

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.

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

Name of intermediary:	Guild Limited
Any business connection between the intermediary, the employment business and the person responsible for paying you:	No
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£14.75 or more: Relative to assignment
Deductions from intermediary income required by law: (e.g. employer’s NI, apprenticeship levy etc.)	n/a
Any other deductions from income (to include amounts or how they are calculated)	Margin @ £21.00

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

Guild operates the Construction Industry Scheme (CIS) tax regime to ensure the smooth application of CIS and tax compliance for contractors and subcontractors.

Self-employed and limited company operatives are engaged under contracts for services. These contracts are similar to framework agreements, with no ongoing requirement for either party to use the services of the other.

Similarly, these contracts have no notice periods, allowing the operative to terminate the contract at any time and for any reason.

A margin is made on each payment, which is the difference between the amount received from the client and the amount the operative is paid. The margin is a fixed rate, albeit split into two for accounting purposes:

Margin A covers standard business overheads.

Margin B (the smaller margin) covers the provision and maintenance of operative-specific services, such as customer services availability outside of standard office hours, including weekends. It also covers weekly text messages confirming payments, consolidated annual statements, the online portal, a health and safety helpline, insurances and other overheads.

Guild does not provide any additional paid-for services.

Expected or minimum rate of pay to you:	£14.75 or more: Relative to assignment
Deductions from payments required by law:	CIS tax at applicable rate as determined by HMRC (20%, 30% or gross status)
Any other deductions from payments	n/a
Any fees for goods or services:	No additional fees
Holiday entitlement and pay:	n/a
Additional benefits:	n/a

EXAMPLE PAY

	Intermediary remuneration	Worker remuneration
Example gross rate of pay to intermediary from us:	£590 (40 hours @ £14.75 per hour)	
Deductions from intermediary or umbrella income required by law: (e.g. employer’s NI, apprenticeship levy etc)	n/a	
Any other deductions or costs taken from intermediary or umbrella income:	Margin @ £21.00	
Example rate of pay to you:		£590
Deductions from your pay required by law:		CIS tax @ 21% (113.80)
Any other deductions or costs taken from your pay: (e.g. pension contributions etc.)		n/a
Any fees for goods or services:		n/a
Example net take home pay:		£476.20