

Agreement For The Engagement And Provision Of Services

This agreement is made on [INSERT DATE] ("**Effective Date**")

BETWEEN

- (1) **LSP Renewables Limited**, a company incorporated in England and Wales with registered number 10543650 and whose registered office is at Imperial House, 21-25 North Street, Bromley, Kent BR1 1SD United Kingdom ("**Employment Business**");

AND

- (2) [Insert full legal name of Contractor's Company], a limited company incorporated in England and Wales under company number [insert registered company number] and whose registered office is at [insert registered office address] ("**Contractor**").

IT IS AGREED as follows:

1. Interpretation and Definitions

- 1.1. Unless the context otherwise requires, references to the singular include the plural.
- 1.2. Headings contained in this Agreement are for reference purposes only and will not affect the intended meanings of the clauses to which they relate.
- 1.3. In this Agreement –

"**Addendum 1**" means the Self-Billing Agreement;

"**Agreement**" means the terms and conditions set out herein together with any issued schedules and Assignment and/or Renewal Schedule to these terms;

"**Assignment**" means the period during which Contractor provides Services as set out in an Assignment and/or Renewal Schedule;

"**Assignment and/or Renewal Schedule**" means the schedule agreed between Employment Business and Contractor for each Assignment containing the particulars of the Assignment and Services;

"**Client**" means the person, firm or corporate body together with any subsidiary or associated company as defined by section 1159 of the Companies Act 2006 requiring Services, and includes End User and any third party to whom Contractor provides services pursuant to this Agreement on behalf of Client;

"**Conduct Regulations**" means the Conduct of Employment Agencies and Employment Businesses Regulations 2003;

"**Data Controller**" means "controller" in accordance with the Data Protection Legislation;

"**Data Protection Legislation**" means all applicable laws and regulations, as amended or updated from time to time, in the United Kingdom relating to data protection, the processing of personal data, privacy and electronic communications, including without limitation, (a) the Data Protection Act 2018; and (b) the United Kingdom General Data Protection Regulation (Retained Regulation (EU 2016/679) ("**UK GDPR**");

"**Data Subject**" means as set out in, and will be interpreted in accordance with Data Protection Legislation;

"**Documents**" means all plans, drawings (including as-built drawings), specifications, calculations, records and other documents (including information technology material and computer assisted design material) prepared by or on behalf of Contractor in relation to the provision of the Services (including drafts) and all revisions and additions whether in existence or still to be made;

"**End User**" means any other party for whom, or at whose premises, the Services are performed under the Assignment and who is also to be the Client of the Contractor under this Agreement;

"**Force Majeure Event**" means the occurrence of any event beyond the reasonable control of a Party (excluding any strike, lockout or industrial action involving that Party's or its sub-contractors employees, workers, agents or other personnel) which directly causes that Party to be prevented, hindered, or delayed in performing its obligations and thus unable to comply with all or a material part of its obligations under this Agreement where that event does not arise from the act, omission or negligence of that Party;

"**Inside IR35 Assignment**" means a deemed employed assignment pursuant to Chapter 10, Part 2 of Income Tax (Earnings and Pensions) Act 2003;

“Off-Payroll” means amendments to Chapter 8; and Chapter 10 Part 2 of Income Tax (Earnings and Pensions) Act 2003;

“Opted-Out” means opted-out of the Conduct Regulations in accordance with Regulation 32(9);

“Parties” means Employment Business and the Contractor, and each a Party;

“Personal Data” means as set out in, and will be interpreted in accordance with Data Protection Legislation;

“Personal Data Breach” means the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data transmitted, stored or otherwise Processed in connection with this Agreement;

“Process” means as set out in, and will be interpreted in accordance with Data Protection Legislation and

“Processed” and **“Processing”** will be construed accordingly;

“Representative” means the employees, officers or representatives of Contractor, who renders Services on behalf of Contractor;

“Requirements” means the agreed scope and specific requirements of a Client as set out in an Assignment Schedule;

“Restricted Period” means the six (6) months following the end (howsoever arising) of the Assignment; and

“Services” means the services to be performed by Contractor pursuant to this Agreement.

2. The Services

- 2.1. Following a request from Client, Employment Business has requested Contractor and Contractor has agreed with Employment Business to provide Services to Client as detailed within an Assignment Schedule, on the terms and conditions of this Agreement.
- 2.2. Contractor shall procure that Services shall be undertaken by Representative.
- 2.3. Employment Business and Contractor shall agree an Assignment Schedule (or confirm their agreement in an Assignment Schedule) specifying Client, the fee payable by Employment Business, Services, such expenses as may be agreed, any notice period and any other relevant information.
- 2.4. Save as otherwise stated in this Agreement, Contractor and Representative will be entitled to supply their services to any third party during the term of this Agreement provided that this in no way compromises or is not to the detriment of the supply of Services, and provided there is no conflict of interest.
- 2.5. Contractor shall not, and shall procure that Representative shall not, whether directly or Indirectly through any company, partnership or person, solicit nor enter into any contract with Client or with any third party introduced to Contractor or Representative by Client with whom Representative had material contact with during the Assignment, to provide any services of the same or a similar nature as Services during the Assignment or during the Restricted Period without Employment Business’s prior written consent, such consent may be withheld at Employment Business’s absolute discretion or granted subject to any conditions Employment Business may wish to impose.
- 2.6. Clause 2.5 shall not apply where Contractor and Representative have not Opted-Out and the Conduct Regulations apply to the Assignment.
- 2.7. Contractor acknowledges and accepts that where the Assignment is an Inside IR35 Assignment, Employment Business has a statutory duty to make deductions in accordance with Off-Payroll to payments made by Employment Business to Contractor.
- 2.8. If the Contractor has delivered Services that do not comply with the undertakings under this Agreement then, without limiting its other rights or remedies, Employment Business and/or Client shall have the following non-exclusive rights:
 - 2.8.1 to reject the Services (in whole or in part) and related invoices;
 - 2.8.2 to require the Contractor to provide remedial Services at no additional fee, or to provide a full refund of the price of the rejected Services (if paid for);
 - 2.8.3 to recover from the Contractor any expenditure incurred by Employment Business and/or Client in obtaining or providing substitute services; and

2.8.4 to claim damages for any additional costs, liabilities, penalties, losses and expenses incurred by Employment Business and/or Client due to the Contractors failure to supply Services in accordance with this Agreement.

2.9 Clause 2.8 shall extend to any substituted or remedial services and/or repaired supplied by Contractor.

2.10 The approval of time sheets provided by the Contractor or the payment of invoices issued by the Contractor shall not be deemed as acceptance of Services.

3 The Contract

3.1 This Agreement constitutes the entire agreement between Employment Business and Contractor, and it supersedes all previous agreements between the parties in relation to the subject matter hereof and governs all Assignments undertaken by Contractor. Contractor warrants that, in agreeing to enter into this Agreement, it has not relied on any statement or representations made by Employment Business or by Client.

3.2 No variation or alteration to this Agreement will be valid unless the details of such variation are agreed between Employment Business and Contractor and set out in writing and signed by both parties save Employment Business may vary the Off-Payroll status of Assignment and vary Contractor fee and tax treatment during Assignment if Assignment is reclassified as an Inside IR35 Assignment.

3.3 Contractor agrees it has accepted the terms of this Agreement if it performs any Services for Client or submits a timesheet or other method of verification to Employment Business in relation to performing Services for Client.

3.4 Without prejudice to any rights accrued prior to termination, the obligations within clauses 1, 2.5, 5.8, 5.11, 5.12, 8.4, 10, 11, 12, 13, 14, 15, 16, 17, 18 and 19 will remain in force beyond the cessation or other termination (howsoever arising) of this Agreement.

4 Undertakings of Contractor

4.1 Contractor warrants to Employment Business that by entering into and performing its obligations under this Agreement it will not thereby be in breach of any obligation that it owes to any third party. Contractor further warrants to Employment Business that Representative, by performing Services on behalf of Contractor, will not thereby be in breach of any obligation that it owes to any third party.

4.2 Contractor warrants that it and Representative have the necessary skills, experience, training, qualifications and any other authorisation which Client considers are necessary, or which are required by law or by any professional body to provide Services for the period of the Assignment. Contractor shall, on request, provide proof of compliance with this clause.

4.3 Contractor warrants and represents that all statements, whether oral or written, made by it and/or any Representative and documentation it provides to Employment Business or any third party, in relation to its construction, operations, the performance of Services in the course of the Assignment and relating to Representative's experience, training, qualifications and any relevant or necessary authorisation, are true, fully detailed and accurate and will be kept up to date.

4.4 Contractor warrants that Services shall be performed with a high degree of professional skill and care.

4.5 Contractor shall procure that Representative works such hours as are necessary to perform Services. Where minimum hours are specified in the Assignment Schedule, Contractor warrants that it shall ensure that Representative shall work for such minimum hours.

4.6 Contractor warrants that Representative shall follow all known and applicable rules and procedures of Client relevant to independent contractors and the delivery of Services and shall act in a professional manner at all times when at the Client's premises.

4.7 Contractor warrants that it and Representative shall, in relation to Services, adhere to all applicable laws, statutes and regulations as enacted from time to time.

4.8 Contractor warrants that pre-employment checks have been carried out in relation to each Representative and that each Representative has valid and subsisting leave to live, work and to remain lawfully in the UK for the duration of the Assignment as per the provisions of the Immigration, Asylum and Nationality Act 2006.

4.9 Contractor warrants that –

4.9.1 it is not a Managed Service Company as defined in section 61b of the Income Tax (Earnings and Pensions) Act 2003;

4.9.2 it is an Intermediary as defined in Off-Payroll; and

- 4.9.3 it is a company registered, operating, and administering payroll within the United Kingdom, subject to United Kingdom tax legislation.
- 4.10 Contractor warrants that it will ensure the relevant provisions of this Agreement are included within the contract between Contractor and Representative and shall ensure that Representative is fully aware of their obligations in connection with this Agreement.
- 4.11 Contractor warrants that neither it, Representative or any third party acting on their behalf will be any act or omission (a) commit or cause, facilitate or contribute to the commission by any person of an offence under the Criminal Finances Act 2017 and/or (b) enter or facilitate an arrangement to avoid any of the conditions of Off-Payroll, falling within scope of the TAAR (Targeted Anti Avoidance Rule) in Off-Payroll and NIC's equivalent.
- 4.12 Subject to clause 8.2, Contractor shall be wholly responsible for the correct payment of any PAYE Income Tax and National Insurance Contributions and any other taxes and deductions payable in respect of Assignment and Contractor warrants that it shall procure the correct payment of such in accordance with relevant legislation.
- 4.13 The Contractor shall, prior to accepting the Assignment, notify Employment Business of any current, unspent and unfiltered convictions, as determined under the Rehabilitation of Offenders Act 1974, that its Representative who is to perform the Assignment may have. The Contractor shall also disclose any conviction that may be incurred by it, or the Representative, whilst performing the Assignment, regardless of whether it was committed outside of the performance of the Services. At the request of Employment Business, the Contractor shall also provide details of any spent convictions which are unfiltered of the Representative who is to perform the Assignment. Failure to disclose this information shall give Employment Business the right to terminate this Agreement with immediate effect and without notice or payment in lieu of notice.
- 4.14 Where Contractor fails to provide the Services in accordance with this Agreement by the due date (other than as a result of any act or omission of Employment Business and/or Client), Employment Business may (in addition to any of its other rights or remedies):
- 4.14.1 terminate or vary the whole (or any part) of this Agreement with immediate effect and without incurring any further obligations to the Contractor;
 - 4.14.2 purchase substitute services elsewhere and/or
 - 4.14.3 delay payment until the provision of the Services has commenced and/or completed.
- 4.15 Contractor agrees that it shall promptly and without charge correct any defective works carried out on behalf of the Contractor provided that such defects are notified to the Contractor no later than the Warranty Date specified in an Assignment.
- 4.16 Contractor will, and shall procure Representative will, prior to the start of the Assignment, undertake to provide all of the following mandatory documents:
- 4.16.1 full copy of this Agreement signed by the Contractor and Representative;
 - 4.16.2 clear colour scanned copy of photographic proof of Representative's passport;
 - 4.16.3 evidence of work permit or visa for the Representative where appropriate;
 - 4.16.4 clear scanned copy of an official certificate evidencing the lawful registration and incorporation of the Contractor in the United Kingdom;
 - 4.16.5 clear scanned copy of Contractor's VAT registration certificate if applicable;
 - 4.16.6 clear scanned copy of Contractor's insurance certificates matching the requirements specified in clause 15.2 and 15.3 below;
 - 4.16.7 clear scanned copy of Contractor's bank statement (dated less than three months before the Assignment start date) of their bank account in the name of the Contractor and located in the United Kingdom and
 - 4.16.8 any additional documentation specified in the Assignment Schedule or as may be required by Employment Business from time to time.
- By providing a copy of the Representative's passport, Contractor and Representative are giving their consent for an identification check of the Representative being conducted by Employment Business.

- 4.17 Contractor agrees that neither Contractor nor Representative have, within the past ten (10) years, been suspended or debarred from participating in any bid process organized or controlled by any Governmental Authority due to corrupt acts. Nor has either Contractor or Representative been directly or indirectly, involved in any corrupt acts, nor have they been prosecuted, or convicted, or entered into any settlement in relation to, or otherwise held legally liable for, any corrupt acts at any stage within the past ten (10) years, nor do they appear on any list of contractors or individuals debarred from tendering or participating in any project funded by the World Bank or any other multilateral or bilateral aid agency.
- 4.18 Contractor will, on request, provide proof of compliance with this clause 4 as may be required by Employment Business from time to time.

5 Obligations of Contractor

5.1 Contractor will, and shall procure Representative will -

- 5.1.1 not engage in any conduct detrimental to the interests of Employment Business or Client which includes any conduct that may bring Employment Business or Client into disrepute and which may result in the loss of custom or business;
 - 5.1.2 comply with any statutory or other reasonable rules or obligations including but not limited to those relating to health and safety, site security and IT usage and security during the Assignment to the extent that they are applicable while performing Services to take all reasonable steps to safeguard its own safety, the safety of Representative and the safety of any other person who may be affected by its actions during the Assignment and to immediately report any unsafe working conditions or practices to the Employment Business and Client;
 - 5.1.3 furnish Client and/or Employment Business with periodic progress reports as may be requested;
 - 5.1.4 notify Employment Business forthwith in writing if Contractor should become insolvent, dissolved or subject to a winding up petition;
 - 5.1.5 where required, provide and insure at its own cost any such necessary equipment as is reasonable for the performance of Services and ensure that any computer equipment and associated software which it provides for the purpose of providing Services contains up-to-date anti-virus protection;
 - 5.1.6 not at any time to make any copy, abstract, summary or précis of the whole or any part of any document or other material belonging to Client except when required to do so in the course of its duties under the Assignment in which event any such item shall belong to Client or Employment Business as appropriate; and
 - 5.1.7 not discuss with Client the terms of this Agreement or an Assignment except as strictly required for the Services or engage in work for any third party capable of being in conflict with the best interests of Employment Business or the Client without having first given Employment Business and Client notice of such conflict.
- 5.2 Contractor shall obtain the signature/electronic approval of an authorised representative of Client on a timesheet or other agreed form of verification provided by Employment Business and submit to Employment Business, in accordance with Employment Business's procedure, and no later than thirty (30) days of the period to which they relate or as otherwise directed in writing by Employment Business.
- 5.3 Contractor warrants and represents that the hours or Services recorded on the timesheet are true and accurate.
- 5.4 If Contractor is paid on milestones or on deliverables, Contractor shall obtain written verification from the Client that the relevant milestone has been reached or deliverable made and submit such verification with the Contractor's invoice.
- 5.5 If Contractor and/or Representative is unable or unwilling for any reason to undertake Services during the course of an Assignment Contractor and/or Representative should inform Employment Business as soon as possible.
- 5.6 Contractor will have reasonable autonomy in relation to determining the method of performance of Services, taking all steps to be expected of a professional consultancy with any service-related timetable or other targets as are agreed with the Client.
- 5.7 Contractor acknowledges, that failure to deliver and obtain Client signature/electronic approval of timesheets/proof of Services and failure to comply with Employment Business's procedure regarding such may delay payment.

- 5.8 Contractor will, at the end of the Assignment or on demand, at its own expense, return to Employment Business or to Client or, as the case may be, End User, (as directed) all property of Client including, but not limited to, all equipment, Documents (including copies) and other such materials, security passes, electronic storage devices and keys.
- 5.9 Nothing in this Agreement should be construed to render any Representative an employee or a worker of either Employment Business or Client. Contractor shall ensure that Representative does not hold themselves out as an employee or a worker or an agent of either Employment Business or of Client.
- 5.10 Neither Employment Business nor Client shall be required or obliged to bear the cost of any training that Representative may require in order to perform Services.
- 5.11 Contractor agrees to promptly, upon request, provide evidence relating to the construction and operations of Contractor's company and of Representative's engagement in order to assist Employment Business to comply with its contractual and legal obligations.
- 5.12 Contractor agrees, and shall procure that Representative agrees, to promptly provide to Employment Business any information requested by Employment Business that may be required to satisfy statutory legislation including Off-Payroll and reporting requirements relating thereto.
- 5.13 Save for clause 2.6 or where agreed in writing by Employment Business, Contractor agrees not to sub-contract or assign to any third party any of Services which it has agreed to perform under an Assignment in accordance with this Agreement.

6 Representative

- 6.1 The Representative warrants that all information, warranties and undertakings by the Contractor are correct and that he or she accepts any obligations on the Representative as set out herein.

7 Invoicing

- 7.1 Subject to clause 7.3, Contractor shall invoice Employment Business the amount due from Employment Business to Contractor in respect of Services at the rate set out in the Assignment Schedule. Invoices must be received by Employment Business no later than thirty (30) days following the period to which it relates (or as otherwise directed by Employment Business). Contractor's invoice must display Contractor's registered name and address, identify Assignment, company registration number and, where applicable, the VAT number and any VAT due on the invoice or in a format as otherwise stated by Employment Business.
- 7.2 Employment Business may withhold payment to Contractor (a) unless an invoice has been properly submitted by Contractor in accordance with clause 7.1 [and subject to clause 7.3] (b) unless and until Client has authorised or signed the relevant time/Services recording process and/or where Employment Business have proper reason to believe that Employment Business may not receive payment of any sums including expenses or (c) unless the hours claimed are true and accurate.
- 7.3 Employment Business operate a self-billing system that complies with the guidelines produced by HM Revenue & Customs. Should Contractor enter into a Self-Billing Agreement as per Addendum 1 with Employment Business, Contractor agrees not to forward invoices to Employment Business for services provided. Payment will be made to the Contractor on receipt of a signed timesheet and self-billing form. Contractor agrees for Employment Business to generate an invoice when payment is made to Contractor. Contractor agrees to notify Employment Business in writing if Contractor ceases to be registered, transfers its business as a going concern or becomes registered under another VAT number. Should Contractor choose not to enter into a self-billing arrangement with Employment Business, Contractor agrees to notify Employment Business without delay in writing of its intention to supply its own purchase invoice.
- 7.4 Unless otherwise stated in the Assignment Schedule, as Contractor is being engaged on an all-inclusive rate, and for the avoidance of doubt, Contractor is responsible for any and all costs, expenses, fees or other liabilities (whether direct or indirect) that relate to the Representative providing such Services. Contractors will not be entitled to claim any expenses from Employment Business or Client. If and where applicable, Contractor will invoice Employment Business for business expenses agreed in writing by Employment Business. Contractor will, on request, provide receipts in relation to invoiced expenses and Employment Business may withhold payment of expenses subject to receiving such receipts. VAT on expenses must be shown separately.
- 7.5 Without prejudice to Employment Business's rights and remedies under this Agreement or in law, whenever a sum of money is recoverable from or payable by Contractor -
- 7.5.1 in relation to an overpayment;

7.5.2 for any sum that Contractor is liable to pay to Employment Business in respect of any breach of this Agreement; or

7.5.3 from any indemnity given in this Agreement,

Employment Business may deduct that sum from any sum then due or which at any later time becomes due to Contractor under this Agreement.

7.6 Clause 7.2(b) will not apply if Contractor and Representative have not Opted-Out and the Conduct Regulations apply to the Assignment.

8 Charges/Fees

8.1 Subject to clause 8.3 and 8.2 and to the receipt of Contractor's invoice in accordance with clause 7, Employment Business shall pay Contractor for Services in accordance with the fees specified in the Assignment Schedule, plus any applicable VAT.

8.2 Where Off-Payroll is in scope and the Assignment is an inside IR35 determination, Contractor acknowledges and agrees that Employment Business shall deduct sums in respect of PAYE Income Tax and National Insurance Contributions Employment Business calculated in accordance with Off-Payroll prior to payment of Contractor's invoice. Employment Business shall remit such sums deducted under this clause 8.2 and Employer's National Insurance Contributions to HM Revenue and Customs to comply with its statutory duty. Employment Business will provide a statement to Contractor setting out such deductions. Save where and to the extent required by law, Contractor is and will continue to be wholly responsible for the correct payment of all taxes and statutory deductions.

8.3 Payments will be made to Contractor within 30 days of receipt of a valid invoice.

8.4 If Contractor or Representative is unable or unwilling for any reason to provide Services in the course of the Assignment, then no fee will be payable by Employment Business to Contractor during any period that Services are not provided.

8.5 If Employment Business has reason to believe that Client may not pay Employment Business its invoices (or parts of them) in relation to Representative, Contractor agrees, to provide Employment Business with any reasonably requested information, explanations and/or written statements relating to the Assignment/Services and with any reasonable assistance necessary to help Employment Business obtain such payment from Client.

8.6 For the avoidance of doubt and subject to any agreement by the Parties to the contrary, Contractor will not be entitled to receive payment from Employment Business or from Client for time not spent on Assignment whether in respect of holidays, illness or absence or for any other reason.

8.7 Contractor recognises that Off Payroll status is subject to change during the term of Assignment. Contractor agrees and accepts that Employment Business is entitled to vary this Agreement to comply with Off Payroll and may be required to terminate with immediate effect pursuant to Clause 9.4.

8.8 Employment Business shall be entitled at its sole discretion to set-off any liability of Employment Business which is caused by Contractor and/or Representative. Any exercise by Employment Business of its rights under this clause does not affect any other rights and remedies it may have under this Agreement or otherwise.

8.9 Where Employment Business is owed sums by the Contractor which are in excess of the amounts payable by Employment Business to the Contractor, Employment Business shall be entitled to suspend all payments to the Contractor under this Agreement until the balance owing to Employment Business has been recouped by way of set-off against the payments suspended.

9 Term of the Agreement

9.1 Without prejudice to clause 3.4, this Agreement will commence on the Start of Assignment date as set out in the Assignment Schedule or the Effective Date (which ever date is earliest) and will continue until-

9.1.1 the End of Assignment date as set out in the Assignment Schedule, or

9.1.2 terminated in accordance with any of the clauses 9.2, 9.3, 9.4 or 9.5.

9.2 Without prejudice to clauses 3.4, 9.4, 9.5 and 9.3, either Party may terminate this Agreement without cause by giving in writing the notice period stated within the Assignment Schedule. Where an Assignment Schedule does not provide Contractor with a right to give notice to end the Assignment early, Contractor may request Employment Business to end the Assignment early, in which case Employment Business may, at its sole

discretion use reasonable endeavours to agree early termination of the Assignment with Client.

9.3 Notwithstanding clause 9.2 above and without prejudice to clause 3.4, Employment Business may without liability end

this Agreement and/or any specific Assignment and instruct Contractor to procure that Representative ceases work on the Assignment immediately or on short notice at any time, where -

- 9.3.1 Contractor and/or Representative has committed any serious or persistent breach of any of its obligations or undertakings under this Agreement;
- 9.3.2 Client believes Contractor and/or Representative is incompetent or has been negligent in the performance of Services;
- 9.3.3. Client reasonably believes that Contractor and/or Representative has not observed any condition of confidentiality applicable to Contractor and/or to Representative from time to time;
- 9.3.4. For any reason Contractor and/or Representative is considered unsatisfactory by Client;
- 9.3.5. Employment Business receives any information regarding the unsuitability of Contractor or Representative to provide Services in the course of the Assignment;
- 9.3.6. Contractor becomes insolvent, goes into administration, is dissolved or is subject to a winding up petition or Contractor is suffering severe financial distress in the reasonable opinion of Employment Business;
- 9.3.7. Any member of Contractor's staff or any Representative is guilty of any fraud, dishonesty or serious misconduct;
- 9.3.8. Performance of Services in the course of the Assignment is prevented by the incapacity of Representative;
- 9.3.9. Client reasonably believes that Contractor and/or Representative has damaged or is damaging the reputation of Client;
- 9.3.10. Contractor fails to prove the Representative(s) has a legal right to work in the United Kingdom or such other country as applicable;
- 9.3.11. Whereupon a Force Majeure Event or any other incapacity of Contractor and/or Representative affects the delivery of Services or where the Client is prevented, hindered or delayed from or in performing any of its obligations by a Force Majeure Event; or
- 9.3.12. Employment Business has reason to believe Client may not be able to pay any or all of Employment Business's invoices.

For the avoidance of doubt, termination pursuant to this clause 9.3 will take precedence over termination pursuant to clause 9.2 above and over any notice periods set out in the applicable Assignment Schedule.

9.4 Notwithstanding clause 9.2 above and without prejudice to clause 3.4, Contractor acknowledges that the continuation of the Assignment is subject to and conditioned by the continuation of the contract entered into between Employment Business and Client. In the event that the contract between Employment Business and Client is terminated for any reason then the Assignment will cease with immediate effect and without liability to Employment Business.

9.5 Notwithstanding clause 9.2 above and without prejudice to clause 3.4, where Employment Business receives notice from Client to terminate the Assignment or not to proceed with the Assignment, Employment Business may, with immediate effect and without liability, terminate this Agreement and any Assignment hereunder. Employment Business's obligations to make payments to Contractor as set forth in clause 7 above shall survive termination of this Agreement.

9.6 Contractor agrees that Employment Business may notify Contractor or the Representative for or on behalf of the Contractor, verbally of termination of Assignment/Agreement where, in the reasonable opinion of Employment Business, the situation merits such including (without limitation) where such termination is required to be with immediate effect.

- 9.7 Contractor acknowledges and agrees that Employment Business shall, where possible, try to provide Contractor with an explanation but is not obliged to provide any reason or further explanation to Contractor in connection with termination under clause 9, whether or not such a reason is provided by Client to Employment Business. Furthermore, in the event a reason is provided whether by Client or by Employment Business, Employment Business is not liable to Contractor or to Representative in relation to the content of such reason.
- 9.8 Failure by Contractor to give notice of termination as required in accordance with this Agreement will constitute a material breach of contract and Contractor agrees to indemnify and hold harmless Employment Business from any and all losses in connection with its breach of this clause 9.
- 9.9 Employment Business may at any time, upon written notice to the Contractor, suspend, postpone or reduce all or part of the Services to be provided by the Contractor. Such notice shall specify the commencement of the suspension, postponement or reduction and the estimated duration of the suspension or postponement. Upon receiving the notice of suspension, postponement or reduction, the Contractor shall implement the same, at no cost to Employment Business. Employment Business may withdraw any suspension, postponement or reduction by written notice to the Contractor, in which case the Contractor shall use its best endeavours to resume its provision of the Services.

10 Intellectual Property

- 10.1 Contractor does, and shall procure that Representative does, in consideration of the fees, hereby assign to Client (or to Employment Business for onward transfer to Client where directed so to do by Employment Business) all present and future copyright, title and interest of whatever nature (including but not limited to copyright and patent application rights), topography rights, design rights, trademarks, rights in databases, sui generis rights, trade secrets (whether registered or unregistered) and other confidential information, know-how and all other intellectual property rights of a similar nature in any part of the world and all other intellectual property rights in original work and all applications and rights to apply for the protection of any of the foregoing, produced, prepared or provided by Representative, in whatever media, in relation to or arising from the performance of the Assignment prepared for Client or produced by any Representative in connection with an Assignment under this Agreement, and that the aforementioned rights shall vest in and remain the property of Client throughout the world free from any interest of Contractor, Representative or any third party or parties.
- 10.2 Contractor will do anything, and shall procure that Representative will do anything, that Client may reasonably require in order effectively to vest such rights in Client (or to Employment Business for onward transfer to Client where directed so to do by Employment Business) or such third party as Client specifies or to evidence the same (whether before or after the termination of this Agreement).
- 10.3 Contractor acknowledges and agrees, and shall procure that Representative acknowledges and agrees, that Client retains ownership of all intellectual property rights of whatever nature and, if registrable, whether registered or not, in the documents or other material and data and other information provided to or provided by Representative in relation to an Assignment. For the avoidance of doubt, Client will not be deemed to have granted Contractor or Representative any licence to use the documents or other material and data or other information other than solely for the purposes of the relevant Assignment.
- 10.4 Contractor will, and shall procure that Representative will, promptly disclose to Client and to Employment Business any idea, method, invention, discover, design, concept or other work made or created by Representative in relation to Services provided during the Assignment.
- 10.5 Contractor warrants that Services provided are not in breach of the intellectual property rights of any third party.
- 10.6 Contractor will indemnify and hold harmless Client and Employment Business from (without limitation) any and all actions, claims, proceedings, settlements, legal fees, costs, expenses, damages, demands, losses and liabilities whatsoever and however incurred resulting or arising out of any claim by any third party that the use or possession of work performed or delivered by Contractor or by Representative in connection with this Agreement infringes the intellectual property rights of that third party.
- 10.7 Contractor hereby, in consideration of fees, irrevocably and unconditionally waive in favour of Client any and all moral rights conferred on it and/or Representative by statute for any intellectual property, design or copyright work in which rights are (or should be) vested in Client pursuant to this clause 10. Contractor hereby warrants that it has obtained the same undertaking from Representative.

11 Confidentiality

- 11.1 Without prejudice to every other duty not to disclose any and all information given to Contractor or to Representative or gained in confidence in connection with this Agreement (including, without limitation, information provided by or pertaining to Employment Business) Contractor shall not, and shall procure that Representative shall not, at any time whether during or after the Assignment, disclose to any person or make use of any of the trade secrets, confidential or sensitive (including commercially sensitive) information of Client, of Client's customers and of Employment Business, save where required by law. For the purposes of this clause, confidential or sensitive information is confidential if it is labelled confidential or labelled sensitive, if the disclosing Party expressly states (whether in writing or otherwise) to Contractor and/or to Representative that the information is confidential or if Contractor and/or Representative ought to have known that the information may be confidential or sensitive.
- 11.2 In order to protect the confidentiality and trade secrets of Client and without prejudice to every other duty to keep secret all information given to it or gained in confidence, Contractor agrees on its own part and on behalf of its officers, employees and Representatives (i) to deliver up to Client or Employment Business at the end of the Assignment all documents and other materials belonging to Client (and all copies thereof) which are in its possession including documents and other materials created by Contractor and/or Representative during the course of the Assignment (ii) not at any time to make a copy, abstract summary of the whole or any part of any document or other material belonging to Client except when required to do so in the course of its duties under the Assignment in which event any such item shall belong to Client or Employment Business as appropriate (iii) to enter into such separate undertakings or agreement relating to confidentiality as may from time to time be required (as a deed or otherwise) by Client and (iv) to procure that each Representative enters into such separate undertaking or agreement relating to confidentiality as may from time to time be required (as a deed or otherwise) by Client.
- 11.3 Contractor shall, and shall procure that Representative shall, both during and after the Assignment, keep confidential from any third party and from Client the rates paid to Contractor by Employment Business.
- 11.4 Contractor agrees that if Employment Business and/or Client suffer disclosure of their confidential information through breach of clause 11, Employment Business or Client (as the case may be) shall be entitled, in addition to any and all other remedies, to temporary and injunctive relief.

12 Data Protection

- 12.1 The parties hereto
- 12.1.1 acknowledge this clause is in addition to, and does not relieve, remove or replace, a Party's obligations under the Data Protection Legislation;
- 12.1.2 acknowledge that for the purposes of the Data Protection Legislation, Employment Business is a Data Controller and the Contractor is a Data Controller, but they are not Joint Controllers (as defined in the Data Protection Legislation) unless a specific agreement is made to that effect between the Parties;
- 12.1.3 agree that neither the Contractor nor the Representative is the Client's Data Processor (as defined within Data Protection Legislation) save where agreed otherwise within an Assignment Schedule and subject to additional terms and conditions;
- 12.1.4 warrant to each other that any Personal Data relating to a Data Subject, whether provided by Client, by Employment Business, by Contractor or by Representative, will be used, Processed and recorded by the receiving Party in accordance with Data Protection Legislation and for the purposes of fulfilling this Agreement;
- 12.1.5 shall ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential;
- 12.1.6 will take appropriate technical and organisational measures to adequately protect all Personal Data against accidental loss, destruction or damage, alteration or disclosure;
- 12.1.7 will provide reasonable assistance to the other in responding to any request from a Data Subject with respect to data subject access requests and other data subject rights, data security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
- 12.1.8 will promptly notify the other on becoming aware of a suspected or actual Personal Data breach relevant to Personal Data transferred pursuant to this Agreement; and
- 12.1.9 will maintain complete and accurate records and information to demonstrate their compliance with this clause 12.1.

- 12.2 Contractor understands and shall ensure that Representative understands that in providing Services, Personal Data relating to Representative will be collected by Employment Business and passed to Client in the course of the administration of the agreement between Employment Business and Client. Contractor shall ensure Representative understands that in providing Services, Client and/or Employment Business, or anyone processing data on behalf of Client and/or Employment Business, may transfer Personal Data relating to Representative outside the United Kingdom or European Economic Area.
- 12.3 The Contractor will, and will procure that Representative will, when requested so to do by Employment Business, make available to Employment Business all information necessary to demonstrate compliance with the obligations associated with Data Protection Legislation and clause 12 and will allow for audits and inspections (upon reasonable notice) in order to demonstrate compliance.
- 12.4 Notwithstanding clauses 12.1.7 and 12.1.8, in the event of a suspected or actual Personal Data Breach, Contractor will promptly (at its own expense) provide such information, assistance and cooperation and do such things as Employment Business may request to -
- 12.4.1 investigate and defend any claim or regulatory investigation;
 - 12.4.2 mitigate, remedy and/or rectify such breach; and
 - 12.4.3 prevent future breaches.
- 12.5 Contractor will not, and will procure that Representative will not, release or publish any filing, communication, notice, press release or report concerning any Personal Data Breach without the prior written approval of Employment Business.
- 12.6 Contractor understands, and shall ensure that Representative understands, that in providing Services Personal Data may be Processed in order to comply with Employment Business's and Client's or associated employment intermediaries' legal obligations, including reporting Assignment details to HMRC. Contractor warrants that Representative is aware of such Processing (including any such transfer) on the understanding that any Personal Data is processed fairly and lawfully in accordance with the Data Protection Legislation. Contractor acknowledges, and shall ensure Representative acknowledges, that information provided in relation to clauses 5.11 and 5.12 may be disclosed by Employment Business to a third party specifically for the purposes of complying with statutory legislation.

13 Relationship between Employment Business, Contractor, Representative and Client

- 13.1 This Agreement, or any Assignment hereunder, is not intended by the Parties to constitute or give rise to a contract of service or an employment contract and there is no entitlement to statutory worker or employment rights.
- 13.2 Upon the termination or expiry of this Agreement, howsoever arising, Employment Business will not be obliged to offer, and Contractor and Representative will not be obliged to accept, any further assignments, contracts, engagements, projects or request for services of any type whatsoever.
- 13.3 Contractor and Representative have no authority to act or contract on behalf of Employment Business or Client and will not, and shall procure that Representative will not, hold themselves out as capable of doing so. Contractor will not, and shall procure that Representative will not, purport to bind Employment Business or Client in any way.
- 13.4 Contractor will comply with all statutory and legal requirements relating to Representative. If any person should seek to establish any liability or obligation upon Employment Business or upon Client on the grounds that Representative is an employee or worker (or should be treated as such for the purpose of employment rights, benefits and/or taxation) of Employment Business or of Client, Contractor agrees to indemnify and hold harmless Employment Business and/or Client and to keep Employment Business and/or Client, as the case may be, indemnified in respect of any such liability or obligation and any related (without limitation) costs, expenses, legal expenses, proceedings, settlements or other losses which Employment Business or Client incur.
- 13.5 In the event of the breach of clause 13.3 above, any contract or agreement purportedly entered into by Contractor or Representative as an agent for either Employment Business or Client shall be deemed to have been made as if Contractor or Representative, as the case may be, acted and contracted as principal.

14 Notices

- 14.1 Save as stated within clause 9.6 any notice required to be given under this Agreement shall be delivered by hand, sent by e-mail or prepaid first-class post to the recipient at its address specified in this Agreement.
- 14.2 Notices shall be deemed to have been given and served,

- 14.2.1 if delivered by hand, at the time of delivery if delivered before 5.00pm on a business day or in any other case at 10.00am on the next business day after the day of delivery; or
 - 14.2.2 if sent by e-mail, at the time of despatch if despatched on a business day before 5.00 p.m. or in any other case at 10.00 a.m. on the next business day after the day of despatch, unless the transmission report indicates a faulty or incomplete transmission or, within the relevant business day, the recipient informs the sender that the e-mail message was received in an incomplete or illegible form.
- 14.3 Contractor agrees that notices may be sent by or provided to Representative for or on behalf of Contractor.

15 Liability

15.1 Contractor agrees to indemnify and hold harmless Employment Business and Client in full from and against any and all, actions, claims, demands, proceedings, judgements, damages, losses (including indirect or consequential), liabilities, costs, charges and expenses (including legal fees), settlements, fines, interest and penalties of whatever nature and in whatever jurisdiction, which may be instituted, made or alleged against, or suffered or incurred by Employment Business or by Client, arising from or in connection with –

- 15.1.1 any breach of Contractor's or Representative's obligations under this Agreement;
- 15.1.2 any fraudulent, deliberate or negligent act or omission of Contractor and/or of Representative;
- 15.1.3 any assignee or sub-contractor acts or omissions;
- 15.1.4 the loss or destruction of or damage to any property of Client which is caused by Contractor and/or Representative;
- 15.1.5 death of or personal injury to any person caused by Contractor and/or Representative in connection with any Assignment (except, for the avoidance of any doubt, to the extent that this is caused by negligence of Employment Business or Client);
- 15.1.6 any claim or allegation by Representative regarding the termination or expiry of any Assignment of Representative;
- 15.1.7 any claim or allegation that Representative is an employee of Employment Business or of Client;
- 15.1.8 any claim or demand, howsoever arising, against Employment Business or Client for income tax and/or employee's and/or employer's National insurance contributions relating to any Representative prior to 6th April 2021 where Off-Payroll is outside scope or not applied to an Assignment; or
- 15.1.9 any claim against Employment Business or Client arising out of any act or omission of any Representative including (without limitation) any act of discrimination.

15.2 At all times during the term of this Agreement, the Contractor shall procure to ensure and maintain:

15.2.1 during and for twelve (12) months after an Assignment insurance with a reputable insurance company the provision of adequate insurances to the specified limits below including but not limited to: (i) Employers Liability insurance (where required by statute and at the statutory level) (ii) Public Liability insurance with a minimum limit of indemnity of £1,000,000 for each individual claim and (iii) Professional Indemnity insurance with a minimum limit of indemnity of £1,000,000 for each individual claim and any other suitable policies of insurance in respect of Contractor, Representative, the provision of Services and any and all indemnities relating thereto within this Agreement. Contractor shall make a copy of the policy available to Employment Business prior to Contractor starting the Assignment and

15.2.2 that the Representative shall ensure that any motor vehicle used for any business purposes by any Representative is adequately covered by third party insurance cover and will, at all times, keep Employment Business indemnified against all liability (whether in respect of insured risk or otherwise) incurred by and/or the Client and/or the End User or arising otherwise in connection with the use by the Representative of any motor vehicle or other equipment provided by the Client and/or End User. The Contractor must ensure that use of such equipment is authorised by the Client and/or End User.

15.3 The Contractor shall ensure that the insurance detailed in clause 15.2 above will cover any industry specific risk(s) relevant to the Assignment. For the avoidance of doubt, whether the Services are performed overseas or offshore, the Contractor is responsible for ensuring that it has all the relevant and adequate insurances for the country in which the Services are being performed and this must include as a minimum adequate travel/medical insurance including repatriation cover. The Contractor shall obtain Medivac cover where necessary.

- 15.4 Save for an Inside IR35 Assignment, without prejudice to any other rights and/or remedies Employment Business has within this Agreement or at law, Contractor is liable for any defects or deficiencies arising in relation to Services in the course of the Assignment and will, where requested, rectify at its own cost and in its own time such defects or deficiencies as may be capable of remedy within the period required by Client or, where no such specific period is required in the event then within a reasonable period of time from such request.
- 15.5 Contractor shall indemnify Employment Business and keep Employment Business so indemnified for a period of six (6) years from the end of the tax year to which any payments under this Agreement relate in respect of any loss, claim, penalty, fine or damages including costs arising from any claim by HMRC that we or any party with whom, Employment Business contract are liable in accordance with the Tax Regulations or MSC Rules, for any taxes due in respect or remuneration receivable by the Representative. Contractor shall co-operate fully with Employment Business and any Client in relation to any investigation by Employment Business, the Client or any regulated body, including any tax authority which relates to either the provision of Services, the status of or payments to a Representative or any of the provisions of this Agreement.
- 15.6 Except where stated otherwise within this Agreement and save as required by law, neither Party shall be liable to the other for any indirect or consequential losses, howsoever arising, in connection with this Agreement.
- 15.7 Save as required by law, Employment Business will not be liable to Contractor or Representative for any loss, expense, damage or delay howsoever arising (whether directly or indirectly) in connection with this Agreement, save where expressly stated otherwise within this Agreement. In the event that either Contractor or the Representative shall bring any claim against Employment Business which would be in breach of this provision, Contractor shall fully indemnify Employment Business in relation to such claim including proper legal costs incurred by Employment Business; furthermore, Employment Business shall not be liable for any loss.
- 15.8 It is further agreed that without prejudice to any other provision in this Agreement, Employment Business's liability in any event, save for monies due for work done, shall be limited to direct loss only and shall not exceed £10,000 in the aggregate save where a limit is precluded by law. In no event shall Employment Business be liable in respect of loss of profits, loss of business, loss of revenue, loss of or damage to goodwill or loss of actual or anticipated savings (whether constituting direct or indirect loss or damage and whether caused by negligence or otherwise); indirect or consequential loss or damage (whether caused by negligence or otherwise) in any way arising under or in connection with this Agreement or otherwise. Furthermore, Employment Business accepts no liability to the Contractor for any losses, expenses or liabilities incurred by the Contractor whether by reason of tax or other statutory or contractual liability to any third party arising from the Services provided.
- 15.9 Notwithstanding anything contained in this Agreement, Contractor's maximum liability arising under or in connection with this Agreement shall not exceed £1,000,000 save where a limit is precluded by law.

16 Contract Renewal

- 16.1 This Agreement and the duration of the Assignment may be extended by mutual agreement by the Parties signing a further Assignment Schedule (the "Renewal Schedule").
- 16.2 Notwithstanding clause 16.1 above, if Contractor supplied under this Agreement continue to perform Services or any other services for Client at the express request of Employment Business beyond the End of Assignment date set out within the applicable Assignment Schedule, then this Agreement shall be deemed to be extended for an additional period until such time as such further Assignment Schedule is signed or further agreement is entered into between the Parties ("the Deemed Period").
- 16.3 The terms and conditions contained herein shall be deemed to apply in respect of any Services or other services provided during the Deemed Period, except as stated in clause 16.4 below.
- 16.4 In addition to the rights of the Parties in connection with clause 16.3 above, either Party may terminate the Deemed Period with immediate effect and any notice period detailed in the relevant Assignment Schedule shall not apply.

17 General

- 17.1 Any failure by Employment Business to enforce at any particular time any one or more of its rights under this Agreement shall not be deemed a waiver of such rights or of the right to enforce this Agreement subsequently.

- 17.2 If any provision, clause or part-clause of this Agreement is held to be invalid, void, illegal or otherwise unenforceable by any judicial body, the remaining provisions of this Agreement shall remain in full force and effect to the extent permitted by law.
- 17.3 Save as provided in this clause 17.3, no provision of this Agreement shall be enforceable by any person who is not a party to it pursuant to the Contract (Rights of Third Parties) Act 1999 ("the Act"). This does not, however, affect any right or remedy of a third party that exists or is available independently of the Act. Client named on the Assignment Schedule will have the benefit of clause 10 and the provisions and the indemnities within this Agreement where stated within the clauses in this Agreement. Notwithstanding that any term of this Agreement may be or become enforceable by a person who is not a party to it, the terms of this Agreement may be varied, amended or modified without the consent of any such third party.
- 17.4 For the purposes of this Agreement, Employment Business is acting as an employment business as defined within the Conduct Regulations; save where a permanent placement results, in which case Employment Business will be acting as an employment agency as defined within the Conduct Regulations.
- 17.5 If there is a conflict between these terms and conditions, the Assignment Schedule, or other schedules, these terms and conditions will take precedence save where expressly provided for within these terms and conditions or where additional terms/conditions or variations are expressly stated within the Assignment Schedule.
- 17.6 Contractor will comply with all applicable laws, statutes, regulations, codes and guidance relating to anti-bribery and anti-corruption (Anti Bribery Laws) which includes compliance with the Bribery Act 2010 and the Foreign Corrupt Practices Act of 1977 of the United States. Contractor will not, and will procure that Representative will not, offer, give or agree to give to any employee or representative of Employment Business or of Client or of any third party any gift, personal financial incentive or other consideration that could act or reasonably be perceived to act as an inducement or a reward for any act or failure to act connected to the performance of this Agreement and the arrangement of Assignment nor act in a manner a reasonable person would otherwise consider to be unethical, illegal or improper. Contractor agrees to notify Employment Business immediately in writing if, at any time, with respect to the subject matter hereof, the Contractor and/or Representative receives demands for illegal payments from other third parties.
- 17.7 Contractor will comply with all applicable anti-slavery and human trafficking laws and regulations including the Modern Slavery Act 2015.
- 17.8 The Contractor shall not assign, transfer, charge or otherwise deal with its rights or obligations under this Agreement, or attempt to do any such things, without the prior written consent of Employment Business (such consent not to be unreasonably withheld or delayed).
- 17.9 Contractor has not relied on any representations made by Employment Business that are not set out in this Agreement.
- 17.10 Employment Business reserves the right, upon the giving of reasonable notice, to inspect and audit the Contractor's records to verify compliance with these terms and conditions and Contractor's statutory obligations. Contractor will maintain such records and provide Employment Business with access to its physical and virtual records upon reasonable notice.
- 17.11 This Agreement is the sole agreement between Employment Business and Contractor and supersedes any previous agreement between Employment Business and Contractor relating to the subject matter of this Agreement.
- 18 Governing Law and Jurisdiction**
- 18.1 This Agreement shall be construed in accordance with the laws of England and Wales and all disputes, claims or proceedings between the parties relating to the validity, construction or performance of this Agreement shall be subject to the exclusive jurisdiction of the courts of England and Wales.
- 19 Execution**
- 19.1 By executing this Agreement, the Contractor unequivocally agrees to the terms without exception, alteration or modification. Both Parties confirm that electronic signatures via DocuSign are permitted and that the Parties intentions are that it will have the same legal effect as a manuscript signature.

ON BEHALF OF LSP Renewables Limited

ON BEHALF OF [Insert full legal name of Contractor's Company]

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Signed by Representative: _____

Print Name: _____

Date: _____

DRAFT

Assignment Schedule

This Assignment Schedule is subject to and forms part of the Agreement For The Engagement And Provision Of Services ("Agreement").

Client Company Name	
Location/s where Services are to be delivered	
Client hiring/line manager	
Contact Number for Client hiring/line manager	
Name of Contractor Limited Company	
Name of Representative of Contractor	
Description of the Services	
Off-Payroll Applicable to Client	
Off-Payroll status of Assignment	
Start of Assignment	
End of Assignment	
Mandatory qualifications experience, training, professional body authorisations	
Contract Basis	
Notice period for Contractor to terminate Assignment	
Notice period for Employment Business to terminate Assignment	
Contractor Fee	
Warranty Date	
Termination Date	
Additional Terms/Conditions Applicable	

ON BEHALF OF LSP Renewables Limited

ON BEHALF OF [Insert full legal name of Contractor's Company]

Signed: _____

Signed: _____

[who hereby gives Notice of Opt Out] delete if N/A

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Signed by Representative: _____

[who hereby gives Notice of Opt Out] delete if N/A

Print Name: _____

Date: _____

Addendum 1

Self-Billing Agreement Form

This is an Agreement to a self-billing procedure between

- (1) **LSP Renewables Limited**, a company incorporated in England and Wales under company number 10543650 and a VAT number of GB259420593 and whose registered office is at Imperial House, 21-25 North Street, Bromley, Kent BR1 1SD, ("**Employment Business**"); and
- (2) **[Insert full legal name of Contractor's Company]**, a company incorporated in England and Wales under company number [insert registered company number] and a VAT number of [insert registered company VAT number] and whose registered office is at [insert registered office address] ("**Contractor**").

The self-biller (Employment Business) agrees:

- To issue self-billed invoices for all supplies and services supplied to them by the self-billee (the Contractor) until the end of the agreed contract term.
- To complete self-billed invoices showing the Contractor's name, address and VAT registration number, together with all details which constitute a full VAT invoice.
- To make a new Self-Billing Agreement in the event that their VAT registration number changes.

The self-billee (the Contractor) agrees:

- To accept invoices raised by the self-biller on their behalf until the end of the agreed contract term.
- Not to raise sales invoices for the transactions covered by this Agreement.
- To notify Employment Business immediately if they:
 - Change their VAT Number
 - Cease to be VAT registered
 - Sell their business as a whole or in part

Employment Business outsources responsibility for issuing the self-billed invoices to RSM UK who are a leading provider of audit, tax and consulting services.

Please accept this as acceptance of the Agreement.

ON BEHALF OF [Insert full legal name of Contractor's Company]

Signed:

Print Name:

Title:

Date: