

Enquiry reference

Date you contacted us

Thank you for enquiring to become a Sterling CIS sub-contractor. Please complete this short form ensuring that you complete all the **shaded** sections.

Items marked **!** (3 and 16) will require extra documents to be sent back to us to support your registration.

Item number 17 (Contract for Services) 18 (ETW) and 20 (Self-employed Assessment) **must** be completed and returned to us to activate payments.

1. About You - Please complete in CAPITALS

Title:	First Name:	Surname:
Date of Birth: / /	Male <input type="checkbox"/> Female <input type="checkbox"/>	National Insurance Number:
Job Title:	Nationality:	
Home telephone number:	Mobile number:	
Email address:		
Professional Qualifications held:		
Permanent address:		
Town/City:	Postcode:	
Mailing address if different from above:		
Town/City:	Postcode:	

2. Payment details

Name of bank/building society:	Branch location:
Sort Code: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	Account 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"/>
Roll Number (if applicable):	Name of Account Holder:

3. CIS Status & UTR details

Unique Tax Reference number (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"/>	
CIS Account name:	Trading name:
Are you VAT registered?: Yes <input type="checkbox"/> No <input type="checkbox"/>	

! If you wish for all invoices to be paid including VAT, please provide a copy of your VAT registration certificate.
PLEASE NOTE: STERLING CIS CAN ONLY SUB-CONTRACT WITH SOLE TRADERS

4. Agency details

Agency Name:	Branch location:
Contact telephone number:	Name of Consultant:
Agency start date:	

5. About the assignment

Is the assignment?	UK based <input type="checkbox"/>	Abroad <input type="checkbox"/>	Offshore <input type="checkbox"/>
How long will the assignment last?	0-3 months <input type="checkbox"/>	3-6 months <input type="checkbox"/>	6-9 months <input type="checkbox"/> 9 months+ <input type="checkbox"/>
How would you classify the assignment	Trade <input type="checkbox"/>	Technical <input type="checkbox"/>	Professional <input type="checkbox"/> Clerical <input type="checkbox"/>

Professional and Offshore assignments are subject to a higher mark-up, please refer to our website or Joining Pack for details

Your Name:

6. Next of Kin Details

Next of Kin Name:

Mobile number:

Home Telephone number:

7. At the moment are you working on assignments for more than one agency?Yes No Agency

In addition to the standard mark-up scale, we will deduct a further £5 mark-up from the assignment income for any payments we process from a second agency in the same National Insurance week. e.g. income from first agency assignment is £1,000 the mark-up taken is £23*, the second agency assignment income is £200 therefore a £5 mark-up is taken.

*if not on Professional/Offshore assignment

8. How would you like to receive your Remittance Advice?By post By email Email address

Please note there is a charge of £1 per duplicate remittance advice

9. How would you like to receive communications from us?By post By email Email address**10. Data Protection**

All data we hold about you and how we process and use it complies with the Data Protection Act.

From time to time, we may offer services or products which we feel may benefit you through carefully selected third parties e.g. accountancy services or mortgage advice.

If you do not **want** your data passed to third parties, ✓ here

11. How did you hear about us?Agency Colleague/Workmate Previously used us Sterling website

Communications e.g. advertising etc Other (please state)?

12. Payment text message

Each time we process a payment for you, we can send you a free text message to your mobile. This text confirms the amount we have sent to your bank/building society. The text does not mean that funds have arrived into your account.

If you wish to receive this service ✓ here

Mobile number to send payment messages to:

13. Security password

To ensure that your financial and personal details are only discussed with yourself, we require a security password. We will request this each time you contact us. Your security password must be less than 10 characters.

My chosen confidential password is

If you wish to change your password in the future, complete a Change of Details form, available from our website.

Please note telephone calls are monitored for training and quality purposes.

14. Insurance

With Sterling CIS you are covered by our Public Liability and Personal Accident Insurance.

Information in relation to the cover, limitations and exclusions of each policy is available on our website, however if you prefer we can send you details by email or post. Please ✓ one.

I would like an email version Send me details in the post I'll look at the website

Regardless of how you ask to receive these details, by completing this form you acknowledge that from time to time (but particularly at renewal) the cover, terms and conditions might change.

Updated details will always be posted on our website for your reference, but will not automatically be sent out to you. If you require a copy of the latest version you should visit the website or contact us to request a copy.

Your Name:

15. Confirm you have received and understood the Health and Safety Guide

Enclosed is a Health and Safety Guide, which details our policies and procedures for Sterling CIS sub-contractors to adhere to. Please sign below to confirm you have received and read the guide.

"I acknowledge receipt of the Health and Safety Guide. I have read and fully understood the contents and agree to comply with the policies and procedures set in it."

Signed:

Date:

! 16. Professional and work related Qualifications held

Please provide details of any professional or work related qualifications you hold that relates to your job title and/or assignment on page 1, this can be supported by;

- A photocopy of current certificates and/or qualifications, or
- Professional body name and your existing membership number, or
- A copy of your current CV

! 17. Contract for Services

Please read the enclosed Contract for Services. Complete and sign both copies and return **one** copy with your registration.

! 18. Eligibility to Work in the UK (ETW)

We require ETW documents to confirm you are eligible to work in the UK. Include one of the following with your registration:

- Your original passport **or** a photocopy countersigned by a professional or manager. Countersigned passports must clearly show the image, passport details and the signature. The person countersigning your passport copy must provide their full name, job title and date of signature.
- A National Identity Card photocopy countersigned by a professional or manager

If you do not have a passport and you are a British or Irish national please provide the following;

- A full birth certificate and a recent HMRC document

Romanian and Bulgarian Nationals please provide **one** of the following;

- A copy of your passport countersigned by a professional or manager
- A National Identity Card countersigned by a professional or manager

You will also need to provide a **Registration Certificate** confirming your self-employed status

For Non EU Nationals

A valid copy of your passport countersigned by a professional or manager and endorsed to show your immigration status.

If you are posting your passport to us, we recommend it is sent by Recorded or Special delivery from your local Post Office, postal charges do apply. If you have sent us your passport by Recorded or Special delivery we will return it to you by this method. We aim to return all passports within one working day.

19. Declaration

"I declare that the information I have provided is correct and I understand that it is my responsibility to inform Sterling CIS of any changes to my personal, CIS status, bank or agency details as soon as possible. I also understand that if I have provided details that relate to an account not held in my name, e.g. spouse, and the relationship between the account holder and myself breaks down, Sterling CIS cannot be held responsible for any payments to the nominated account. I also agree to the terms and conditions set in the Contract for Services."

Signed:

Date:

Your Name:

20. Self-employed Assessment

This assessment is required to confirm your self-employment status

SECTION A:

Please answer all of the following questions in respect to your work, whether by reference to Sterling CIS Ltd, the Agency or the Client.

1. What is your CIS payment status? Gross Nett
-
2. How many contracts have you completed in the last 12 months before contracting to Sterling CIS?
-
3. What is the average length of contract? _____ weeks
-
4. As a self-employed contractor are you
- | | Yes | No |
|--|--------------------------|--------------------------|
| i. Entitled to holiday pay? | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Entitled to sick pay? | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Entitled to a company pension scheme or other benefits? | <input type="checkbox"/> | <input type="checkbox"/> |
| iv. Entitled to pay from Sterling CIS for work cancelled due to bad weather? | <input type="checkbox"/> | <input type="checkbox"/> |
| v. Under any obligation to accept future assignments? | <input type="checkbox"/> | <input type="checkbox"/> |
| vi. Contractually guaranteed to receive future assignments? | <input type="checkbox"/> | <input type="checkbox"/> |
| vii. Entitled to provide a substitute to carry out work you are contracted to do; subject to the prior agreement of the end client? | <input type="checkbox"/> | <input type="checkbox"/> |
| viii. Entitled to terminate an assignment at any time? | <input type="checkbox"/> | <input type="checkbox"/> |
| ix. Responsible for all your own expenses in relation to travelling to/from work, and/or overnight accommodation? | <input type="checkbox"/> | <input type="checkbox"/> |
| x. Entitled to work on more than one assignment at any time? | <input type="checkbox"/> | <input type="checkbox"/> |
| xi. Upon receiving instructions of the assignment; are you able to determine the method in which you are to perform the services? | <input type="checkbox"/> | <input type="checkbox"/> |
| xii. Are you able to choose the hours to perform your work; taking into account assignment deadlines and opening hours of the place of work? | <input type="checkbox"/> | <input type="checkbox"/> |
-
5. Do you provide your own tools, equipment and/or materials to carry out your work?*
- | | | |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|
-
6. Do you receive training from anyone you currently provide services to?*
- (This excludes health and safety training)
- | | | |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|
-
7. Are you required to complete an annual self-employed self assessment tax return?
- | | | |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

* If you ticked YES to question 5 or 6 please provide details

SECTION B:

Sign and Date

I acknowledge that the responses I have provided in this questionnaire are a true and accurate description. The responses I have given apply to terms and conditions of my engagement with Sterling CIS Ltd

SIGNED: _____

DATE: _____

This Self-employed Assessment must be completed and returned with Eligibility to Work documents (ETW)
Failure to return this may delay your payment.