



Key Information Document

Employment businesses must give a Key Information Document (KID) to temporary workers who register with them on or after 6 April 2020 (Regulation 13A of the Conduct of Employment Agencies and Employment Businesses Regulations 2003). They do not have to give a KID to candidates looking for permanent or fixed term contract work directly with a client. They must give the KID before agreeing terms of engagement with the temporary worker.

The purpose of the KID is to improve transparency, particularly in relation to pay and so the KID should not include all the terms of the contract between the temporary worker and the employment business – these will be set out in a separate document. The Department for Business, Energy and Industrial Strategy (BEIS) have produced [written guidance and three templates](#) – one each for use when engaging the temporary worker on direct PAYE, through a personal service company or through an intermediary such as an umbrella.

The employment business does not have to give multiple KIDs to show the different payment methods, but it would be best practice. Importantly, the temporary worker must receive a KID relevant to how they will ultimately be engaged. The employment business does not have to issue a new KID for each assignment but must issue a new KID when the information changes, e.g. a new deduction.

REC has adapted the BEIS templates by adding the notes below. After you have completed this template please delete the notes column from the document before giving it to the worker. These notes pages do not form part of **the Key Information Document** which **must not be more than 2 sides of A4 paper**.

For more information see the [Key Information Document](#) section of the REC Legal Guide.

For the '**General Information section**' of this document you do not need to insert figures and can instead provide a description of the amounts. For the '**Representative Example of your Pay section**' real figures must be used.