

## Guide to Trading Internationally

# Contacts

### What's in this section?

This section provides contact information, including telephone numbers and web addresses, for some of the many organisations that may be of help to companies trading internationally. Key sources of advice on mandatory legal requirements are listed separately under 'Essential Information'.

### Essential information

#### Companies House

Makes available (for a fee) company accounts, but also maintains a list (freely accessible) of disqualified directors. [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) T: 08703 33 36 36

#### Department for Business, Innovation and Skills

This site is a gateway to information on government regulation, employment law and government support for enterprise, exporting, training, science and regional economic development. [www.bis.gov.uk](http://www.bis.gov.uk) T: 020 7215 5000

#### Health and Safety Executive

Information on regulations that businesses must comply with. Essential if you employ people, or work in many businesses like food or drink, where tools or safety might be involved. Check if you are in any doubt. [www.hse.gov.uk](http://www.hse.gov.uk) T: 08453 45 00 55

#### The Information Commissioner

An independent official appointed by the Crown to oversee the Data Protection Act 1998 and the Freedom of Information Act 2000. [www.ico.gov.uk](http://www.ico.gov.uk) T: 01625 545 745

#### HM Revenue and Customs

News and information about tax including VAT and Customs in the UK. [www.hmce.gov.uk](http://www.hmce.gov.uk)

### Useful information

#### ACAS – Advisory Conciliation and Arbitration Service

For employment dispute issues. [www.acas.org.uk](http://www.acas.org.uk)  
T: 08457474747

#### The Advertising Association

Promoting and protecting the rights, responsibilities and roles of advertising. [www.adassoc.org.uk](http://www.adassoc.org.uk) T: 020 7828 2771

#### Aurora Women's Network

Support for women-owned businesses. [www.auroravoice.com](http://www.auroravoice.com)  
T: 020 7653 1909

#### Better Payment Practice Group

Online guide on late payment issues. [www.payontime.co.uk](http://www.payontime.co.uk)  
T: 020 7655 0530

#### Bizwise Ltd

Online advice and legal service, for a subscription. [www.helpin-business.com](http://www.helpin-business.com)

#### British Chamber of Commerce

Management support for all business through local Chambers of Commerce. [www.chamberonline.co.uk](http://www.chamberonline.co.uk) T: 020 7654 580

#### British Franchise Association

Will help you to make a more informed choice about franchising. [www.british-franchise.org.uk](http://www.british-franchise.org.uk) T: 01491 578050

#### British Venture Capital Association

Represents virtually every major source of UK venture capital. Advises on how to go about getting venture capital and who to approach. [www.bvca.co.uk](http://www.bvca.co.uk) T: 020 7025 2950

#### BSI Group

Information on inspection standards, product testing, Kitemark accreditation. [www.bsi.org.uk](http://www.bsi.org.uk) T: 020 8996 9000

#### Business Link

Practical advice for business. [www.businesslink.gov.uk](http://www.businesslink.gov.uk)  
T: 08456 00 90 06

#### The Chartered Institute of Marketing

Sets policy for marketing organisations. [www.cim.co.uk](http://www.cim.co.uk)  
T: 01628 427 500

### **The Chartered Institute of Patent Agents**

Helps to find a patent agent if you need to patent a product.  
www.cipa.org.uk T: 020 7405 9450

### **COI Communications**

Features all government press releases. www.coi.gov.uk  
T: 020 7928 2345

### **Companies Limited**

Fee-based help to register a UK limited company.  
www.companies-limited.co.uk  
T: 020 7383 2323 & 08000 71 22 22

### **Communities and Local Government**

Responsible for policy on housing, planning, regional and local government and the fire service. Also takes responsibility for the Social Exclusion Unit, the Neighbourhood Renewal Unit and the Government Offices for the Regions.  
www.communities.gov.uk T: 020 7944 4400

### **Confederation of British Industry**

Major UK industry body. More for big business, but useful source of business surveys and other information.  
www.cbi.org.uk T: 020 7379 7400

### **Customs and Excise Information Management Division**

General advice on overseas trade statistics.  
www.uktradeinfo.com T: 01702 367 485 & 01702 367 204

### **Department for Transport**

Set up to provide a stronger focus on delivering the Government's transport strategy.  
www.dft.gov.uk T: 020 7944 8300

### **Department for Work and Pensions**

Responsible for the Government's welfare reform agenda.  
www.dwp.gov.uk T: 020 7712 2171

### **Direct Marketing Association**

The leading voice for the direct marketing industry.  
www.dma.org.uk T: 020 7291 3300

### **Equality and Human Rights Commission**

An independent body established to stop discrimination and promote equality of opportunity and human rights.  
www.equalityhumanrights.com T: 0845 604 6610

### **Factors and Discount Association**

Online introduction to factoring, discounting and asset-based finance. www.factors.org.uk T: 020 8332 9955

### **Federation of Small Businesses**

General help for small businesses through membership.  
www.fsb.org.uk T: 07253 336000

### **Food Standards Agency**

Government Agency protecting the public's health and consumer interests in relation to food.  
www.food.gov.uk/cleanup T: 08456 06 06 67

### **The Forum of Private Business**

Lobbies to create a better political and economic environment for small and medium-sized businesses in the UK.  
www.fpb.co.uk T: 01565 634 467

### **Foreign and Commonwealth Office**

Latest news and briefing papers about foreign policy.  
www.fco.gov.uk T: 020 7270 1500 & 020 7008 1500

### **Foresight Knowledge Pool**

Looks at possible future needs, opportunities and threats and builds bridges between business, science and government.  
www.foresight.gov.uk T: 020 7215 6736

### **Government Search Facility**

Search for topics throughout all Government websites.  
www.open.gov.uk & www.direct.gov.uk

### **Home Business Alliance**

Information and advice about running a business from your home. www.homebusiness.org.uk T: 08714 74 10 15

### **HM Treasury**

Information about the UK economy, including comparisons of independent forecasts and general economic indicators.  
www.hm-treasury.gov.uk T: 020 7270 4558

### **The Institute of Chartered Accountants**

Professional body for accountants and other help in selecting one in your area. www.icaew.co.uk T: 020 7920 8100

### **Institute of Direct Marketing**

Help with selecting a direct marketing agency if you need one.  
www.theidm.com T: 020 8977 5705 & 020 8614 0277

### **Institute of Directors**

Membership organisation for company directors of larger companies, useful information section and London meeting-room facilities. www.iod.com T: 020 7839 1233

### **Institute of Practitioners in Advertising (IPA)**

Help in selecting an advertising agency if you need one.  
www.ipa.co.uk T: 020 7235 7020

### **The Institute of Public Relations**

Help in selecting a PR firm if you need one. www.ipr.org.uk & www.cipr.co.uk T: 020 7253 5151

### **The Institute of Sales Promotion**

Trade association for organisations involved in Promotional Marketing. www.isp.org.uk T: 020 7837 5340

### **Institute of Trade Mark Attorneys**

Professional body for Trade Mark attorneys in the UK.  
www.itma.org.uk T: 020 8686 2052

### **Make Your Mark**

A campaign run by government funded Enterprise Insight aimed at encouraging entrepreneurship.  
www.makeyourmark.org.uk T: 020 7430 8010

### **Market Research Society**

World's largest international membership organisation for professional researchers.  
www.mrs.org.uk T: 020 7490 4911

### **National Association of Self-Employed**

Information and help for Sole Traders. www.nase.org  
T: 01159 475 046

**The Patent Office**

Offers an accessible service for granting intellectual property rights. [www.patent.gov.uk](http://www.patent.gov.uk) T: 08459 50 05 05  
Minicom 08459 22 22 50

**PERA**

Provides businesses with help to develop technological solutions and strategies. [www.pera.com](http://www.pera.com) T: 01664 501 501

**Princes Trust**

Details about getting involved in the scheme, which helps 14 to 30-year-olds improve skills, confidence and ambition. [www.princes-trust.org.uk](http://www.princes-trust.org.uk) T: 0800 84 28 42

**Reduce the Use**

Bringing small businesses into the environment. [www.reducetheuse.co.uk](http://www.reducetheuse.co.uk) T: 01752 665 383

**Scottish Enterprise Agency**

Help for businesses in Scotland. [www.scottish-enterprise.com](http://www.scottish-enterprise.com).  
England T: 01412 282 000. Scotland T: 08456 07 87 87

**Shell LiveWIRE**

Information about a scheme which helps to develop the businesses of 16 to 30-year-olds.  
[www.shell-livewire.org](http://www.shell-livewire.org) T: 08457 57 32 52

**Small Business Bureau**

Works closely with opinion-formers in the UK and Europe in pressing for change, ensuring that the voice of the SME sector is heard. [www.smallbusinessbureau.org.uk](http://www.smallbusinessbureau.org.uk)  
T: 01276 452 010 & 01276 452 020

**Small Business Service**

Advice and information regarding small businesses. [www.sbs.gov.uk](http://www.sbs.gov.uk) T:020 7215 5000

**Small Firms Enterprise Development Initiative**

Aims to increase the success of small businesses through access to learning assistance and improving standards of support provision. [www.sfed.co.uk](http://www.sfed.co.uk) T: 01234 831 222

**The Telegraph Business Club**

Promotes best practice for growing businesses through up-to-the-minute articles and case studies.  
[www.telegraphbusinessclub.co.uk](http://www.telegraphbusinessclub.co.uk) T:0845 8385315

**UK Trade & Investment**

Government organisation that supports companies in the UK doing business internationally, and overseas enterprises seeking to set up or expand in the UK.  
[www.uktradeinvest.gov.uk](http://www.uktradeinvest.gov.uk)  
T: 020 7215 8000 Minicom 020 7215 2471

**Women in Rural Enterprise**

Networking and business club set up to help women in rural enterprises.  
[www.wireuk.org](http://www.wireuk.org) T: 01952 815 474 & 01952 815 402

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