

**CONTRACT
SCOTLAND**

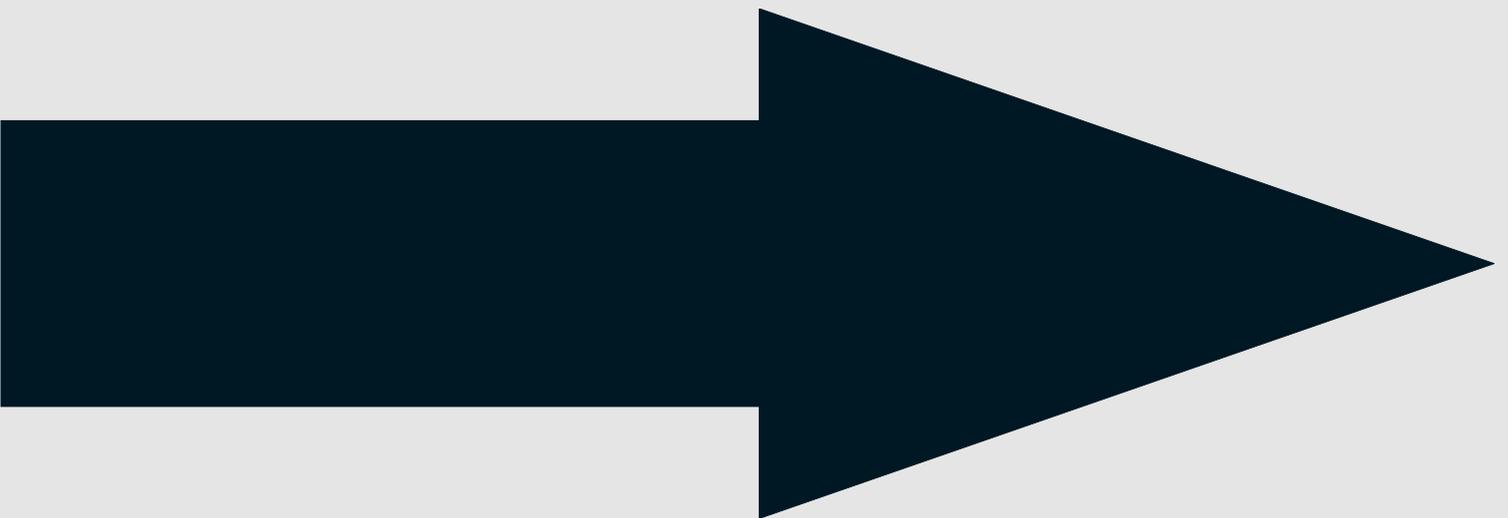
Building People Partnerships

WHO DO WE ENGAGE WITH?

Information For Limited Company

Contractors working through their own

PSC



WHO DO WE ENGAGE WITH | LTD CO

Providing the assignment can be suitably completed by a limited company contractor, we can engage with your Personal Service Company (PSC). You must be a Director and majority shareholder for us to consider your PSC.

WHAT TO EXPECT

Before you start

We ask everyone to initially complete our registration form. Then once a project has been sourced, you'll receive paperwork from our Compliance & Payroll Team in two stages:

Stage one:

- Consultancy Declaration

Stage two:

- Terms of Business
- An Information Request Form
- An Electronic Timesheet
- A 48 Hour Opt Out Form (if you are willing to work over 48 hours per week, you must complete the form and return it to us)
- Self-Billing Agreement (this will be renewed annually)
- We'll also request you send us copies of various documents including a Certificate of Incorporation, VAT Certificate, Proof of Business Banking (e.g. blank pay-in slip)

You'll also receive a Project Confirmation which will include and confirm details of:

- The End Client and site location
- Agreed rates
- Site Contacts

Once you have started

On production of an authorised timesheet, expense receipts and invoice (both if applicable) by the deadline of Monday 5pm each week, we'll make payment a week in arrears to your PSC. If however there's any reason why your timesheet can't be processed, we'll notify you in plenty of time. To help ensure we always receive timesheets that can be processed without issue, please read our

general payroll information for guidance. This guidance amongst other points will also give information on remittance advices and payment days.

FAQ's

What are the Conduct Regulations?

The recruitment sector in Great Britain is regulated by the Employment Agencies Act 1973 and the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (otherwise known as the 'Conduct Regulations').

The Conduct Regulations were introduced to create minimum operating standards within the recruitment industry, which provide protection for both candidates and clients who utilise the services of recruitment agencies. You may wish to elect to opt out of the Conduct Regulations and we advise taking independent legal advice as to the meaning and effects of opting out.

Why am I being asked about Agency Workers Regulations?

We ask all PSC contractors to declare their status for AWR purposes by confirming whether they are in or out of scope of the definition of Agency Worker (AWR Status). It is important that the PSC and the individual contractor (Representative) make their own determination as to whether they are outside of the scope of the definition of "Agency Worker" or not bearing in mind the purpose of AWR, their company and business structure and positioning with respect to IR35 Legislation. We advise taking independent legal advice if in any doubt.

Do I need to send invoices each week?

Unless you have agreed to self-billing, we require an invoice for each week to be submitted along with your timesheet by Monday at 5pm. As a self-employed contractor you are obliged to submit invoices for all claims for payment.

What if I am VAT registered?

Email a copy of your VAT certificate to the Payroll Team we'll verify it with the Labour Provider Unit within HMRC. Please also send us an invoice (unless you have agreed to self-billing), showing the breakdown of VAT owed. Call the Payroll Team if you have any questions.

Do I need Insurance?

By agreeing to our terms, you confirm your PSC has full and comprehensive Insurance Policies in place covering the duration of the agreement with your PSC. We may request copies if required and in the event an End Client requests specific levels of insurance we'll notify you in advance.

How do I claim expenses and mileage?

Please do not incur any expenses without speaking to your Consultant first as it's not guaranteed we will be able to reimburse you. Once agreed and detailed on your Project Confirmation, all expense / mileage claims must be submitted on an authorised Contract Scotland Timesheet and listed on your invoice. Receipts **must** be provided.

What if I'm planning to take annual leave?

Please agree dates with the End Client and let your consultant or the Payroll Team know. Not only will this will help us to provide a substitute (if required) while you're away but we'll also know not to disturb you looking for authorised timesheets, invoices etc. As a PSC contractor, you're expected to make your own provisions for annual leave.

What if I'm sick?

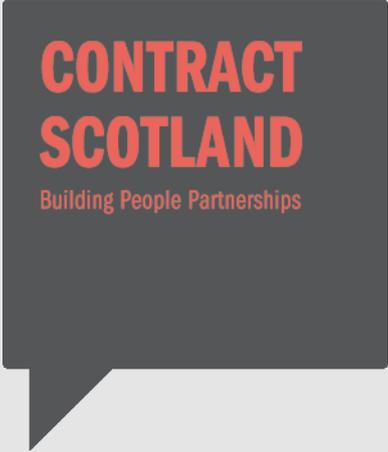
Inform both the End Client and your Consultant that you are ill from the first day of sickness. Not only will this will help us to provide a substitute (if required) while you're away but we'll also know not to disturb you looking for authorised timesheets, invoices etc. As a PSC contractor you're expected to make your own provisions for periods of sickness.

When will I receive an amended Project Confirmation?

The Compliance Team will send you an amended Assignment Confirmation if any of the following occur:

- You change site location.
- The End Client authorises claims for expenses or mileage.
- Your rates change.

The Compliance Team will send you a new Project Confirmation if you start a project with another End Client.



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