

This document sets out key information regarding your pay should you engage with Henderson Scott Limited ("Henderson Scott") as a Personal Service Company ("PSC").

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the Acas helpline on 0300 123 1100 Monday to Friday, 8 am to 6 pm.

In order to engage through a PSC, 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).
(1)

Name of employment business:	Henderson Scott
Type of contract you will be engaged under:	Contract for service
Who will be responsible for paying you:	Henderson Scott will pay your PSC
How often you will be paid:	Monthly
Expected or minimum rate of pay:	No less than prevailing National Minimum Wage applicable at time of assignment and dependent on your age
Deductions from your pay required by law:	<u>Outside IR35</u> – none <u>Inside IR35</u> – payments will be subject to Tax & NI deduction should the role be deemed inside of IR35 ⁽²⁾ Payments will be subject to 20% Tax & 8% NI ⁽³⁾
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement:	None
Additional Benefits:	None

EXAMPLE OF PAY

Example rate of pay: Based on 5 days	£1000.00 per week (£4000.00 monthly pay)	
Deductions from your wage required by law:	Outside IR35 £0.00 Tax £0.00 NI	Inside IR35 £800.00 Tax £320.00 NI
Any other deductions or costs from your wage:	None	
Any fees for good or services:	None	
Example net take home pay:	Outside IR35 £4000.00	Inside IR35 £2880.00

- (1) Certain roles will also require Professional Indemnity cover to £1 million (each claim) and where your PSC has two or more employees, Employers' Liability cover to £5 million.
- (2) 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 ⁽³⁾ & NI deductions. This applies to roles within the Public and Private Sectors.
- (3) Personal allowance based on 1257L tax code being applied.

If you engage with Henderson Scott as a Personal Service Company, then you can opt out of being covered by the conduct regulations.

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

The opt out must be given in writing to Henderson Scott by both the PSC and the person being supplied to do the work. Henderson Scott 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.