

## 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 [www.investigo.co.uk](http://www.investigo.co.uk)

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

<b>Your name:</b>	<b>Recipient of this document</b>
<b>Name of employment business:</b>	<b>Investigo Limited</b>
<b>Name of intermediary or umbrella company:</b>	<b>Brookson Solutions Limited</b>
<b>Your employer:</b>	<b>Brookson Solutions Limited</b>
<b>Type of contract you will be engaged under:</b>	<b>Employment Contract</b>
<b>Who will be responsible for paying you:</b>	<b>Brookson Solutions Limited</b>
<b>How often the umbrella company and you will be paid:</b>	<b>Weekly or monthly. Depending on the pay frequency agreed with the client</b>

### 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.

<b>Name of intermediary or umbrella company:</b>	<b>Brookson Solutions Limited</b>
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	<b>No</b>

Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	Hourly rate from illustration
Deductions from intermediary or umbrella income required by law:	National Insurance Pension Apprenticeship Levy
Any other deductions from umbrella income (to include amounts or how they are calculated)	Weekly margin will be retained - the amount of the margin will be discussed on your on boarding call
Expected or minimum rate of pay to you:	National Minimum Wage
Deductions from your wage required by law:	Income tax and employees national insurance EE pension Student loan once notified by student loan company Please see link to guidance regarding this: <a href="https://www.brooksonone.co.uk/knowledgecentre/umbrella/your-umbrella-payslip-explained/">https://www.brooksonone.co.uk/knowledgecentre/umbrella/your-umbrella-payslip-explained/</a>
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	No
Any fees for goods or services:	No
Holiday entitlement and pay:	Advised each pay statement what to keep aside. Please see link to guidance regarding this: <a href="https://www.brooksonone.co.uk/knowledgecentre/umbrella/your-umbrella-payslip-explained/">https://www.brooksonone.co.uk/knowledgecentre/umbrella/your-umbrella-payslip-explained/</a>
Additional benefits:	No

#### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1000	
Deductions from intermediary or umbrella income required by law:	Employers NI - £98.95 Employers Pension - N/A Apprenticeship Levy - £4.43	
Any other deductions or costs taken from intermediary or umbrella income:	£15.00	
Example rate of pay to you:		£881.62
Deductions from your pay required by law:		Income tax - £128.25 Employees - £83.83
Any other deductions or costs taken from your pay:		

<b>Any fees for goods or services:</b>		
<b>Example net take home pay:</b>		<b>£669.53</b>