

P.M.Resources Ltd

Weltech Business Centre, Ridgeway, Welwyn Garden City, Herts, AL7 2AA

E-mail info@pmres.co.uk: Mob # 07850-769827

Office Phone # 01707-386148 Office Fax # 01707-836148

CONTRACTOR/LTD COMPANY INFORMATION

Personal Details

| |
|-----------------|
| Forename: |
| Surname: |
| Contact Tel #: |
| E-mail Address: |
| Occupation: |
| Nationality: |
| Date of Birth: |
| Marital Status: |
| Address: |

UK Bank Details

| |
|--|
| Account Holder Name |
| Bank Name |
| Account Number |
| Sort Code: |
| |
| None UK bank information sterling or Euro payments only |
| IBAN #: |
| BIC #: |
| STERLING OR EURO |
| BANK NAME: |
| BANK ADDRESS: |

Contract Details

| |
|---------------------------------|
| Invoicing Agreement start date: |
| Contract End Date: |
| Rate of Pay per Hour: |
| Agent contact name |
| Agent contact Tel #: |
| Location |
| Services Supplied |
| : |

Contractors Signature

Date

P.M.Resources Ltd

Date

All information will be treated with strictest confidence and will not be passed on to any third parties

Company Reg # 7609248

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INVOICING SERVICE AGREEMENT

THIS AGREEMENT is dated as shown: Date:

P.M.Resources, Ltd: Hereafter known as **(The Company)**

And (Self Employed Contractor / Ltd Company)

Recitals

1. The Self Employed Contractor / Ltd Company wishes to engage the Company to provide certain services (the Services), as set out below.
2. Self Employed Contractor / Ltd Company are Self Employed.
3. The Company provides to the Self Employed Contractor / Ltd Company an umbrella insurance & invoicing & payroll Services.
4. The Company does not deduct and or pay Taxes or Social Contributions on behalf of the Self Employed Contractor / Ltd Company

The Service

1. The Company will provide the Services as set out below
- 1.1 When instructed by the Self Employed Contractor / Ltd Company, the Company will invoice any party for Services carried out by the Self Employed Contractor / Ltd Company
Upon receipt of payment this money will be transferred to the Self Employed Contractor / Ltd Company bank account less fee.
A statement of transaction can be requested by the Self Employed Contractor / Ltd Company. (BY E-MAIL)
- 1.2 The Company will charge the fees (£25 per week in the UK, outside €35.00) PLUS ANY BANK CHARGES as agreed and the Self Employed Contractor / Ltd Company agrees that this fee will be deducted at source from any monies due to him from the Company
- 1.3 All Self Employed Contractor / Ltd Company personal information is protected by The Data Protection Commission

The Fees

Each time the Self Employed Contractor / Ltd Company engages the invoicing services of the Company they will be charged a fixed fee of £25 per week in the UK, outside €35 PLUS ANY BANK CHARGES as agreed by both parties

This fee will be deducted from the invoiced amount.

In the event the company is responsible for the payment being late the fee will be waived the following week

And any bank charges incurred by the company for making same day payments due to the company submitting the information late to the bank will be paid by the company

Bank Charges

The Self Employed Contractor / Ltd Company agrees to pay bank charges for same day payment which result from late submission of the hours worked

(AFTER 6PM ON THE WEDNESDAY WILL BE DEAMED AS BEING LATE)..

Agreement

1. The self employed contractor / Ltd company will not be paid for any holidays or time off due to sickness
By the company
2. The Self Employed Contractor / Ltd Company will assume responsibility for all TAX & NIC payment that may be levied at any time upon his or her earnings and will indemnify at all times the Company/Agent & end Client against all and any claim made upon the Company/Agent & end Client against them for such taxes
- 2.1 The Agreement may be terminated by either party giving to the other one weeks' notice in writing.
- 2.2 Please acknowledge your acceptance of the above terms by signing & dating below and returning to the above address.

Signed:

FULL NAME

Printed:

DATE

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CONFIDENTIAL

Contractor (PLEASE PRINT NAME)

To maintain our service to you, the Self Employed Contractor / Ltd Company, our administration department requires Verification of the information shown below
Delay in returning the form could result in delay of payment

Please:

- 1 Please supply a photo copy of your passport or photo driving licence**
- 2 Indicate, by writing alongside, the correct information.**
- 3 Sign the declaration at the bottom of the form**
- 4 Return the form, along with any documentation requested, to the address shown above, by e-mail, fax or post.**

Next of Kin (PLEASE PRINT NAME AND CONTACT NUMBER)

Pay Details (frequency) Weekly:

INCOME TAX/NATIONAL INSURANCE

The Self Employed Contractor / Ltd Company, will at all times during the continuance of the provision of services, make any and all such deductions of statutory liabilities as required.

The Self Employed Contractor / Ltd Company will also duly account, where applicable, to the relevant government department or agency for any such deductions made by it.

The Self Employed Contractor / Ltd Company, shall indemnify and hold harmless the Company (P.M.Resources Ltd & the Agent/end Client against any taxes, contributions, liabilities, penalties or interest that may be incurred by the Self Employed Contractor / Ltd Company,.

DECLARATION

The Self Employed Contractor / Ltd Company, declares that the above information is correct and agrees to abide by it,

Signed _____ Date _____

(Self Employed Contractor / Ltd Company,)

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