

## Key Information Document – Personal Service Company

This document sets out key information about your relationship with us, including details about pay and other benefits whilst working on assignment and utilising your own Limited Company status.

Further information can be found at <https://www.linsico.com/clients/candidates/payment-types> or by contacting your consultant.

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>Your name:</b>	Your own full name
<b>Name of employment business:</b>	Linsco Ltd
<b>Your employer (if different from the employment business):</b>	Your own Limited Company name
<b>Type of contract you will be engaged under:</b>	Sub-Contractor Services agreement
<b>Who will be responsible for paying you (if different from your employer):</b>	Your own business entity
<b>How often you will be paid:</b>	Based on weekly authorisation from end client and upon receipt of matching invoice
<b>Expected or minimum rate of pay:</b>	No minimum, as per assignment
<b>Deductions from your pay required by law:</b>	None unless CIS deductions required at source upon verification from the HMRC
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	None unless working Inside IR35 on 'Off-payroll' status
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	None
<b>Additional benefits:</b>	None

### EXAMPLE PAY DETAIL

<b>Example rate of pay:</b>	£ 800.00 per week
<b>Deductions from your wage required by law:</b>	CIS tax if applicable, or HMRC deductions if working inside IR35
<b>Any other deductions or costs from your wage:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	<b>£ 400.00</b> plus VAT if registered for VAT

### SIGNING ON AS A PERSONAL SERVICE COMPANY

This document explains your payment information if you engage through Linsco as a personal service company working under a sub-contract services agreement. If you engage with an employment business as a personal service company, then you can opt out of being covered by the agency 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.

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