

## Key Information Document (Umbrella Company)

This document sets out key information about your relationship with us (the Employment Business), NASA Umbrella Ltd (the Umbrella Company) 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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday 8am-6pm.

### General Information

| Your name "You":                                                  | Example                          |
|-------------------------------------------------------------------|----------------------------------|
| Name of Employment Business:                                      | TXP                              |
| Name of umbrella company:                                         | NASA Umbrella Limited            |
| Name of the company who is your employer:                         | NASA Umbrella Limited            |
| The type of contract You will be engaged on:                      | Contract of service (employment) |
| Who will be responsible for paying you:                           | NASA Umbrella Limited            |
| How often we will pay the umbrella company and they will pay You: | Weekly                           |

### Umbrella Company Pay Information

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 [as your employer]. All the deductions made which affect your wage are listed below. If you have any queries about these please contact NASA Umbrella.

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|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Umbrella Company:                                                                                                                | NASA Umbrella Limited                                                                                                                                                                                                                                                                                                                                                      |
| Any business connection between the employment business, the umbrella company, your employer and the, person responsible for paying you: | None                                                                                                                                                                                                                                                                                                                                                                       |
| Expected or minimum gross rate of pay transferred to the Umbrella Company from Us:                                                       | £300.00                                                                                                                                                                                                                                                                                                                                                                    |
| Deductions the Umbrella Company makes from the Umbrella Income required by law:                                                          | <u>Employers National Insurance (NIERS)</u> - the amount the umbrella pays as your employer for National Insurance<br><u>Apprenticeship Levy</u> - the UK Apprenticeship Levy, payable by large employers including umbrella companies<br><u>Employer Pension Contributions</u> - the employer contribution to the autoenrolment workplace pension scheme (if applicable)☒ |
| Any other deductions umbrella income (to include amounts or how they are calculated)                                                     | Admin Margin (per week)<br>£20.00                                                                                                                                                                                                                                                                                                                                          |

|                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expected or minimum rate of pay to You:                                        | Minimum rate of pay = the hours you have worked multiplied by the National Living Wage + Holiday Pay                                                                                                                                                                                                                                                                                                          |
| Deductions from your wage required by law:                                     | <u>PAYE Income Tax</u><br><u>Employee National Insurance</u><br><u>Employee Pension Contributions</u> (if eligible jobholder and not Opted Out)<br><u>Student or Postgraduate Loan deductions</u> (if applicable)<br><u>Earnings of Attachment orders</u> (if applicable)☒                                                                                                                                    |
| Any other deductions or costs taken from your wage:                            | None                                                                                                                                                                                                                                                                                                                                                                                                          |
| Other costs/deductions that affect the amount the umbrella company pay to you: | None                                                                                                                                                                                                                                                                                                                                                                                                          |
| Any fees for goods/services for which you must pay:                            | None                                                                                                                                                                                                                                                                                                                                                                                                          |
| Entitlement to any annual leave and holiday pay:                               | Statutory holiday allowance of 5.6 weeks per annum (including bank holidays). This is applied as a % on a pro-rated basis to your gross taxable pay in order to calculate your holiday pay, which in this example is paid to you in advance of taking time off, alongside your wages.                                                                                                                         |
| Any non-monetary benefits you are entitled to receive:                         | <u>NASA Rewards</u> :- Discounts & cash back at leading retailers, gyms & supermarkets, BP fuel card and online GP (charge of up to £2.50 pw).<br><u>Personal pension contributions</u> :- SIPP pension, full salary sacrifice savings passed on with most providers accepted.<br><u>Specialist mortgage &amp; Financial advice</u> :- specialist partner for contractor mortgages, investments & insurance.☒ |
| Opt-out agreement:                                                             | Opt-in or Opt-out of the Conduct Regulations, as per the workers preference, is embedded in the NASA Employment Pack.                                                                                                                                                                                                                                                                                         |

### Example Pay Calculation (weekly)

|                                                                           | Umbrella income & fees |           | Worker income & fees   |           |
|---------------------------------------------------------------------------|------------------------|-----------|------------------------|-----------|
| Example gross rate of pay to umbrella company from us:                    | Contract Income:       | £1,500.00 |                        |           |
| Deductions from intermediary or umbrella income required by law:          | Employers NI:          | £179.69   |                        |           |
|                                                                           | Apprenticeship Levy:   | £6.46     |                        |           |
|                                                                           | Employer's Pension:    | £0.00     |                        |           |
| Any other deductions or costs taken from intermediary or umbrella income: | Admin Margin           | £20.00    |                        |           |
| Example rate of pay to you:                                               |                        |           | Gross Taxable Pay:     | £1,154.50 |
| Deductions from your pay required by law:                                 |                        |           | + Holiday Pay:         | £139.35   |
|                                                                           |                        |           | Employee's NI:         | £64.54    |
| Any other deductions or costs taken from your pay:                        |                        |           | PAYE:                  | £275.40   |
| Any fees for goods or services:                                           |                        |           | Employee Pension:      | £0.00     |
| Example net take home pay:                                                |                        |           | Net Take Home Pay:     | £953.91   |
|                                                                           |                        |           | Pension Contributions: | £0.00     |