

KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us, including pay details, any holiday entitlement (if applicable) 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.

GENERAL INFORMATION

Name of employment business:	Options Resourcing Ltd
Name of intermediary company who will pay and engage you:	Midnight Contracting Ltd
Type of contract you will be engaged under:	Contract for Services
How often the intermediary company and you will be paid:	Weekly following services provided

Please note you are Opted Out of the Conduct Regulations

PAY INFORMATION

You are being paid through an intermediary company who will calculate any tax and other deductions and then pay you for any services provided to our end client. 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 for services you have provided. All deductions made which affect your payment are listed below. If you have any queries about these please contact us.

PAY & DEDUCTION DETAILS	
Minimum gross rate of assignment pay transferred to intermediary company	At least £11.44 per hour
Expected gross rate of assignment pay transferred to intermediary company	As negotiated
Minimum gross rate of pay transferred to Contractor	At least £11.44 per hour
Expected gross rate of pay transferred to Contractor	As negotiated
Deductions from intermediary company assignment income required by law:	None
Any other deductions from intermediary company assignment income:	£23.00 margin per timesheet processed
Deductions from your pay required by law:	Any deductions required under the HMRC Construction Industry Scheme. These are unmatched at 30%, net 20%, or gross status at 0%
Any other deductions or costs taken from your pay:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	None
Additional benefits:	None
EXAMPLE PAY	
Example gross rate of assignment pay to intermediary	£760.00
Deductions from intermediary assignment income required by law:	None
Any other deductions by intermediary:	£23.00 margin per timesheet processed
Deductions from your pay required by law (if net status and assignment in scope of CIS):	£147.40
Net pay to you	£589.60