

### Key Information Document

This document sets out key information about your relationship with us. 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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday 8am to 6pm.

#### GENERAL INFORMATION

<b>Type of contract you will be engaged under:</b>	<b>Contract for Services (Self-Employed)</b>
<b>If engaged under a contract of service or apprenticeship, the name of your employer:</b>	<b>N/A</b>
<b>If engaged under a contract for services, the name of the person responsible for engaging &amp; paying you:</b>	<b>SSC Services Limited</b>
<b>The nature of any connection, if any, between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	<b>None</b>

#### WORK SEEKER PAY INFORMATION

You will be engaged by the Work-Seeker. The Work-Seeker will issue to you the terms and conditions upon which you will carry out the works. The Work-Seeker is responsible for any payments due to you.

For the avoidance of doubt, you will be engaged by the Work-Seeker and it is the Work-Seeker that we will pay for the services provided by them to us. As set out above, the Work-Seeker is responsible for making payment to you in accordance with their agreement with you and taking into consideration their own costs.

All of the payment details including any deductions relevant to the Work-Seeker and to you are listed below.

<b>The minimum rate of remuneration expected to be paid by the Employment Business to the Work Seeker in respect of the services provided (the "Fee"):</b>	<b>£16.25 per hour</b>
<b>The intervals at which the Fee will be paid to the work seeker:</b>	<b>Weekly</b>
<b>The nature of any costs and deductions that the work seeker must make from the Fee as required by law:</b>	<b>None</b>
<b>The nature and the amount (or at least the method of calculation) of any other costs that the work seeker may deduct from the Fee:</b>	<b>Company Margin £20.00 per week</b>

#### YOUR PAYMENT INFORMATION

<b>The minimum rate of pay expected to be paid by the work seeker to you:</b>	<b>£16.25 per Hour</b>
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The intervals at which the minimum rate of pay will be paid to you:	Weekly
The nature of any costs and deductions that the work seeker must make from the minimum rate of pay as required by law:	CIS Tax Deduction
The nature and the amount (or at least the method of calculation) of any other costs that the work seeker may deduct from the minimum rate of pay:	None
The nature and the amount (or at least the method of calculation) of any fees for services or goods that may be charged to you:	None
The nature and the amount of any non-monetary benefits to which you are entitled:	None
Details of any annual holiday entitlement and to any entitlement to payment in respect of the same:	N/A (Self-Employed)

#### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£650.00	
Deductions from intermediary or umbrella income required by law:	N/A	
Any other deductions or costs taken from intermediary or umbrella income:	£20.00 Company Margin	
Example rate of pay to you:		£630.00
Deductions from your pay required by law:		£126.00 (CIS Tax Deduction @ 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:		£504.00