

DOCUMENTS REQUIRED FOR SETTING UP YOUR DIRECTOR UMBRELLA SOLUTION



Fenero

DOCUMENTS REQUIRED

PHOTO ID

Your Proof of ID can be a passport, a drivers licence or GNIB card where the date of expiry has not passed. Please be aware that unfortunately Public Services Card are not acceptable as a form of ID as no date of birth is visible on the card.

Here's what you need to do next...

Please upload a copy of your photo ID to the dedicated folder in [MyFenero](#).

PROOF OF ADDRESS

An acceptable form of Proof of Address is a recent utility bill (such as a gas, electricity, broadband or phone bill, or a home/motor insurance policy) showing your current address dated within the last 3 months.

If you don't have a utility bill, we can accept a formal document addressed to you at your home from a government department, such as a social insurance document or a copy of your Tax Credit Certificate.

If you are relocating, it's fine to provide proof of address for your current address. Don't forget to send the details of your new address to your Account Manager once you have completed your relocation.

Here's what you need to do next...

Please upload a copy of your Proof of Address to the dedicated folder in [MyFenero](#).

DOCUMENTS REQUIRED [CONTINUED]

SERVICE LEVEL AGREEMENT (SLA)

This document outlines the main details of the service we are providing to you, along with the terms & conditions that you should be aware of.

Here's what you need to do next...

- Please download your SLA from the dedicated folder in [MyFenero](#) and sign on pages 2 & 4 and then upload the signed copy to [MyFenero](#).
 - A digital signature is sufficient.
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B10 SIGNATURE PAGE

This Companies Registration Office (CRO) document confirms your willingness to be appointed as a Director of the Umbrella Company. It is an important regulatory document which is required so we can complete your registration as a Director which in turn enables you to work under the Director Umbrella solution.

Here's what you need to do next...

- Please download and print your B10 signature page from the dedicated folder in [MyFenero](#).
- You must print this document and sign it by hand. Please do not use an electronic signature as unfortunately these are not accepted by the CRO. Please upload the signed copy to the dedicated folder.
- If you do not have access to a printer or cannot print your B10 document for any other reason, please email umbrellasupport@fenero.ie and we will post your B10 out to you which you can then sign and upload via [MyFenero](#).

DOCUMENTS REQUIRED [CONTINUED]

B10 DETAILS PAGE

This Companies Registration Office (CRO) document shows the information submitted to the CRO in connection with your registration as a Director.

Here's what you need to do next...

This is for your record only and does not need to be signed or returned to us.

STOCK TRANSFER FORM

This confirms your shareholding in the Umbrella Company and your agreement to return the shares when you cease using our Director Umbrella Company services. This form will be dated by us when you cease using the services of the Umbrella Company. For this reason, it is essential that you email your Account Manager when you no longer require the services of the Umbrella Company.

Here's what you need to do next...

- Please download your Stock Transfer Form from the dedicated folder in [MyFenero](#).
- Please sign page 1 only and upload the signed copy. A digital signature is sufficient.
- Please do not date this form as it will invalidate the document.
- You also do not need to sign Page 2 of the Stock Transfer Form.

DOCUMENTS REQUIRED [CONTINUED]

AGENT LINK FORM

This Revenue form authorises Fenero to act as your tax agents with Revenue. This will allow us to liaise with Revenue on your tax matters if needed, and also to support the preparation of your income tax return. After we have submitted these forms to Revenue it will automatically remove any existing tax agent which you may have on Revenue's system.

If you wish to retain any existing tax agent that you may already have registered with Revenue, please let your Account Manager know that you will not be returning this document.

Here's what you need to do next...

- Please download your Agent Link Form from the dedicated folder in [MyFenero](#).
- Next you will need to sign the Agent Link Form and upload the signed copy to [MyFenero](#).
- A digital signature is sufficient.
- Alternatively, please let your Account Manager know that you will not be returning this document.

DOCUMENTS REQUIRED [CONTINUED]

PAYE A1 FORM

This Revenue form allows Fenero to view your tax credit information on Revenue, which ensures we can review if Revenue have allocated you the correct tax credits and advise you accordingly.

Just like the Agent Link Form, after we submit this form to Revenue it will remove any existing tax agent that you may already have on Revenue's system. If you wish to retain any existing tax agent that you may have already registered with Revenue, please let your Account Manager know that you will not be returning this document.

Here's what you
need to do next...

- Please download a copy from the dedicated folder in [MyFenero](#) and sign. After you have signed this, please upload the signed copy to the dedicated folder.
 - A digital signature is sufficient.
 - Alternatively, please let your Account Manager know that you will not be returning this document.
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VISA

This is the official document showing you have permission to work in Ireland. Individuals from outside the EEA, Switzerland & the UK need this employment permit to work in Ireland. We are required to obtain a copy of this in order to provide services to you.

Here's what you
need to do next...

Please upload a copy of your work visa to the dedicated folder in [MyFenero](#).

HERE TO HELP!

These documents should be submitted to us through [MyFenero](#). If you need any help doing this, please contact us:

umbrellasupport@fenero.ie

MULTI-AWARD WINNING TAX EXPERTS IN ALL THINGS CONTRACTING

12 yrs +

Experience

€100m+

Contractor payments
processed annually

1000s +

Contractors
supported by
our solutions



Winners
2020 Tax Team
of the Year



Winners
2019 Customer
Experience Impact in
Professional Services



Google Reviews
rating 4.9/5

