Key Information Document

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**
Type of contract you will be engaged under:	Contract for Services
How often you will be paid:	Weekly
Minimum rate of pay:	You will receive at least the National Minimum Wage (or National Living Wage, if you are 25 or over). The current minimum rates are detailed here: https://www.gov.uk/national-minimum-wage-rates Please refer to your contract for details of your gross rate of pay. The net amount payable will depend upon your tax code and applicable deductions (see below).
Deductions from your pay required by law:	Income Tax National Insurance Student Loan repayment deductions (if applicable) Deductions under a Court Order or Attachment of Earnings Order (if applicable) Auto-enrolment Employee pension contribution (until Opt out Instruction received)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Drug and Alcohol Check (if required by Client) – at cost from supplier Medical Check (if required by Client) – at cost from supplier DBS Check (if required by Client) – at cost from supplier, DS, international police checks BPSS, PPE, Rail competency training Vans? Fuel, parking fines. General

	Security, criminal record checks, industry related screening and/or equipment.
Any fees for goods or services:	None
Holiday entitlement and pay:	28 days per year pro rata, calculated at 12.07% of at least the minimum rate of pay to you (increased after 12 weeks if appropriate in line with Agency Worker Regulations)
Additional benefits:	Not Applicable

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 -£95.20 Employee NI - £50.80 Pension - £31.50 (unless opted out)
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£572.50