

MAP.

Onboarding

04. ONBOARDING SYSTEM

The onboarding process is a crucial stage in our relationship because it is the beginning of us truly beginning to work together. It's also the runway which launches the delivery of all of our services.

It's important that it runs with minimum pain, that it creates the very best experience for you and requires the least effort from your team.

The onboarding system we have developed is made up of 4 sub-systems. They run independently of each other and ensure the most efficient onboarding of you as a new client to MAP. These are...

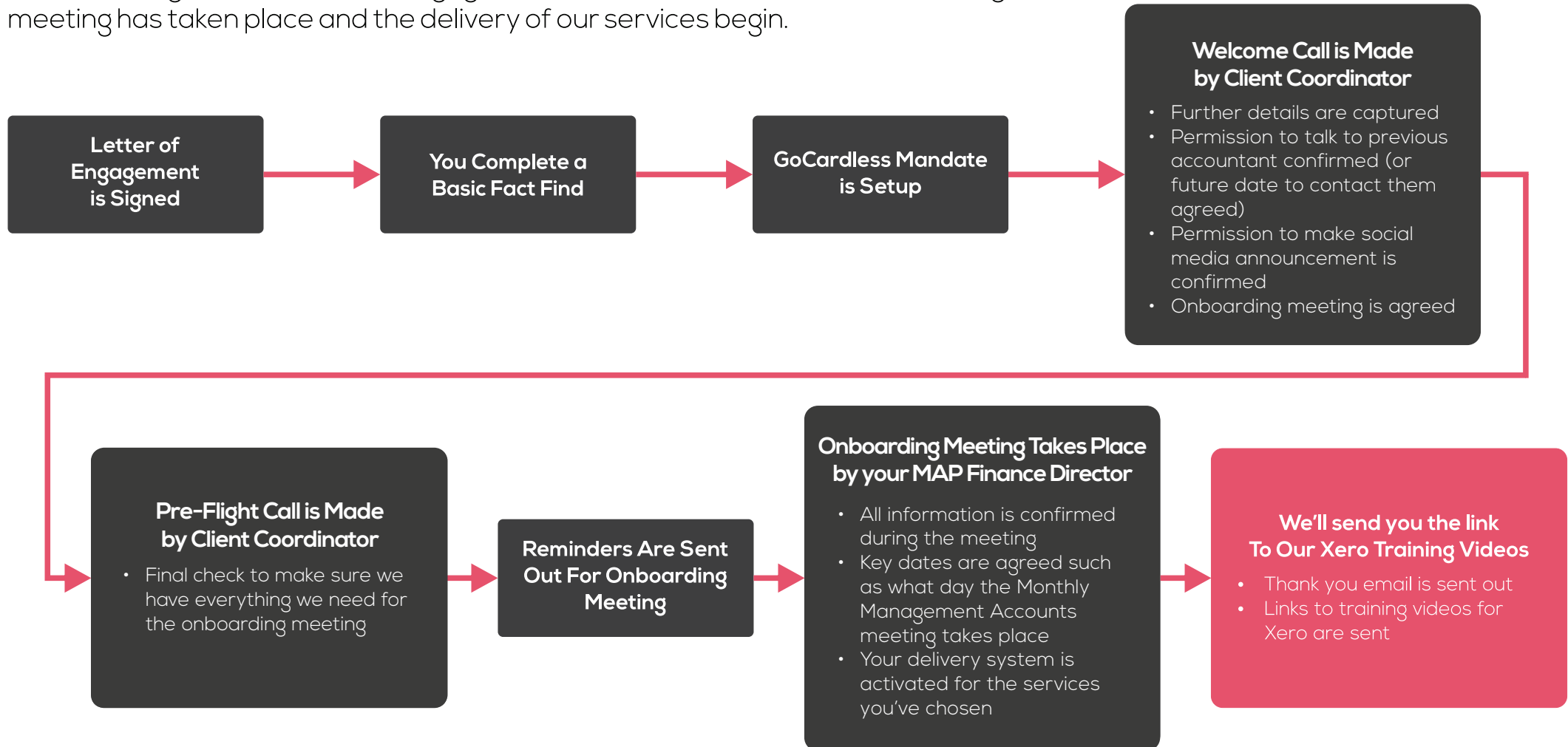
- 01. LAUNCH SEQUENCE**
- 02. PROFESSIONAL CLEARANCE**
- 03. TAX AUTHORISATION**
- 04. WELCOME PROCESS**



04. ONBOARDING SYSTEM

01. LAUNCH SEQUENCE

The launch sequence is what runs all of the other onboarding systems. It starts when you sign the Letter of Engagement and stops when the onboarding meeting has taken place and the delivery of our services begin.

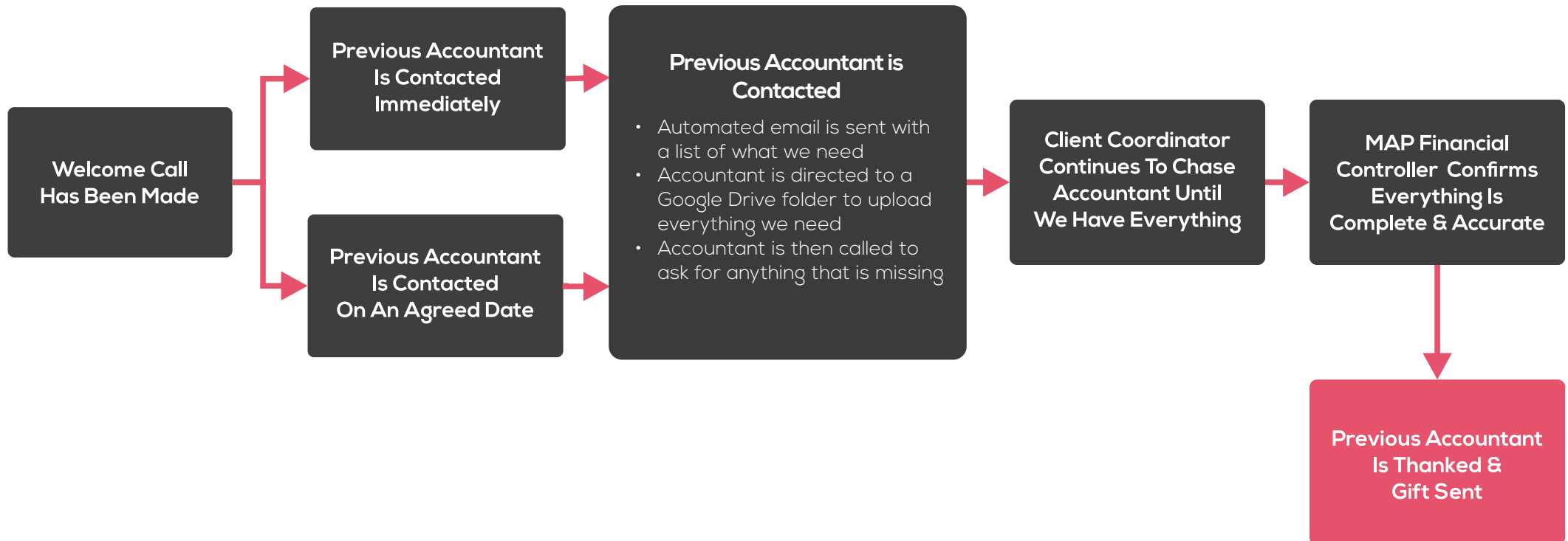


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02. PROFESSIONAL CLEARANCE

The professional clearance process is always a challenge because we're dealing with a third party who we have no control over and who may not be happy that we now have their client. However, this process is designed to make it as smooth a transition as possible.

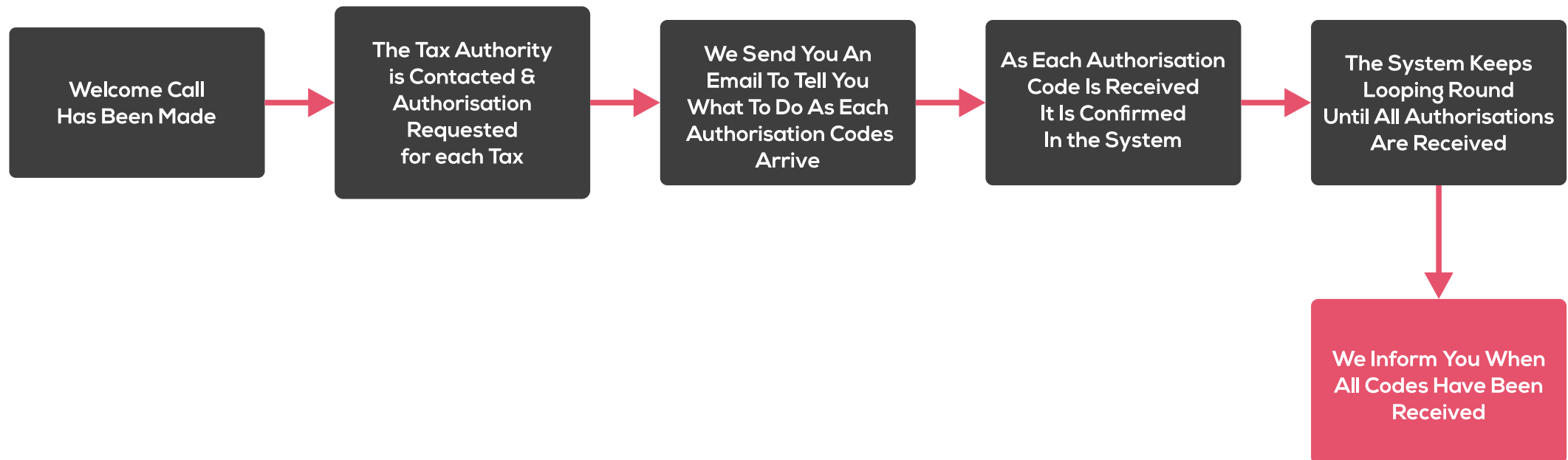


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03. TAX AUTHORISATION

We will need to acquire authorisation from HMRC to be able to access your tax details and act as your tax agent. In the UK, we need authorisation for up to 4 types of tax and we want this system to keep running until all 4 have been provided. However, we do not want progress to be halted if we have to wait for any specific one. So all authorisations run independently of each other.



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04. WELCOME PROCESS

You can only have a Welcome Process if everything else during the Onboarding System is watertight. But if you have that, then this process provides an outstanding, world-class experience for your client, which..... is why we invest in getting our systems right in the first place.



MAP.