

Key Information Document – Personal Service Company (Ltd Co)

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 www.atlasprofessionals.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

Your name:	A Professional
Name of employment business:	Atlas Services Group Energy Ltd
Your employer (if different from the employment business):	Not applicable
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Not applicable
How often you will be paid:	Monthly upon receipt of invoice
Expected or minimum rate of pay:	You will receive at least the Minimum Wage (or National Living Wage) if you are 23 and older). The current rates are detailed here: https://www.gov.uk/national-minimm-wage-rate
Deductions from your pay required by law:	None
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Not applicable
Additional benefits:	None

EXAMPLE PAY - This example is for illustration purposes only.

Example rate of pay:	£2,800.00 monthly (14 days @ £200 per day)
Deductions from your wage required by law:	None
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£ 2,800.00 monthly

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, then you can opt out of being covered by the conduct regulations.

This is subject to our Client and IR35 compliance

The opt out must be given in writing to the employment business by both the personal service company and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency worked placed in roles working with, or caring for, vulnerable persons cannot opt out of the conduct regulations.

This documents is for information only and does not qualify as an agreement for opting out of the conduct regulations.