

### Key Information Document

This document sets out key information about your relationship with Cobalt Consulting (UK) Limited, including details about pay, holiday entitlement and other benefits.

Further information can be found in your terms of engagement with Cobalt Consulting (UK) Limited.

[The Employment Agency Standards \(EAS\) Inspectorate](#) is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday 8am-6pm.

### GENERAL INFORMATION

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| <b>Name of employment business:</b>   | Cobalt Consulting (UK) Limited   |
| <b>Your employer (if different from the employment business):</b>                                   | You will not be employed by, but will be engaged on a contract for services with Cobalt Consulting (UK) Limited  |
| <b>Type of contract you will be engaged under:</b>  | You will be engaged on a contract for services with Cobalt Consulting (UK) Limited   |
| <b>Who will be responsible for paying you (if different from your employer):</b>                    | Cobalt Consulting (UK) Limited   |
| <b>How often you will be paid:</b>  | Weekly   |
| <b>Expected or minimum rate of pay:</b>   | £389.85 (basic), £439.35 (basic plus holiday)  |
| <b>Deductions from your pay required by law:</b>  | Income Tax, National Insurance, employer's pension. Other legal deductions which might apply include student loans, any attachment of earnings or court orders (could include child maintenance or DWP) for example.   |
| <b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b> | After 3 months you will be auto enrolled into the pension scheme: a minimum of 5% on qualifying earnings under auto enrolment between the Lower Earnings Level ("LEL") and Upper Earnings Level ("UEL") as stated by HMRC. The total minimum will be 8% including 3% employer contribution on those qualifying earnings. |
| <b>Any fees for goods or services:</b>  | Depending on role you may need to pay a one-off fee for a DBS check @£23 for a standard check up to £40 for an enhanced check  |

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| <b>Holiday entitlement and pay:</b> | Statutory minimum entitlement for 52 weeks work is 5.6 weeks (28 days). You will be paid the equivalent holiday pay at 12.07% on top of your basic rate. You may also be entitled to additional annual leave upon completion of a 12-week qualifying period in accordance with the Agency Workers Regulations when working with particular clients |
| <b>Additional benefits:</b>         | N/A  |

**EXAMPLE PAY – Based on rate of £87.87 (Basic plus holiday), £77.97 (Basic)**

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|--|---|
| <b>Weekly rate (Basic)</b>                           | <b>£389.85</b>  |
| <b>Weekly rate with holiday at 12.07%</b>            | <b>£439.35</b>  |
| <b>Deductions from your wage required by law:</b>    | Income Tax: £36.33<br>National Insurance: £30.64<br>Student Loan: £0.00 |
| <b>Any other deductions or costs from your wage:</b> |   |
| <b>Any fees for goods or services:</b>               | N/A   |
| <b>Example net take home pay:</b>                    | <b>£372.38</b>  |