



Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits when working through a **Personal Service Company which is Outside of IR35**

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:	Contractor Name
Name of employment business:	Hirobe Limited
Your employer (if different from the employment business):	Your Limited Company
Type of contract you will be engaged under:	Your employer will be engaged under a contract for services with Hirobe Limited.
Who will be responsible for paying your limited Company:	Hirobe Limited
How often you will be paid:	Weekly or monthly depending on timesheet intervals as decided by End Client.
Expected or minimum rate of pay:	£400 per day (Please note this is a sample number to demonstrate deductions)
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:	We do not anticipate but will notify you of any change
Holiday entitlement and pay:	None
Additional benefits:	None

EXAMPLE PAY

Example rate of pay:	£2000 per week
Deductions from your wage required by law:	£0
Any other deductions or costs from your wage:	£0
Any fees for goods or services:	£0
Example net pay to your PSC:	£2000 per week

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.

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.



Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

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