

Key Information Document

(Umbrella)

This document sets out key information about your relationship with Office Angels UK Limited, PayStream My Max 3 Limited and you, the Individual, including details about pay, holiday entitlement and other benefits. Further information can be found in your contract of employment with your umbrella company

[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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday 8am-6pm.

You have chosen to be paid through an 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. The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage as your employer. All the deductions made which affect your wage are listed below. If you have any queries about these please contact umbrella company

GENERAL INFORMATION

Name of Employment Business	<i>Office Angels UK Limited</i>
Name of umbrella company	<i>PayStream My Max 3 Limited</i>
Your employer	<i>PayStream My Max 3 Limited</i>
The type of contract You will be engaged on:	<i>Contract of Service (Employment Contract)</i>
Who will be responsible for paying You:	<i>PayStream My Max 3 Limited</i>
Any business connection between the employment business, the umbrella company, your employer and the, person responsible for paying you	<i>None</i>
The rate of pay (or minimum gross rate of pay) we expect to transfer to the umbrella company (a)	<i>£200.00 per day</i>
The rate of pay (or minimum gross rate of pay) we expect the umbrella company to pay you:	<i>£12.21ph (National Living Wage: employees aged 21 years and older) OR £10.00ph (National Minimum Wage: employees aged 18-20) • Holiday Pay @ 12.07% • Any bonus/commission</i>
How often we will pay the umbrella company	<i>Weekly</i>
How often the umbrella company will pay you:	<i>Weekly</i>
Costs and deductions required by law which we will make to the sum paid to the umbrella company	<i>Employer's NI Contributions Apprenticeship Levy</i>
Costs and deductions required by law which will be made by the umbrella company to the sum paid to you	<i>PAYE Employees NI Student Loan</i>
Any other deductions or costs taken from your wage (to include amounts/how they are calculated)	<i>Umbrella Margin £27.95 Weekly</i>
Any other costs and deductions which will affect the amount we pay to the umbrella company <i>Please provide the nature and amount (or</i>	<i>None</i>

<i>where the amount is not known, the method of calculation)</i>	
Any other costs and deductions which will affect the amount the umbrella company pay to you <i>Please provide the nature <u>and amount</u> (or where the amount is not known, the method of calculation)</i>	Employee pension contribution Employee's National Insurance Contributions PAYE tax
Any fees for goods/services for which you must pay:	None
Any further explanation of the difference between the rate of remuneration/minimum rate of remuneration payable to /expected to be achieved for the limited company/umbrella and the net rate of remuneration payable to/expected to be achieved for the Individual (if not fully explained above)	None
Any non-monetary benefits You are entitled to receive	<ul style="list-style-type: none"> • PayStream Rewards • Employer's Liability, Professional Indemnity and Public/Products Liability Insurance • Allowable expenses
Entitlement to any annual leave and holiday pay	Holiday entitlement accrues on the last day of each pay period and equates to 12.07% of hours worked in the pay period (up to a maximum of 28 days per annum).
Details of any opt-out agreement	

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1000	
Deductions from intermediary or umbrella income required by law:	Employers NI: £113.71 Apprenticeship Levy: £4.27	
Any other deductions or costs taken from intermediary or umbrella income:	Employer's Pension: £ Umbrella Margin: £27.95	
Example rate of pay to you:		Gross: £854.07
Deductions from your pay required by law:		Employee's NI: £48.96 PAYE: £122.40 Student Loan/: £0
Any other deductions or costs taken from your pay:		Employee Pension: £0
Any fees for goods or services:		None
Example net take home pay:		£682.71