



Key Information Document

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about, holiday entitlement and other benefits.

You can find more information at [Core Finance Management](#)

The Fair Work Agency (FWA) 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, 8am to 6pm.

GENERAL INFORMATION

Your name:	Personal Service Company
Name of employment business:	Your Agency
Your employer (if different from the employment business):	Personal Service Company
Who will be responsible for paying you (if different from your employer):	Core ACS Ltd
Type of contract you will be engaged under:	Master Agreement with PSC for the Supply of Services
How often you will be paid:	Weekly
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum rate of pay:	£100
Deductions from intermediary or umbrella income required by law.	None
Any other deductions or costs from umbrella income (to include amounts or how they are calculated):	Margin Fee approx. £20.00
Any fees for goods or services:	No
Holiday entitlement and pay:	No
Additional benefits:	None



REPRESENTATIVE EXAMPLE OF YOUR PAY

	Intermediary or umbrella fees	Worker Fees
Example gross rate of pay to intermediary or umbrella:	5 x £400 = £2000	
Deductions from intermediary or umbrella income required by law:	None	
Any other deductions or costs taken from intermediary or umbrella income:	None	
Example rate of pay to you:		£2000
Deductions to your pay required by law:		None
Any other deductions or costs taken from your pay:		£20 (Margin Fee)
Any fees for goods or services:		None
Example net take home pay:		£1980

CONDUCT REGULATIONS OPT OUT

If you engage with an employment business as a PSC, then you can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (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.