



INTRODUCTION

Congratulations on securing your new contract position with SBS.

SBS prides itself on providing a high quality service to its clients and candidates and ensures that it complies with all applicable codes of practice, standards and regulatory requirements. SBS is a member of the Recruitment and Employment Confederation and has also achieved accreditation to ISO 9002.

Whether you are a 'first time' contractor or are an experienced consultant, please read through the following information and keep it safe as it not only provides you with a complete record of the documentation that you will need to provide us with, but it also serves as a source of reference for contact points at SBS, invoicing procedures etc.

YOUR ASSIGNMENT

Your SBS consultant will have already briefed you with a detailed specification of the assignment you will be undertaking. If you are unsure or have any difficulties in fulfilling the assignment, please contact your representative.

CUSTOMER CARE

SBS expects that each of its suppliers uses its best endeavours to promote and protect the interests of SBS and its clients at all times during their assignment. Suppliers must be courteous and polite and act in a professional manner at all times.

DRESS CODE

SBS suppliers must conform to standards of dress and appearance, which are appropriate to their positions and client contact. It is not possible to lay down in advance specifications of dress and appearance and you must therefore comply with a reasonable instruction in this respect.

On the first day of your assignment it is always better to dress in business attire as this will create a positive impression and will give you the opportunity to understand the local office culture.

HEALTH AND SAFETY

It is the policy of all SBS' Clients to provide and maintain safe and healthy working conditions, equipment and systems of work and to provide such information or training as required. SBS suppliers must familiarise themselves and adhere to the health and safety policy within their allocated work place.

Suppliers must note that they have a duty in law to act responsibly and to take reasonable care for the health and safety of both themselves and others who may be affected by what you do (or leave undone).

USE OF EQUIPMENT, SOFTWARE AND MATERIALS

It is prohibited for any SBS supplier to load or use software, which has not been provided by the client, on to the client's equipment (other than with the express written authority of the client).

Equipment, facilities or materials must not be removed from the client site without written permission from the client.

Suppliers are not permitted to inappropriately browse the internet on the client's equipment.

CONDUCT REGULATIONS

The Conduct of Employment Agencies and Employment Businesses Regulations 2003 came into force on 6th April 2004 for contractors working directly for an agency and on 6th July 2004 for Limited Company Contractors. But how do they affect contractors and the way they work?

Several of the regulations deal with the way in which agencies conduct themselves with their workers. These have been primarily designed to protect those who are "misrepresented" by unscrupulous agencies, particularly within the low paid "blue collar" sectors such as cleaners etc, but they cover all workers without distinction, whether they are PAYE employed by the agency or employed via a personal service or managed Service Company.

However, after persistent lobbying from the Professional Contractors Group (PCG), the Recruitment and Employment Confederation (REC) and the Association of Technology Staffing Companies (ATSCo) among others, the Government added Regulation 32 to the final draft of the regulations. This gives contractors who are supplied through a limited company, the opportunity to opt out of the regulations in their entirety.

Why should contractors opt out?

Although the regulations do provide certain added protection to contractors, there are several reasons why contractors may wish to opt out:

1. Many of the abuses that the regulations seek to outlaw are not practiced by the more reputable and professional agencies that dominate the higher end of the market, e.g. to only be paid when the agency receives payment from the end user client.
2. The regulations place a considerable additional burden on agencies in terms of administration and costs when processing a candidate. Agencies will therefore naturally favour contractors who have opted out.
3. The regulations imply an employment of one party over the other, giving the "worker" certain protection and rights. Such a relationship will undermine any attempt to argue that a contract that is subject to the regulations is not caught by IR35. This may prove very costly to an IR35 borderline contractor.
4. It is anticipated that many higher paid contracts will only be offered to "contracted out" candidates as end users will wish to impose certain contractual restrictions to protect their creative intellect. Such restrictions cannot be made unless an opt out is in force.
5. The PCG – the official mouthpiece of the professional contracting community – recommend their members to opt out of the regulations.
6. The regulations require detailed checking of a candidate's information, which must be completed before they are offered to an end user. Such verification will take some time to complete. Where candidates do not wish the regulations to apply, their details may be submitted without a delay. Vacancies may be filled on a "first come" basis.

Are there any restrictions on opting out?

For the opt out to be effective, the following conditions must be satisfied:

1. The opt out must be made by BOTH the limited company (the Supplier) and the worker (the Contractor).
2. The opt out must be in writing, therefore the opt out notice must be signed by both parties and returned to ourselves via scanned email or fax.
3. In addition, an opt out cannot be withdrawn once the work commences.



Limited Company Opt Out Notice

From:

(1) **The Supplier:**
Address:

(2) **The Worker:**
Address:

Together called the "Applicants", and referred to as "we", "us", "our" and "ours". For the purposes of this notice "Applicants" includes the Worker and the Supplier unless specifically stated or qualified otherwise.

To:

The Recruitment Company: SBS (UK). A division of InterQuest Group (UK) Limited

Address: 16-18 Kirby Street, London, EC1N 8TS

Referred to as "you", "your" and "yours" and all branch offices of you. For the purposes of this notice, includes any subsidiary or associated company (as defined by s.736 Companies Act 1985) of yours.

Notice Date:

WHEREAS:

- A The Supplier is a limited company work-seeker and the Worker is a person who is or would be supplied by the Supplier as set out in Regulations 32 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the "Regulations").
- B The Recruitment Company operates as an agency or an employment business as defined by the Regulations.
- C There is provision in the Regulations for limited companies, and persons supplied by limited companies, to opt out of the Regulations and thereafter not be considered a work-seeker within the Regulations.
- D The Applicants wish to opt out of the Regulations in accordance with Regulation 32 (9) of the Regulations with the intention that none of the Regulations shall apply to any dealings between the Applicants, or either of them, and the Recruitment Company whilst this notice remains in force.

Notice and Agreement

- 1. This notice is given on the notice date above and, with the exception of clause 5, which shall apply immediately in all cases, shall apply from the later of the 6th of July 2004 or the notice date (the "Effective Date").
- 2. We, the Applicants, hereby give notice to you that we have agreed that the Regulations should not apply to any dealings between you and us unless and until we give you further notice that our first notice is withdrawn, in accordance with the Regulations.
- 3. We confirm that this notice is given freely and that you have not made the provision of work finding services by you conditional upon the giving of this notice.
- 4. We recognise in giving this notice that none of our dealings in relation to you will be determined by the Regulations and that your agreement to deal with us upon this basis represents a benefit to us in enabling us to organise our affairs without any obligation restriction or definition which may be implied as affecting us by reason of the Regulations or in our dealings with you ("the Benefit").
- 5. In consideration of the Benefit, the Supplier and the Worker each separately and distinctly agree, with effect from the notice date, to indemnify you against any loss suffered by you as a result of us seeking to enforce any term against you under the Regulations, or based upon an alleged breach of the Regulations by you.
- 6. This notice is governed by English Law and shall be subject to the jurisdiction of the English Courts.

.....
Signed for and on behalf of the Supplier

.....
Signed by the Worker

.....
Date

.....
Date



PRIOR TO COMMENCEMENT OF YOUR ASSIGNMENT

Contract Documentation

Your new assignment details have been passed to our contracts department in order to raise the contract paperwork. All paperwork will be sent to your limited company unless otherwise stated, however please note that the contract agreement must be signed by a director of the limited company.

As a limited company contractor we require the following documents **before we can make any payments to you.**

- Signed copies of the contract agreement
- A signed opt out notice (if applicable)
- A completed Starter Form and Bank Details (a form is enclosed at the back of this pack for your use)
- A copy of your Certificate of Incorporation and VAT registration (if applicable)
- A copy of your Certificate of Professional Indemnity Insurance
- Proof of ID i.e. a copy of your passport / driving licence

The above documents are acceptable via

Email: payroll@sbsukltd.com

Fax: 0870 889 7047

PLEASE NOTE THAT PAYMENTS CANNOT BE MADE UNTIL ALL CONTRACT DOCUMENTATION HAS BEEN RECEIVED. FAILURE TO PROVIDE ALL THE ABOVE DOCUMENTATION WILL RESULT IN DELAYED PAYMENTS TO YOU.



ON YOUR FIRST DAY

Your SBS consultant will have provided you with details of where, when and to whom you need to report to on your first day. If you are unsure or have not received confirmation from your SBS consultant please contact us.

If for any reason you are delayed on your first day please make sure you contact us as soon as possible in order for us to inform the client.

PAYMENT PROCESS

SBS wish to make sure that all suppliers receive accurate and prompt payment. In order to help us please take time to read the following information and make sure you provide us with all the relevant documentation.

Timesheets and Invoices

Enclosed with this information pack you will find a timesheet for your use. Timesheets are also available from our website www.sbsukltd.com Contractor Services. Timesheets should be completed each week/month for all hours completed by the supplier and must be in a legible format. Any corrections will need to be signed by the client.

If you are hourly paid, please ensure that all hours entered on the timesheet are in 15 minute intervals. Timesheets received which contain hours worked that are not to the nearest 15 minutes, will be rounded up or down accordingly.

Once completed, the timesheet needs to be signed by the supplier and by an authorised signatory of the client.

Unless otherwise stated authorised timesheets should be faxed to 0870 889 7047, alternatively, authorised timesheets may be scanned and emailed to payroll@sbsukltd.com

An invoice then needs to be raised by your limited company. Invoices should clearly state the following information:

- The full registered name of your limited company, its registered address and invoicing address (if different)
- The Company registration number
- If you are registered for VAT, the VAT number must be clearly shown. If you fail to state the VAT number it will result in non-payment of VAT
- The hours you are claiming (as detailed on your timesheets) together with the relevant hourly or daily rate consistent with your contract.

We have a couple of limited company invoice templates (vat registered & non vat registered) available for you to use on our website www.sbsukltd.com under the Contractor Services tab.

We accept invoices by email or fax to the following addresses:

Email: payroll@sbsukltd.com

Fax: 0870 889 7047

If you are operating under an Umbrella Company you will also need to provide them with a copy of your completed timesheets in order for them to raise an invoice to us.

Please note some Umbrella Companies may require you to complete alternative documentation/systems therefore please make sure you are familiar with all their requirements in order for us to make payments to you.

Any queries relating to timesheets and payments should be made to the Payroll Department on 020 7025 0137 or email to payroll@sbsukltd.com



Holidays

It is important that you inform us when you will be taking holiday. Our accounts department may delay payment of timesheets received because they are still waiting for a 'missing' (holiday period) timesheet. To make it clear when holiday has been taken, please submit a timesheet marked zero hours worked for the holiday period. This will ensure that all hours/days worked are paid promptly. Please note all holiday must be pre-arranged and approved by both the client and SBS in accordance with your contract.

Expenses

Unless expenses have been authorised in writing by the client, SBS are under no obligation to reimburse the supplier for any expenses incurred. However, if the client does authorise expenses you may claim these by submitting to SBS the authorised expense form (usually obtained from the client) along with all relevant receipts and an invoice from your limited/umbrella company.

Payment and Transfer of Funds

Once timesheets and an accompanying invoice have been received and checked by our payroll department payments will be processed in accordance to our payment schedule (available to view and download on the website)

If you are operating under an Umbrella Company you will also need to provide them with your hour/days worked in order for them to raise an invoice to us. You should also give them our email/fax number so they can send through your invoice.

If you are utilising a management/umbrella company, a further 3 working days should be allowed for funds to clear into your own bank account.

Change of Details

If you change your address, limited company, bank or bank account details please inform your SBS representative as soon as possible. These details will be passed to our contracts department and payroll departments in order to make sure that all correct documentation is updated and there are no delays in payments to you.



STARTER FORM AND BANK DETAILS

Failure to properly complete and return this form will result in delayed payments.
Please return to payroll@sbsukltd.com or fax to 0870 889 7047

PERSONAL DETAILS

Surname of Contractor:

Forename of Contractor:

Commencement Date of Contract:

Next of Kin
(contact in case of emergency,
include name and telephone no):

LIMITED COMPANY DETAILS

Limited Company Name:

Registered Address:

Company Registration No:

VAT Registration No:

Electronic Remittance Advice:

We do not provide paper remittance advice in the post. We will email your remittance advice directly to the email address you provide us.

Limited Company Email:

Contractor's Email:

BANK ACCOUNT DETAILS

Payments will be made directly into your bank account. Please complete the details below. This will ensure that the money will be in your bank account within the expected date according to the Payment Schedule (on receipt of correctly completed timesheets and invoices)

Account Name:

Bank Name:

Bank Address:

Account No:

Sort Code:

Top Ten Check List

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- Send us the following documents **NOW** in order get your contract raised and payments made to you:
 - Your completed opt out notice – attached below
 - A copy of your Certificate of Incorporation
 - A copy of your VAT Certificate (if registered – see below if not!)
 - A copy of passport or driving licence as proof of ID
 - A completed Starter Form and Bank Details

 - Payroll contacts numbers Tel 0207 025 0137 Email payroll@sbsukltd.com Fax 0870 889 7047 for timesheet/invoice submission and payroll enquiries.

 - The Payment schedule for dates and cut off times for payments is available on the website under the candidate Services tab.

 - Make sure you submit a Ltd invoice with your timesheet in order to get paid.

 - A timesheet is available within this document and on the web page to download.

 - Save the trees! Timesheets should **only** be sent to the payroll email/fax number quoted on payroll contacts – please do **not** send hard copy in the post unless otherwise specified.

 - If your contract is based on a daily rate please invoice us for days worked and visa versa for Hourly paid contracts.

 - Please give your consultant an email address for us to send your remittances to, if you are not running your own ltd company you should give the email address of the company handling your accounts.

 - If you have incurred expenses that have been agreed to be reimbursed by the client then you must attach copies of the expenses to a client approved expense claim form (to be obtained from the client). This will also need to be signed by the client in order to be reimbursed by us. You should also add the expenses to your Ltd/umbrella company invoice.

 - If you are not yet VAT registered or are waiting for your VAT certificate to come through, you Should **not** include VAT on your invoices. Once you have your VAT certificate you can claim Backdated VAT, simply send us a copy of your certificate with your backdated Vat claim form & Invoice and we will reimburse you. This claim form is also available on our website.
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Monthly Timesheet



16-18 Kirby Street, London
 EC1N 8TS
 Tel: +44 0207 025 0137
 Fax: +44 0870 889 7047

payroll@sbsuktd.com

Contractor's Name:
Limited Company Name:
Client Name:
Month:
Standard Hours Per Day:

Date	Start Time	End Time	Total Break Time	Total Hours Worked	Total Days Worked	OT Hrs	ON Call Y/N	Called Out Y/N
Sat 00				0.00	1.00			
Sun 01				0.00	1.00			
Mon 02				0.00	1.00			
Tue 03				0.00	1.00			
Wed 04				0.00	1.00			
Thu 05				0.00	1.00			
Fri 06				0.00	1.00			
Sat 07				0.00	1.00			
Sun 08				0.00	1.00			
Mon 09				0.00	1.00			
Tue 10				0.00	1.00			
Wed 11				0.00	1.00			
Thu 12				0.00	1.00			
Fri 13				0.00	1.00			
Sat 14				0.00	1.00			
Sun 15				0.00	1.00			
Mon 16				0.00	1.00			
Tue 17				0.00	1.00			
Wed 18				0.00	1.00			
Thu 19				0.00	1.00			
Fri 20				0.00	1.00			
Sat 21				0.00	1.00			
Sun 22				0.00	1.00			
Mon 23				0.00	1.00			
Tue 24				0.00	1.00			
Wed 25				0.00	1.00			
Thu 26				0.00	1.00			
Fri 27				0.00	1.00			
Sat 28				0.00	1.00			
Sun 29				0.00	1.00			
Mon 30				0.00	1.00			
Monthly Total				0.00	31.00	0.00		

Summary of hrs/days worked	STD HOURS	STD DAYS	O/T WKDAYS	O/T SAT	O/T BANK HOLDS	ON CALL	CALL OUTS
		0.00	31.00				
<u>Notes</u>							

Notes

1. Time MUST be entered in units of one hour and rounded to the nearest 15 mins, e.g. 10hrs 15 minutes = 10:15
2. Days MUST be completed for day rate contract only in units of one day, e.g. whole day = 1

Consultant's Signature: <i>I confirm that the times stated are an accurate record of the days worked.</i>	
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Clients Declaration: *I confirm that the time stated are an accurate record of the days worked by the consultant whose performance over these days has been satisfactory, and you are hereby authorised to invoice my company at the agreed rate.*

Client Authorising Signature	
Name	
Position	
Date Signed	