



Key Information Document – PSC

This document explains your pay information if you are engaged as a Personal Service Company (PSC), in which case the PSC is the work-seeker. This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. You can find more information at www.a4plus.co.uk

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.



A4 Plus Limited
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Thorby Avenue
March
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General Information

Name of employment business:	A4 Plus Limited
Your employer (if different from the employment business):	A4 Plus Limited
Type of contract you will be engaged under:	Terms of Engagement with a PSC
Who will be responsible for paying you (if different from your employer):	
How often you will be paid:	Weekly in Arrears
Expected or minimum rate of pay:	£10.42
Deductions from your pay required by law, if the engagement is 'inside IR35':	PAYE tax, employee NI contributions, employee pension contributions (i.e. auto enrolment) and student loan (if known) If Outside IR35, you will be paid gross.
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:	It is the responsibility of the PSC to provide holiday leave and pay to the individual worker.
Additional benefits:	None



Representative example of your pay

Example rate pay:	£10.42 per hour x 40 hours per week. = £416.80
Deductions from your wage required by law, if inside IR35:	PAYE Tax (based on 1257L Tax code) = £35.01 Employee's National Insurance = £21.01 Pension Deductions (Based on Minimum 4% rate) = £11.87
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay, if inside IR35 (If Outside Pay will be Gross)	£351.28

Conduct Regulations opt out

If you engage with an employment business as a PSC, then you can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (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.