

CIS Application Form

Please complete and sign this form as soon as possible. Until we have processed your application and received identification documents, we unfortunately cannot process your pay via Fencross Umbrella.

All fields marked with * are mandatory for Fencross to be able to accept your application.

Please complete in BLOCK CAPITALS and return the form with all supporting documents. either via email to payroll@fencross.com or via post to our office- Fencross Management Solutions Ltd, Rainham House, New Road, Rainham, Essex, RM13 8RA.

X 1. Your Details:

*TITLE: Mr Mrs Miss Ms Other Please Specify

*FIRST NAME

*SURNAME

*ADDRESS (HOUSE NUMBER/NAME)

(STREET)

(TOWN)

(CITY)

(COUNTY)

(POSTCODE)

*DATE OF BIRTH

*NATIONAL INSURANCE NUMBER

*MOBILE NUMBER

*HOME NUMBER

*EMAIL ADDRESS

FAX NUMBER

Your email address is important to Fencross Management Solutions. It will enable us to communicate quickly and efficiently to send you important notices, such as newsletters.

Please tick the box if you do NOT wish to receive such information by email.

*We are required to check your eligibility to work within the UK.

Please confirm whether you are a:

British Citizen

Citizen of other European Economic (EEA) country

Please Specify

Citizen of another country

Please Specify

¹ The following countries are part of the EEA: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

If you are a citizen of Bulgaria and Romania you may require further authorisation. We will be writing to you soon to request further information and documents.

All applicants are required to provide us with certain specified documents before they start work to show that they are permitted to take this type of work, and to enable us to set them up. Please see

X 2. Your Bank or Building Society Details:

*NAME OF BANK OR BUILDING SOCIETY

*SORT CODE

*ACCOUNT NUMBER

*ACCOUNT NAME⁺

*REFERENCE NUMBER
(For Building Society Accounts only)

3. Your Job Title:

*JOB TITLE/PROFESSION

4. Agency Details:

*NAME OF EMPLOYMENT AGENCY

*AGENCY BRANCH

*AGENCY CONTACT TELEPHONE NUMBER

AGENCY FAX NUMBER

AGENCY CONTACT

CLIENT AND WORK SITE ADDRESS

*START DATE FOR THIS ASSIGNMENT

5. Are you registered with HMRC as self-employed?

Yes No

If Yes,
What is your UTR number (Unique Tax Reference)?

If No, you will need to register with HMRC by calling the helpline on 0844 453 0165

6. Are you registered with HMRC for the CIS scheme?

Yes No

As your work falls under the Construction Industry Scheme, if you are not registered for CIS please note you may be charged tax at 30%, instead of the standard 20%.

To register for CIS please call 0300 200 3210.

7. Are you VAT registered?

Yes No

If Yes,
What is your VAT Registration Number (VRN)?

8. Your Documentation:

The law requires us to check before applicants start work (and in the case of some non-EEA workers, every year after they have started work) that they are eligible and remain eligible to take this work in the UK. We are required to keep copies of the documents showing that you may do this work.

Please supply us with the original documents by secure post so that we are able to check your eligibility to work within the UK. We will return any documents as soon as we receive them by recorded/signing for delivery.

UNTIL WE HAVE RECEIVED APPROPRIATE VERIFICATION WE CANNOT COMPLETE YOUR APPLICATION.

All documents provided must be current.

Acceptable documents to provide proof of eligibility can be found in the detailed lists attached with this application.

Please provide ONE of the listed documents from List A^x (Please see attached), in combination with an official document giving your personal National Insurance Number and your name issued by a Government agency or a previous employer.

IF YOU CANNOT PRODUCE DOCUMENTS FROM LIST A:

Provide ONE of the listed documents from List B^o (Please see attached), in combination with an official document giving your personal National Insurance Number and your name issued by a Government agency or a previous employer.

9. Where did you hear about Fencross Management Solutions?

REFERRED BY AGENCY?

Please Specify

REFERRED BY FRIEND?

Please Specify

FENCROSS MANAGEMENT SOLUTION STAFF?

Please Specify

USED FENCROSS MANAGEMENT SOLUTIONS PREVIOUSLY?

OTHER?

Please Specify

AGREEMENT TO TERMS:

1. I confirm that I have read and understood a copy of Fencross Management Solutions' information brochure, and this application form and I agree to the following Fencross Management Solutions terms and conditions.
2. I agree to sign the Self-Employed Contract which I will receive when this form has been processed, and return it to Fencross Management Solutions.
3. I understand that Fencross Management Solutions holds information about me for certain purposes, including (but not limited to) administering personnel records and otherwise as reasonably required to operate its business. I understand I can request access to this information (subject to applicable exemptions) by contacting Fencross Management Solutions at the address below.

4. I understand Fencross Management Solutions will use information relating to me to notify me (by whatever means) of promotions, products or services offered by Fencross Management Solutions and third parties and/or business partners. By signing below, I consent to the foregoing use of my information for marketing and promotional purposes unless I indicate otherwise by contacting Fencross Management Solutions at the address below.
5. By signing this application form, I am consenting to the processing of personal data (and sensitive personal data) as described above (such as insurance providers) where necessary for the foregoing purposes.
6. I agree that all the information supplied in this form is correct and true to the best of my knowledge.
7. I agree to keep Fencross Management Solutions informed in writing of any changes in my personal details, contact details and any changes in my personal or work circumstances (specifically changes in assignments) which may affect my work status, and to supply any such information on request.

*PRINT NAME

*SIGNATURE

*DATE

+ Note: If this account is not in your own name, we will need written permission confirming that we can pay your earnings into this account from the account holder and a document showing proof of their signature. Please call us on 03333660011 to discuss this further.

8. Your Documentation.... List of acceptable documents are as below:

List A^x:

Documents showing you may take any work in the UK

1. A Passport showing that you are a British or UK and colonies citizen with the right to abode in the UK.
2. A passport or national identity card showing you are a national of the EEA or Switzerland.
3. A residence permit, registration certificate or document certifying/ indicating permanent residence issued by the Home office, Border and Immigration Agency or UKBA to a national of the EEA or Switzerland.
4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UKBA to you as a family member of a national of EEA or Switzerland.
5. A passport/travel document that shows you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode or no time limit to your stay in the UK.
6. A passport or other travel document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to you with an endorsement indicating that you are allowed to stay indefinitely in the United Kingdom or have no time limit on your stay in the United Kingdom.
7. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of your parents.
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of your adoptive parents.
9. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
10. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
11. A certificate of registration or naturalisation as a British citizen.
12. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to you which indicates that the you are allowed to stay indefinitely in the United Kingdom.

LIST B^o :

Documents indicating some restrictions to take work and where we need to make yearly checks to ensure that you may continue to work with us.

1. A passport or travel document endorsed to show that you are allowed to stay in the United Kingdom and are allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that you can stay in the United Kingdom and are allowed to do the work in question.
3. A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
4. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency when produced in combination with either a passport or another travel document endorsed to show you are allowed to stay in the United Kingdom and are allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to you or the employer or prospective employer confirming the same.
5. A certificate of application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to you or to you as a family member of a national of a European Economic Area country or Switzerland stating that you are permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.
6. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that you are permitted to take employment.
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to you with an endorsement indicating that you can stay in the United Kingdom, and are allowed to do the type of work in question.
8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to you or the employer or prospective employer, which indicates that you can stay in the United Kingdom and are allowed to do the work in question.