



Nasa CIS Sign Up Form

Please complete all relevant sections of this sign up form to the best of your knowledge. Once completed 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

Under Money Laundering Regulations 2007, Nasa require one document from Section A – ID and one from Section B – Address. Clear copies can be accepted by email or fax.

<u>Section A - ID</u>	<u>Section B – Proof of Address</u>
<p>PASSPORT (expired passports are not acceptable)</p> <p>BIRTH CERTIFICATE (must be full version showing both parents names – NOT A COPY)</p>	<p>BANK STATEMENT</p> <p>UTILITY BILL (Gas, Electricity, Water, Landline Telephone)</p> <p>COUNCIL TAX BILL</p> <p>DRIVERS LICENSE (<u>both</u> card and paper counterpart)</p> <p>STATEMENT OF MORTGAGE/CREDIT CARD etc</p> <p>HMRC or GOVERNMENT DEPT CORRESPONDENCE (not P45)</p> <p><u>MOBILE PHONE BILLS CANNOT BE ACCEPTED</u></p>

Are you from outside the EU?

If so, Nasa will require evidence of your Right to Work in the UK. Acceptable evidence will be a current Visa, certificate of indefinite leave to remain etc.

Are you from the CZECH REPUBLIC, ESTONIA, HUNGARY, LATVIA, LITHUANIA, POLAND, SLOVAKIA or SLOVENIA...

From 1st May 2011, the Worker Registration Scheme (WRS) will no longer be active. As such we no longer require evidence of your Right to Work in the UK should you be a national of the A8 countries listed above.

Are you from ROMANIA or BULGARIA...

Nasa will need to see details of your Accession Card (www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/liveworkuk/) before we can determine if you are able to operate through the umbrella system.



2. Nasa CIS

Please note, for your registration with Nasa CIS to be finalised, a completed **'Employment Status Indicator' (ESI)** number must be received.

You can complete this test here; <https://esi2calculator.hmrc.gov.uk/esi/app/index.html>

Only those who are deemed Self Employed under HMRC's ESI will be able to utilise the Nasa CIS service. Where an ESI states your employment status is 'Employed' you will be registered with Nasa Umbrella, our PAYE Umbrella Company.

3. Registration Details

Your Personal Details

<p>Name Title Forename(s) Surname</p> <p>Address Flat or House No/Name Street District Town/City Postcode</p> <p>Contact Home Tel Mobile Email</p> <p>Personal Details Date of Birth NI Number Nationality</p>	<p>Mr/Mrs/Miss/Ms/Dr/Other</p>
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<p>Bank Details Account Name Sort Code Account Number</p> <p>Company and CIS Information Trading Name UTR Number * VAT Registration (if applicable) ESI Reference Number * Employment Status *</p>	<p>Employed/Self Employed</p>
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*required information

Contract & Agency Information

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

<p>HOW DID YOU HEAR ABOUT NASA CIS? <i>(please select from the drop down list)</i></p>	<p><i>Recruitment Agency/Existing Nasa Client/Website/Search Engine/Other</i></p>
<p>Find us on a Website? Please let us know which one. Find us via a Search Engine? Please let us know which KEYWORD?</p>	<p>SEARCH ENGINE KEYWORD</p>