

Key Information Document

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

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

Name of employment business:	Oliver James Associates
Your employer (if different from the employment business):	Personal Service Company
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	Personal Service Company
How often you will be paid:	Weekly/Monthly
Expected or minimum rate of pay:	£150.00 per day
Deductions from your pay required by law:	None applied by the agency. The PSC is responsible for all taxes, NI, and statutory payments.
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Business running costs as determined by the PSC.
Any fees for goods or services:	N/A
Holiday entitlement and pay:	N/A
Additional benefits:	N/A

Example

Example rate of pay:	£750.00 per week
Deductions from your wage required by law:	Total statutory deductions: £228.00 Corporation Tax: £133.00 Income Tax: £52.00 Employee & Employer NICs combined: £43.00
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£522.00 per week

Please note:

The pay example provided above is for illustrative purposes only and is based solely on the statutory deductions required by UK law, namely Corporation Tax, Income Tax, and National Insurance Contributions. It assumes no additional company expenses, benefits, or voluntary deductions have been applied.

Actual take-home pay will vary depending on your individual circumstances, IR35 status, and the way your Personal Service Company (PSC) is structured and managed. The example is intended only to demonstrate a typical range of take-home pay.

This document should not be relied upon as financial, legal, or tax advice. Contractors are strongly advised to seek professional guidance from a qualified accountant or tax specialist to understand their precise obligations and entitlements.

Signing on as a Personal Service Company

This document explains your pay information if you engage as a personal service company. If you engage with an employment business 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 the employment business by both the PSC and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

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