

This is an agreement to act as an Umbrella Body between:

Client name:

Address:

Post Code:

Phone No.:

And Bensiri Consultancy Services Ltd

Business Incubation Centre
Durham Way South
Newton Aycliffe
DL5 6XP
Company Registration Number: 10821339

Bensiri Consultancy Services agrees:

1. To act as a supplier on your behalf to the recruiting Agency which you are currently engaged with. As an umbrella client, we will treat you as a temporal employee for the purposes of deducting, withholding and remitting PAYE and NIC to HMRC as required and in compliance with IR35. Bensiri Consultancy Services will not be responsible for statutory employer payments such as, Employer's national insurance contributions (ERsNIC), Holiday pay etc. The ERsNIC will be paid from the wages, salaries or income received on your behalf from the Agency.
2. To ensure that we act in your best interest during your employment with the current Employment Agency and will ensure that we communicate to the Employment Agency and HMRC on matters relating to statutory payments such as Maternity/Paternity pay and Holiday pay. Umbrella employees will only qualify for Maternity pay after 26 weeks.
3. To act as an agent between you and HMRC on all income tax related issues
4. To pay you the wages, salary or income received from all the employment activities with the Agency after deducting the various statutory amounts, expenses and other business related charges. We will also check all wages, salary or incomes received to ensure that they reflect actual work done.
5. To charge a fee of £15.00 per week for our weekly umbrella payroll services and £20.00 for monthly umbrella payroll services.

Customer or Client agrees:

1. To provide us (Bensiri Consultancy Services) with time sheet of all relevant employment activities undertaken, detailing the hours worked and the hourly rate.
2. To provide us with expenses claim sheet detailing all expenses incurred during the course of your employment with receipts for payment.
3. To notify us immediately if they:
 - ☐ Change employment or move to a different agency
 - ☐ Identify a discrepancy in their pay
 - ☐ Did not work on a particular day
 - ☐ Change their name and address
 - ☐ Cease to work
4. To notify us 30 days in advance in lieu of terminating your agreement with us.
5. To provide all relevant and necessary information in relation to their employment activities with the Agency
6. To pay a fee of £15.00 per week for our weekly umbrella payroll services and £20.00 for monthly umbrella payroll services.

Client Name:

Date:

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Client Signature:

(Please insert your signature or full name in the box above)

Signature (by official of Bensiri Consultancy Services Ltd):

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