



Key Information Document

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

Further information can be found at Servoca Resourcing Solutions Limited branch.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of this document. Their contact details are 020 7215 5000.

GENERAL INFORMATION

| | |
|---|---|
| Name of employment business: | Servoca Resourcing Solutions Limited |
| Your employer (if different from the employment business): | INSERT LTD COMPANY NAME |
| Type of contract you will be engaged under: | Contract for Services |
| How often you will be paid: | Your limited company will be paid weekly by the employment business |
| Expected or minimum rate of pay: | Not less than the National Minimum Wage. Details can be found here - NMW/NLW Rates |
| Deductions from your pay required by law: | <p>If your company is providing services within the public sector and is within IR35: Income Tax National Insurance</p> <p>If your company is providing services within the public sector and is outside IR35 or providing services within the private sector, no deductions will be made.</p> <p>It is the responsibility of your limited company to pay relevant tax authorities.</p> |
| Any fees for goods or services: | DBS/Security checks |

EXAMPLE PAY

| | |
|--|---|
| Example rate of pay (per hour): | £22.00 |
| Hours of work | 28 |
| Deductions from your wage required by law: | Outside IR35 or working in the private sector |
| Any other deductions or costs from your wage: | None |
| Example gross pay to the limited company: | £616.00 |



EXAMPLE PAY

All example pays are based on tax code 1250L W1/M1

| | |
|---|---|
| Example rate of pay (per hour): | £22.00 |
| Hours worked | 28 |
| Gross Pay | £616.00 |
| Deductions from your wage required by law: | Income tax (£75.12) Employee National Insurance (£53.64) |
| Example net take home pay: | £487.24 |

SIGNING ON AS A PERSONAL SERVICE COMPANY

This document explains your pay information if you engage as a personal service company. If you engage with an employment business as a personal service company,