



### Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at our website: [www.platinumpersonnelsolutions.com](http://www.platinumpersonnelsolutions.com)

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>	
<b>Name of employment business:</b>	Platinum Personnel Solutions (UK) Ltd.
<b>Your employer (if different from the employment business):</b>	N/A
<b>Type of contract you will be engaged under:</b>	Contract for services / Contract of service
<b>Who will be responsible for paying you (if different from your employer):</b>	N/A
<b>How often you will be paid:</b>	Weekly on a Friday (Bank holiday permitting)
<b>Expected or minimum rate of pay:</b>	Minimum: National Minimum Wage
<b>Deductions from your pay required by law:</b>	Taxation, Employee National insurance or any other law abided deduction of earnings if any.
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	Automatic enrolment after the qualifying period to the Government Pension Scheme.
<b>Any fees for goods or services:</b>	None.
<b>Holiday entitlement and pay:</b>	20 Holiday days + 8 Bank Holidays on a pro rata basis on a standard contract of services.
<b>Additional benefits:</b>	N/A

### EXAMPLE PAY

<b>Example rate of pay:</b>	£15.00 per hour based on a 40 hour working week. (£600 Gross wage)
<b>Deductions from your wage required by law:</b> <i>Dependent on the candidates individual tax code:</i>	PAYE Tax: £71.65 Employee's National Insurance: £42.96
<b>Any other deductions or costs from your wage:</b>	This example is before the automatic enrolment of the Government Pension Scheme.
<b>Any fees for goods or services:</b>	N/A
<b>Example NET take home pay:</b>	£485.39 per week.