

# APPLICATION FORM

## construction cis service



Please complete this form using clear block capitals

CIS

### ■ PERSONAL DETAILS

Title:	<input type="text"/>	Forename:	<input type="text"/>	Surname:	<input type="text"/>
Address:	<input type="text"/>	Home phone:	<input type="text"/>	Work phone:	<input type="text"/>
	<input type="text"/>	Mobile phone:	<input type="text"/>	eMail address:	<input type="text"/>
	<input type="text"/>	Date of Birth:	<input type="text"/>	NI Number:	<input type="text"/>
	<input type="text"/>				
Post code:	<input type="text"/>				
Occupation:	<input type="text"/>				
How did you hear about us?	<input type="text"/>				

### ■ TAX STATUS

Please indicate if you are registered with HMRC as self-employed:  Yes  No

If YES, what is your Unique Tax Reference (UTR):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If NO, then please ensure you register within 3 months and advise us of your UTR as soon as you receive it. Failure to register could result in penalties from HMRC. Call us for advice on how to register.

### ■ CIS REGISTRATION STATUS

Please indicate if you are registered with the CIS:  Yes  No

If NO, then please ensure you register immediately. You will be taxed at the higher CIS tax rate until you advise us that your registration is complete. Call us for advice on how to register.

### ■ VAT STATUS

Please indicate if you are VAT registered:  Yes  No

If YES, what is your VAT Registration number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please provide a copy of your VAT registration certificate if you wish to be paid inclusive of VAT.

### ■ BANKING DETAILS

Name of bank and branch:	<input type="text"/>
Name of account holder:	<input type="text"/>
Branch sort code:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Bank account number:	<input type="text"/>
Building society reference:	<input type="text"/>

### ■ RECRUITMENT AGENCY OR CONTRACTOR DETAILS

Agency name:	<input type="text"/>	Branch name:	<input type="text"/>
Payroll address:	<input type="text"/>	Branch address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Post code:	<input type="text"/>	Post code:	<input type="text"/>
Contact name:	<input type="text"/>	Contact name:	<input type="text"/>
Phone /Fax:	<input type="text"/>	Phone /Fax:	<input type="text"/>
Email address:	<input type="text"/>	Email address:	<input type="text"/>

**■ WORK SITE DETAILS**

Assignment address:

Assignment start date:

**■ BILLING RATES**

Rate: £  Per hour / day:

Overtime rate: £  Per hour / day:

**■ PUBLIC LIABILITY INSURANCE COVER**

All self-employed individuals must be covered by Public Liability Insurance (PL) and you cannot get paid through QIS Construction Ltd unless you have the appropriate cover. QIS Construction Ltd can provide you with the necessary PL cover (up to £5,000,000) for just £2.00 a week if you do not have your own insurance.

I wish to take out Public Liability insurance cover through QIS Construction Ltd and agree to a weekly premium deduction of £2.00 from my payment:  Yes  No

If you have opted out of our insurance cover and you have your own PL insurance then please complete the details below and send us a copy of the policy.

Insurance company name:

Policy number:

**■ PROOF OF IDENTITY**

Due to Anti-Money Laundering legislation, we are required to obtain photographic proof of identity from you. Please supply a clear copy of one of the following with this application:

Passport  Driving licence  Other (eg. Identity card etc):.....

**■ AGREEMENT**

1. I confirm that the information I have supplied in this application is correct and true to the best of my knowledge.
2. I have been made aware of the charges that may apply.
3. Having reviewed the way in which I supply my services, I confirm that my services are of a self-employed nature.
4. I agree to sign the QIS Construction Ltd Contract for Services which I will receive once this application has been processed and that I will return one copy thereof to QIS Construction Ltd without delay. I understand that payments due to me may be delayed until this Contract for Services has been returned to QIS Construction Ltd.
5. I hereby consent to information relating to me being passed to QIS Group companies in order that it may properly carry out its duties, rights and obligations. I understand that such processing will principally be for personnel and administrative purposes. Further, if insurance cover is arranged through QIS Construction Ltd then I agree that such information be released to third parties (such as the insurance providers) where necessary.
6. I agree to keep QIS Construction Ltd informed of changes in my personal details and also any changes in my work circumstances (including changes in assignments) which may affect my self-employment status and to supply any information in this regard upon request.
7. I accept that QIS Construction Ltd is not making a judgement on or advising me with regards to my self-employment status. I have reviewed the Self-Employment Assessment Guide with this application and will seek professional advice if in any doubt regarding my status.

PRINT NAME: .....

SIGNATURE: .....

DATE: .....

# SELF-EMPLOYMENT ASSESSMENT GUIDE

It is becoming increasingly tricky to determine whether you are legally self-employed in the eyes of HMRC. So to help you determine your true employment status we have created a comparison table so that you can see for yourself what factors need to be taken into account. Please note that these factors apply to **anyone planning to offer their services on a self-employed basis**.

CONTROL (THE RIGHT TO CONTROL)	
<p><b>You may be self-employed if:</b></p> <ul style="list-style-type: none"> <li>You can decide how to do your work as long as you complete the work to the engager's satisfaction</li> <li>You decide what tasks need to be done within the general job specifications given by the engager</li> <li>You are left to complete the work as you see fit when the output and deadline of the work to be completed has been agreed</li> <li>You cannot be moved between assignments without your agreement</li> <li>You don't have to inform anybody when you wish to take meal breaks, holiday or statutory leave</li> <li>You agree deadlines with the engager by which time the work needs to be completed rather than working a specified number of hours</li> </ul>	<p><b>You may be employed if:</b></p> <ul style="list-style-type: none"> <li>You are required to work on regular days, hours, shifts or flexible working hours as agreed with the engager</li> <li>You may be entitled to be paid overtime</li> <li>You can be moved to other assignments or sites by the engager</li> <li>You are instructed by the engager how to carry out the work</li> <li>You may be entitled to receive training at the engager's cost for the work you do</li> <li>You have to apply for permission to take holidays</li> <li>You are entitled to statutory benefits such as sick pay, paternity, maternity pay</li> </ul>
MUTUALITY OF OBLIGATION	
<p><b>You may be self-employed if:</b></p> <ul style="list-style-type: none"> <li>You can refuse work offered to you</li> <li>You are responsible for finding your own work</li> <li>You can negotiate a price or each different assignment you undertake</li> <li>You cannot be moved between assignments without your agreement</li> <li>Once an agreed assignment has been completed the engager is not obliged to offer you further work</li> </ul>	<p><b>You may be employed if:</b></p> <ul style="list-style-type: none"> <li>You cannot refuse work offered you by the engager</li> <li>You cannot refuse to work at a different location (assuming you will be reimbursed for expenses)</li> <li>You are entitled to and receive notice</li> <li>Once one assignment is completed, your engager is obliged to offer you further work and you are obliged to accept this offer</li> </ul>
SUBSTITUTION	
<p><b>You may be self-employed if:</b></p> <ul style="list-style-type: none"> <li>You have the right to send a substitute to complete the assignment and this right is reflected in reality</li> <li>You have the right to use a helper to assist you in the completion of the assignment at your own cost</li> </ul>	<p><b>You may be employed if:</b></p> <ul style="list-style-type: none"> <li>You provide personal services</li> <li>You cannot send a substitute to do your work in your place</li> <li>You cannot bring in a helper to assist you in the completion of your work</li> </ul>
FINANCIAL RISK AND REWARD	
<p><b>You may be self-employed if:</b></p> <ul style="list-style-type: none"> <li>You negotiate your rates with the engager at the outset of the work and are not paid for time not worked</li> <li>You have to pay for/provide all your own tools and equipment</li> <li>You have to provide the necessary labour and/or materials at own expenses where defective work needs to be rectified</li> <li>You are required to hold your own Public Indemnity insurance</li> <li>You can make a profit or a loss on any assignment</li> <li>You invoice the engager for all revenue</li> <li>You pay for your own work-related training</li> <li>You bear all the costs of administration for your business</li> </ul>	<p><b>You may be employed if:</b></p> <ul style="list-style-type: none"> <li>All tools, equipment and/or materials are provided by the engager</li> <li>You may receive expenses and overtime</li> <li>You are paid a regular amount based on an hourly, daily, weekly or monthly rate</li> <li>Where your own defective work is to be rectified, you will not be required to provide the materials and/or labour at your own cost</li> <li>The cost of training (including inductions) for you to do the work is borne by the engager</li> </ul>

Once you've been through this table, which is only a general guide, you should be clearer on what your employment status is. Remember that you should consider each assignment separately as the circumstances may change from one job to the other. You may find you are employed on the one assignment and self-employed on another. This is an important decision so if you are in any doubt then please seek professional advice.