



CIS SUB-CONTRACTOR AGREEMENT & ONBOARDING PACK

Parties and Definitions

Agreement between **A & R Property Maintenance** ("the Company") and the undersigned independent contractor ("the Sub-Contractor"). This is a **business-to-business contract for services** governed by the **Construction Industry Scheme (CIS)**.

Status of the Sub-Contractor

The Sub-Contractor is **self-employed** or a **limited company**, not an employee.

They are responsible for their own tax, National Insurance, and statutory obligations, except for CIS deductions made by the Company.

CIS Verification and Tax Deductions

- The Company will verify the Sub-Contractor's **UTR** with HMRC.
- Where required, **20 % CIS tax** will be deducted from gross payments and reported to HMRC.
- A monthly CIS statement will be issued for each payment.
- The Sub-Contractor authorises these deductions and agrees they constitute full settlement of CIS obligations on those payments.

Engagement & Scope of Work

Each project will be confirmed in writing, detailing the location, scope, rate, and completion requirements.

The Company is not obliged to offer, nor the Sub-Contractor to accept, continuous work.

The Sub-Contractor may undertake work for others provided it does not conflict with Company projects.

Payment Terms

- Payment by **bank transfer** within 14 days of an approved invoice.
- Invoices must show the Sub-Contractor's name, address, UTR, and (if applicable) company number and VAT number.
- No holiday, sick pay, or pension benefits.
- The Company may **offset** any cost of remedial or defective work against sums due.

Workmanship and Quality

All work must meet Company standards.

The Company may inspect and reject sub-standard work; rectification is at the Sub-Contractor's cost.

Insurance

Sub-Contractors must hold **Public Liability Insurance** of at least **£2 million** and supply proof before starting.

They are responsible for their own tools, vehicles, and equipment.

Any Company property provided must be returned on request; loss or damage is chargeable.

Health & Safety

- Comply with the **Health and Safety at Work Act 1974** and Company policies.
 - Wear appropriate PPE and report hazards immediately.
- The Sub-Contractor accepts full responsibility for personal safety and that of anyone working under their direction.

Professional Conduct, Behaviour & Site Etiquette

Sub-Contractors must uphold the highest professional standards.

Mobile Phones – Personal phone use during work or on client premises is prohibited except for safety, emergency, or authorised work purposes.

Smoking & Vaping – Not permitted on client property, near entrances, or in Company vehicles.

Alcohol & Drugs – Possession or influence during work is strictly forbidden.

Language & Behaviour – Swearing, abusive language, or unprofessional conduct toward clients, tenants, or colleagues is prohibited.

Photography & Social Media – Sub-Contractors may **not create, retain, or use any photographs or videos** of Company projects or client property under any circumstances. All project imagery is the exclusive property of A & R Property Maintenance and may only be used by the Company.

Breach of this section may result in **immediate termination** and removal from the approved subcontractor list.

A & R Property Maintenance

Suite 3, Unit 2 Princes Court, Princes Road, Ferndown, Dorset, BH22 9JG

Telephone: 01202 925 415

Email: info@arproperty-maintenance.co.uk | Website: www.arproperty-maintenance.co.uk

Vat Registration Number: 384 8906 44



Confidentiality & Data Protection

No disclosure of client or Company information.

All data handling must comply with **UK GDPR**.

No sharing or posting of Company or client content in any medium.

Liability & Indemnity

The Sub-Contractor is responsible for any loss, damage, or injury arising from their acts or omissions and shall **indemnify the Company** against all related claims, costs, and damages.

Substitution

Substitution is not permitted.

Only individuals directly approved and authorised by A & R Property Maintenance may carry out work on its behalf.

Engaging or sending another person or business to perform any part of the work constitutes a breach of this Agreement.

Non-Solicitation

The Sub-Contractor shall not directly or indirectly solicit or undertake work for any client or agent of A & R Property Maintenance for **12 months** after the last date of engagement without written consent.

Breach may result in legal action and removal from the approved list.

Termination

Either party may terminate with 7 days' notice, or immediately for misconduct, unsafe work, or breach of this Agreement.

All Company property, keys, or materials must be returned on termination.

Records and Compliance

The Sub-Contractor agrees to provide copies of identification, proof of address, insurance, and tax details for compliance and audit.

The Company will store them securely for at least three years.

Entire Agreement & Variation

This document constitutes the **entire agreement** between the parties.

No variation is valid unless confirmed in writing by both.

Governing Law

Governed by the **laws of England and Wales**.

Sub-Contractor Declaration & Information Form

Field

Full Legal / Trading Name	
Business Address	
Date of Birth (sole traders)	
National Insurance No.	
UTR (Unique Taxpayer Reference)	
Company No. (if Ltd)	
VAT No. (if applicable)	
Phone / Email	
Emergency Contact	
Public Liability Insurer & Policy No.	
Policy Expiry Date	
Bank Name / Sort Code / Account No.	
Right to Work in UK – ID Provided	
Proof of Address (≤ 3 months old)	

A & R Property Maintenance

Old Library House, Office 6, 4 Dean Park Crescent, Bournemouth, BH1 1LY

Telephone: 01202 925 415

Email: info@arproperty-maintenance.co.uk | Website: www.arproperty-maintenance.co.uk

Vat Registration Number: 384 8906 44

**Declaration:**

I confirm the above information is accurate. I authorise A & R Property Maintenance to verify my CIS status with HMRC and make required CIS tax deductions at source. I have read and agree to the attached Sub-Contractor Agreement.

Signature: _____ **Date:** _____

Acceptance of Terms

By signing below — or by providing written, digital, or electronic confirmation — the Sub-Contractor confirms that they:

- Have read and understood this Agreement in full;
- Accept all terms and conditions of engagement; and
- Authorise A & R Property Maintenance to verify and deduct CIS tax as required by HMRC.

Acceptance Method: Physical, electronic, or digital signatures and written confirmations by email are all legally binding and equivalent in effect.

Signed by the Sub-Contractor:

Name / Company: _____

Position (if applicable): _____

Signature: _____

Date: _____

Document Checklist (for Company Use)

Signed Agreement

Completed Declaration

Proof of ID

Proof of Address

UTR Verified with HMRC

Public Liability Insurance Copy

Company Registration (if Ltd)