



Key Information Document

This document sets out key information about your relationship with us and the intermediary or outsourced payroll company used in your engagement, including details about pay, holiday entitlement and other benefits. For further information please contact **MEM Recruitment, Alan Owen, Operations Manager**. 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:	[ENTER WORKERS NAME HERE]
Name of employment business:	Agency 2000 Ltd T/As MEM Recruitment
Name of intermediary or umbrella company:	ProPaye Outsourcing Ltd
Your employer:	You will be engaged by your outsourced employer. The details of this company will be confirmed with you in a revised version of this document after your first payroll. You will also receive contact information should you wish to speak with them directly.
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Your Employer
How often you will be paid:	Weekly

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the intermediary or umbrella company as part of their income. Your Employer will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None.
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£8.72p/h
Any other deductions from umbrella income (to include amounts or how they are calculated)	None.

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Ground Floor, Beeswing House, 31 Sheep Street, Wellingborough, NN8 1BZ



Expected or minimum rate of pay to you:	£ 8.72 p/h
Deductions from your wage required by law:	Tax and National Insurance
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Pension (if applicable)
Any fees for goods or services:	None.
Holiday entitlement and pay:	5.6 weeks pro rata (or as otherwise agreed) Paid at an average rate to represent a standard week's pay
Additional benefits:	None.

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£8.72 x 36 hours = £313.92	
Deductions from intermediary or umbrella income required by law:	ER NI £20	
Any other deductions or costs taken from intermediary or umbrella income:	None	
Example rate of pay to you:		£8.72 x 36 = £313.92
Deductions from your pay required by law:		Tax £ 14.71 EE NI £17
Any other deductions or costs taken from your pay:		Pension contribution (if applicable)
Any fees for goods or services:		None.
Example net take home pay:		£313.92-£14.71-£17= £282.21

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