

KEY INFORMATION DOCUMENT



This document sets out key information about your relationship with us and the umbrella or intermediary company used in your assignment including details about your pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is responsible for certain agency worker rights. You can raise any concern directly [eas@beis.gov.uk](mailto: eas@beis.gov.uk) or 0207 215 5000 or with ACAS at 0300 123 1100 or www.acas.org.uk

NOTES

The rate of tax and National Insurance deductions will depend on your personal circumstances, age and relevant tax code. These rates apply to those with a main residence in England, Wales & Northern Ireland. If your main residence is in Scotland or overseas, different rates will apply. Other deductions and charges will be dependent upon the specific assignment.

Signing on as a Personal Service Company

This document explains your pay information if you engage as a personal service company (PSC). If you engage with an employment business as a personal service company, then you can opt out of being covered by The Conduct Regulations. The opt out must be given in writing to the employment business by both the personal service company and the person being supplied by that company to do the work (<http://www.legislation.gov.uk/ukxi/2003/3319/contents/made>). The employment business cannot encourage you to do this and it must be your own decision. Workers placed in roles working with or caring for vulnerable persons cannot opt out of the Conduct Regulations. Any queries please contact us.

General Information

Name of Employment Business	FJR Group (Holdings) Ltd
Your Employer (if not the employment business)	Contractors Limited Company
Type of Contract	Contract of Services
Who pays the Worker	FJR Group (Holdings) Ltd
Daily Pay Rate	£300.00
Payment to worker intervals	28 days
Deductions and costs required by law	None
Any other deductions	None
Any fees for goods/services which you must pay	None anticipated but you will be informed if this changes
Leave entitlement	No entitlement
Any opt out agreement under regulation 32 of the Conduct of Employment Agencies and Employment Businesses 2003 regulations.	

Example Pay Calculation (based on 5 days a week)

Weekly Pay to PSC per day - "Inside IR35"	£1,500.00
Statutory Deductions	
National Insurance	£110.47
Tax	£407.72
Student Loan (deducted as per HMRC rules if appropriate)	£0.00
Non-Statutory Deductions	£0.00
Other Fees and Charges	£0.00
Net Weekly Pay	£981.80

Example Pay Calculation (based on 5 days a week)

Weekly Pay to PSC per day - "Outside IR35"	£1,500.00
Statutory Deductions	
	£0.00
	£0.00
Non-Statutory Deductions	£0.00
	£0.00
Other Fees and Charges	£0.00
Net Weekly Pay	£1,500.00