

Key Information Document

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

Further information can be found at

Starfish Search Ltd

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 to 6pm.

GENERAL INFORMATION

Your Name:	
Name of Employment business:	Starfish Search Ltd
Name of intermediary or umbrella company:	Clipper Contracting Group Ltd
Your employer:	Clipper Contracting Group Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Clipper Contracting Group Ltd
How often the umbrella company and you will be paid?:	Weekly in arrears

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 umbrella company as part of their income. They 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.

Your payslip may show you as an employee of the umbrella company listed below.

Name of intermediary or umbrella company:	Clipper Contracting Group Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	No
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	Minimum rate required £ 16.05 per hour
Deductions from intermediary or umbrella income required by law:	Clipper Contracting Group Ltd margin
Any other deductions from umbrella income (to include amounts or how they are calculated)	No
Expected or minimum rate of pay to you:	National Minimum Wage £ 12.21
Deductions from your wage required by law:	Income tax, employees national insurance contribution, auto-enrolment pension contribution, student loan
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	No
Any fees for goods or services:	Company margin £ 12.85
Holiday entitlement and pay:	Statutory amount unless otherwise agreed
Additional benefits:	No

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees									
Example gross rate of pay to intermediary or umbrella company from us:	£ 2,000.00										
Deductions from intermediary or umbrella income required by law:	<table border="0"> <tr> <td>Employers NIC</td> <td>£</td> <td align="right">242.24</td> </tr> <tr> <td>Employer Pension</td> <td>£</td> <td align="right">25.41</td> </tr> <tr> <td>Apprenticeship Levy</td> <td>£</td> <td align="right">8.55</td> </tr> </table>	Employers NIC	£	242.24	Employer Pension	£	25.41	Apprenticeship Levy	£	8.55	
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Employer Pension	£	25.41									
Apprenticeship Levy	£	8.55									
Any other deductions or costs taken from intermediary or umbrella income:	<table border="0"> <tr> <td>Umbrella Margin</td> <td>£</td> <td align="right">12.85</td> </tr> </table>	Umbrella Margin	£	12.85							
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Example rate of pay to you:		<table border="0"> <tr> <td>Gross Pay (made up of)</td> <td align="right">£ 1,710.94</td> </tr> <tr> <td>Basic Pay</td> <td align="right">£ 488.40</td> </tr> <tr> <td>Holiday Pay</td> <td align="right">£ 184.26</td> </tr> <tr> <td>Additional Pay</td> <td align="right">£ 1,038.29</td> </tr> </table>	Gross Pay (made up of)	£ 1,710.94	Basic Pay	£ 488.40	Holiday Pay	£ 184.26	Additional Pay	£ 1,038.29	
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Deductions from your pay required by law:		<table border="0"> <tr> <td>Income Tax (PAYE)</td> <td>£</td> <td align="right">442.69</td> </tr> <tr> <td>Employees NI</td> <td>£</td> <td align="right">72.88</td> </tr> <tr> <td>Employee Pension</td> <td>£</td> <td align="right">33.88</td> </tr> </table>	Income Tax (PAYE)	£	442.69	Employees NI	£	72.88	Employee Pension	£	33.88
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Employees NI	£	72.88									
Employee Pension	£	33.88									
Any other deductions or costs taken from your pay:		£ -									
Any fees for goods or services:		£ -									
Example net take home pay:		£ 1,161.50									