

ELEVATE BEYOND LIMITED

Key Information Document — Template

Supporting Every Step Forward

POLICY INFORMATION	
Version	2.0
Date Issued	September 2026
Next Review	September 2027 (and annually thereafter)
Policy Owner	Sulayman Cham — Founder and Director
Statutory basis	Conduct of Employment Agencies and Employment Businesses Regulations 2003, regulation 13A
Company Number	17222138
Registered Address	Swan Building, 20 Swan Street, Manchester, M4 5JW
Website	www.elevate-beyond.co.uk

This document should be read alongside: Candidate Agreement, Modern Slavery and Labour Exploitation Policy. This template must be completed and given to every work-seeker BEFORE terms are agreed. It is a legal requirement, not a courtesy. Square brackets are to be completed for each candidate.

How to Use This Template

Regulation 13A of the Conduct Regulations 2003 requires an employment business to give every work-seeker a Key Information Document before agreeing terms with them. Because Elevate Beyond pays candidates through an umbrella company, the document must show the umbrella in the chain and the deductions it takes.

It is issued once at registration, and reissued whenever any of the information in it changes. A copy is retained on the candidate's file. This is one of the documents most commonly asked for during a Fair Work Agency inspection.

Key Information Document

CANDIDATE DETAILS	
Name of employment business	Elevate Beyond Limited
Name of work-seeker	[candidate name]
Date issued	[date]

Your contract

Type of contract you will be engaged under: Contract for services

Who will employ you for tax purposes: Danbro Trading Group Ltd (Company No. 09895871), an umbrella company. Elevate Beyond Limited finds and arranges your assignments; Danbro employs you and pays you.

Who will pay you: Danbro Trading Group Ltd

How often you will be paid: [weekly / other]

Your pay

Minimum rate of pay you can expect: £[] per day, based on a standard day of 7.5 hours. Your actual rate is agreed with you before each assignment and confirmed in writing.

Rate paid by Elevate Beyond to Danbro (assignment rate): £[] per day. This is the amount from which Danbro deducts employment costs and its own margin before calculating your gross pay.

Deductions required by law: Income Tax and Employee National Insurance, deducted by Danbro under PAYE. Employee pension contributions where you are auto-enrolled and have not opted out. Student loan repayments where applicable.

Deductions taken by the umbrella company from the assignment rate: Employer National Insurance contributions, employer pension contributions, Apprenticeship Levy where applicable, holiday pay accrual, and Danbro's margin of £[] per [week / assignment].

Any other deductions or costs: [state, or "None"]

Holiday entitlement and pay: [] days per year pro rata, accrued and paid by Danbro. [State whether rolled up or accrued and how it is claimed.]

Any fees for goods or services: None. Elevate Beyond does not charge work-seekers any fee for finding or seeking to find work. Where you choose to obtain a DBS check or a safeguarding certificate, you pay the provider — DDC, uCheck or APCS as applicable — directly and never Elevate Beyond.

Example pay

This example is illustrative and based on a representative assignment. Your own figures will be confirmed before each placement.

Line	Amount
Assignment rate paid by Elevate Beyond to Danbro	£[]
Less employer National Insurance	£[]
Less employer pension contribution	£[]
Less Apprenticeship Levy (if applicable)	£[]
Less umbrella company margin	£[]
Your gross pay	£[]
Less income tax	£[]
Less employee National Insurance	£[]
Less employee pension contribution	£[]
Your take-home pay	£[]

Questions

Any question about this document, your rate or your deductions can be raised with Elevate Beyond on 01615 248 467 or info@elevate-beyond.co.uk. Questions about a specific payslip should go to Danbro directly, but tell us as well if something does not look right.

Elevate Beyond Limited — Company No. 17222138 — info@elevate-beyond.co.uk — www.elevate-beyond.co.uk