

KEY INFORMATION DOCUMENT

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

Further information can be found at <https://www.advance.online/umbrella/> or by calling 01244 564 564.

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.

Only specific roles will be considered to be suitable to be paid on a self-employed basis. The nature of these roles holding specific skills or expertise where the work carried out does not require supervision, direction or control. Your role will be subject to a status review over the phone with the Intermediary/Umbrella Company.

GENERAL INFORMATION

Name of employment business:	Scantec Personnel Ltd
Name of intermediary or umbrella company:	Advance Contracting Solutions Limited
Your employer/intermediary:	Self Employed CIS
Type of contract you will be engaged under:	Contract for services
Who will be responsible for paying you:	Advance Contracting Solutions Limited
How often the intermediary/umbrella company and you will be paid:	Weekly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the intermediary/umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Name of intermediary or umbrella company:	Advance Contracting Solutions Limited
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Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£40 per hour
Deductions from intermediary or umbrella income required by law:	None
Any other deductions from intermediary/umbrella income (to include amounts or how they are calculated):	£26.90 retained margin per weekly pay period
Expected or minimum rate of pay to you:	£40 per hour
Deductions from your wage required by law:	Minimum 20% taxation
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	None
Additional benefits:	<ul style="list-style-type: none"> Optional access to ADVANCE Rewards – If you choose to opt in, £2.29 will be added to the retained Umbrella Company Margin per pay period. Refer-a-Friend Scheme

EXAMPLE PAY (CIS)

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1,500 per week <i>37.5 hours x £40.00 per hour contracting rate)</i>	
Deductions from intermediary or umbrella income required by law:		
Any other deductions or costs taken from intermediary or umbrella income:		

<ul style="list-style-type: none"> Intermediary/Umbrella Company Margin 	£26.90 Retained Margin per weekly pay period	
Example rate of gross pay to you:		£1,473.10
Deductions from your pay required by law:		£294.62 Tax
Any other deductions or costs taken from your pay:		£0.00
Any fees for goods or services:		£0.00
Example net take home pay:		£1,178.48