

Fees and Agreements

The following sets out the fees and charges appropriate to the support required for administering your business affairs.

Agreements with Maddison Group Limited (MGL)

1. **Weekly processing fees**

A weekly processing service charge is payable of **£18.00** weekly for this service. This fee is payable for every week in which a payment is made to the worker.

2. **Insurance**

A weekly charge of **£3.00** per week shall be payable to MGL in respect of Comprehensive Combined Contingency Insurance. This insurance is optional for all workers. The insurance includes both PAB (Personal Accident Benefit) and PLI (Public Liability Insurance) policy details available on request.

3. Agree to and accept the Contract for Services agreement with MGL and its total content, terms and conditions.

4. Please accept this document as my formal application to be paid via my CIS registration by MGL.

5. Should my CIS or contractual arrangements change and I can legitimately provide services as a self-employed contractor, I shall immediately inform MGL and confirm that any outstanding payments due at that time shall be processed as PAYE payments following deduction of employers National Insurance contributions as appropriate.

6. I agree that my holiday pay is to be included weekly in my pay calculation and will be paid to me on a weekly basis. I agree that such payment discharges in full either MGL's or their clients obligations in respect to WTD and holiday payments.

7. I agree that MGL may vary its terms and conditions without prior notice, in which case they will send me a copy of the revised information and that I will then be bound by the revised terms contained therein. I understand that a copy of the latest information pack is available for inspection, during office hours at MGL's office and that a further copy will be sent to me free of charge upon request. In the event that I do not agree to the revised terms, I will instruct MGL in writing that I require to cease the service in which case MGL shall have no further obligation to carry out work for me and all insurances arranged by under their group policies shall cease immediately.

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