

## Conduct of Employment Agencies and Employment Businesses Regulations 2003 - Opt Out Form:

### NOTE TO UMBRELLA COMPANY:

The Conduct of Employment Agencies and Employment Businesses Regulations 2003 apply in England, Wales and Scotland. The Conduct of Employment Agencies and Employment Businesses (Northern Ireland) Regulations 2005 apply in Northern Ireland. Together we call these the 'Conduct Regulations'. They apply automatically to contracts between agencies/ employment businesses and their clients and agencies and temporary workers.

Individuals who work through limited companies such as personal service companies (PSCs) or umbrella companies can opt out of the Conduct Regulations. Where a valid opt out is given, then the Conduct Regulations do not apply to either the contract between the agency/ employment business and the limited company, or to the contract between the agency/ employment business and the client.

If, you, the umbrella company, and the individual to be supplied to do the work wish to opt out of the Conduct Regulations, please read this form carefully. You can withdraw the opt out at any time but the withdrawal will only apply from when the next assignment starts. We recommend that you take independent legal advice so that you know what the opt out means for you.

Please note that even where you, the umbrella company and the agency worker opt out of the Conduct Regulations, Regulation 13 A (Key Information Document) will still apply. So we will need certain information from you to help us to comply with those requirements.

In this opt out notification we use the terms 'Umbrella Company' and 'Agency Worker' to mean the limited company and the individual respectively.

### OPT OUT NOTIFICATION

#### Parties:

- (1) *Name of Limited Company*, (company registration number) of address (the '**Umbrella Company**')
- (2) *Name of individual supplied to do the work* of address (the "**Agency Worker**")

1. This Opt Out Notification supplements the agreement ("the **Agreement**") between Permanent Futures Ltd and the Umbrella Company. The terms used in this notification shall have the same meaning as those defined in the Agreement.
2. The Umbrella Company and the Agency Worker acknowledge that it is their intention that the provisions of the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the "**Conduct Regulations**") do not apply to any assignment agreed between the Parties
3. The Parties have freely entered into this Opt Out Notification.

4. The Umbrella Company and the Agency Worker are free to withdraw from this Opt Out Notification at any time by giving not less than *one week's* written notice to Permanent Futures Ltd. However, if the notice is given during an Assignment it will not take effect until the Agency Worker stops working in that Assignment and commences a new assignment.
  
5. We the undersigned have read, understand and agree to be bound by the terms of this Opt Out Notification. In particular, we understand that by signing this Opt Out Notification we are agreeing that the provisions of the Conduct Regulations shall not apply to any assignment agreed between the Parties.

	Umbrella Company	Agency Worker
Signed:	(Insert name and position)  <i>I confirm I am authorised to sign this Opt-Out Notification for and on behalf of the umbrella company.</i>	Insert Name
Print Name:		
Date:		