

A quick guide to Team Construction

CIS compliant solutions from Team Construction



TEAM CONSTRUCTION

A CIS compliant payroll solution

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If you require any further information

call 0845 620 9268

or email info@team-construction.co.uk or visit www.team-construction.co.uk

Introduction

Team Construction provides administrative and business services to the construction industry. By using our services sub-contractors can maintain their self-employed status without having to deal with the accompanying administrative duties.

Through this service you have the advantage of being able to maintain the financial benefits of being self employed. Your tax liability can be reduced by offsetting your allowable, legitimate expenses via your self assessment tax return.

How it works

Team Construction takes on the role of the contractor in so far as it carries out all of the administrative tasks associated with your assignment and status. You (the sub-contractor/worker) will find your own assignments and negotiate your rates. We then deduct the relevant amount of Construction Industry Scheme tax at source (you must register as a sub-contractor with HMRC to obtain your CIS status), you will be responsible for making your own National Insurance payments.

At the end of the tax year a self assessment tax return will need to be submitted. Any legitimate work related expenses incurred will need to be inputted to offset the amount of tax paid throughout the year. You may potentially gain a tax rebate in doing this. We can assist with your self assessment tax return - see page 7.

There is a small administration fee charged by Team Construction for each payment made to you. There are no hidden costs like set up or cancellation fees and we only make an administration charge for the weeks worked.

Our services are fully compliant with the Construction Industry Scheme and are designed specifically for established contractors, sub-contractors, sole traders and partnerships possessing a UTR (Unique Taxpayer Reference) number, formerly the CIS card.

Turn over to find out how to get started ►

Getting started

You need to ...

Register with Team Construction either online, over the telephone or by post. To complete your registration you will need to send us a clear copy of your passport* photo page certified as 'a true copy of the original', by someone in a professional capacity. Please contact us or see our website for further details. You will also need to send us notification of your UTR (unique tax reference) number (if you're still waiting for this from HMRC you can send it to us at a later date).

*if you do not hold a passport then a copy of your birth certificate along with proof of your National Insurance number, both certified as 'a true copy of the original', are required.

If you are not a UK/EU citizen, then you will also need to send us a certified copy of your work permit or visa to demonstrate your right to work in the UK.

Each week or month you may need to complete a Billing Form to confirm the hours worked and the rate of pay. This enables us to raise an invoice to the client/contractor or agency.

If your client/contractor or agency operates a self billing procedure you will not need to complete a billing form. Your client/contractor or agency will remit funds to us directly and we will send our invoice retrospectively upon receipt of your funds.

Team Construction will ...

Team Construction will send an invoice to your client/contractor or agency straight away, unless they are self-billing

Payments will only be made by Team Construction to you against cleared funds received from your client/contractor or agency.

All payments include any negotiated holiday and/or incentive payments. Holiday pay is calculated at the current prevailing rate. Team Construction does not retain funds for holiday pay, you must take responsibility for putting aside your own funds.

Each week Team Construction send payments directly to your bank account by Faster Payment. You will receive a text message to confirm the amount paid to your account. You will also receive a payslip, which can be viewed online or sent by post or email. For any queries please contact our dedicated client services helpline **0845 620 9268**.

Give you access to our online portal so you can view the status of your timesheets/invoicing/ payments any time of the day, any day of the week.

Discounted insurance

You are automatically covered by our group policies for Employers and Public Liability with cover of up to £10 million and £5 million respectively.

We insist that all operatives are adequately covered by Site Accident Insurance. We have negotiated a discounted rate of £2.50 per week which will be automatically deducted (only for the weeks worked) unless we receive proof of your own policy and cover. Our policy provides cover of up to £125,000.

Personal accident benefit is provided for both site and office based assignments. It is crucial for any self-employed sub-contractor to have cover for any unforeseen occupational workplace accidents. In the unfortunate event of an accident occurring we are sure that you will appreciate the financial assistance this comprehensive policy provides. The full insurance policy breakdown is available upon request.

Other benefits

We offer a wide range of benefits including:

- Quick and easy registration – complete online or over the telephone in a matter of minutes
- Text message notifications to advise you when you have been paid
- Bonuses for recommending your friends/co-workers to our services
- Online portal access to view your timesheet information and payslips 24/7
- Help with end of year tax returns
- Advice on what tax deductible items can be used to reduce your yearly profit.

Fees

Although we do not charge any set up or cancellation fees we do make a small charge against the contract value. A 3% management fee is deducted from each weekly gross payment (the minimum fee charge is £10 per transaction).



Example of payment: If £400.00 per week is received from your client/contractor or agency the following deductions are made:

Payment received from client/contractor or agency	£400.00
Team Construction fee of 3% (minimum £10)	£12.00
CIS tax of 20% (provided that you have a valid UTR)	£80.00
Site Accident Insurance	£2.50
Balance paid to you	£305.50

How to register for a UTR number

If you are a subcontractor and wish to register on the Construction Industry Scheme the easiest way is to phone the **CIS helpline** on **0845 366 7899**. You may be invited to a local HM Revenue and Customs office for an identity check.

You will be notified of your UTR (Unique Taxpayer Reference) number that will identify you on HMRC's system. You will need to give us your UTR number, using this, along with your name and National Insurance number, we will immediately verify you with HMRC.

Operatives who are registered with a UTR number will be taxed at 20% on all income at source. By law operatives not registered with a UTR number will have tax deducted at 30%.

How to register for NIC's

You will be responsible for making your own National Insurance Contributions and will need to arrange to pay these by direct debit with HMRC. The **NIC's helpline** is **08459 15 46 55**.

Each sub-contractor is responsible for Class 2 NI, currently approximately £2.50 per week. There may also be some Class 4 NI and tax applied to the profit element of your income once your tax return has been filed.

Annual Tax Returns

If you need any further assistance, we can help you over the phone on **0845 620 9268** or alternatively we can send you a tax pack containing all of the relevant forms to register as self-employed or to register for NIC's. Our tax pack also contains contact details for our sister company, Hadden Business Solutions, who can assist you with your end of year tax return.

At the end of the tax year you will be responsible for submitting your self assessment tax return. Once your return has been processed by HMRC they will notify you of any additional amounts of tax and NI (Class 4) that may be due. Because tax is deducted from your payments at source (in accordance with your UTR) it is unlikely that there will be any additional amounts payable. You may even receive a rebate after your expenses have been applied.

Online Portal

The online portal gives you the benefit of being able to access your payment information any time of the day, from anywhere in the world which has internet access.

How to set up access to the Secure Online Portal?

Please email the following email address to initiate an activation email: info@team-construction.co.uk
An activation email will be sent to you along with a link to the Secure Online portal. You need to log in to the portal and create a password which will give you access to your secure online account.
As a security measure, you will then be asked to log in again with your new password.

NB: It is advisable to make a note of both your User ID and password as you will need these every time you logon to the online portal.

What can you see on the Secure Online Portal?

By selecting the "Payslips" tab at the top of the screen you will be taken to a screen which shows all of your Historical payslips. To enable you to view and/or print these you will need to download Adobe Acrobat reader by clicking on the link at the bottom of that screen. To view a payslip double-click on the "Adobe" Icon. A copy of your payslip for the week you have selected will then appear on the screen.

NB: Payslips are available to view on the Secure Online Portal the day after payment is made to you.

NB: Placements & Timesheets are used by very few Agencies and it is unlikely you will have any records of these on the Secure Online portal. If you do have these, please contact us for a copy of our User Guide.

How do you access the Secure Online Portal?

The easiest way to gain access is via our website at www.team-construction.co.uk

On the home page click on the "Online Portal" Icon. This will take you through to another page; then click on the "Login to the Online Portal" Icon. This will take you through to the Secure Online Portal logon screen on which you will enter your USER ID and Password.

Who to contact for help with the Secure Online Portal?

If you have any questions or queries specifically regarding the online portal please contact us on help@team-construction.co.uk or call 0845 620 9268 and our Client Services team will be happy to help you.

Frequently asked questions

What is CIS (Construction Industry Tax Deduction Scheme)?

CIS is a scheme developed by HM Revenue & Customs for the construction industry. Contractors and sub-contractors must be registered with the HMRC and hold a (UTR) Unique Tax Reference Number. (You can get a detailed booklet from the HMRC called CIS340, Guide to the Construction Industry Scheme).

How do I register online/over the telephone with Team Construction – don't you require my signature?

Registration is really quick and simple, either go to our website www.team-construction.co.uk and complete your details in the application form and tick the box to agree to our T's & C's, or give us a call to register over the phone – our registrations team will run through our brief terms and ask for your acceptance. Please note all calls are recorded.

How do I view my timesheets / payslips online?

Once you are fully registered we will send you a link to our online portal along with your log in details so you are able to access your timesheet information / payslips any time.

How do you notify me when Team Construction makes a payment?

Not only will you receive a pay slip each week giving you a full breakdown of your payment, you will also receive a free text message confirming the amount and when it will clear in your account, by Faster Payment. You can choose to receive your payslip by either post or email.

Please note payments will only commence once we have received a complete application form from you along with all relevant supporting documentation, including photographic ID.

What is a Faster Payment?

This is a same day transfer from Team Construction's bank to yours.

This payment will be made free of charge.

Who is responsible for paying tax and NI?

If you are registered with a UTR number 20% tax will be deducted from your income by Team Construction at source. You will be responsible for your weekly Class 2 NI payments and Class 4 NI at the end of the year.

Please see www.hmrc.gov.uk/cis

What more do Team Construction provide?

Team Construction offers members free Employers and Public Liability as part of our package. It does not include Professional Indemnity which is rarely required. Personal Accident Cover is provided and a small weekly cost of £2.50 is applied, only to those weeks worked.

Can you assist me with further insurance like Professional Indemnity?

PI cover is available directly from Team Construction at a preferred rate of £11 a week.

What is the commitment for using Team Construction's services?

Some people use us for a few weeks, some for years. We do not tie anyone down to a fixed contract - we can simply be used as and when either party wants to arrange a payment.

What notice period do I have to give if I want to leave Team Construction?

There is no notice period, just let us know you do not want us to receive any further payments on your behalf.

How can I communicate with Team Construction?

There are several ways including:

Telephone **0845 620 9268**
Fax **0845 620 9269**
Email **info@team-construction.co.uk**
Text message **81456 (start your message with the word TEAM)**



Construction industry and allied trades contract for services

“Contract for Services”

between:

Team Construction Ltd (hereinafter called ‘the Contractor’) a Company incorporated in England under Company No. 4159963 and whose address is:- **Kings House, Home Park Estate, Station Road, Kings Langley, Herts WD4 8LZ.**

and:

Name:

Address:

(hereafter called “the Sub-contractor”)

Recitals

A. The Sub-contractor is in business on his own account as an independent contractor and has skills and abilities and can offer services, which may be of use to the Contractor from time to time.

B. The Contractor and the Sub-contractor agree and intend that where the Sub-contractor agrees to provide services to the Contractor they will do so in accordance with the provisions of this Contract for services.

C. It is the intention of the parties that when the Sub-contractor provides the services to the Contractor for an assignment such provisions of services shall constitute a separate and distinctive engagement under this Contract. Unless otherwise agreed between the parties, these terms and conditions shall apply for each engagement for works.

D. All terms and conditions in this contract shall have the same respective meaning as in the terms and conditions appended to this contract.

The Contract works, contract price, substitution and associated matters

1. This Contract for Services shall commence on

Date:

2. The Sub-contractor has skills and abilities which may from time to time be available to the Contractor (‘the Services’) and agrees and warrants to provide services to the Contractor (‘the Works’).

3. The Sub-contractor agrees to provide the Services in a professional workmanlike manner at all times.

4. The Contractor does not control, nor have any right of control as to how the Sub-contractor is to perform the Works.

5. The Sub-contractor will be responsible for how the Works are to be completed and will have the choice as to the hours worked on a third party site, but will nonetheless assist the Contractor by making all reasonable attempts to work within the overall deadline agreed with any third party, will observe Health and Safety Regulations regarding working hours and will comply with all reasonable site operational matters relating to working hours and site security of the third party.

6. The Sub-contractor is not obliged to seek permission from the Contractor to leave a site at any time and if requested to do so by the Contractor will maintain a time sheet record of time spent on site for the specific purposes of Health & Safety legislation, or other site operational requirements of the third party.

7. The Sub-contractor may, at his absolute discretion, send a substitute or delegate to perform the Works. This right to send a substitute or delegate is unfettered and unlimited and agreement of the Contractor is not required in any circumstances, nor does notice of sending a substitute or delegate need to be given to the Contractor so long as the substitute or delegate have the appropriate security clearance of the establishment which has to be obtained by the Contractor and provided that the substitute or delegate provides the Services and the Works in a professional workmanlike manner.

8. Where a substitute or delegate is sent by the Sub-contractor the Contractor shall have no contractual or financial relationship with the substitute or delegate. The Sub-contractor is solely responsible for arranging

payments to the substitute or delegate and the substitute or delegate is answerable only to the Sub-contractor.

9. The Contract price for the Works will be negotiated and agreed as between the Sub-contractor and a third party on a verbal basis from time to time. Written tenders are not required.

The total payment received by the sub-contractor for the Works represents payment made for the Sub-contractor's holiday pay (at the current prevailing rate).

10. The Contractor cannot require the Sub-contractor to undertake the Works at a different site or location from that verbally agreed at the outset of this Contract for Services. The Sub-contractor may at his own absolute discretion agree with a third party to undertake the Works at a different site or location from that originally agreed but reserves the right to verbally renegotiate the price for the Works.

11. Materials, plants, tools and equipment will be provided by the Sub-contractor where applicable. In the necessary performance of the Services both Contractor and sub-contractor agree that this is a Contract for Services.

12. A deduction may be made for personal accident and contingent liabilities insurance.

13. Defective work by the Sub-contractor. His substitutes or hired assistance will be corrected by the Sub-contractor who will indemnify the Contractor for any and all claims that may arise out of defective works.

14. The Sub-contractor will not be entitled to receive payment for cancelled Works or where a site is closed due to inclement weather or where the site is closed by the third party.

15. This Contract for Services can be immediately terminated by either party for whatever reason and no notice is required to be given.

16. The Sub-contractor acknowledges the volatility of the Construction Industry and accepts that there is the increased financial risk of bad debts in the Construction Industry when operating as an independent Sub-contractor on their own account. The Sub-contractor further acknowledges that there is no liability on the part of the Contractor to make any payment unless and until the Contractor is in receipt of funds from the third party to enable it to make payment to the Sub-contractor.

17. The Contractor is not obliged to offer ongoing

contracts or Works to the Sub-contractor nor is the Sub-contractor obliged to accept such contracts or Works if offered. The Sub-contractor is not obliged to make his services available. Specifically, both parties accept that they do not wish to create or imply any mutuality of obligations whatsoever, at any time, either during or in between any individual Contract for Services.

18. The Sub-contractor accepts he has a legal risk in respect of public liability and will therefore pay the costs of public liability insurance premiums. Where such insurance can be arranged more economically by the Contractor the Sub-contractor in soundly managing their own business, will allow the Contractor to arrange the insurance but will then agree to pay the Contractor the appropriate premiums on a basis to be agreed verbally.

19. The Sub-contractor will be responsible for bearing the costs of acquisition and maintenance of transport, appropriate hand tools and the expenses of an accountant, business stationery and any other incidentals of being in business on his own account.

20. The Sub-contractor will be responsible for providing his own personal safety equipment.

21. The Sub-contractor will be liable to pay for the repair or replacement of any property, plant equipment or materials he damages.

Freedom of the sub-contractor to undertake other works

22. The Sub-contractor is free to undertake other Contracts for Services for other parties at any time, either before, after or concurrently with this Contract for Services.

23. The Contractor acknowledges and agrees that he does not have first call on the services of the Sub-contractor and cannot require the Sub-contractor to give them, the Contractor any priority over another contractor.

Business organisation

24. The Sub-contractor will prepare invoices for all Works undertaken pursuant to the contract for services or specification sheet.

25. The Sub-contractor will at all times represent himself/herself as an independent Sub-contractor and acknowledges that a Contract for Services is not a relationship of master/servant employment/employee.

Legal advice and other matters

26. Both parties hereby acknowledge that they have had an opportunity to take independent legal advice before signing this Contract.

27. Both parties acknowledge that their contractual relationship is governed by this Contract for Services as a legally binding agreement.

28. Words referring to the masculine are to include the feminine.

29. This Contract is governed by the laws of England and Wales.

30. Breach of any clause or clauses in this Contract will not void or annul this Contract for Services as a whole in any circumstances.

Terms and conditions

1. Interpretation

1.1 In these Conditions: 'SUB-CONTRACTOR' means the person named on the Specification Sheet for whom the Company has agreed to provide the Specified Service in accordance with these Conditions.

'CONTRACT' means the contract for the provision of the Specified Service set out in the Specification Sheet.

'BILLING INFORMATION' means any documents or other materials, and any data or other information provided by the Sub-contractor relating to the Specified Service. 'COMPANY' means for the time being Team Construction Ltd. whose place of business is at Kings House, Home Park Estate, Station Road, Kings Langley, Herts WD4 8LZ or any holding or subsidiary company thereof ("holding company" and "subsidiary company" having the meaning attributed thereto in section 736 of the Companies Act 1985 or as from time to time extended or re-enacted) or any holding or subsidiary company of such company.

'STANDARD CHARGES AND STANDARD PROFIT CHARGE' means the charges shown in Condition 3.1 relating to the Specified Service from time to time.

'SPECIFICATION SHEET' means the sheet to which these Conditions apply in which the specified service applies.

'SPECIFIED SERVICE' means the administrative support services to be provided by the Company to the Sub-contractor and referred to in Condition 2 hereof, as set

out on the specification sheet.

'THIRD PARTY' means any company, agency, person to whom the Sub-contractor from time to time supplies his or her services on a self-employed basis.

1.2 The headings in these Conditions are for convenience only and shall not affect their interpretation.

2. Supply of specified service

2.1 The Company shall provide the following:

2.1.1 Preparation and submission of invoice(s) on Team Construction or the Subcontractor's headed paper to the Third Party for work carried out under the Third Party's direction on a weekly basis.

2.1.2 Collection and receipt of payment from the Third Party in respect of the work described in 2.1.1.

2.1.3 Administration and accounting of the payments received from the Third Party.

2.1.4 Subject to clear funds being received in respect of the payments made under Clause 2.1.2, payment to the Sub-contractor including the deductions will be made in accordance with these Conditions ("Specified Services").

2.2 The Company shall provide Specified Services to the Sub-contractor subject to these Conditions. Any changes or additions to the Specified Service or these Conditions (from time to time required) must be agreed in writing by the Company and the Sub-contractor.

2.3 The Sub-contractor shall at its own expense supply the Company with all necessary documents or other materials, and all necessary data or other information relating to the Specified Service, within sufficient time to enable the Company to provide the Specified Service in accordance with the Contract and the Company. The Sub-contractor shall ensure the accuracy of all billing information.

2.4 The Sub-contractor shall at its own expense retain duplicate copies of all billing information. The Company shall have no liability for any such loss or damage, however caused.

2.5 The Specified Service shall be provided in accordance with these Conditions and otherwise in accordance with the Company's current brochure or other published literature relating to the Specified Service.

2.6 Further details about the Specified Service, and advice or recommendations about its provision or utilisation, which are not given in the Company's

brochure or other promotional literature, may be made available on request.

2.7 The Company may correct any typographical or other errors or omissions in any brochure, promotional literature, quotation or other document relating to the provision of the Specified Service without any liability to the Sub-contractor.

2.8 The Company may at any time without notifying the Sub-contractor make any changes to the Specified Service which are necessary to comply with any applicable safety or other statutory requirements, or which do not materially affect the nature or quality of the Specified Service.

2.9 The Company may at any time without giving notice to the Sub-contractor assign or transfer its rights under the Contract and these Conditions.

2.10 Subject to all legal loss being met by the sub-contractor, and at it's discretion, the company will initiate any legal proceeding on behalf of the sub-contractor against any THIRD PARTY resulting directly from this contract for services and the conditions.

3. Charges

3.1 The Sub-contractor shall pay the Company a flat fee Standard Profit Charge of 3% (minimum £10) of all payments received from the Third Party in respect of services supplied to the Third Party ("the Standard Charges"). The Company may, by giving notice to the Sub-contractor at any time up to seven days before the provision of the Specified Service, increase the Standard Charges to reflect any increase in the cost to the Company which is due to factors occurring after the date of the Contract and which are beyond reasonable control of the Company.

3.2 The Sub-contractor shall pay the Standard Profit Charges and any additional sums which are agreed between the Company and the Sub-contractor for the provision of the Specified Service or which, in the Company's sole discretion, are required as a result of the Sub-contractor's instructions or lack of instructions, the inaccuracy of any input material or any other cause attributable to the Subcontractor.

3.3 All charges quoted to the Sub-contractor for the provision of the Specified Service are exclusive of any Value Added Tax, for which the Sub-contractor shall be additionally liable at the applicable rate from time to time.

3.4 The Company shall be entitled to invoice the Sub-contractor following the end of each month in which the Specified Service is provided, or at other times in the event that the Sub-contractor works for a third party for less than a period of one month.

3.5 The Company's Standard Profit Charges and any additional sums payable shall be paid by the Sub-contractor (together with any applicable Value Added Tax, and without any set-off or other deduction) by deduction made by the Company from monies collected on behalf of the Sub-contractor from the Third Party pursuant to condition 2.1.2.

4. Warranties and liability

4.1 The Company warrants to the Sub-contractor that the Specified Service will be provided using reasonable care and skill and, as far as reasonably possible, in accordance with these Conditions.

4.2 The Company shall have no liability to the Sub-contractor for any loss, damage, costs, expenses or other claims for compensation arising from or made by any Third Party or for instructions supplied by the Sub-contractor which are incomplete, incorrect, inaccurate, illegible, out of sequence or in the wrong form, or arising from their late arrival or non-arrival, or any other fault of the Sub-contractor.

4.3 Except in respect of death or personal injury caused by the Company's negligence, or as expressly provided in these Conditions, the Company shall not be liable to the Sub-contractor for any loss occurred by reason of any representation (unless fraudulent), or breach of any implied warranty, condition or other term, or any duty at common law, or under the express terms of the Contract, for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of the Company, its servants or agents or otherwise) which arises out of or in connection with the provision of the Specified Service or their use by the Subcontractor, and the entire liability of the Company under or in connection with the Contract shall not exceed the amount of the Company's charges for the provision of the Specified Service, except as expressly provided in these Conditions.

4.4 The Company shall not be liable to the Sub-contractor or be deemed to be in breach of the

Contract by reason of any delay in performing, or any failure to perform, any of the Company's obligations in relation to the Specified Service, if the delay or failure was due to any cause beyond the Company's reasonable control.

4.5. The Sub-contractor warrants it has the power to enter into the Contract and comply with the Conditions and that it has obtained all necessary powers and mandates to do so.

4.6 Without prejudice to the generality of these Conditions the Sub-contractor shall indemnify the Company for any loss including loss of profits, consequential losses or other claims, damage, costs, expenses (including but not limited to legal expenses incurred by the Company arising directly or indirectly from Sub-contractor's failure to comply with these Conditions, the Sub-contractor's contract for services with the Company and any guidelines issued and/or given by the Company to the Sub-contractor from time to time, including for the avoidance of doubt any breach of a THIRD PARTY'S intellectual property or confidentiality obligation.

4.7 In the event of any overpayment by the Company to the Sub-contractor, the Sub-contractor warrants that it will immediately upon demand repay all outstanding amounts due to the Company. The Company reserves the right to make a deduction from any payment due to the sub-contractor at any time and without notice, in respect of an overpayment and/or an advanced payment which is not recouped from the Third Party within 5 working days.

5. General

5.1 These Conditions (together with the terms, if any, set out in the Contract for Services) constitute the entire agreement between the parties, relating to the administrative and accounting services to be provided by the company to the sub-contractor, supersede any previous agreement or understanding and may not be varied except in writing between the parties. All other terms and conditions, express or implied by statute or otherwise, are excluded to the fullest extent permitted by law.

5.2 Any notice required or permitted to be given by either party to the other under these Conditions shall be in writing addressed to the other party at its registered office or principal place of business or such other address as may at the relevant time have been

notified pursuant to this provision to the party giving the notice.

5.3 No failure or delay by either party in exercising any of its rights under the Contract or these Terms and Conditions shall be deemed to be a waiver of that right, and no waiver by either party of any such breach by the other shall be considered as a waiver of any subsequent breach of the same or any other provision.

5.4 If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected.

5.5 The statutory rights of the Sub-contractor are not affected by the Conditions.

5.6 English law shall apply to these Terms and Conditions, and the parties agree to submit to the non exclusive jurisdiction of the English courts.

Useful numbers



CIS helpline	08453 66 78 99
NIC's helpline	08459 15 46 55
Team Construction enquiries	0845 620 9268
Team Construction text message	81456

(start your message with the word TEAM)

Kings House · Home Park Estate · Station Road · Kings Langley · Herts WD4 8LZ

Tel: **0845 620 9268** · Fax: **0845 620 9269**

email: **info@team-construction.co.uk** · **www.team-construction.co.uk**

Information correct at time of printing 05/01/12