

KEY INFORMATION DOCUMENT

Personal Service Company (“PSC”)

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

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 via:

Web site: <https://www.gov.uk/government/organisations/employment-agency-standards-inspectorate>

Phone: 0207 215 5000

Email: eas@beis.gov.uk

General information about the parties	
Name of employment business	Anderselite Limited (“Anderselite”)
Contact Number	02380 223 511
Opening Hours	Monday to Friday (08:30 – 17.30)
Useful email addresses	Contact Us - contactus@anderselite.com Contractor Care - contractorcare@anderselite.com
Anderselite Head Office Address	Enterprise House Ocean Village Southampton SO14 3XB

About this document
<ul style="list-style-type: none"> This document has been prepared to ensure that individuals are provided with a Key Facts document before agreeing to the terms and conditions under which they will undertake work.

Your Status - PSC
<p>If you engage as a PSC (outside the scope of IR35 Off payroll working legislation) you will be a Director of the PSC and be engaged via the agency on a Contract for Service.</p> <p>Under this arrangement Anderselite will pay the PSC a gross payment inclusive of all Employment costs, under this arrangement the PSC will be responsible for paying the temporary worker.</p> <p>This document explains your pay information if you engage as a PSC. If you engage with an employment business as a PSC, then you can opt out of being covered by the Conduct Regulations. (Conduct of Employment Agencies & Business Regulations 2003).</p> <p>The opt out must be given in writing to the employment business by both the PSC 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.</p> <p>Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.</p>

Pay and Benefits	
Payment Intervals:	Depending on the particular assignment you are working on you may be paid weekly, monthly or fortnightly.
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	No less than National Minimum Wage.

Deductions from Personal Service Company required by law:	The PSC will be paid gross.
Any other deductions from Personal Service Company (to include amounts or how they are calculated):	
Any other deductions or costs taken from your rate (to include amounts or how they are calculated):	
Any fees for goods or services:	
Holiday entitlement and pay:	It is the responsibility of the PSC to provide holiday leave and pay to the individual worker.
Additional Benefits:	

Example of Pay	
Example Rate of Pay to PSC gross:	£1000 weekly
Deductions from your wage required by law:	
Any other deductions or costs from your rate:	
Any fees for goods or services:	
Example PSC take home pay:	£1000 weekly

The above example of pay is for illustration purposes only.