

To Candidate

Please note that once you have undertaken an assignment with Kent Top Temps Ltd and have chosen to be paid through the Kent Top Temps Ltd payroll as a PAYE worker, you cannot change your status from PAYE to Limited Company part way through your assignment.

As a temporary worker, you do have rights in the workplace under Health and Safety regulations.

During your first week on assignment, your consultant will contact you and provide further information and assistance.

The role of Kent Top Temps Ltd does not include advising on legal matters or matters of income tax and company operations. Kent Top Temps Ltd recommends that you seek specialist advice with regards to such matters.

All payments made are gross and it is your sole responsibility to pay any relevant income tax or National Insurance attaching and to comply with all relevant legislation and any changes in relevant legislation.

A contract is not in itself the sole determinant of employment status therefore Kent Top Temps Ltd and its employees can accept no liability whatsoever for your employment status. It is your responsibility to determine your employment status and to seek clarification from appropriate sources and specialist advice where required. As a result Kent Top Temps Ltd, or its employees can accept no liability whatsoever for any Inland Revenue finding, adverse or otherwise and will have no part in any appeal or further proceedings other than where required to do so by law. Kent Top Temps Ltd can accept no liability for the effect of the terms of the contract with its client on the Representative's employment status.

Yours sincerely,

Kent Top Temps Ltd

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Checklist

- Bank Account Details Form
- Tax and National Insurance Confirmation Form
- Contract and Terms of Engagement
- Agreement to opt in / opt out of Conduct Regulations 2003
- Contractor Check Form

Kent Top Temps Ltd

Contractor Limited Co Check Form for Documentation

Please confirm the following documents are attached

	Yes	No
Signed Contract and Terms of Engagement (this must be signed by the Director of the Company)		
Copy of Certificate of Incorporate of your company, which must be incorporated in the UK and resident of the UK for tax purposes		
VAT Registration Confirmation Form – Limited Company		
Copy of VAT Registration Certificate (if VAT registered)		
Form 288A (applicable only if you are the Director of your own limited company)		
Completed Bank Account details (the name of the bank account must be the limited company)		
Tax and National Insurance Confirmation Form (this must be signed by the Director of the limited company or other authorised signatory)		
Agreement to opt in/out of Conduct Regulations 2003 (this must be signed by the Director of the limited company or other authorised signature for the Contractor who will be carrying out the assignment.		
Insurance Certificates including Professional Indemnity, Public Liability, Employers Liability (Employers only appropriate if limited company has employees)		

Signed:

Date:

Name:

Payments cannot be processed until this information has been completed and the relevant information has been received by your Kent Top Temps Consultant.

Kent Top Temps Ltd

Form of Tax Declaration – Limited Company

IN THIS DEED I here by declare that I am a Director of (Ltd Company Name

_____ a company incorporated in England and

Wales/Scotland [strike out as applicable] and whose registered office is at

[insert registered address] (“the company”) Company Number _____

and that the Company has been engaged, or may be engaged, by Kent Top Temps Limited (“KTT”) to render services in accordance with specific contracts for services (“the agreement”).

I hereby declare and confirm that the Company will be responsible for the deductions and payment of all taxes applicable under any Agreement with KTT to the relevant authorities and as required by law including any payments made to and by the Company to provide services under such Agreement. This shall include all sums and not limited to Income Tax, National Insurance Contributions, Corporation Tax.

I enclose a certified copy of the Company’s Certificate of Incorporation, VAT Registration Certificate (if registered for VAT) and an example of our headed paper.

Signed as a Deed:

Name:

Company VAT Number
(if applicable)

Date:

Kent Top Temps Ltd

VAT Registration Form Confirmation – Limited Company

To ensure VAT payments (where due) are paid promptly, can you please confirm the VAT status of your Limited Company.

Limited Company: _____

Contractor: _____

Is the Company VAT Registered? YES/NO

If yes, please provide a copy of the VAT Certificate

If you have not received your VAT Certificate, please provide proof of registration

If not registered will the company be registering for VAT? YES/NO

PLEASE NOTE

- No VAT payments will be made without a valid VAT Certificate being provided to KTT
- Once an assignment has started, VAT payments will only be backdated to the date on the Certificate
- A copy of the VAT Certificate MUST be provided before the end of the contract to allow VAT to be paid.

Kent Top Temps Ltd – Limited Company

Conduct of Employment Agencies and Employment Businesses Regulations 2003 OPT OUT NOTIFICATION

There is a provision in the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (“Conduct Regulations”) for companies and those workers whose services they supply, to opt out of the Conduct Regulations. Please read the Opt Out Notification set out below and indicate if you, the Contractor and the Representative (each as defined below) to be supplied to do the work, wish to opt in or out of the Conduct Regulations. You may NOT opt out if you are to be working or caring for persons under the age of 18 or who by reason of age, infirmity or other circumstances, are in need of care of attention. You are also recommended to take independent legal advice.

DECLARATION TO BE COMPLETED BY CONTRACTOR AND REPRESENTATIVE

Date:

Parties: (1) Please insert full name, registered address and registration number of limited company below (the “Contractor”): -

(2) Please insert full name and address of individual to be supplied initially below (the “Representative”): -

We have read, understand and agree to be bound by the terms of this Opt Out Notification. In particular, we understand that by indicating below that we do wish to opt out (as described below) and by signing this Opt Out Notification to that effect we are agreeing that the provisions of the Conduct Regulations shall not apply.

Yes - We do wish to opt out (please tick and sign) _

No - We do not wish to opt out (please tick and sign) _

Signed: Signed:

Name: Name:

For and on behalf of the Contractor The Representative [CANDIDATE_ID]

Dated: Dated:

OPT OUT NOTIFICATION

This Opt Out Notification is supplemental to any formal agreement (the “Agreement”) between Kent Top Temps Ltd (the “Employment Business”) and the Contractor until such time as the Representative and the Contractor withdraw from this Opt Out Notification pursuant to clause 4.

The Contractor and the Representative acknowledge that it is their intention that the provisions of the Conduct Regulations do not apply to any services performed by the Representative pursuant to the Agreement.

The parties have freely entered into this Opt Out Notification.

The Contractor and the Representative are free to withdraw from this Opt Out Notification at any time by giving not less than one week’s written notice to the Employment Business. However, where notice is

given during the provision of services, it will not take effect until the services provided pursuant to any Agreement terminate and the Representative ceases to work in the position in question or Project (as defined in the Agreement) in question.

This Opt Out Notification is governed by English law