

Working via Personal Service Company (Ltd)



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

General Information	
Your Name	Joe Doe
Name of employment business	Oakleaf Partnership Ltd
Your employer (if different from the employment business)	Your Company
Type of contract you will be engaged under	Contract for Services
Who will be responsible for paying you (if different from your employer)	Oakleaf Partnership Ltd
How often you will be paid	Weekly
Expected or minimum rate of pay	£150.00 per Day
Deductions from your pay required by law	None
Any other deductions or costs from your pay (to include amounts or how they are calculated)	None
Any fees for goods or services	None
Holiday entitlement and pay	None
Additional benefits	None

Example Pay

Example pay	£750	Weekly
Deductions from your wage required by law (PAYE)	£0	
Any other deductions or costs from your wage	£0	
Any fee for goods or services	£0	
Example net take home pay	£750	Weekly

SIGNING ON AS A PERSONAL SERVICE COMPANY (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.

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