

## How to set up a Freelancers Co-op (consortium)



### Gather founders

Pull together group of people with shared needs or goals.

### Work out a business model

Agree what services co-op will provide to you & how you will contribute to the costs of providing them & overheads.

Annual fee?

% Topslice?

Per usage charge?

Agree membership criteria

### Decide on appropriate legal structure

You will probably need professional support. Be prepared to pay for it. It's an investment

### LLP\*

Write or adopt an appropriate partnership agreement

Agree to adopt partnership agreement & all members sign it

Complete Registration forms & submit with partnership agreement to Companies House

+ registration fee  
££

### Co-operative Society\*

Contact registering body (e.g. Cooperatives UK) or Co-operative Development Body & obtain Model Rules

Amend if necessary. Agree to adopt Model Rules & 3 members sign

Complete Registration forms & send with signed copy of Rules to Registering Body who will submit to FCA Mutuals section

+ registration fee  
££

### Health warning

This is a simplification of the process. Each of the steps requires careful consideration. It is cheaper to spend time on working through issues, and money on professional support at early stages than to fix problems that arise later on from rushing the process or doing it "on the cheap". If you're not sure, get professional support: [www.cooperantics.coop](http://www.cooperantics.coop)

\*Could also use Company or CIC form for a consortium. Some legal forms provide a better "fit" depending on what you aim to do & how many members you will have.