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ACL Contractor Solutions – 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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	A.N EXAMPLE
Name of employment business:	Optima Site Solutions Ltd
Name of intermediary or umbrella company:	ACL Contractor Solutions Limited
Your employer:	ACL Contractor Solutions Limited
Type of contract you will be engaged under:	UMBRELLA
Who will be responsible for paying you:	ACL Contractor Solutions Limited
How often the umbrella company and you will be paid:	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.

Name of intermediary or umbrella company:	ACL Contractor Solutions Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£16.93
Deductions from intermediary or umbrella income required by law:	Employer's National Insurance Apprenticeship Levy Holiday Pay Employer's Pension (if applicable)
Any other deductions from umbrella income (to include amounts or how they are calculated):	Umbrella Margin - £20 Margin
Expected or minimum rate of pay to you:	No less than National Minimum Wage

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Deductions from your wage required by law:	Income Tax Employee's National Insurance Student Loans (if applicable) Employee's Pension (if applicable)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	12.07% of Basic Pay
Additional benefits:	None

EXAMPLE PAY

	Intermediary or Umbrella fees		Worker fees	
Example gross rate of pay to intermediary or umbrella company from us:	Gross Pay	£677.20		
Deductions from intermediary or umbrella income required by law:	Employer's NI	£71.07		
	App Levy	£2.85		
	Employer's Pension	£13.49		
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella Margin	£20.00		
Example rate of pay to you			Basic Pay	£510.99
			Holiday Pay (Rolled Up)	£58.80
Deductions from your pay required by law:			Tax	£61.00
			Employee's NI	£26.22
			Employee's Pension	£22.49
Any other deductions or cost taken from your pay:				£0.00
Any fees for goods or services:				£0.00
Example net take home pay:			Net	£460.08

Company margin 8% capped at £22.50 with contract for services including public, personal & accident insurances.