

SUBCONTRACTOR REGISTRATION FORM

PERSONAL DETAILS

First name	
Middle name	
Last name	
Date of Birth	
Home telephone	
Mobile number	
Email address	



Address1	
Address2	
City/Town	
County	
Post code	

SUBCONTRACTOR DETAILS

Please ensure your UTR is registered and active under HMRC Construction Industry Scheme (CIS). Zinc Contractors does not hold responsibility for the activation of your tax status. To check if you are registered you can contact HMRC CIS helpline on 0300 200 3210.

Business Type	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Limited company
UTR Number		
National Insurance Number		
Trading Name (if applicable)		
VAT Number (if applicable)		
Company Registration Number (if applicable)		

EMERGENCY CONTACT DETAILS

Name	
Relationship	
Contact Number	

BANK DETAILS

Please check your bank details before submitting your registration form as Zinc Contractors cannot be held responsible for monies released to incorrect bank details.

Name of Bank	
Sort Code	
Account Number	
Name of Account Holder	
ROLL Number (if applicable)	

SELF EMPLOYMENT ASSESTMENT

Please answer the following questions for an assessment of your employment status to be established and determine you are not under Supervision, Direction and Control. Zinc Contractors is only suitable for genuinely self-employed subcontractors. If you are not genuinely self-employed, Zinc Contractors cannot offer you a payroll service. **In most cases you will answer YES to all these questions if you are self-employed.**

What is your trade?		
Please list your qualifications?		
	YES	NO
1) Are you responsible to complete, either yourself or via an accountant, an annual self-assessment tax return?		
2) Are you able to refuse any future assignments from the client or the agency?		
3) Are you responsible for all your own expenses in relation to travelling to/from site and/or overnight accommodation?		
4) Are you aware you are not entitled to holiday pay, sick pay, a company pension scheme or other such benefits?		
5) Once given basic instructions of what to do for your day, will nobody else advice or constant supervise you on how to complete these tasks?		
6) Do you have the freedom to contract on more than one assignment at any one time and choose the hours you work taking into account assignment deadlines and opening hours of the client's site?		
7) Do you understand that a suitably qualified alternative contractor can be supplied as a substitute to complete a task that you have been assigned to, should you be unavailable for any reason?		
8) Do you provide your own tools, equipment and/or PPE to carry out your assignments?		
9) Do you pay for any training yourself? For example, CSCS Cards, IPAF etc.		

PROOF OF IDENTIFICATION / ELIGIBILITY TO WORK IN THE UK (ETW)

All registrations must be accompanied by ONE document from part 1(a) OR TWO documents from part 1(b).

(1a) ONE verifying document is required from this list.

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of an EEA country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay and work in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

(1b) TWO verifying documents are required from this list if you are unable to provide ONE verifying document from Section 1a.

- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

DATA PROTECTION CONSENT

I hereby give my consent to the company to process the following information:

Personal Data -

- Name.
- Date of birth.
- Contact details, including telephone number, email address and postal address.
- Experience, training and qualifications.
- CV.
- National insurance number.
- Include any other relevant personal data.

Sensitive Personal Data -

- Bank Details, tax details and any other information required for us to be stored by HMRC.
- Historical information of employment provided by the Company.

I also consent to the Company processing my personal data with third parties for the purposes of internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations. The consent I give to the Company will last for 5 years. I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

SIGN WITH INITIALS

SUBCONTRACTOR TERMS AND CONDITIONS

In this agreement the following definitions apply;

“The subcontractor” – refers to the individual on the forms overleaf. “The company” – refers to DB02 Ltd T/A Zinc Contractors.

“The contractor” – refers to the party hiring the subcontractor.

THE CONTRACT

1.1 - The subcontractor agrees at all times on the contract to act in a professional manner during any period providing works for the company.

1.2 - The subcontractor will be required to provide all hand tools and associated power tools commensurate with their trade or profession except where at the contractor’s sole discretion, specialist plant is available to the subcontractor to execute or complete the works under this subcontract.

1.3 - The subcontractor is entitled to hire assistance at his or her own expense where fixed-price, lump-sum or measured terms apply. Additional day works may only be carried out with the contractor’s consent or prior instructions.

1.4 - The subcontractor will respect the working hours and break time requirements as determined by the contractor or its client. Wilful breaches of the working hours and break times will result in this contract being terminated immediately.

1.5 - The subcontractor will observe and comply with all health and safety requirements at the work place without exception as determined by the contractor or its client. Wilful breaches of the health and safety policy and the construction site rules will result in this contract being terminated immediately.

1.6 - The subcontractor accepts that he or she is not an employee for the purposes of the Working Time Regulations Act 1999.

1.7 - As a genuinely self-employed contractor under the CIS scheme, the 2011 Agency Workers Regulations are not applicable to you as they only refer to agency workers under a contract of employment.

LEGALITIES

2.1 - The subcontractor is responsible for all PAYE, Income Tax, Corporation Tax, National Insurance Contributions and VAT payments and has made complete and proper disclosure to the relevant authorities.

2.2 - Payment will be made weekly, less the appropriate CIS deduction.

2.3 - The subcontractor is responsible for his or her own sickness, disability and pension arrangements and shall not be entitled to receive sickness payment, holiday pay, long service leave or any other similar entitlement.

2.4 - Payment may be suspended or withheld in the event of unsatisfactory, sub-standard or defective work. Any direct costs or expenses incurred by the contractor will be deducted from the subcontractor's account. Alternatively, subject to contractual time constraint the subcontractor may be offered the opportunity to rectify the defects at his or her own expense.

2.5 - All costs, losses and expenses incurred as a result of a termination of this contract caused by health and safety breaches shall be payable by the subcontractor to the company.

GENERAL

3.1 - The subcontractor shall give at least 5 working days notice to the contractor if the subcontractor intends to leave or terminate this contract for any reason.

3.2 - The subcontractor may, subject to specific contractual requirements, be required to provide Public and/or Employer's Liability Insurance.

Such requirements and levels of indemnity will be determined prior to commencement of the works under this subcontract.

3.3 - The subcontractor agrees not to disclose any confidential information that may have been available during the contract.

3.4 - These terms and conditions wholly govern the agreement between the company and subcontractor and constitute the entire working relationship. By agreeing to these terms, you are bound by law to the terms above.

3.5 - This Contract is governed by the laws of the England, Wales, Scotland and Northern Ireland and is subject to the non-exclusive jurisdiction of the English, Welsh, Scottish and Northern Irish Courts.

SIGNATURE

I declare that I am self-employed acting as an individual business supplying a service to clients on a short-term basis. If HM Revenue & Customs can prove that I should be treated as an employee for tax purposes, then the additional tax liability will ultimately have to be met by myself. I declare that the information provided is true and correct. As a genuinely self-employed person, I am opting out of the Conduct of Employment Agencies and Employment Business Regulation 2003. I have read and agreed to the terms and conditions enclosed. I understand that it is my responsibility to inform Zinc Contractors to any changes in the information supplied

SIGNATURE	
PRINT NAME	
DATE SIGNED	

