

Key Information Document

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

Further information can be found at <https://www.thesterlinggroup.co.uk/services/self-employed/>

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:	[Title] [Name] [Surname]
Name of employment business:	Hays Plc
Name of intermediary:	Sterling CIS Limited
Your employer:	
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Sterling CIS Limited
How often the umbrella company and you will be paid:	Weekly

INTERMEDIARY PAY INFORMATION

You are being paid through an intermediary: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer.

The money earned on your assignments will be transferred to the intermediary as part of their income. They will then pay you your income. All the deductions made which affect your income are listed below. If you have any queries about these please contact us. Your remittance will show you as a self employed contractor of the intermediary see attached remittance example and breakdown;

DESCRIPTION OF SERVICES

Sterling CIS Ltd- By outsourcing labour from Sterling CIS, the responsibility for handling multiple contractors separately is centralised through one company. Sterling CIS has rigorous and compliant processes in place to ensure that contractors are truly self-employed and that the requirements of the Construction Industry Scheme are followed. All relevant tax deductions made under the CIS scheme are paid over to HMRC by Sterling CIS.

RIGHTS TO CANCEL

There is no obligation for the contractor to remain with Sterling CIS Limited



Sterling House,
810 Mandarin Court,
Centre Park,
Warrington.
WA1 1GG.

Tel: 01925 626200
Fax: 01925 403332
info@thesterlinggroup.co.uk

Invoice From: [Title] [Name] [Surname] Address1 Address2 Address3 Address4 Postcode	VAT Registration:	Invoice To: Sterling CIS Limited Sterling House 810 Mandarin Court Centre Park Warrington Cheshire WA1 1GG
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Invoice Date: 12/04/2020 Invoice Number: 1234567 Sterling CIS Reference: C**** Contract Work Undertaken Week Ending: 06/04/2020 Agency: Hays Plc	<table border="1"> <tr> <td>Net</td> <td style="text-align: right;">£600.00</td> </tr> <tr> <td>Vat</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£600.00</td> </tr> </table>	Net	£600.00	Vat	£0.00	Total	£600.00
Net	£600.00						
Vat	£0.00						
Total	£600.00						

Remittance Advice, Payment & Deduction Sheet			
Charges to Sterling CIS Limited:			£582.00
Deductions:			£-116.40
Payment Details:	CISP1234567	£465.60	<u>£465.60</u>
Sub-Contractor:	[Name] [Surname]		
UTR Number:	0123456789		
Verification Number:	V0123456789		

Reference:					
Hours	40	Rate	15.00	CIS Deduction @ 20%	-116.40
For reference the Sterling CIS assignment mark up for this week is:					<u>£-18.00</u>