

NEW MILLENNIA

HOLIDAY REQUEST FORM

AGENCY NAME	
AGENCY I.D.	

NAME OF TEMP	
TEMP ID No.	
No. OF DAYS HOLIDAY REQUESTED	
TOTAL PAY HOURS	
RATE OF PAY	

DATE OF REQUEST	
AUTHORISING SIGNATURE (AGENCY)	

We would request that New Millennium Payroll Services Ltd pay the above temporary worker the requested holiday pay at the rate as stated above. We hereby authorise New Millennium Payroll Services Ltd to debit our account accordingly.

Signed Print name

QSF018

Issue 02

Temp S .

NEW STARTER FORM

(ALL DETAILS MUST BE COMPLETED AND SUBMITTED TO NEW-MILLENNIA GROUP BEFORE PAYROLL CAN BE COMPLETED)

PERSONAL DETAILS	
NAME:-	TEMP I.D .No:-
	MALE OR FEMALE
ADDRESS:-	
	MARITAL STATUS
	N.I. CATAGORY
PHONE No:-	N.I. NUMBER
START DATE:-	DATE OF BIRTH

If no documentation to support a National Insurance Number is provided by the temp, or a Temporary National Insurance Number is given, a New Starter / Immigration & Nationality Directorate Form MUST be completed and attached to this form.

BANK ACCOUNT/BUILDING SOCIETY DETAILS	
BANK/BUILDING SOCIETY NAME	BANK ADDRESS
ACCOUNT NAME	
	ACCOUNT No
SORT CODE	ROLL NUMBER (Building Society)

P.A.Y.E. & N.I. DETAILS (PLEASE TICK TO SHOW ATTACHED)	
<i>(Please note:-one of the following must be attached)</i>	
P45	P46

I would wish to confirm that the above details are true and correct. I am in receipt of the Terms of Engagement for Temporary Workers and I understand the involvement of New Millennia Group Ltd in the relationship.

Signed.....Print name.....dated.....
FORMS 001.MY

USE FOR INSPECTING SUBCONTRACTOR CIS 4/5/6*

20%

REGISTRATION CARD

PLACE CARD HERE

CIS
Construction
Industry
Scheme

COMPLETE ON
PHOTOCOPY
NOT ON
CARDBOARD
OVERLAY

FOR COMPLETION BY THE SUBCONTRACTOR

Subcontractors address A/C name.....
..... Bank Details A/C No.
..... Branch Code
..... Branch Address.....

Are you VAT Registered? Yes / No If Yes VAT REG NO:.....

I confirm that I am working as a Self Employed Subcontractor and authorise The New Millennium Group to deduct tax as per my CIS details and that all the above details are true and correct.

Signed..... Date.....

* Delete as applicable

FOR COMPLETION BY THE AGENCY VIEWING THE CIS 4/5/6* ON BEHALF OF THE NEW MILLENNIA GROUP

I have checked:-

- a) That the Registration Card presented appears to be an original issued by the Inland Revenue (not a photocopy or obvious imitation) tick
- b) The Card number is
- c) The NI number is
- d) The name shown as the authorised user, or after 'Acting for', or shown After 'Trading as', is the name used on the payment cheque and the contract. tick

I am authorised to view CIS 4/5/6* Registration Card on behalf of THE NEW MILLENNIA GROUP I certify that the Subcontractor presented his Registration Card to me personally and SIGNED THIS PHOTOCOPY IN MY PRESENCE and his signature and face agree with those shown on the Card, CIS 4/5/6*. Therefore we require the New Millennium Group to deduct tax according to the subcontractors CIS details.

Signature of person authorised to view..... Name (in clear print).....

Agency Name and Address.....

..... Date.....

CONTRACTOR NEW STARTER FORM

PERSONAL DETAILS
CONTRACTOR NAME:
CONTRACTOR ADDRESS:
TELEPHONE NUMBER:

IF YOUR CONTRACTOR HAS NOT GOT EITHER HIS OWN LTD COMPANY OR AN UMBRELLA COMPANY HE MUST BE PROCESSED AS PAYE

PLEASE INDICATE HOW YOU WISH TO WORK	
YOUR OWN LTD COMPANY	YES / NO
UMBRELLA COMPANY	YES / NO
COMPANY NAME:	
COMPANY ADDRESS:	
TELEPHONE NUMBER:	

IF YOUR OWN LTD COMPANY PLEASE GIVE BANK DETAILS	
NAME OF BANK	ACCT NAME:
ADDRESS:	ACCT NO:
	SORT CODE:

I WISH TO OPT OUT OF THE EMPLOYMENT BUSINESS REGULATIONS 2003	YES/NO
CONSTRUCTION INDUSTRY SCHEME	YES / NO
AGENCY NAME:	
END CLIENT NAME:	

I WOULD WISH TO CONFIRM THE ABOVE DETAILS ARE TRUE AND CORRECT

SIGNED

DATED

PRINT NAME

NEW STARTER / IMMIGRATION & NATIONALITY DIRECTORATE FORM

Agency Name: _____

Temp Name: _____

Temp Address: _____

Please indicate the documentation produced by the temp.
 Note: This must be original Documentation and we will require a photocopy for our records.

Passport:	
Certificate of registration or naturalisation as a British Citizen:	
Birth Certificate issued in the UK or the Republic of Ireland	
A Passport or national identity card issued by a state which is party to the European Economic Area Agreement and which Describes the holder as a national of that State.	
A Work Permit or other approval to take employment issued by Work Permits (UK)	
Other, please specify:	

I confirm that I have seen the Original document stated above.

Signed.....

Print Name.....

Date.....

QSF018

Issue 02

CHANGE OF DETAILS FORM

(ALL DETAILS MUST BE COMPLETED AND SUBMITTED TO NEW MILLENNIA GROUP BEFORE PAYROLL CAN BE COMPLETED)

PERSONAL DETAILS	
NAME:-	TEMP I.D .No:-
	MALE OR FEMALE
ADDRESS:-	
	MARITAL STATUS
	N.I. CATAGORY
PHONE No:-	N.I. NUMBER
START DATE:-	DATE OF BIRTH

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BANK ACCOUNT/BUILDING SOCIETY DETAILS	
BANK/BUILDING SOCIETY NAME	BANK ADDRESS
ACCOUNT NAME	
	ACCOUNT No
SORT CODE	ROLL NUMBER (Building Society)

P.A.Y.E. & N.I. DETAILS (PLEASE TICK TO SHOW ATTACHED)			
<i>(Please note:-one of the following must be attached)</i>			
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FORMS 001.MY