

Key Information Document

(Consultancy)

This document sets out key information about your relationship with [Brand], [Name of Consultancy Company] and you, the Individual, including details about pay, holiday entitlement and other benefits.

Further information can be found in your contract [of employment] with your Consultancy company,

[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-6pm.

You have chosen to be paid through an Consultancy company: a third party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. The money earned on your assignments will be transferred to the Consultancy company as part of their income. They will then pay you your wage *[as your employer]*. All the deductions made which affect your wage are listed below. If you have any queries about these please contact [Consultancy company]

GENERAL INFORMATION

Your Name "You"	<i>This is needed for both Consultancy & limited company ("You")</i>
Name of Employment Business	<i>Pendragon Consultancy Limited</i>
Name of Consultancy company	<i>Pendragon Consultancy Limited</i>
Your employer	<i>Pendragon Consultancy limited</i>
The type of contract You will be engaged on:	<i>Contract for services</i>
Who will be responsible for paying You:	<i>Pendragon Consultancy Limited</i>
Any business connection between the employment business, the Consultancy company, your employer and the, person responsible for paying you	<i>If any connection, please provide details</i>
The rate of pay (or minimum gross rate of pay) we expect to transfer to the Consultancy company (a)	<i>£750.00+ VAT</i>
The rate of pay (or minimum gross rate of pay) we expect the Consultancy company to pay you:	<i>£650.23 (37.5 Hours)</i>
How often we will pay the Consultancy company	<i>Weekly</i>
How often the Consultancy company will pay you:	<i>Weekly</i>
Costs and deductions <u>required by law</u> which we will make to the sum paid to the Consultancy company	<i>Employers NI Apprenticeship Levy</i>
Costs and deductions <u>required by law</u> which will be made by the Consultancy company to the sum paid to you	<i>PAYE Employees NI</i>
Any other deductions or costs taken from your wage (to include amounts/how they are calculated)	
Any other costs and deductions which will affect the amount we pay to the Consultancy	

company <i>Please provide the nature and amount (or where the amount is not known, the method of calculation)</i>	
Any other costs and deductions which will affect the amount the Consultancy company pay to you <i>Please provide the nature and amount (or where the amount is not known, the method of calculation)</i>	
Any fees for goods/services for which you must pay:	<i>Margin £25 Per Week</i>
Any further explanation of the difference between the rate of remuneration/minimum rate of remuneration payable to /expected to be achieved for the limited company/Consultancy and the net rate of remuneration payable to/expected to be achieved for the Individual (if not fully explained above)	
Any non-monetary benefits You are entitled to receive	Pendragon Perks
Entitlement to any annual leave and holiday pay	28 days per year inclusive of bank holidays
Details of any opt-out agreement	Lead is taken from the agency as we only work with employed workers.

EXAMPLE PAY

	Intermediary or Consultancy fees	Worker fees
Example gross rate of pay to intermediary or Consultancy company from us:	£750.00	
Deductions from intermediary or Consultancy income required by law:	Employers NI: £71.52 Apprenticeship Levy: £3.25	
Any other deductions or costs taken from intermediary or Consultancy income:	Margin: £25.00	
Example rate of pay to you:		Gross: £650.23
Deductions from your pay required by law:		Employee's NI: £54.09 PAYE: £82.60
Any other deductions or costs taken from your pay:		
Any fees for goods or services:		None
Example net take home pay:		£514.54