

## Key Information Document – Intermediary Limited Company (PSC)

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

Further information can be found [here](#).

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 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

<b>Name of employment business:</b>	Scantec Personnel Ltd
<b>Your employer (if different from the employment business):</b>	Your Limited Company, assuming a contract of employment exists between you and the Limited Company (for salary purposes).
<b>Type of contract you will be engaged under:</b>	Intermediary – Limited Company (PSC).
<b>Who will be responsible for paying your Limited Company:</b>	Scantec Personnel Ltd
<b>How often your Limited Company will be paid:</b>	Weekly
<b>Minimum rate of pay:</b>	At least national minimum wage
<b>Deductions from your Limited Company pay required by law:</b>	N/A*
<b>Any other deductions or costs from your Limited Company pay (to include amounts or how they are calculated):</b>	N/A
<b>Any fees for goods or services:</b>	N/A
<b>Holiday entitlement and pay:</b>	N/A
<b>Additional benefits:</b>	N/A

\*Where the limited company is delivering services in the constructions industry, the engagement may fall within scope of the 'Construction Industry Scheme' (CIS) rules which could require 20% / 30% deductions. This will be dependent upon the CIS status of the Limited Company.

### EXAMPLE PAY

<b>Example rate of pay to your Limited Company:</b>	£720 (£18 per hour for 40 hours per week) **
<b>Deductions from your Limited Company pay required by law:</b>	None
<b>Any other deductions or costs from your Limited Company pay:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Example net rate of pay to your Limited Company:</b>	£720 ***

\*\*Rates shown net of VAT.

\*\*\*Assumes the assignment falls outside the scope of IR35 i.e. where an assignment is deemed inside IR35 and the contractor opts to receive payment via their PSC, tax/nic deductions will be made by the Recruitment Business.

## **SIGNING ON AS A PSC**

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.