<u>Key Information Document</u>

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	**[Name of Contractor]**
Name of employment business:	**Matchtech Group (UK) Ltd**
Your employer (if different from the employment business):	**[Name of PSC]** ("the Consultancy")
Type of contract you will be engaged under:	The contract between the employment business and the Consultancy is a contract for services. You may be engaged under a separate contract of service or contract for services with the Consultancy.
Who will be responsible for paying you:	The Consultancy
How often you will be paid:	Payments will be made to the Consultancy on a weekly basis.
Minimum rate of pay:	**[Amount]** will be paid to the Consultancy by the employment business per **[hour/day]** of work. The Consultancy will be responsible for deciding your rate of pay and any other payments that may be made to you (eg payment of dividends if you are a shareholder in the Consultancy).
Deductions from your pay required by law:	The employment business will make the following statutory deductions from the payment made to the Consultancy: Employee Income Tax Employee National Insurance
Any other deductions or costs from your pay (to include amounts or how they are calculated):	No deductions or costs will be applied by the employment business.
Any fees for goods or services:	No fees for goods or services will be applied by the employment business.
Holiday entitlement and pay:	You will not receive any entitlement to holiday or holiday pay from the employment business. You may be entitled to receive holiday and holiday pay from the Consultancy if you are engaged under a contract of service with the Consultancy.

Additional benefits:	None

EXAMPLE PAY

Example rate of pay:	£750 per week gross
Deductions from your wage required by law. (Based on tax code 1257L Week 1)	PAYE Tax - £101.60 Employee NI - £50.80
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£597.60

SIGNING ON AS A PERSONAL SERVICE COMPANY

This document explains your pay information if you engage as a personal service company. 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 PSC and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the conduct regulations.