

Name of Applicant: _____

ASSURED GROUP LIMITED AGREEMENT TO ACCEPT WORK AS A SELF-EMPLOYED CONTRACTOR



This document is also available in Polish & Romanian. Please ask for a copy.

Assured Group Limited requires the services of independent contractors from time to time to fulfil the demands of its clients for car valeting and services associated with valeting. We believe you to be skilled in this area and are looking to offer your services for such work. Once this agreement is completed correctly and signed by you, Assured will issue you with a contractor number, and offer you work as an independent contractor as and when it is available.

This agreement is not an offer of employment - i.e. it is not one of employer/employee - therefore Assured is not responsible for your Income tax and/or National Insurance contributions. Assured Group does not agree to engage your services and this agreement imposes no obligation on Assured Group to do so. Assured Group also confirms that they cannot guarantee days of work or volumes of work as these are dictated by their clients' demands.

Right of Substitution

As an independent contractor you have the right to substitute to one or more individuals to carry out the services on your behalf, at your own expense, and you can exercise that right based on the points below.

By signing this agreement you are accepting that you or to whom you are exercising your right to substitution, are compliant with the conditions below, or are compliant with the conditions to which you have been adhering:

Eligibility

- You hold a full UK driving licence or are entitled to drive in the UK on a public highway with a foreign licence and can provide evidence of this. A DVLA check is required prior to any commencement of services.
- You have permission to work in the UK (please see Appendix 1 for details on passport/visa requirements).
- You are skilled in the provision of the services required, and understand the standards that are required.
- You must observe all Health and Safety legislation and any rules whilst working on one of Assured Group's client's premises.

Clothing

- Whilst attending clients' sites you must be seen in suitable PPE & clothing. If you are unable to provide such items, Assured Group can provide PPE & clothing at a cost to you. The current total value for the basic supply of clothing issued by Assured Group costs £130 + VAT per year, chargeable to you at £2.50 + VAT per invoice. If this Agreement is terminated by either party and you have received more clothing than your payments cover, we would ask that these surplus items are returned to us for appropriate recycling/disposal.

Equipment

- We expect you to provide your own equipment. However where applicable, if certain industrial machines and other equipment are used on the site at which you provide services, you may use such items. If Assured Group equipment is used during the provision of your services, a charge will be applicable, which will be shown on your remittance as a percentage of your invoiced work.

Chemicals

- We expect you to purchase and use your own chemicals (and supply Assured Group with the relevant COSHH data sheets), as long as the use of such chemicals results in meeting the required quality standards (environmental). If you are unable to provide your own chemicals, Assured Group can provide these at a cost to you. Assured Group has negotiated a discounted rate with a national supplier of chemicals and equipment. If you choose this option, the charge will be shown on your remittance at a percentage of your invoiced work.

Invoicing/Remittances

- Access to your own AMS Portal is available if you hold a valid and individual email address, which will allow you to view your invoices and remittances online. If you prefer to receive your remittance by post, this will be charged at £1.48 per remittance (shown as £0.62 + VAT per week).
- You must send all invoices to Assured Group Head Office or to your Assured Group Representative for processing. Invoices must be submitted within the correct time-scale to ensure timely processing of invoices and remittances. Late processing of invoices could result in delayed payment for your services.
- Payments will be made Net of VAT if applicable. If you become liable to VAT or become VAT registered then Assured Group shall pay VAT on such amounts.

Negotiation of Rates/Substandard Work

- Assured Group will offer a rate for each service based on regional differences and market forces and you have the right to negotiate this rate.
- Any work that is found to be of substandard quality or is rejected by our client because of quality will need to be made good and up to the required standard at your own expense, and in some circumstances you will be deducted for such substandard work.

Insurance

- As a self-employed contractor you must provide evidence of adequate insurance cover for public liability, property and vehicle damage. If you do not have this Assured Group can provide it at a cost agreed with you. Please see Appendix 3 for details of the insurance cover that can be offered to you.

Subcontractor Signature: _____

Page 1 of 5

Subcontractor Number issued: _____

Version 7 – issued July 2016

Name of Applicant: _____

**ASSURED GROUP LIMITED AGREEMENT
TO ACCEPT WORK AS A SELF-EMPLOYED CONTRACTOR**



This Agreement is held between

Assured Group Limited of Harriott Drive, Heathcote Industrial Estate, Warwick, CV34 6TJ

and

Name of Self-Employed Contractor/Company Name

.....

Company Registration Number (if applicable)

.....

of

Address of Self-Employed Contractor/Company

.....

.....

.....

Postcode

Telephone Number

Email Address

(failure to provide a valid email address will result in a charge to receive postal remittances of £1.48 per remittance)

Date of Birth _____/_____/_____

Have you ever previously provided services to/for Assured?

Yes No

If yes, please provide previous Contractor number

UK Driving Licence Number

Non UK Driving Licence Number

Issuing Country of Driving Licence

How long have you held a full Driving Licence? (Months & Years)

.....

Passport/ID Number

Issuing Country of Passport/ID.....

If you have a UTR Number, please provide it below:

.....

Assured Group agrees to pay your invoices for completed services via BACS payment, and a remittance will be issued to you every 14 days. For processing purposes this will be one week in arrears.

Bank Payment Details

Please note Assured will only allow payments into bank accounts that are not in your own name only when it is your legal spouse (proof required), or a Company of which you are a Director.

Name of Bank/Building Society

Account Name

This is the name of the account holder and *not* the type of account, e.g. J Smith

Account Number

8 digits only

--	--	--	--	--	--	--	--

Bank Sort Code

6 digits only

--	--	--	--	--	--

Signed

Print Name

Date Signed

Signed by Assured Representative

Print Name

Position

Date Signed

Subcontractor Signature: _____

Name of Applicant: _____

**ASSURED GROUP LIMITED AGREEMENT
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Appendix 1 - Required Identification Documents

Please be aware that you will not be able to successfully subcontract your services to Assured Group Ltd if you do not provide all correct documentation.

NOTE FOR ASSURED: Please check the box for documentation provided by the individual.

One from Section A and at least one from either section B, C or D needs to be provided (for all driving jobs a driving licence MUST be provided).

A. Please provide ONE ORIGINAL of the following as your Proof of Address:

- COUNCIL TAX BILL/ STATEMENTS
- GAS SUPPLY BILL
- ELECTRIC SUPPLY BILL
- LANDLINE TELEPHONE BILL
- TELEVISION LICENCE
- DIGITAL/CABLE BROADCASTERS BILL (SKY OR CABLE)
- MOBILE TELEPHONE BILL (Contract only)
- BANK STATEMENT (A joint account is acceptable so long as the applicant's name is present)

PLEASE NOTE: PROOF OF ADDRESS SHOULD BE NO MORE THAN THREE MONTHS OLD

B. BRITISH NATIONALS

Please provide **ONE** the following from below:

- FULL 10-YEAR PASSPORT WHICH SHOULD BE VALID
- NEW PHOTO STYLE DRIVING LICENCE WITH COUNTERPART

Those applicants who do not hold a valid passport or photo driving license must supply **TWO** further forms of I.D. to support their proof of address:

- BRITISH DRIVING LICENCE (Paper copy)
- ORIGINAL ISSUE BIRTH CERTIFICATE (Issued within six weeks of birth)
- CHEQUE BOOK WITH BANK CARD AND THREE STATEMENTS
- CREDIT CARD WITH THREE STATEMENTS

C. EEA NATIONALS

- FULL EEA PASSPORT
- NATIONAL IDENTITY CARD
- INTERNATIONAL DRIVING LICENCE

D. OTHER NATIONALS

- FULL PASSPORT
- A HOME OFFICE DOCUMENT CONFIRMING THE INDIVIDUAL'S UK IMMIGRATION STATUS
- INTERNATIONAL DRIVING LICENCE

Additionally we will require proof of visa documentation and eligibility to work in the UK. Applicants must provide this information as part of an HR requirement to any engager in any case when in the UK.

The following documents must **not** be accepted as proof of identity:

- Duplicate or photocopied identity documents - modern photocopiers often produce excellent results.
- Replacement birth certificates issued more than six weeks after birth - these can be purchased on request for any individual without proof of identity.
- An old British visitor's passport.
- Inland Revenue tax returns, Medical cards, Store card statements, National insurance cards, National insurance statements, Company business cards, Motor insurance, Home insurance, Rent statements, Mortgage statements, S.I.A. cards (Security officers), C.I.S. cards (Construction workers)

Subcontractor Signature: _____

Name of Applicant: _____

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Appendix 2

Please provide details of a referee or your previous engager:

Name and address of referee/previous engager	Dates (if applicable)		Position/Relationship to Referee	Reasons for leaving (if applicable)
	From	To		

Please provide details of your Next of Kin:

Next of Kin Name and Address

.....

Next of Kin Contact Number

During the provision of your services, you understand that you are representing Assured Group Limited. You must therefore treat any financial, trading or operational information, including particulars of processes, products and statistics, in relation to Assured Group Limited and/or their customers as strictly confidential. You will not during your engagement disclose any confidential information to any other person other than your substitute(s).

I confirm that the information provided on this form is both truthful and accurate. I understand that Assured Group Limited has the right to perform any necessary background checks, if requested by a specific customer on the site at which I provide services, or if there is reasonable belief of acts of fraud, theft or other criminal offences.

Signed

Print Name

Subcontractor Signature: _____



**ASSURED GROUP LIMITED AGREEMENT
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Appendix 3 - Insurance

As a self-employed contractor you must provide evidence of adequate insurance cover for public liability, property and vehicle damage. If evidence of this is not provided this will be automatically provided under the terms set out below:

Assured Group Limited provides insurance cover for its subcontractors through a nominated insurance provider. Our nominated provider is regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The insurance provided for Assured Group Limited contractors covers for public liability, property liability and vehicle damage.

If you would like further information regarding our current nominated insurance provider, please contact your Assured Group Representative or email insurance@assuredgroup.org

A weekly deduction will be made from all amounts invoiced to cover the payments for this insurance cover. As with any insurance policy, in the event of an accident/damage, an excess will also apply.

Please note that once all work is completed for Assured Group Ltd in any given day or after all approved work, any movement of customer, client or company vehicles is not covered by this insurance policy.

Standard terms of this insurance cover is 5% (up to 7.5%*) of your fees with an excess of £400; however this may be liable to increase due to the nature of the services provided, age restrictions, current endorsements on your driving licence or your accident claims history.

Any changes to the status of your licence, i.e. endorsements/bans/suspensions etc, should be declared to an Assured Group Representative as soon as possible. Failure to do so could render this insurance provision void. Assured Group reserves the right to withdraw any insurance cover based on the current status of your licence, which could also result in the termination of your Contractor Agreement with Assured Group Limited.

Assured Group Limited is happy to negotiate the terms of this insurance cover to benefit its subcontractors. We are able to offer the following option:

Reduction of excess by increasing deduction percentage:
(please highlight the deduction and excess amount by ticking the relevant box on the right)

Insurance Deduction from fees (%):	Excess amount:	Rebate:	<input checked="" type="checkbox"/>
5% NON Driving Rate	N/A but should a claim occur will be Total of Claim	N/A	<input type="checkbox"/>
up to 7.5% (standard terms)	£400	0.50%	<input type="checkbox"/>
up to 8.5%	£250	0.50%	<input type="checkbox"/>
up to 10%	£100	1%	<input type="checkbox"/>
			<input type="checkbox"/>

Please note that an annual insurance rebate will be available in December each year if no incidents have been reported during the previous year 1st September to 31st August. Individual must be engaged by Assured Group Limited when the rebate is payable.

Please note that in some cases, in addition to the deduction for Motor and Employers Liability insurance, your remittance will also show agreed deductions for chemicals and equipment purchases if applicable, as stated on page 1 of this Agreement. The total of all deductions will amount to your selected insurance option, as per the above.

If Assured Group Limited believes that your actions are grossly negligent or of a malicious nature, Assured Group Limited reserves the right to withhold any payments due and charge the full cost of the claim.

If NO alternative insurance option is selected, please note that you will be subject to the standard terms of insurance cover as stated above.

Please sign below to confirm that you are happy with the insurance option you have selected, and to confirm that you fully understand all the terms of this Appendix.

Signed

Print Name

If you have any concerns or general enquiries regarding any of the terms of this Agreement to accept work as a self-employed contractor, please do not hesitate to contact Assured Group HR Department on 01926 887988 or via HR@assuredgroup.org

Assured Group Ltd

Health & Safety Induction Sheet for all Self-Employed Contractors



This document forms part of the terms and conditions of your contract with Assured Group Limited and must be read in conjunction with your Agreement to Accept Work as a Self-Employed Contractor.

This document will be signed by both an Assured Group Representative and the Contractor and forwarded to Head Office with the main Agreement, prior to a self-employed contractor number being issued.

Name of Self-Employed Contractor:	Contractor Number: (Office use only)		
Date Completed:			
Management procedures		Initial of Assured Rep.	Initial of Contractor
Has the Contractor been given a copy of the company's health and safety statement to read?	Yes/No		
Has the Contractor been informed of and read the company's risk assessments?	Yes/No		
Does the Contractor understand the meaning of CoSHH data sheets?	Yes/No		
Has the Contractor read and understood the CoSHH risk assessments?	Yes/No		
Has the Contractor been informed of the Management Structure of the company and know who to contact in an emergency?	Yes/No		
Fire Procedure		Initial of Assured Rep.	Initial of Contractor
Has the Contractor been advised of the client's fire procedure?	Yes/No		
Has the Contractor been shown the fire evacuation assembly point?	Yes/No		
Has the Contractor been shown all the fire exits and fire activation points?	Yes/No		
Has the Contractor been shown all the fire extinguisher points?	Yes/No		
First-aid procedures		Initial of Assured Rep.	Initial of Contractor
Has the Contractor been advised on whom the client's first aider is and shown his/her location?	Yes/No		
Has the Contractor been shown the location of the first-aid box?	Yes/No		
Has the Contractor been advised on the company's procedure for reporting of all accidents however minor?	Yes/No		
Has the Contractor been told of the importance and legal requirement for why we report all accidents?	Yes/No		
Defect reporting procedure		Initial of Assured Rep.	Initial of Contractor
Has the Contractor been advised of his legal responsibilities to check all his work equipment prior to starting work each day?	Yes/No		
Has the Contractor been advised on the policy of reporting defective equipment and told under no circumstances will he operate defective equipment however minor they may seem?	Yes/No		

Assured Group Ltd
Health & Safety Induction Sheet for all Self-Employed Contractors



Welfare provisions		Initial of Assured Rep.	Initial of Contractor
Has the Contractor been advised on entrances and exits to be used?	Yes/No		
Has the Contractor been shown the location of the toilet and washing facilities?	Yes/No		
Has the Contractor been shown (if applicable) the staff rest room?	Yes /no N/A		
Has the Contractor been shown where he can get hot / cold drinks from?	Yes/No		
Has the Contractor been shown where he can heat up food and the facilities available to him?	Yes/No		
Has the Contractor been shown the smoking area (if applicable)?	Yes/No N/A		
Has the Contractor been shown the location where he can store his personal clothing?	Yes/No		
Personal protection equipment (PPE) and clothing		Initial of Assured Rep.	Initial of Contractor
Has the Contractor been issued with Assured branded clothing and advised that he/she must wear it at all times when on the client's property?	Yes/No		
Has the Contractor provided his/her own, or been issued with the full complement of PPE gloves, goggles, face mask and, if applicable, signed the PPE register?	Yes/No		
Has the Contractor been advised to purchase a pair of safety footwear which he must wear whilst on the client's property and the consequences if he fails to do so?	Yes/No		
Has the Contractor been advised of the procedure for obtaining new PPE when required, and how to report defective PPE?	Yes/No		
Has the Contractor been advised of the cleaning and storing of all PPE?	Yes/No		
Chemical usage and CoSHH regulations		Initial of Assured Rep.	Initial of Contractor
Is the Contractor aware of his responsibilities under these regulations?	Yes/No		
Has the Contractor been advised on our recommendations regarding the use of all chemicals at the site at which he provides services, and how to safely use every chemical, and if he is in any doubt of what chemical to use or how to use it safely, he must seek advice from an Assured Group representative.	Yes/No		
Has the Contractor been advised of what PPE we recommend using with each chemical?	Yes/No		
Has the Contractor been shown the location of the CoSHH data/assessments sheets?	Yes/No		
Machine and all equipment		Initial of Assured Rep.	Initial of Contractor
Has the Contractor been advised on our recommended use of the high power pressure wash used at the site at which he provides services?	Yes /No		
Has the Contractor been advised to check all electrical equipment including sockets, plugs and cables for damage prior to commencing work each day?	Yes /No		
Has the Contractor been advised that under no circumstances will he use defected electrical equipment?	Yes /No		

Assured Group Ltd
Health & Safety Induction Sheet for all Self-Employed Contractors



Has the Contractor been advised on the company procedure for reporting defected equipment?	Yes /No		
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List below the type of Pressure wash the Contractor has either provided or has been advised on the use of and all other equipment

Name of Assured Group Representative	
Signature	
Date	
Name of Contractor	
Signature	
Date of Signing	