

## Key Information Document (Umbrella)

This document sets out key information about your relationship with Roevin Management Services Limited trading as Spring Engineering, Brookson Solutions Limited and you, the Individual, including details about pay, holiday entitlement and other benefits.

Further information can be found in your contract of employment with your umbrella 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 directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday 8am-6pm.

You have chosen to be paid through an umbrella company: a third party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage on a PAYE basis. All the deductions made which affect your wage are listed below. If you have any queries about these please contact Brookson Solutions Limited.

### GENERAL INFORMATION

Name of Employment Business	Roevin Management Services Limited trading as Spring Engineering
Name of umbrella company (the 'work-seeker')	Brookson Solutions Limited
Who will employ the worker ('You')	Brookson Solutions Limited
The type of contract you will be on	Employment contract
Who will be responsible for paying You:	Full limited company name of umbrella company
Any business connection between the employment business, the umbrella company, your employer and the, person responsible for paying You	If any connection, please provide details  Contract of employment
The rate of pay (or minimum gross rate of pay) we expect to transfer to the umbrella company (a)	£ 300 Gross pay to the umbrella company will be an amount equivalent to the gross pay due to the worker plus the deductions required by law from umbrella income plus the umbrella margin.
The rate of pay (or minimum gross rate of pay) we expect the umbrella company to pay You:	£ 300 Gross pay will consist of National Living Wage (NLW) or National Minimum Wage (NMW) at the prevailing rate, Bonus Pay and Holiday Pay where applicable
How often we will pay the umbrella company	Weekly
How often the umbrella company will pay You:	Weekly
Deductions from umbrella company income <u>required by law</u>	PAYE TAX, NIC, Employers statutory cost
Any other deductions from umbrella company income (to include amounts or how they are calculated)	Pension enrolment

Deductions from your pay which will be made by the umbrella company required by law.	PAYE TAX, NIC, Employers statutory cost
Any other deductions or costs taken from your wage (to include amounts/how they are calculated)	Pension
Any fees for goods/services for which you must pay:	Brookson Margin £25.00
Any further explanation of the difference between the rate of remuneration/minimum rate of remuneration payable to /expected to be achieved for the limited company/umbrella and the net rate of remuneration payable to/expected to be achieved for the Individual (if not fully explained above)	
Any non-monetary benefits You are entitled to receive	none
Entitlement to any annual leave and holiday pay	28 days per year
Details of any opt-out agreement under Regulation 32	

### EXAMPLE PAY

	Intermediary or umbrella income/fees	Worker income
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£1,500.00 (weekly 5 x £300)	
<b>Deductions from intermediary or umbrella income required by law:</b>	£165 employer's national insurance	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	£25 Brookson fee	
<b>Example rate of pay to you:</b>		<b>Gross:</b> £1310.00
<b>Deductions from your pay required by law:</b>		£283 PAYE Income Tax £102 Employee's NI
<b>Any other deductions or costs taken from your pay:</b>		
<b>Any fees for goods or services:</b>		
<b>Example net take home pay:</b>		£ 925 weekly