

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 pay, holiday entitlement and other benefits.

Further information can be found at <https://www.jdrossenergy.com/>

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

Your name:	[Enter the name of the worker]
Name of employment business:	JDR ENERGY INTERNATIONAL LIMITED
Name of intermediary or umbrella company:	ASL Umbrella
Your employer:	ASL Umbrella
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	ASL Umbrella
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:	ASL Umbrella
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:	£500.00 per day to umbrella company
Deductions from intermediary or umbrella income required by law:	Employers' NI Employers' pensions contributions Apprenticeship levy

Any other deductions from umbrella income (to include amounts or how they are calculated)	£28.50 margin retained by umbrella company
Expected or minimum rate of pay to you:	£380.00 per week
Deductions from your wage required by law:	Income tax Employees NI Employees pension contribution
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:	Statutory minimum annual leave entitlement of 5.6 weeks/28 days for full time employees. For part time workers this will be pro-rated accordingly
Additional benefits:	Access to collective facilities provided by Hirer.

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£2,500.00 Weekly	
Deductions from intermediary or umbrella income required by law:	£277.39 Employer's NI £10.05 Apprenticeship Levy £13.80 Employer Pension Contribution (Auto Enrolment)	
Any other deductions or costs taken from intermediary or umbrella income:	£28.50 umbrella margin weekly	
Example rate of pay to you:		£1,936.54 Weekly Pay
Deductions from your pay required by law:		£677.08 Income Tax £119.64 Employees NI £13.80 Employee Pension Contribution (Auto Enrolment)
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£1,126.02 weekly

