

RollPay CIS - Operative Registration

Please complete your details along with your contact information below.

Thanks for choosing RollPay!

This registration is for SELF EMPLOYED Operatives only, We do not employ any Individuals under PAYE. For further information on your employment status please contact us on 03300 525200 prior to completing this form.

Which Contractor are you providing services to? *

Expected first payment date

Pay frequency

- Weekly
- Fortnightly
- Monthly

Your Name *

First

Last

Operative Email *

Phone

Address *

Street Address

Town/City

County

Post Code

Country

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Please complete your details along with your contact information below.

Date of Birth

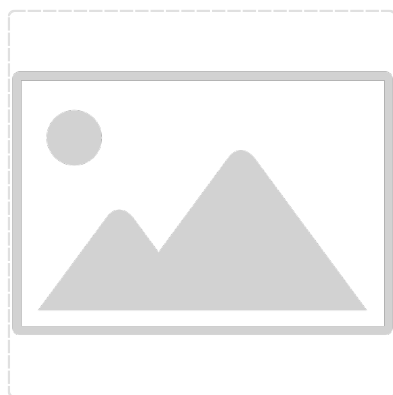
dd/MM/yyyy

National Insurance Number**UTR number (personal or company)**

Photo ID

We require photo ID from all Operatives. This is not a mandatory field at this stage of registration but you must forward it to us prior any payments being made. No payment will be made without ID.

Please confirm you understand ID is required *

Upload photo ID

sample.png

Limited Companies

Company Name (if limited)**Company Registration Number (if limited)****Company VAT number (if registered)**

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Please complete your details along with your contact information below.

Upload Public Liability Certificate (if Limited)



sample.pdf

Bank Details

Account Holder Name

Bank Name

Sort Code

Account Number

Roll/Reference Number (optional)

Discounted Accountancy Services (DAS)

Tax Return and year end - RollPay is able to introduce you to a preferred accountancy partner at discounted rates if required. Where we do so RollPay will deduct £5 per week as a contribution from your Net income towards your accountancy costs at the end of the tax year which could be used for bookkeeping or tax returns for example.

Should you choose to opt in to DAS you will be contacted by our preferred accountancy practice for whom this deduction relates to. If you Opt In to the deduction it will be itemised on your statement as 'DAS'.

If you choose to opt out we will not be able to offer you any discount on accountancy services.

Discounted Accountancy Service *

Opt in

Opt Out - I do not want any discount

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Please complete your details along with your contact information below.

Terms of business and completion

Please read these terms and agree your acceptance below...

SELF EMPLOYED CONTRACT FOR SERVICES THIS CONTRACT FOR SERVICES is made between: RP CIS Limited of Melbourne Court, Pride Park, Derby, DE24 8LZ ("The Contractor") and

The Operative detailed above on this contract under 'First Name' and 'Surname' or 'Company Name' if a limited company ("The Operative").

By agreeing this contract you are confirming that whilst you are providing services (The Services) to the Contractor, to enable it to meet its own obligations to its client, you are doing so in the capacity of a self employed Operative.

You are obliged to: • Observe Health and Safety regulations regarding working hours and will comply with all reasonable site guidelines relating to working hours and site security. • To complete the project within the agreed deadline. • Act in a professional workmanlike manner at all times. • Correct any defective work in your own time without payment. • You will be insured by The Contractor at all times, if you hold Public Liability Insurance and have supplied a copy the contractor may agree a small increase on the contract rate • Provide your own safety equipment if requested. • Pay your own Tax and National Insurance. • Provide to the Contractor sufficient information to enable the Contractor to verify the Operatives payment status with HM Revenue & Customs. The Operative will not be entitled to receive any payment under the contract until this information has been provided to the Contractor.

You are not obliged to: • Work fixed hours. • Work at a different site although you may agree to if you want to and may negotiate a new price for doing so. • Do any work. • You may choose whether you want to provide your services but are not under any obligation to do so. • Provide major items of equipment / materials. • Provide written tenders, price can be agreed verbally.

You have the right to: • Decide what method to use to complete the work. • Leave the site without permission (although you should notify the Contractor for Health and Safety reasons where appropriate). • Send someone with suitable experience and qualification in your place. You will be paid for work they do and must arrange to pay them yourself. (You must notify the Contractor that you are sending someone else). • Receive a pay statement from the Contractor in accordance with the requirements of the self-employed Construction Industry Scheme, which shall act as a self-billed invoice. • Take legal advice before agreeing this contract, and to have a copy of it. • End this contract without giving notice.

Absence Pay: The parties both agree that 8.33% of the total payments made under the terms of this contract shall represent contractual absence pay. It is further acknowledged by the parties that the payment of absence pay under this contract is not a statutory entitlement but a contractual agreement.

You do not have the right to: sick pay or pay for work cancelled due to bad weather. • Hold yourself out as being an employee of the Contractor • Take part in the Contractor's grievance procedure.

By agreeing to this contract you are agreeing to be bound by its terms and you are agreeing that these terms will govern the working relationship between you and the Contractor. You are also agreeing that the terms of this contract represent the whole contract between you and the Contractor with the exception of any verbal negotiation about price or location of the services. The Contractor intends that in this working relationship you are an independent Operative.

The contractor is not obliged to: • Offer you any work. They may offer you the opportunity to provide your services but they are not obliged to.

The Contractor has the right to: • End this contract without giving notice. • Take legal advice before signing this contract.

The Contractor does not have the right to: • Control the methods you use when you provide your services to the Contractor. • First call on your services – they cannot expect you to drop whatever you are doing to come and provide your services to them.

Health and Safety

In relation to health and safety obligations placed on the Contractor the Operative agrees to comply with all reasonable rules relating to working hours, site security and safety.

Data protection and Fair Processing Notice (FPN)

The Contractor takes the use of personal data seriously. Our Fair Processing notice explains how we will use our Operatives personal data before after and during being an Operative.

Our Data protection officer is Matt Turner who can be contacted on dpo@rollpay.co.uk

Our data protection policy and FPN can be found at www.rollpay.co.uk/privacy-policy

Discounted Accountancy Services (DAS)

RollPay is able to introduce you to a preferred accountancy partner at discounted rates if required. Where we do so RollPay will deduct £5 per week as a contribution from your Net income towards your accountancy costs at the end of the tax year.

Should you choose to opt in to the DAS you will be contacted by our preferred accountancy practice for whom this deduction relates to. If you agree to the deduction it will be itemised on your statement as 'DAS'.

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Please complete your details along with your contact information below.

Please note in any circumstance including those where the services are not utilised the deduction for DAS is non refundable to the Operative.

The total price you pay for your accountancy service will vary depending on the work involved. Any DAS deductions will be used towards this total cost.

By submitting this contract the Contractor is agreeing to be bound by its terms and you are agreeing that these terms will govern the working relationship between the Contractor and you. The Contractor is also agreeing that the terms of this contract represent the whole contract between you and the Contractor with the exception of any verbal negotiation about price or location of the services.

This contract is governed by the laws of (England, Wales, Scotland and Northern Ireland) as appropriate and is subject to the non-exclusive jurisdiction of the (English, Welsh, Scottish, and Northern Irish) Courts. Breach of any clause or clauses in this contract will not void or annul this Contract for Services as a whole in any circumstances.

I have received a copy of these TERMS AND CONDITIONS. I understand them and understand company margin will be deducted from my payments. I understand that signing and/or submitting this form by email is part of a legal contract and will become legally binding once sent. I understand that 8.33% of the total payments I receive represents contractual absence pay and that is included in each weeks pay for service. I understand this is a contractual right and not a statutory right under the Working Time Directive. By submitting this application I agree acceptance with and confirmation of receiving, reading and understanding RollPay's Operatives - TERMS AND CONDITIONS. I declare all information provided is correct and understand I must inform RollPay of any changes within 7 days.

Please tick to confirm reading and accepting our full terms and conditions of business. *

Signature *

Date *



dd/MM/yyyy