



LABOUR AGENCY QUESTIONNAIRE

Date	
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SECTION A: COMPANY DETAILS			
Companies Legal Title			
Trading as (if applicable)			
Managing Director name			
If part of a group, who is the Ultimate Holding Co			
Company Registration Number			
VAT Registration Number			
UTR Number		Status:	
PAYE Reference Number		AO Ref:	
Main address		Tel. No.	
		Fax.No.	
Bank Name & Address			
Account number		Sort Code	
Account name			
Are your invoices factored?		Yes / No	
Factoring Name & Address			
Account number		Sort Code	
What was your turnover in the preceding three years?	Year 1	£	
Please enclose a copy of your latest published accounts	Year 2	£	
	Year 3	£	
Geographical areas of operation (please tick)	London & S.E.		
	Midlands		
	N. of England		
	S.of England		
	Wales		
	Cent.Scotland		
Speciality of supply (ie Engineer, Carpenter, GW, Scaffolder, White Collar etc)			

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SECTION B: BUSINESS & PROFESSIONAL STANDING

Does the company comply with the Conduct of Employment Agencies Regulations?

Yes / No

Does the company comply with the Employment Businesses Regulations?

Yes / No

Does the company comply with the Agency Workers Regulations?

Yes / No

Does the company comply with the Employment Agencies Act?

Yes / No

Does the company comply with the Working Time Regulations?

Yes / No

Does the company comply with Data Protection Act?

Yes / No

Has the company or any of its Directors/Officers been the subject of criminal or civil court action (including bankruptcy or insolvency)

Yes / No

Are the company or any of its Directors/Officers subject to ongoing or pending criminal or civil court action (including bankruptcy or insolvency)

Yes / No

Has the business (or any of its Directors/Officers been investigated, prosecuted, convicted, or been the subject of other enforcement action taken within the last five years for bribery or corruption?

Yes / No

Has the business carried out a risk assessment to consider whether you are at risk of bribery?

Yes / No

Does the business meet it's statutory tax obligations in relation to PAYE/VAT/CIS?

Yes / No

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SECTION C: WORKERS			
Please indicate whether the workers you supply are paid via			
a) Payroll (PAYE)	Please provide sample contract	Yes / No	
b) CIS Subcontractors	Please provide sample contract	Yes / No	
c) Other (please describe)	Please provide sample contract	Yes / No	
Does the company comply with IR35 and freelance tax status checks		Yes / No	
Has your company been the subject of court action under the Immigration, Asylum and Nationality Act 2006 as amended 2008		Yes / No	
Do you make checks to verify all workers are entitled to work in the UK?		Yes / No	
Do you have a Preventing Illegal Working policy? If Yes please provide a copy		Yes / No	
Do you have a Modern Slavery policy ? If yes please provide a copy		Yes / No	
Do payments to your workers comply with the National Minimum Wage / National Living Wage legislation?		Yes / No	
Has your business signed up to the Gangmasters & Labour Abuse Authority's Construction protocol?		Yes / No	
Does the business meet the requirements of the positive equality duties in relation to the Equalities Act 2010?		Yes / No	

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SECTION D: INSURANCE		
Employers Liability Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Public Liability Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Contractors All Risks Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Professional Indemnity Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Product Liability Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	

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SECTION E: ACCREDITATION

Please provide details of any Third Party memberships for the business (or any key staff)

(such as Constructionline, REC, ALP, ASPCo, ISO 9001)

	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	

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SECTION F: CONDITIONS OF ENGAGEMENT

Please indicate whether you agree to the following:		
You gain authorisation prior to further subcontracting supplies to a third party labour provider, and provide relevant details	Yes / No	
You ensure that any travel and subsistence arrangements between the worker and yourselves complies with HMRC	Yes / No	
You agree not to use any offshore intermediaries	Yes / No	
You can provide, if requested, evidence of submitted reports to HMRC in accordance with employment intermediary reporting requirements	Yes / No	
You can provide, if requested, evidence of VAT And PAYE returns filed and payments made to HMRC	Yes / No	
You provide prior to a worker attending site, details of the worker's name and evidence of rights to work in accordance with HMRC guidance	Yes / No	
You can provide, if requested, a copy of the worker's pay slip	Yes / No	

Agency Representative Name

Agency Representative Signature

Date

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