to Recruit & Retain the Right People (263)
- Night Working ... Understanding your legal obligations to night workers (759)
- Offshore Employee Benefit Trusts (485)
- Partner Evaluation – partner/Principal Self-Evaluation ...an essential part of the success matrix of a professional firm (649)
- Part-Time Workers Directive (374)
- Performance Related Pay – creating direct links between employees' pay & performance – and the pitfalls (285)
- Phantom Share Schemes – Phantom Share Options – Incentivising Employees when Company Shares are Unavailable (506)
- Recording and Monitoring Phone Calls & E-mails – A general overview of interception, recording and monitoring of communications (641)
- Recruiting and Retaining Teams (125)
- Redundancy – how to ensure you comply within the law (381)
- Remote Working – Call it teleworking, telecommuting, home working or outworking...It's catching on fast (383)
- Severely Disabled People gain Greater Incentives to Work (380)
- Smoking At Work – Even passive smoking can kill (489)
- Staff Appraisals – the rights & wrongs of a powerful motivating tool (319)
- Staff Interview Guidelines – Recruitment ideas for employers (548)
- Stress At Work (627)
- Successful Sales Management (670)
- Suggestion Schemes – harness the power of your in-house creative ideas (321)
- Swine Flu – Advice for businesses (766)
- Tax Treatments – payments in Lieu of Notice (607)
- Taxation Treatment of Redundancy Payments (522)
- Taxed Award Scheme – National Insurance Contributions (NICs) and Accounting For Tax And NICs (410)
- Teamworking with Belbin – discover how to unlock your team's true potential (152)
- The Employment Relations Act (289)
- The safety facts about working with VDUS (226)
- Time Off for Dependants... What are the Rules? (356)
- TUPE Regulations – Employees have rights when a business is sold or transferred (604)
- Unfairly Dismissed? (588)
- Whistleblowing in the Workplace – protection for employees under Public Interest Disclosure Act 1998 (515)
- Why Employees Deserve Proper Job Descriptions (479)
- Why Your Company Needs a Work Manual (488)
- Working Time Directive – Working to Rule with the Working Time Regulations (232)
- Work-Life Balance – A more imaginative approach to working practices (395)

## Important Notice

© Copyright 2001-2011, Bizezia Limited. All Rights Reserved.

This publication is published on our behalf by Bizezia Limited. It is protected by copyright law and reproduction in whole or in part without the publisher's written permission is strictly prohibited. The publisher may be contacted at [info@bizezia.com](mailto:info@bizezia.com) (telephone 01444 884220).

Articles and information contained herein are published without responsibility by us, the publisher or any contributing author for any loss howsoever occurring as a consequence of any action which you take, or action which you choose not to take, as a result of this publication or any view expressed herein. Whilst it is believed that the information contained in this publication is correct at the time of publication, it is not a substitute for obtaining specific professional advice and no representation or warranty, expressed or implied, is made as to its accuracy or completeness. The information is relevant within the United Kingdom. These disclaimers and exclusions are governed by and construed in accordance with English Law.

Publication issued or updated on:  
15 November 2011