

Key Information Document

This document sets out key information about your relationship with us if you provide your services through a Personal Services Company (deemed employment). Below you will find details about pay, holiday entitlement and other benefits you can expect to receive if you choose this employment option.

Further information can be found at <https://www.nationallocums.co.uk/looking-for-work/key-information-documents>

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:	
Name of employment business:	National Locums Ltd
Your employer (if different from the employment business):	Name of your Limited Company
Type of contract you will be engaged under:	Contract for services
How often you will be paid:	Weekly
Expected or minimum rate of pay:	£28 (for illustration purposes only)
Deductions from your pay required by law:	Employers National Insurance, Apprenticeship levy, Employees National Insurance, PAYE tax
Any other deductions or costs from your pay (to include amounts or how they are calculated):	£0
Any fees for goods or services:	£0
Holiday entitlement and pay:	
Additional benefits:	

EXAMPLE PAY	
Example rate of pay:	£1,050.00 (£28 per hour for 37.5 hours per week)
Deductions from your wage required by law:	£106.83 Employers National Insurance, £4.72 Apprenticeship levy, £140.40 Income Tax (PAYE), £91.22 Employees National Insurance
Any other deductions or costs from your wage:	
Any fees for goods or services:	£0
Example net take home pay:	£706.83

Signing on a Personal Services Company

This document explains your pay information if you engage as a Personal Services Company (PSC). If you engage with an employment business as a PSC, you can opt out of the conduct regulations.

The opt out must be given in writing to the Employment Business (National Locums Ltd) by both the PSC and person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.