

contractor ●COM



Compliance Pack

2025



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**CERTIFICATE OF INCORPORATION
OF A
PRIVATE LIMITED COMPANY**

Company Number **13541084**

The Registrar of Companies for England and Wales, hereby certifies that

TIME IN LTD

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by shares, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on **30th July 2021**.

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





**CERTIFICATE OF INCORPORATION
ON CHANGE OF NAME**

Company Number 13541084

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

TIME IN LTD

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

CONTRACTORDOTCOM LIMITED

Given at Companies House on **14th February 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

Company Details

Full Company Name: CONTRACTORDOTCOM LIMITED
Company Registration Number: 13541084
Date of Incorporation: 30th July 2021
Company Address: 301 Spaces Tea Factory,
St Peter's Square, Liverpool
England, L1 4DQ
Contact Number: 0330 122 2022
Email Address: heretohelp@contractor.com

Bank Details

Business Account: Virgin Money
Bank Account Name: Contractordotcom Limited
Account Number: 10418113
Sort Code: 82-61-37
Bank Address: Symington House
7 North Avenue Clydebank Business Park
Clydebank
G81 2NT

Compliance:



PayePass
Verified Provider

Contractor.com, at your fingertips.

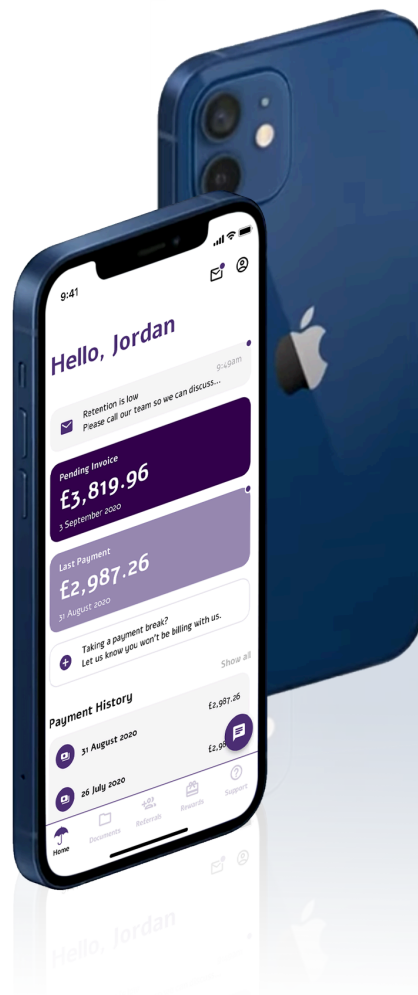
Take a look at our Mobile App.

A closer look.

Enjoy the benefits of a full-time employee whilst maintaining the flexibility of contracting. It's simple and easy to join, with an online sign-up and access to our Mobile App, all of your information is available whenever you need it.

Contractor.com's new mobile app allows you to access all the best features of our services, instantly.

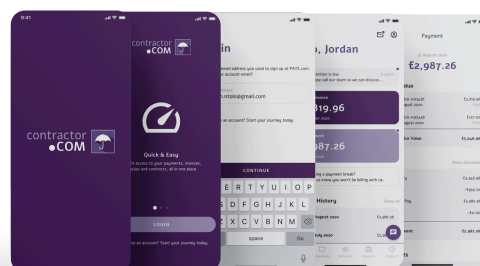
Login to access Payslips, Invoices and all of your relevant PAYE documents at the push of a button.



Information when you need it.

With just a couple of taps, your information is available. No call wait times or paper copies of your personal information. It's all right there alongside our live chat, whenever you need it.

Find us on your preferred App Store.





HM Revenue
& Customs

CONTRACTORDOTCOM LIMITED
THE TEA FACTORY
82 WOOD STREET
LIVERPOOL
L1 4DQ



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For more information, go to
www.gov.uk/pay-for-employers

New Employer Helpline
0300 200 3211
For our opening hours go to
www.gov.uk/hmrc/contact

Textphone
0300 200 3212

Your HMRC office is
PT Operations North East England
HM Revenue and Customs
BX9 1BX

16 Mar 2022

Keep this letter safe – it includes your employer reference numbers

You have 2 references you need to use when contacting us about Income Tax and National Insurance contributions (NICs). This is the only correspondence you will receive to advise you of these references.

Your Employer PAYE reference is: **120/JE45629**

Use this reference if you phone one of our helplines (except the Payment Enquiry Helpline), and on any forms or letters you send to the Employer Office.

Your 13 character Accounts Office reference is: **120PX02611729**

Use this reference when you make PAYE payments or contact the Payment Enquiry Helpline, your accounts office or debt management office.

Managing your payroll and sending information to HM Revenue and Customs

To help you get started, go to www.gov.uk/pay-for-employers where you can find more information about PAYE and sending information to us. You can also contact the New Employer Helpline on 0300 200 3211.

Whether you choose to operate your payroll yourself or use an accountant, bookkeeper or payroll bureau, details need to be sent to us every time an employee is paid on or before the time they are paid. As an employer, you're legally responsible for completing all PAYE tasks - even if you pay someone else to do them. This information needs to be sent using payroll software which allows it to be sent to us as part of the routine payroll process. To find a series of guides written to support employers in running their payroll, go to www.gov.uk/business-tax/pay

As an employer operating PAYE, there are certain tasks you need to complete each month. For more information on running a payroll, go to www.gov.uk/running-payroll

Paying your PAYE electronically

Electronic payment methods are the most secure and efficient way to pay us.

Your cleared payment must reach our bank account no later than the 22nd of the month following the end of the tax month or quarter to which it relates. Make sure you initiate payment early enough for cleared funds to reach us in time.

Please use the details and guidance link overleaf to make sure your payment reaches us on time with the correct Accounts Office reference and, if needed, the tax year and tax month the payment is for.



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CONTRACTORDOTCOM LIMITED
THE TEA FACTORY
82 WOOD STREET
LIVERPOOL
L1 4DQ

eCustomer Support Team
12th Floor Alexander House
HM Revenue and Customs
21 Victoria Avenue
Southend-on-sea
SS99 1AA

11 APRIL 2022



VAT Online Enrolment Acknowledgement

Dear Sir/Madam

VAT Registration Number 4 0 7 8 9 9 2 5 5

You have successfully enrolled to submit VAT returns online for the above VAT number. This was automatically activated and is now available for immediate use.

If you have any questions or concerns regarding this enrolment either check with your appointed agent, visit our website at www.hmrc.gov.uk or contact our eCustomer Support Helpdesk on 0845 010 8500.

Please note that activation of our other VAT Online Service, Make changes to VAT registration Details, is not automatic, but requires the use of an activation PIN. If you also enrolled for this service you will receive a PIN and full activation instructions, by post, from the Government Gateway.

Thank you for enrolling for this service.

HM Revenue & Customs

0 0 0 1 8 5



Professional advice, where it matters.

Level 30
The Leadenhall Building
122 Leadenhall St.
London EC3V 4AB

+44 (0)203 874 1420
www.cjs-rm.co.uk

Date: 17th of July 2025

To Whom it may concern,

Re; Contractordotcom Limited

We act as Insurance brokers to the above-named Client and at their request confirm that the insurance summarised below has been affected. Brief details of the insurance are as follows:

Employers Liability

Period: 27/07/2025 to 26/07/2026
Limit of Indemnity: GBP 10,000,000
Insurer: Sutton Winson Ltd
Policy Number: BA054F25A201092

Public and Products Liability

Period: 27/07/2025 to 26/07/2026
Limit of Indemnity: GBP 10,000,000
Insurer: Sutton Winson Ltd
Policy Number: BA054F25A201092

Professional Indemnity

Period: 27/07/2025 to 26/07/2026
Limit of Indemnity: GBP 5,000,000 (Any one claim)
Insurer: Sutton Winson Ltd
Policy Number: BA054F25A201092

Subject otherwise to the terms and conditions of the policy.

If you have any further queries, please do not hesitate to contact us with our client's permission on 0203 874 1420 or email: info@cjs-rm.co.uk

Yours Sincerely,



Christopher John Sommer Cert. CII
Chief Executive Officer

Company number: 11042061 | Company registered address: Office 10, 465c Unit 1 Hornsey Road, London, England, N19 4DR
CJS Risk Management Ltd (FCA Reference Number: 952424) are authorised and regulated by the Financial Conduct Authority.

Data Protection Registration Certificate

Contractordotcom Limited

301
Spaces Tea Factory
St Peter's Square
Liverpool
L1 4DQ

Registration reference: ZB377848
Date registered: 22 August 2022
Registration expires: 21 August 2025



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

Telephone: 0303 123 1113
Website: ico.org.uk

Type of paid leave	Amount of paid leave	Eligibility (Summary)
Time off to attend antenatal appointments (mother)	As advised by nurse / doctor / midwife	During pregnancy
Time off to attend adoption appointments (main adopter)	Up to five adoption appointments	Appointments must be made by an approved adoption agency
Maternity leave	1 year leave / 39 weeks of which are paid	Expectant mothers who are due to give, or have given, birth beyond 24 weeks of pregnancy. To be eligible for maternity pay, you must be an employed earner and have 26 weeks' continuous employment up to and including the 15th week before the week the baby is due
Adoption leave	1 year leave / 39 weeks of which are paid	Employees who are adopting and who have agreed to placement of a child with an approved adoption agency. To be eligible for adoption pay, the main adopter must be an employed earner and have 26 weeks' continuous employment ending with the week in which they are notified of a match by an approved adoption agency.
Paternity leave	1 or 2 whole weeks	Employees who are the biological father (or mother's or adoptive partner's husband/civil partner/partner) and take leave to care for a new-born child or to support its mother or adoptive parent. To be eligible for paternity pay you must: (a) earn at least the NIC lower earnings limit for 8 weeks up to and including the 15th week before the week the baby is due/the week in which you are notified of a match by an approved adoption agency; and (b) have you 26 weeks' continuous employment by the end of the 15th week before the week the baby is due/ending with the week the adoptive partner is notified of a match by an approved adoption agency.

Type of paid leave	Amount of paid leave	Eligibility (Summary)
Shared parental leave	Up to 50 weeks leave/ up to 37 weeks of which are paid	You must have the main responsibility for the care of the child (apart from the responsibility of the partner). The mother of the child (or the main adopter) must have been entitled to (and have curtailed) either maternity leave or adoption leave. Both the employee and their partner must satisfy the continuity of employment and normal weekly earning test.
Parental bereavement leave	One or two whole weeks (continuous or separate).	Applies on the death of a child under 18, including a stillbirth after 24 weeks of pregnancy. The employee must be the child's parent (which includes an adoptive parent, prospective adopter, intended parent under a surrogacy arrangement, a parent "in fact" (someone looking after the child in that person's own home for the last four weeks), or that person's partners, but not a paid carer). To be eligible for parental bereavement pay, the employee must: (a) earn at least NIC lower earnings limit for 8 weeks prior to the week in which the child died; (b) have 26 weeks' continuous employment prior to the week in which the child died; and (c) remain in that employment at least until the day the child died.
Compassionate leave	Up to 6 days in any 12 month period	Applies on the death of a of a spouse or partner, child, stepchild, grandchild, parent, step-parent, parent-in-law, grandparent, brother or sister, stepbrother or stepsister, or brother or sister-in-law to deal with necessary arrangements and attend their funeral. It may also be granted where a close relative is seriously or critically ill. All employees are eligible to apply and should make a request to the Operations Manager. The employee should tell him the reasons for the request and the number of days leave requested to be taken.

WTR OPT OUT

OPT OUT 48 HOUR WORKING WEEK AGREEMENT UNDER REGULATION 5
WORKING TIME REGULATIONS 1998 as amended.

You are under no obligation to agree to the provisions set out in this form. If you indicate in the signature box below that you agree to opt out in accordance with this form, the opt out will then apply. Otherwise, the Limit referred to below shall apply.

An Assignment may necessitate work in excess of the maximum working time specified in Regulation 4(1) WTR ('Limit'), namely an average of 48 hours each week calculated over a 17- week reference period. I wish to have the opportunity to provide Work Services exceeding the Limit from time to time. Pursuant to Regulation 5 WTR I accordingly agree that the Limit shall not apply and this agreement shall have effect immediately. I acknowledge that I may, by giving written notice to you of not less than one month, terminate this WTR opt out agreement.

Signed by [Firstname] [Lastname]