

Key Information Document – Intermediary or Umbrella Company

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, 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
Name of intermediary or umbrella company:	Armada Marine (Guernsey) Ltd – AMGL
Your employer:	AMGL
Type of contract you will be engaged under:	Temporary Seafarers Employment agreement
Who will be responsible for paying you:	AMGL
How often the umbrella company and you will be paid:	AMGL pay out on receipt of funds from the Employment agency on a Tuesday Payroll and funds transferred to employee on the Wednesday. Atlas sends funds to AMGL on the 20th of the following month from invoicing

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. Atlas Professionals will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	Armada Marine (Guernsey) Ltd – AMGL
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	Contract Between Atlas and AMGL for the employment service agreement.
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	14 days @ £200 = 2800 Gross pay
Deductions from intermediary or umbrella income required by law:	PAYE and UK NI deductions
Any other deductions from umbrella income (to include amounts or how they are calculated)	AMGL Fee = 2 % + £6 per day

Expected or minimum rate of pay to you:	£190.00
Deductions from your wage required by law:	PAYE & UK NI

Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	0.00
Any fees for goods or services:	£95.00 admin fee for processing Norway tax and reporting or bank charges to foreign accounts only where applicable
Holiday entitlement and pay:	Day rate is inclusive of Holiday pay
Additional benefits:	

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£200 x 14 days = £2800	
Deductions from intermediary or umbrella income required by law:	UK Tax & National Insurance	
Any other deductions or costs taken from intermediary or umbrella income:	£10.00 per day AMGL Fee 2% +£6 per day	
Example rate of pay to you:		Salary (Gross): £2800.00
Deductions from your pay required by law:		UK Tax & NI at the employee's tax code as supplied by HMRC
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		
Example net take home pay:		£2096.99 Based on 1257L tax code run 20 % tax through HMRC calculator. NI at standard rates