

KEY INFORMATION DOCUMENT – CONTRACTOR (OUTSIDE IR35)

This document sets out the key information if you decide to engage with Vincent Gurney Ltd as the representative of a Contractor/personal services company. We are legally required to provide this document irrespective of your contracting status.

If you engage with us as the representative of a Contractor, you have the option to Opt Out. This means that you can choose to waive the employment protections under the Conduct of Employment Agencies and Employment Businesses Regulations 2003. You may not however Opt Out if your assignment involves working with vulnerable people. We will not make the provision of services conditional upon you Opting Out and this document is not an Opt Out.

If you have any questions about the information within this Key Information Document, please contact us on 01256 591070 or by email at payroll@vincent-gurney.com.

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

Name of employment business:	Vincent Gurney Ltd
Name of company:	Contractor
Your employer:	Contractor
Contract type:	Contract for Services
Who will be responsible for paying you:	Contractor
How often the Contractor will be paid:	Weekly, on the Friday after the week to which the timesheet relates, subject to receipt of a timesheet and invoice from the Contractor
Expected or minimum gross rate which we will pay to the Contractor:	£20 per hour
Deductions from payments required by law:	CIS deductions if Contractor performs construction operations. Otherwise, no deductions are required by law.
Other deductions from payments and basis of calculation:	None
Any fees for goods or services:	None
Expected or minimum rate of pay to you:	As agreed between you and the Contractor
Holiday entitlement and pay:	None
Additional benefits:	None

REPRESENTATIVE STATEMENT

This is an example of how a payment would be affected by deductions. It is not specific to your particular circumstances and assumes that (i) you are operating outside of CIS and (ii) the Off Payroll Rules do not apply.

Example rate of payment:	£800 weekly (based on £20 per hour @ 40 hours per week)
Deductions from payments required by law:	None
Any other deductions or costs:	None
Any fees for goods or services:	None
Payment to Contractor after deductions:	£800 weekly (based on £20 per hour @ 40 hours per week)