

## Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. As you will not be under the control of the Client during any Assignment, the Conduct of Employment Agencies and Employment Businesses Regulations 2003 do not apply. Notwithstanding this, this Key Information Document is provided on a voluntary basis in the interests of transparency.

**Please note**, figures in this document may not reflect precise contractual figures. All examples are shown as working examples and may not be reflective of the actual rate that might be agreed for an assignment.

Further information about the KID can be found at:

<https://www.gov.uk/government/publications/providing-a-key-information-document-for-agency-workers-guidance-for-employment-businesses>

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>	Robert Walters Operations Limited
<b>Your Limited Company:</b>	[Your Limited Company Name]
<b>Type of contract your PSC will be engaged under:</b>	Limited Company Contract for Services
<b>Who will be responsible for paying your Limited Company?</b>	Robert Walters Operations Limited
<b>Who will be responsible for paying you?</b>	[Your Limited Company Name]
<b>How often you will your Limited Company be paid:</b>	Within 28 days of receipt of a Client-authorized timesheet and Limited Company invoice.
<b>Expected or minimum rate of pay:</b>	e.g. £500 per day
<b>Deductions from pay to Limited Company, required by law:</b>	N/A if outside of IR35
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	N/A if outside of IR35
<b>Any fees for goods or services:</b>	N/A
<b>Holiday entitlement and pay:</b>	N/A, if outside of IR35
<b>Additional benefits:</b>	N/A

### EXAMPLE PAY

<b>Example rate of pay:</b>	£500/day (if outside of IR35)
<b>Deductions from your pay required by law:</b>	
<b>Any other deductions or costs from your pay:</b>	
<b>Any fees for goods or services:</b>	
<b>Example net take home pay:</b>	£500/day (if outside of IR35)