

# Key Information Document

## Personal Service Company - PSC

This document sets out key information regarding your pay should you engage with Morgan Philips UK Limited as a Personal Service 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 through the ACAS helpline on **0300 123 1100** Monday to Friday, 8am to 6pm.

In order to engage through a Personal Service Company you must be a company Director and your appointment must be registered on Companies House. Your PSC must hold a business bank account and Public Liability cover to £1 million (each claim), Professional Indemnity minimum cover to £250,000 (each claim) and where your PSC has two or more employees, Employers Liability cover to £5 million. Please note depending on the end hirer insurance levels may be higher.

<b>Name of employment business:</b>	Morgan Philips UK Limited
<b>Type of contract you will be engaged under:</b>	Contract for services
<b>How often you will be paid:</b>	Weekly / Monthly
<b>Expected or minimum rate of pay:</b>	As agreed per assignment
<b>Deductions from your pay required by law:</b>	Payments will be subject to Tax & NI deductions should the role be deemed inside of IR35 <sup>(1)</sup> Payments will be subject to 20% Tax & 13.2% NI <sup>(2)</sup>
<b>Holiday entitlement:</b>	None

### EXAMPLE OF PAY

<b>Example rate of pay: Based on 5 days</b>	<b>£100.00 per day (£500.00 weekly pay)</b>	
<b>Deductions from your wage required by law:</b>	Outside IR35 £0.00 Tax £0.00 NI	Inside IR35 £51.65 Tax £34.22 NI
<b>Example net take home pay:</b>	£500.00	£414.13

<sup>(1)</sup> This determination is provided by the Client and subject to the role and duties being performed by you. Should the role be deemed inside of IR35 then payments will be subject to Tax & NI deductions.

<sup>(2)</sup> Personal allowance based on 1257L tax code being applied.

If you engage with Morgan Philips UK Limited as a Personal Service Company, then you can opt out of being covered by the conduct regulations.

The opt out must be given in writing to Morgan Philips UK Limited by both the PSC and the person being supplied to do the work. Morgan Philips UK Limited cannot encourage you to do this and it must be your own decision.

This document is for information only and does not qualify as an agreement for opting out of the conduct regulations.