

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:	Kanopi Contract Services
Your employer:	Kanopi Contract Services
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Kanopi Contract Services
How often the umbrella company and you will be paid:	Weekly

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:	Kanopi Contract Services
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	No less than the amount of total deductions from Umbrella Company rate plus at least the Minimum Wage (or National Living Wage if you are 23 and older)
Deductions from intermediary or umbrella income required by law:	Employers National Insurance Apprenticeship Levy Employer Pension Contribution (where relevant)
Any other deductions from umbrella income (to include amounts or how they are calculated)	Kanopi Profit Margin

Expected or minimum rate of pay to you:	You will receive at least the Minimum Wage (or National Living Wage if you are 23 or older). The current rates are detailed here https://www.gov.uk/national-minimum-wage-rate
Deductions from your wage required by law:	Income Tax Employee National Insurance Pension Contributions (where relevant) Student loan and/or other attachments of earnings.
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	28 Days per year: Yes
Additional benefits:	None
How long is the notice period?	Subject to contract

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	7 @ £200 = £1,400	
Deductions from intermediary or umbrella income required by law:	Employers NI - £167.21 Apprenticeship Levy - £6.05	
Any other deductions or costs taken from intermediary or umbrella income:	Profit Margin - £16.00	
Example rate of pay to you:		Gross Taxable pay - £1,210.74
Deductions from your pay required by law:		Employees NI - £62.87 Income Tax - £242.20
Any other deductions or costs taken from your pay:		N/A
Any fees for goods or services:		N/A
Example net take home pay:		Net take home pay - £905.67