

<b>Issue</b>	<b>7</b>	<b>Key Information Document (KID)</b>	<b>Doc</b>	<b>KID01</b>
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### Rebus Group – UMBRELLA

This document sets out key information about the relationship with OSS and the contracting company/ intermediary /umbrella company used in your engagement (should you use one). This document also includes details about pay, holiday entitlement along with other services and benefits. Further information can be requested by emailing Optima Site Solutions Ltd on [construction@optimasitesolutions.com](mailto:construction@optimasitesolutions.com) or calling 0208 7839222.

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

<b>Your name:</b>	A.N EXAMPLE
<b>Name of employment business:</b>	Optima Site Solutions Ltd
<b>Name of intermediary or umbrella company:</b>	Rebus Consulting Services Ltd
<b>Your employer:</b>	Rebus Consulting Services Ltd
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Rebus Consulting Services Ltd
<b>How often the umbrella company and you will be paid:</b>	Weekly

### INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or 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. We will still be finding you assignments.

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. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below.

<b>Name of intermediary or umbrella company:</b>	Rebus Consulting Services Ltd
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	None
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£16.16
<b>Deductions from intermediary or umbrella income required by law:</b>	Not applicable
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Company Margin <i>Company margin £20 per week</i>

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Expected or minimum rate of pay to you:	£12.21
Deductions from your wage required by law:	Employee National Insurance Tax Apprenticeship Levy
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Employee Pension on Auto Enrolment
Any fees for goods or services:	Not applicable
Holiday entitlement and pay:	12.07 % of Gross Taxable Earnings
Additional benefits:	Not applicable

#### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£800.00 Weekly Contract Rate £20 x 40 Units	
Deductions from intermediary or umbrella income required by law:	£116.54 Employers National Insurance and Apprenticeship Levy	
Any other deductions or costs taken from intermediary or umbrella income:	£25.00 Weekly Margin	
Example rate of pay to you:		£863.46 Weekly
Deductions from your pay required by law:		£89.19 Tax £35.32 Employee National Insurance
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£558.50 Weekly