



CONTRACTOR COMPLIANCE PACK

A SELECTION OF DOCUMENTS REQUIRED PRIOR TO A
CONTRACTOR STARTING A NEW POSITION

SEP Resources Solutions

Contractor Compliance Pack

Thank you for placing your trust in SEP Resource Solutions, a leading employment business working across a number of specialist sectors.

Contained within this document is everything you as a contractor will need to supply our team with prior to you starting your next assignment with us. This information is essential in order for us to process your placement and get your position confirmed with the end client.

Please note that failure to provide any of this information within sufficient time may lead to difficulties in getting you started in your new role.

Information Required

- Next of Kin Information (Attached)
- Opt Out Agreement (Attached)
- Certificate of Incorporation
- Professional Indemnity Insurance
- Proof of Business Bank Account
- Passport
- Qualifications

We have also attached a payment schedule so you can keep track of important dates for submitting your timesheet and expenses.

If for whatever reason you cannot supply the documents required within the set time frame, please contact our office to discuss.

Your Sincerely,

SEP Resource Solutions Team

SEP Resource Solutions

Next of Kin Information

Please provide us with contact information for your next of kin.

Contact 1	
Name:	
Surname:	
Mobile Number:	
Home Number:	
Work Number:	
Email Address:	
Contact 2	
Name:	
Surname:	
Mobile Number:	
Home Number:	
Work Number:	
Email Address:	

SEP Resource Solutions

Opt Out Agreement

Under the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (“the Regulations”)

To: SEP Resource Solutions Ltd

Issued by: [PLEASE INSERT: Full name, registered address, and company registration number of contractor’s limited company] (“the Contractor”).

Regarding the following contractor: [PLEASE INSERT: Full name, and personal address of the Contractor’s representative, i.e. the worker doing the work] (“the Representative”).

1. The Contractor and Representative, having taken appropriate advice to the extent that they feel necessary, hereby give notice in accordance with paragraph (9) of Regulation 32 of the Regulations and acknowledge that it is their intention that paragraphs (1) to (8) of Regulation 32 of the Regulations shall not apply in respect of any Assignment agreed between the Parties. The Contractor and Representative hereby acknowledge that this notice shall continue to remain in force until such time as it is withdrawn in writing in accordance with paragraph 2 below.
2. The Contractor and Representative acknowledge that they have the right to withdraw this Opt Out Agreement, by giving not less than one week’s notice, provided that it is served in writing and sent to SEP Resource Solutions Ltd by Registered post. Where notice is given during an Assignment it shall not apply until the Assignment has ended.

We hereby agree that we, the undersigned, have read, understood, and agree to be bound by the Terms of this Opt Out Agreement, and that the provisions of the Regulations shall not apply.

This document must be signed twice, by the Representative and on behalf of the Contractor.

Signed by the Representative

Signed for and on behalf of the Contractor

Print Name

Print Name

Position

Date

Date

SEP Resource Solutions

Contractor Payment Schedule Financial Year 2019/2020

Payment Week	Start Period (Sat)	End Period (Fri)	BACs Processed	BACs Cleared
1	2 nd November 2019	29 th November 2019	6 th December 2019	10 th December 2019
2	30 th November 2019*	27 th December 2019*	3 rd January 2020*	7 th January 2020*
3	28 th December 2019	24 th January 2020	31 st January 2020	4 th February 2020
4	25 th January 2020	21 st February 2020	28 th February 2020	3 rd March 2020
5	22 nd February 2020	20 th March 2020	27 th March 2020	31 st March 2020
6	21 st March 2020	17 th April 2020	24 th April 2020	28 th April 2020
7	18 th April 2020	15 th May 2020	22 nd May 2020	26 th May 2020
8	16 th May 2020	12 th June 2020	19 th June 2020	23 rd June 2020
9	13 th June 2020	10 th July 2020	17 th July 2020	21 st July 2020
10	11 th July 2020	7 th August 2020	14 th August 2020	18 th August 2020
11	8 th August 2020	4 th September 2020	11 th September 2020	15 th September 2020
12	5 th September 2020	2 nd October 2020	9 th October 2020	13 th October 2020
13	3 rd October 2020	30 th November 2020	6 th November 2020	10 th November 2020

SEP Resources Solutions operate a 4-week payroll schedule. Please email your completed timesheets to timesheets@seprs.co.uk every Monday by midday. All timesheets must be approved and signed by the client.

Please note Limited Company and Umbrella Contractors are required to submit an invoice that correlates to the timesheets before payment can be processed.

If you have any questions, please contact the office on 01695 317 959 and we will be happy to help.

***Please note the only variation to the above is our Christmas Payroll. The end period will be 20th December, BACs processed 27th December with BACs cleared for the 31st December.**