

### Key Information Document for CIS Candidates

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. Further information can be found by calling Fawkes & Reece Group Ltd on 02072880166. 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

<b>Name of employment business:</b>	Fawkes & Reece
<b>Name of intermediary or umbrella company:</b>	Sapphire DNP Limited
<b>Your employer:</b>	Sapphire DNP Limited
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you:</b>	Sapphire DNP Limited
<b>How often the umbrella company and you will be paid:</b>	Weekly

#### PAY INFORMATION

This document explains your pay information if you engage sole trades or Limited Company.

Sapphire DNP Limited will invoice Fawkes & Reece Group Ltd for the work you have done, deduct the correct level of tax and pass this onto HMRC and then pass the net pay on to you.

<b>Deductions from rate received required by law:</b>	Tax (typically 20%)
<b>Any other deductions</b>	Sapphire DNP Limited Margin – £20