

Nasa Umbrella Sign Up Form

PLEASE SEND ALL DOCUMENTATION TO NASA UMBRELLA BY EMAIL (alex@nasaconsulting.com) OR FAX (0117 904 7756).

1. ID, Proof of Address and Right to Work

To satisfy the Money Laundering Regulations 2007, we require one copy from Section A - ID and one copy from Section B - Address to be emailed or faxed to Nasa Umbrella.

<u>Section A - ID</u> Valid Passport Birth Certificate	<u>Section B - Address (from last 3 months)</u> Bank Statement Gas/Electricity/Water Bill Council Tax Bill Drivers Licence (<u>both</u> card and paper counterpart) Mortgage Statement HMRC Correspondence (not P45)
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If you are a non-EU national...

Nasa Umbrella will also require evidence of your right to work in the UK. Acceptable evidence will be a current Visa, certificate of indefinite leave to remain etc.

If you are a national of Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia...

Nasa Umbrella will require evidence of your WRS application (www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/) within 30 days of beginning your employment. If you have completed your 12 month WRS registration previously, then a copy of your residence certificate/permit will be required.

If you are a national of Romania or Bulgaria...

Nasa Umbrella would need to see details of your Accession Card (www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/liveworkuk/).

www.nasaumbrella.com

Nasa Umbrella Limited, Fenton Court, Fenton Road, Bristol BS7 8ND
Registered in England & Wales 6836385 VAT Reg 971 2149 23
Tel: (0117) 904 7755 Fax: (0117) 904 7756



2. Expenses Declaration

Please read the following statements and tick the one most suitable to your situation.

- This is my first and only assignment through Nasa Umbrella
- This is my first assignment and I intend to work more than one assignment through Nasa Umbrella

3. Checklist

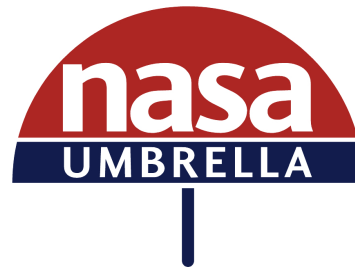
Please complete this checklist before returning this form to Nasa Umbrella by email.

Please note incomplete applications and/or missing ID, PoA and Right to Work details may result in delays in processing payments from your agency/client.

<p>I have included valid...</p> <p style="text-align: center;">Proof of ID Proof of Address P45 or P46 Right to Work/WRS/AC (if applicable)</p>	<p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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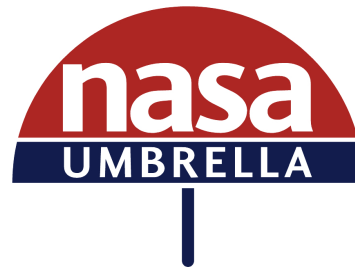
4. Registration Details

Nasa Umbrella Your Personal Details

Name Title Forename(s) Surname	
Address Flat or House No/Name Street District Town/City Postcode	
Contact Home Tel Mobile Email	
Personal Details Date of Birth NI Number Nationality	
Bank Details Account Name Sort Code Account Number	

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Nasa Umbrella Contract & Agency Information

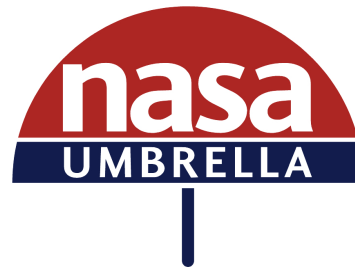
Contract Information End Client Name Start Date Estimated End Date/Duration Pay Rate (£) Job Title Job Description	
Agency Details Recruitment Agency Consultant Tel No Email Address	

Nasa Umbrella How did you hear about us?

Please can you tell us how you heard about Nasa Umbrella? <i>(please select from the drop down list)</i>	Please provide as much detail as possible. For example, if an agency recommended you - please provide the name of the consultant/agency, the website you saw us on, keyword search term, search engine etc
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Nasa Umbrella P46 Information

(To be completed if you do not have a P45)

Nasa Umbrella will also require a P45 from your last employer. If you don't have a P45 - please complete the P46 section of this form.

Your present circumstances	
<p>Please read the following statements carefully and tick <u>the one</u> that applies to you.</p> <p>A - This is my first job since last 6 April and I have not been receiving Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.</p> <p>OR</p> <p>B - This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.</p> <p>OR</p> <p>C - I have another job or receive a state or occupational pension.</p>	<p>A - <input type="checkbox"/></p> <p>B - <input type="checkbox"/></p> <p>C - <input type="checkbox"/></p>

Student Loans	
<p>If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your loan, tick box D. (If you are required to repay your Student Loan through your bank or building society account do not tick box D.)</p>	<p>D - <input type="checkbox"/></p>

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