

KEY INFORMATION DOCUMENT

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

Further information can be found at www.solace.org.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.

GENERAL INFORMATION

Your name:	Worker Name
Name of employment business:	Solace in Business Ltd.
Name of intermediary:	NMPCFS Limited
Your employer:	(Name of Limited Company)
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	NMPCFS Limited
How often the Intermediary and you will be paid:	Monthly

INTERMEDIARY COMPANY PAY INFORMATION

You are being paid through an intermediary 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 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.

Your payslip may show you as an employee of the Intermediary company listed below.

Name of intermediary:	NMPCFS Limited
Any business connection between the intermediary, the employment business and the person responsible for paying you:	NMPCFS is the Intermediary company. There is no business connection between NMPCFS and the employment business
Expected or minimum gross rate of pay transferred to the intermediary company from us:	Agency to complete (do not populate)

Deductions from intermediary income required by law:	<ul style="list-style-type: none"> Employers National Insurance (NIERS)- The amount Intermediary pays HMRC for National Insurance. Company
Any other deductions from Intermediary (to include amounts or how they are calculated)	
Expected or minimum rate of pay to you:	Minimum Rate of Pay = The hours you've worked multiplied by National Minimum Wage. (For example: £390.38 for 37.5hrs per week, assuming you are 25 years old and over)
Deductions from your wage required by law:	<ul style="list-style-type: none"> Employees National Insurance Contribution Income Tax Employee's Pension Contributions (deferred for 12 weeks)- As above
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	<ul style="list-style-type: none"> If relevant – student or postgraduate loan deductions If relevant – earnings attachment orders
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:	Insurances, same day payments

EXAMPLE PAY

	Intermediary fees	Worker fees
Example gross rate of pay to intermediary company from us:	21 Days @ £500 - £10,500	
Deductions from intermediary income required by law:	Employment Cost - £1344.40	
Any other deductions or costs taken from intermediary income:		
Example rate of pay to you:		Basic Pay 1 @ £9155.60
Deductions from your pay required by law:		Tax - £2614.60 Employee NIC - £476.33
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£6064.67