



PAY SERVICES

## COMPANY INFORMATION

|                                   |   |
|-----------------------------------|---|
| <b>Registered Name</b>            | A Pay Services Ltd  |
| <b>Registered Address</b>         | 124 City Road<br>London<br>EC1V 2NX   |
| <b>Company Reg</b>                | 14397576  |
| <b>Vat No.</b>                    | 425705111   |
| <b>Insurance Type &amp; Cover</b> | Public Liability<br>Employers Liability<br>Professional Indemnity<br>Drivers Negligence |
| <b>Main Contact</b>               | Taylor Yates  |
| <b>Office Contact No.</b>         | 01708 973 008   |
| <b>Admin Contact</b>              | admin@apayservices.co.uk  |
| <b>Info Contact</b>               | info@apayservices.co.uk   |
| <b>Payroll Contact</b>            | payroll@apayservices.co.uk  |



## PAY SERVICES

### NEXT STEPS

1

#### ONBOARD CLIENT

We will request the below company details via email, so we can conduct a company check.

- Client registration form
- Ask you to sign our TOB's

2

#### ONBOARD WORKERS

We aim to keep everything as simple and straight forward as possible. So we will send you an email with a template, requesting all your workers details so our admin team can process them.

We will require the following, as minimum for each worker:

- Full name
- Email
- Contact telephone number

3

#### CONTACT ALL WORKERS

We will then call all the workers and issue our registration pack to confirm their details and get them registered within our system.

The pack will contain:

- Registration form
- Contract (digitally signed)
- Right to work check
- Right to work check
- Access to our online portal

4

#### DUE DILIGENCE

Once we have received ALL the documents back, the worker will be fully onboarded for the first payroll.

5

#### FIRST PAYROLL

Payment runs are carried out weekly.

Send us your timesheets no later than Weds 3pm for payments to be made Friday.

6

#### INVOICE TO CLIENT

Once timesheets have been provided, we will invoice you straight away.

Payment is required upon receipt of invoice.

7

#### WORKERS PAID

On Thursday morning the workers will receive the following:

- SMS text confirming their hours and NET take
- Payslip via encrypted email which will also be automatically uploaded onto their worker portal
- home pay



# SAFEREC CERTIFIED

This document confirms that:

**A Pay Services Limited** | Reg. Number: 14397576

Brand:



has successfully completed the SafeRec Certification as of **8th July 2024**

Please verify the certification status at <https://saferec.co.uk/certified-umbrellas>

To obtain the SafeRec Certification, A Pay Services underwent an assessment process, involving a thorough review of its contracts, processes, and policies conducted by a regulated law firm. Subsequent to this initial review, each week, all payslips processed by A Pay Services are audited in real-time and at source, directly from the Umbrella company's payroll software.

Additionally, all payslips are meticulously cross-referenced with the Real Time Information (RTI) reports submitted to HMRC and the HMRC Business Tax Account of the Umbrella Company.

This rigorous three-step process ensures that taxes are:

- Accurately Calculated
- Accurately Disclosed to HMRC
- Paid to HMRC

Each month, SafeRec provides a bespoke supply chain report to all of A Pay Service's clients, including recruitment agencies. This report outlines all payslip audits conducted for their workers after being cross-referenced with RTI and HMRC tax accounts, ensuring transparency and compliance.

Sebastien Sauca  
Chief Executive Officer

#### About SafeRec

*SafeRec is an independent compliance organisation that was born from the need to ensure workers, agencies, MSPs and End Clients that there is no tax avoidance/evasion in their Supply Chain. Saferec pioneering approaches disrupt conventional methods, offering continuous, real-time auditing and transparency to bring total peace of mind to all parties in the supply chain.*

Contact us If you have any question about the SafeRec Certification or SafeRec for Agencies:

+44 2036 330 568

[contact@saferec.co.uk](mailto:contact@saferec.co.uk)

[saferec.co.uk](https://saferec.co.uk)

# Data Protection Registration Certificate

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## A Pay Services Ltd

Newcastle House  
Oliver Close  
Grays  
Essex, RM20 3EE

Registration reference: ZB536650

Date registered: 17 April 2023

Registration expires: 16 April 2025

### Data Protection Officer

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Email: [taylor@apayservices.co.uk](mailto:taylor@apayservices.co.uk)



Issued by: Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire  
SK9 5AF

Telephone: 0303 123 1113

Website: [ico.org.uk](https://ico.org.uk)

8th March 2024

**To Whom It May Concern****CONFIRMATION OF INSURANCE: A Pay Services Ltd**

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

**PUBLIC, PRODUCTS & EMPLOYERS LIABILITY**

|                               |   |      |                |
|-------------------------------|---|------|----------------|
| <b>POLICYHOLDER :</b>         | A Pay Services Ltd  |      |                |
| <b>BUSINESS DESCRIPTION :</b> | Umbrella &/or Accountancy &/or Payroll Company Providing Company Formation, Accounting, Administrative, Payroll & Training Services for Workers & the Provision of Workers to Third Parties |      |                |
| <b>INSURER :</b>              | Hiscox Recruitment Scheme   |      |                |
| <b>POLICY NO :</b>            | 8493510   |      |                |
| <b>PERIOD OF COVER :</b>      | 3rd April 2024  | to : | 2nd April 2025 |
| <b>LIMIT OF INDEMNITY :</b>   | Public Liability - any one occurrence   |      | £5,000,000     |
|                               | Products Liability - any one occurrence and in aggregate in the period of insurance   |      | £5,000,000     |
|                               | Employers Liability - any one occurrence  |      | £10,000,000    |
| <b>EXCESS:</b>                | £250 - Public Liability   |      |                |

**PROFESSIONAL INDEMNITY**

|                               |   |      |                |
|-------------------------------|---|------|----------------|
| <b>POLICYHOLDER :</b>         | A Pay Services Ltd  |      |                |
| <b>BUSINESS DESCRIPTION :</b> | Umbrella &/or Accountancy &/or Payroll Company Providing Company Formation, Accounting, Administrative, Payroll & Training Services for Workers & the Provision of Workers to Third Parties |      |                |
| <b>INSURER :</b>              | Hiscox Recruitment Scheme   |      |                |
| <b>POLICY NO :</b>            | 8493510   |      |                |
| <b>PERIOD OF COVER :</b>      | 3rd April 2024  | to : | 2nd April 2025 |
| <b>LIMIT OF INDEMNITY :</b>   | Any one occurrence  |      | £5,000,000     |
|                               | In aggregate in the period of insurance   |      | £5,000,000     |
| <b>EXCESS:</b>                | £500  |      |                |

**DRIVERS NEGLIGENCE**

|                               |   |      |                |
|-------------------------------|---|------|----------------|
| <b>POLICYHOLDER :</b>         | A Pay Services Ltd  |      |                |
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| <b>INSURER :</b>              | Hiscox Recruitment Scheme   |      |                |
| <b>POLICY NO :</b>            | 8493510   |      |                |
| <b>PERIOD OF COVER :</b>      | 3rd April 2024  | to : | 2nd April 2025 |
| <b>LIMIT OF INDEMNITY :</b>   | Any one occurrence  |      | £10,000        |
|                               | In aggregate in the period of insurance   |      | £50,000        |
| <b>EXCESS:</b>                | £500  |      |                |

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with the law of England and Wales and any disputes as to its terms shall be submitted to the exclusive jurisdiction of the courts of England and Wales.

Yours faithfully



**Lesley Gregory Cert CII**  
**Team Leader Recruitment**  
**For and on behalf of Marsh Commercial**



## **CERTIFICATE OF INCORPORATION ON CHANGE OF NAME**

**Company Number 14397576**

The Registrar of Companies for England and Wales hereby certifies that under the Companies Act 2006:

**M.H CONSULTANCY & MANAGEMENT LTD**

a company incorporated as private limited by shares, having its registered office situated in England and Wales, has changed its name to:

**A PAY SERVICES LTD**

Given at Companies House on **19th December 2022.**

The above information was communicated by electronic means and authenticated by  
the Registrar of Companies under section 1115 of the Companies Act 2006



**Companies House**



**THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES**

# Your VAT Certificate



HM Revenue  
& Customs

## About your registration

|                               |                 |
|-------------------------------|-----------------|
| VAT registration number (VRN) | 425705111       |
| Registration date             | 1 December 2022 |
| Certificate date              | 8 February 2023 |

## About the business

|                                     |  |
|-------------------------------------|--|
| Business name                       | A PAY SERVICES LTD                                   |
| Trading name                        | Not provided   |
| Business type                       | UK Company (with UK establishment)                   |
| Trade classification (SIC code)     | 70229  |
| Principal place of business address | Newcastle House<br>Oliver Close<br>Grays<br>RM20 3EE |

## Return details



## VAT Return dates

May, August, November and February



## Go Gold.

American Express is in partnership with A Pay Services Ltd. Get **Membership Rewards® points** every time you use your Card — which you can turn into all kinds of rewards for your business. And enjoy more flexibility with up to **54 days to pay** on purchases keeping your money in your bank account for longer.

**Annual fee £195**  
(£0 in the first year)

For more information please contact  
**SAM CHASON**  
[PartnerPlusApplications@aexp.com](mailto:PartnerPlusApplications@aexp.com)

## The American Express® Business Gold Card benefits:

### Membership Rewards\*

- Earn 1 Membership Rewards point for every £1 you spend on eligible purchases.
- If a new customer<sup>1</sup>, once you're approved, we'll give you 20,000 bonus points when you spend £3,000 in the first three months.
- Plus, each quarter, you can spend £20,000 and receive an extra 10,000 bonus points.

### Get Your Cashflow Flowing

- Enjoy up to 54 days on purchases when you spend on the first day of the new statement period and repay the balance in full on the due date.

### Amex Offers For Business

- Save money on business must-haves. Get over £600 in discounts at retailers your bottom line will love.\*\*

### No Pre-Set Spend Limit

- There's no pre-set spending limit. We tailor your limit to you.

### Employee Cards

- Get everyone on board with up to 20 complimentary Business Gold Employee Cards for your staff.
- Our Employee Spend Controls allow you to keep track of employee Card expenditure. Keep your eyes on spend, set limits on Cards or even freeze them.

## Important Information

Please note that A Pay Services Ltd will be financially remunerated for successful referrals.

### Business Gold Card

The first year's Cardmembership is complimentary and from year two of your membership, a £195 annual Card fee will automatically be charged to your Account on or after the anniversary of your Account opening date.

### The Basic Card

If you'd prefer a Card with no annual fee, rewards or other features, an alternative option is available – the Basic Card.

### Membership Rewards

<sup>1</sup>Business Gold Cardmembers who are enrolled or have been enrolled in the Membership Rewards programme in the 13th month, are not eligible for the bonus. All introductory offers are subject to change and can be withdrawn at any time.

Full Terms and Conditions for the Membership Rewards programme apply. Visit <https://americanexpress.com/en-gb/rewards/membership-rewards/terms> for more information.

### Business Gold Quarterly Bonus

With your American Express® Business Gold Card, you get at least one Membership Rewards® point for each pound you spend on your Card for eligible purchases. Now in addition with the bonus in any Quarter (Quarter 1: 1 Jan to 31 March inclusive, Quarter 2: 1 April to 30 June inclusive, Quarter 3: 1 July to 30 September inclusive, Quarter 4: 1 October – 31 December inclusive), you will receive 10,000 Membership Rewards bonus points once you have spent a cumulative £20,000 in that Quarter. The Bonus Points will be transferred to your Membership Rewards account, and can be viewed on your Card Account statement.

\*From time to time American Express may run a limited time offer which will supersede the Membership Rewards bonus as stipulated herein. Should you apply for the Business Gold Card the applicable promotional information will be presented to you at the point of application

You will continue to earn one Membership Rewards point on eligible purchases in excess of £20,000 in each Quarter for each pound you spend on your Card for the rest of that Quarter. Qualifying spend in each Quarter cannot be carried over to the following Quarter.

General Terms – Eligible purchases are purchases for goods and services minus returns and other credits. Eligible purchases do NOT include fees or interest charges. Full Terms and Conditions for the Membership Rewards programme continue to apply. Visit <https://americanexpress.com/en-gb/rewards/membership-rewards/terms> for more information.

### 54 Days to Pay

The maximum amount of time for a payment period on purchases is up to 54 days and is obtained only if you spend on first day of new statement period and repay the balance in full on the due date.

### Amex Offers for Business

\*\*Eligible Cardmembers can redeem an Amex Offer by first enrolling in the offer in their online Account or in the American Express® App and then using their enrolled Card to pay. Only U.K.-issued American Express Business Cards may be eligible. We may consider the number of American Express Cards you have opened and closed as well as other factors in making a decision on your eligibility to access Amex Offers. You may not be eligible to access Amex Offers if we, in our sole discretion, determine that you have previously engaged in abuse, misuse or gaming of the Amex Offers program, or any other Amex program. Available offers may vary for each eligible Cardmember. Programme values quoted are based on the minimum available to customers by redeeming all of the offers available to them during a 12 month period. Please review the terms of each offer for details on how to redeem.

The values quoted are based on the minimum available to Cardmembers by redeeming all of the Offers available to them during a 12 month period.

### No Pre-set Spending Limit

Purchases are approved based on a variety of factors including Account history, credit record and personal resources, security may be required. We reserve the right to apply temporary spending limits in accordance with the Cardmember Agreement.

### Employee Spend controls

Full Terms and Conditions please visit <https://americanexpress.com/uk/employee-controls-terms-and-conditions>.

### Employee Cards

Employee Cards — also known as Supplementary Cards — allow you to share the benefits of your American Express Card with others close to you.

You will be the main Cardmember and you will be liable for all charges made on the Employee Card(s). Cardmembers are entitled to up to 20 complimentary Employee Cards only.

Employee Cardmembers must be aged 18 or over. Written details available upon request. Approval subject to status and Terms and Conditions



American Express Services Europe Limited has its registered office at Belgrave House, 76 Buckingham Palace Road, London, SW1W 9AX, United Kingdom. It is registered in England and Wales with Company Number 1833139 and authorised and regulated by the Financial Conduct Authority.

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