

# Additional licence and registration requirements

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### What other licences/registrations might I need to have in place?

Depending on the type of business you are setting up, you may need to register and obtain licences from different authorities such as Environmental Health (food and drink), Judicial Greffier (liquor licences), Child Care Registration etc. etc. Look on our Industry Pages for info on your specific Sector.

### Will I be liable to pay GST?

For more information on your options for registering for GST go to [GST guidance for your business](#)

### Should I register with the Jersey Office of the Information Commissioner?

Yes. You should register with the Jersey Office of the Information Commissioner and comply with Data Protection Law if you use anyone's personal information, such as names, addresses, phone numbers, email addresses, have CCTV or send marketing material to customers. Registration can be done online, the fee for notifying with the [Commissioner](#) is £50 per year. Read about your data protection obligations [here](#)

## Business Licence

To trade legally in Jersey, you will be required to apply for and obtain a [Business Licence](#). The [Business Licensing](#)

[guidance notes](#) explain the law relating to obtaining a business licence and employing staff.

Your residential status (entitled, entitled for work, licenced, or registered) will determine how easily you can obtain a business licence. Ordinarily you must live in Jersey continuously for 5 years and gain 'Entitled for work' status before you can start a business or work in most jobs. However, there are exceptions to this rule so be sure to read through the guidance notes.

If you are uncertain whether you are likely to be granted a Business Licence, we would strongly advise you to contact the [Business Licencing Department](#) directly prior to setting up your Limited company so you don't incur unnecessary costs.

If you are **not** resident in Jersey please go to our page [Setting up in Jersey as a Non-resident](#).

## **Social Security, taxes, and employment**

### **How much Social Security will I be liable to pay?**

#### **Startup Plan**

If you've recently become self-employed and have set up a business, you can apply for a startup rate of Class 2 contributions. This is designed to help you when you're starting up a new business and you may not earn as much as you did in your previous position. Rather than paying Class 2 contributions on your total income from two years ago, the Startup Plan is designed to offer you a base rate to pay now. It is reviewed on your total income in two years' time. For more information read [Paying Class 2 contributions if you're setting up a business \(Startup Plan\)](#)

### **Who should I contact regarding employing staff?**

[Registering as an Employer](#) – Here is where you register as an employer and enrol your staff on the Income Tax Instalment System (ITIS). [Employing Staff](#) – Social

Security Department

[The Jersey Advisory Conciliatory Service \(JACS\)](#) offers a free advisory service to help business owners comply with the essential requirements of the Employment Law. Contact them for straightforward, practical advice regarding staff contracts, pay slips etc. and help in developing an essential toolkit of employment documents.

## **How will the Company Income Tax be assessed?**

Detailed information can be found on the [Company Tax Information](#)

## **Bank account**

### **Do I need a Company Bank Account?**

You will need to open a Company Business Bank Account when you set up your Company. This step is often mistakenly left until last, but it is important that you speak to your bank to make sure that this facility is available to you **before** you incorporate your Limited Company.

A bank will normally ask to see your business plan and financial forecasts, especially if you are starting a new business.

## **Insurances**

All businesses should have the [appropriate insurances](#) in place to ensure the business is protected in the case of a claim, including Employer's Liability Insurance (a legal requirement) if the Company employs staff. We recommend you speak with your insurance company to discuss your specific requirements and what premium you are likely to pay.

## **Premises and leases**

If you are thinking of buying or leasing commercial premises to operate your business from, before making any commitments, please take the time to read through our insightful property tool [An Introduction to Jersey Commercial Property for Small Business](#)

## Planning your business Put your concept on paper

Don't put off making a start on your business plan, it will be much more helpful than you realise. Failing to plan is planning to fail! Here is our [Guide to writing a Business Plan](#) and a [Business Plan template](#) to get you started.

### Relevant links

- > [JFSC](#)

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- > [JACS](#)

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- > [Jersey Office of the Information Commissioner](#)

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- > [Residential and employment statuses](#)

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- > [Business Licence for a Limited Company](#)

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- > [JFSC-Easy Company Registry](#)

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- > [GST guidance for your business](#)

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- > [Social Security-Paying Class 2 contributions if you're setting up a business](#)

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- > [Social Security-Employing Staff](#)

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- > [Registering as an Employer](#)

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- > [Company Tax Information](#)

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- > [Setting up in Jersey as a Non-Resident](#)

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- > [Setting up a catering business](#)

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- > [Business Insurance](#)

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- > [Guide to Writing a Business Plan](#)

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