



A Compliant & Award-winning Payroll Company.



## INTRODUCING DASA UMBRELLA LIMITED

**INVESTORS IN PEOPLE®**  
We invest in people Standard





DASA Umbrella Limited won the Best Umbrella Company category at both the 2020 (Under 1,499 Clients) and 2022 (500 – 1,499 Clients) Contracting Awards. On each occasion, the judges noted DASA's exceptional customer service levels, diverse company culture and genuine client case studies as significant factors in their decision to award the company these prestigious accolades. We are particularly thrilled to win these awards especially given the number of nominations in this highly competitive category.

For more information, please visit:  
[www.contractingawards.co.uk](http://www.contractingawards.co.uk)



## INTRODUCING DASA UMBRELLA LIMITED

### A Compliant & Award-winning Payroll Company



DASA Umbrella Limited provides recruitment

agencies, contractors and end-user clients with a full-service outsourced payroll solution to help them manage all facets of the assignment process. Established for more than twenty years, DASA's mutually beneficial commercial proposition and unrivalled compliance credentials combine to maximise the professional performance of all entities active in the temporary labour supply chain.

Ideally situated in Edgware, London, DASA's company infrastructure has been devised specifically to service the requirements of agencies, hirers and contractors on a daily basis. This infrastructure comprises trained and experienced staff, cutting-edge technology platforms and an enlightened customer care strategy, all of which contribute to DASA's client-focused ethos.

**Naks Atheeq**

Head of Finance - DASA Umbrella Limited

Developing trustworthy and entrepreneurial relationships with our clients underpins this philosophy, as highlighted by the raft of additional benefits we offer; transparent pricing structures, favourable contract terms, free access to the DASA Rewards online app and complimentary merchandise for both consultants and contractors are tangible examples of these benefits.

The combination of DASA's ethical philosophy and an inherent desire to add value to our client relationships are integral components of both our brand culture and company growth strategy. They were also acknowledged as significant contributing factors when DASA Umbrella was nominated as the Best Umbrella Company at the Contracting Awards in both 2020 (Under 1,499 Clients) and 2022 (500 – 1,499 Clients).

This brochure serves to document our services in more detail and to articulate the advantages of choosing DASA as your outsourced payroll partner. We hope that the content on the following pages will prove to be the catalyst for a long-standing and fruitful partnership.

## DASA UMBRELLA PAYROLL SOLUTIONS

### UMBRELLA

- PAYE Tax & NI Calculations
- Worker is Employed
- Statutory Deductions
- Daily & Weekly Payroll

### STANDARD PAYE

- Gross-to-Net Calculations
- Tax & NI Paid at Source
- Compliant Payslips
- Friday Payment Dates

### CIS

(Construction Industry Scheme)

- Approved CIS Scheme
- Compliant Tax Contributions
- Accurate Returns & Records
- No Future Liabilities

### Limited Company

- Dedicated Accountancy Service
- Self-assessment Submissions
- Monthly VAT Returns
- Competitive Fee Structures

### PEO\*

(Professional Employment Organisation)

- Outsourced Compliant Payroll
- Includes HR Responsibilities
- Cost-effective Solution
- Minimal Administrative Burden

\* Offered by DASA Services Limited



## COMPLIANCE CREDENTIALS & ACCREDITATIONS

### Protecting the Interests of our Clients



DASA Umbrella's commitment to all facets of compliance is endorsed by our memberships and affiliations with all the leading trade organisations in the recruitment industry. Few payroll companies are eligible to publish such a full suite of accreditations as they are only awarded following extensive audits of a business's products, processes and procedures.

The significance of adhering to these audits should not be underestimated

as it protects clients against any acts of non-compliance by any entity active in the assignment supply chain. Comprehensive insurance policies eliminate Directors and business owners from the risk of debt transfer or any future liabilities or penalties.

We encourage all potential clients to consider the genuine advantages of DASA's compliance status and how it provides complete peace of mind when trading in an increasingly regulated industry.



#### APSCo - Trusted Partner

DASA Umbrella Limited is a verified Trusted Partner of APSCo (The Association of Professional Staffing Companies) and is delighted to support the aspirations and values of this leading recruitment industry trade body. We operate our business in accordance with the APSCo Code of Conduct and contribute to the organisation's endeavours to promote the industry.

[www.apsco.org](http://www.apsco.org)



#### Umbrella – Accredited Member

DASA Umbrella Limited's Umbrella, CIS & PEO payroll solutions are all audited by the FCSA (Freelancer & Contractor Services Association) and awarded Accredited Member status following a comprehensive annual audit of the companies processes and procedures.



Assessed & accredited in July 2022 by Brabners (LLP) & BDO, who both confirmed that our Umbrella & CIS payroll services for agencies, hirers and contractors meet the stringent requirements of the organisation. Accredited Member status was duly issued for each model in August 2022 and the certificate can be viewed on [www.dasa-umbrella.co.uk](http://www.dasa-umbrella.co.uk)



Quite apart from demonstrating DASA's impeccable compliance credentials across all three payroll models, the company also fully embraces the aims and aspirations of the FCSA, which remains the most respected and recognised trade body in the industry.

[www.fcsa.org.uk](http://www.fcsa.org.uk)



#### Professional Passport - Umbrella

One of the most respected standards in the recruitment industry, Professional Passport has an unrivalled reputation for monitoring all facets of compliance in the temporary recruitment sector. DASA Umbrella Limited adheres to the Professional Passport ethos which serves to identify compliant providers via an extensive annual audit and the award of the organisations respected 'Approved' imprimatur.

[www.professionalpassport.com](http://www.professionalpassport.com)



#### Professional Passport – CIS (Construction Industry Scheme)

DASA's CIS payroll provision is audited and approved by Professional Passport, which ensures that all our processes and procedures are fully compliant with this Government-endorsed initiative. To meet the criteria of the scheme, DASA's CIS provision is administered via DASA CIS Limited which complies with the criteria required to display the coveted Professional Passport Approved 'Gross Status' logo.

[www.professionalpassport.com](http://www.professionalpassport.com)



#### TEAM - Service Provider

DASA Umbrella Limited is a service provider of TEAM (The Employment Agents Movement) which comprises a vast national network of independent recruitment and employment businesses across the UK. We support TEAM's commitment to promoting all aspects of compliance within the recruitment industry and welcome the opportunity to offer our portfolio of payroll services to its extensive membership.

[www.jobsatteam.com](http://www.jobsatteam.com)



#### Umbrella Leaders Association - Member

DASA Umbrella Limited is delighted to have joined the Umbrella Leaders Association as of mid-January 2021. Becoming a Member of this forward-thinking organisation underlines DASA's unrivalled commitment to all facets of payroll compliance. We look forward to contributing to the aims and aspirations of this dynamic group of umbrella companies with whom we share a vision based on best practice and transparency.



#### Investors In People

DASA Umbrella Limited achieved Investors in People (Standard) status in August 2021 following a rigorous accreditation process that involved independent staff interviews and a detailed critique of the company work culture. The assessors were impressed by the clarity of DASA's commercial objectives and how they are communicated across the organisation. They also noted the multi-cultural and inclusive characteristics of the company.

[www.investorsinpeople.com](http://www.investorsinpeople.com)

## UMBRELLA COMPANIES EXPLAINED



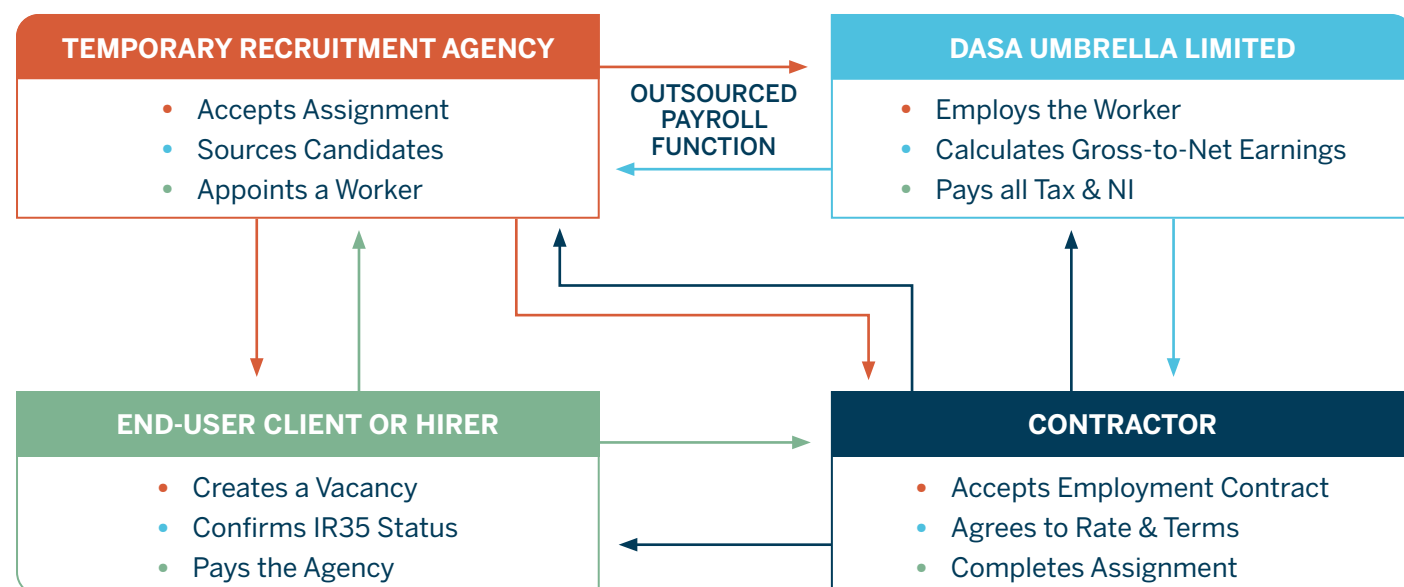
An umbrella company can be defined as an organisation that employs independent contractors, freelancers or agency workers who have been hired on a temporary contract or assignment basis. Typically, these workers are sourced and placed by recruitment agencies who specialise in the provision of contract labour but who choose to outsource both the employer responsibilities and payroll function to an external payment intermediary, commonly referred to as an umbrella company.

Positioned at the heart of the assignment supply chain, the umbrella company offers many benefits to both the recruitment agency and the contractor. By outsourcing the payroll function, agencies are able to minimise their administrative responsibilities and reduce their staff overhead considerably. Working in partnership with a compliant umbrella partner enables the agency to focus on its core objectives of sourcing and placing candidates.

Contractors are employed by the umbrella company under an overarching employment contract and their pay is calculated in accord with the PAYE & NI system. Workers also benefit from statutory employment rights, including sick and holiday pay, pension management and legitimate expenses claims, plus accurate gross-to-net payroll calculations with all tax and NI liabilities paid at source. DASA Umbrella also offers workers an array of additional advantages, including access to an employee benefits package and complimentary merchandise.

With hundreds of umbrella companies vying for a contractor's signature, it is vital that they are empowered with the necessary information to ensure they make an informed choice. Stories of non-compliance still prevail in the industry, and only those umbrella companies with proven and visible compliance credentials are guaranteed to protect the worker's professional interests and ensure they are paid on time every time.

## UMBRELLA PAYROLL STRUCTURE & RESPONSIBILITIES



## SUPPORTING YOUR AGENCY



DASA Umbrella is committed to forging long-term and mutually beneficial commercial partnerships with recruitment agencies and their contractors. We recognise our position as an integral service supplier within an agencies' supply chain and operate our business relationships accordingly. Transparency, honesty and constant communication underpin these relationships, in addition to an entrepreneurial mindset and exceptional customer service levels.

Offering a totally compliant payroll solution is fundamental to the DASA proposition as it protects the interests of all agency stakeholders, including owners, directors, staff and contractors. Forensic audits by both the FCSA and Professional Passport ensure that all our processes and procedures fully comply with all current employment legislation, whilst our status as an APSCo Trusted Partner further strengthens our credentials. We are also a TEAM Service Provider and Member of the Umbrella Leaders Association.



### COMMERCIAL PARTNERSHIPS

Aspirational philosophy committed to agency growth  
National network of experienced account managers  
Dedicated onboarding, payroll & contractor support teams



### FULL-SERVICE PROVISION

Umbrella & PAYE payroll models as standard  
Approved & independent CIS specialists  
Accountancy division for PSC or Limited Company



### FLEXIBLE CONTRACTS

Bespoke commercial agreements & payment terms  
Factoring options to improve agency cashflow  
Transparent margin structures & exclusivity incentives



### CONTINUOUS COMMUNICATION

Personable account managers & back-office teams  
Quarterly newsletters to agencies & contractors  
Proactive agency support, including out of office hours



### GUARANTEED COMPLIANCE

Industry-leading audits by FCSA & Professional Passport  
Trusted Partner of APSCo & TEAM Service Provider  
Member of the Umbrella Leaders Association



### CONSULTATIVE MINDSET

Complimentary training workshops for consultants  
Ongoing compliance advice & legislation updates  
Co-branded marketing initiatives & communications







## LOOKING AFTER YOUR CONTRACTORS



The UK's employment landscape continues to evolve as more and more sectors embrace the benefits of assignment or project-based working arrangements. The ever-growing numbers of contractors, temps and freelancers are integral to the regeneration of the national economy, especially in a post-pandemic world.

DASA Umbrella recognises the socio-economic significance of the contracting community, and our payroll services are structured to support their professional interests. Our award-winning team provides a friendly and efficient payroll function committed to ensuring that all contractors are paid accurately and on time, every time.

A hassle-free registration process, transparent gross-to-net pay calculations, guaranteed payment dates and a raft of complimentary benefits are the key components of our enlightened payroll provision. Instant access to the money-saving DASA Rewards online portal, refer-a-friend incentives and preferential offers from like-minded business partners enable contractors to significantly improve their finances.



### A GENUINE PERSONAL SERVICE

One-to-one relationships with payroll experts  
An empathetic attitude & problem-solving mindset  
Exceptional customer support at all times



### CHOICE OF PAYROLL SOLUTIONS

Compliant & efficient Umbrella & PAYE models  
Approved & audited CIS provider  
Accountancy services for PSC or Limited Company



### MAXIMISING EARNINGS

Transparent gross-to-net pay calculations  
Cost-effective margins & fully compliant payslips  
Entitled to holiday, sick & paternity/maternity pay



### WAGE ADVANCES

Emergency payments made on trust even at weekends  
Simple & confidential administration process  
No additional fees, hidden costs, or interest charges



### DASA REWARDS PORTAL

Access special offers from thousands of High Street brands  
Save up to £2000 per year on shopping, travel & dining  
Discounted fuel card & free NHS-supported helpline



### ADDING EXTRA VALUE

Complimentary notebook, pen, mug, stress ball & USB stick  
Regular contractor newsletters & legislation updates  
Specialist contractor mortgages from CMME



## FREE REVOLUT ONLINE BANK ACCOUNTS FOR DASA CONTRACTORS

# Revolut

Contractors, freelancers and self-employed individuals registered with DASA Umbrella or DASA Accountancy, can now take advantage of an exclusive partnership with Revolut to open a new Business Bank Account with an array of additional benefits.

Revolut is an innovative and dynamic online banking platform that truly recognises the requirements of the flexible workforce in the UK and has been designed to help contractors manage their finances simply and efficiently.

Standard business accounts can be opened for free, but customers can also 'bolt on' additional services at highly competitive rates compared to traditional High Street banks.

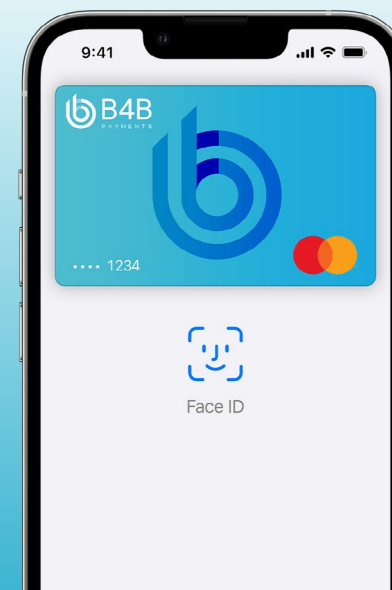
Revolut is the perfect banking solution for DASA contractors.

### THE BENEFITS OF Revolut



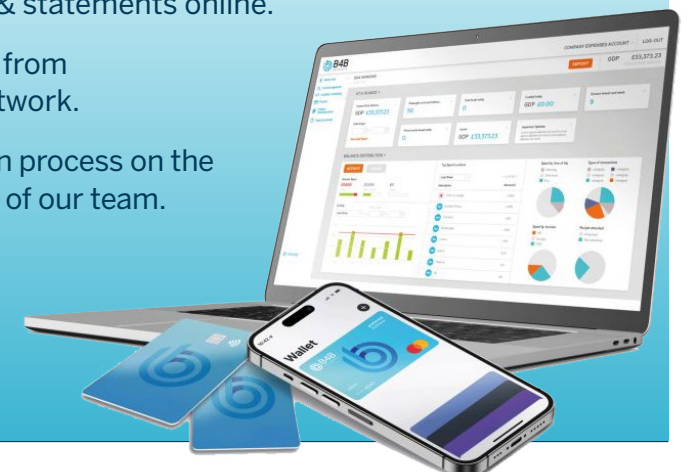
- Online Banking App or Desktop Portal.
- Unique UK Account Number & Sort Code.
- Mastercard Debit Card.
- Corporate, Business or Freelancer Options.
- Accept Unlimited Payments & Pay Invoices.
- Multi-currency Accounts & International Transfers.
- API Integration to Other Business Platforms.
- Cutting-edge Security & Anti-fraud Tools.

## EXCLUSIVE B4B PRE-PAID CARD ONLY FOR DASA CONTRACTORS



Workers paid through DASA Umbrella can now choose to have their wages paid directly onto their own pre-paid Mastercard issued in conjunction with B4B, which offers a variety of benefits:


- / Wages paid directly onto your pre-paid card.
- / Perfect for those without a UK bank account.
- / Manage your spending on the B4B app or portal.
- / View balances & statements online.
- / Withdraw cash from the UK ATM network.
- / Easy application process on the phone with one of our team.







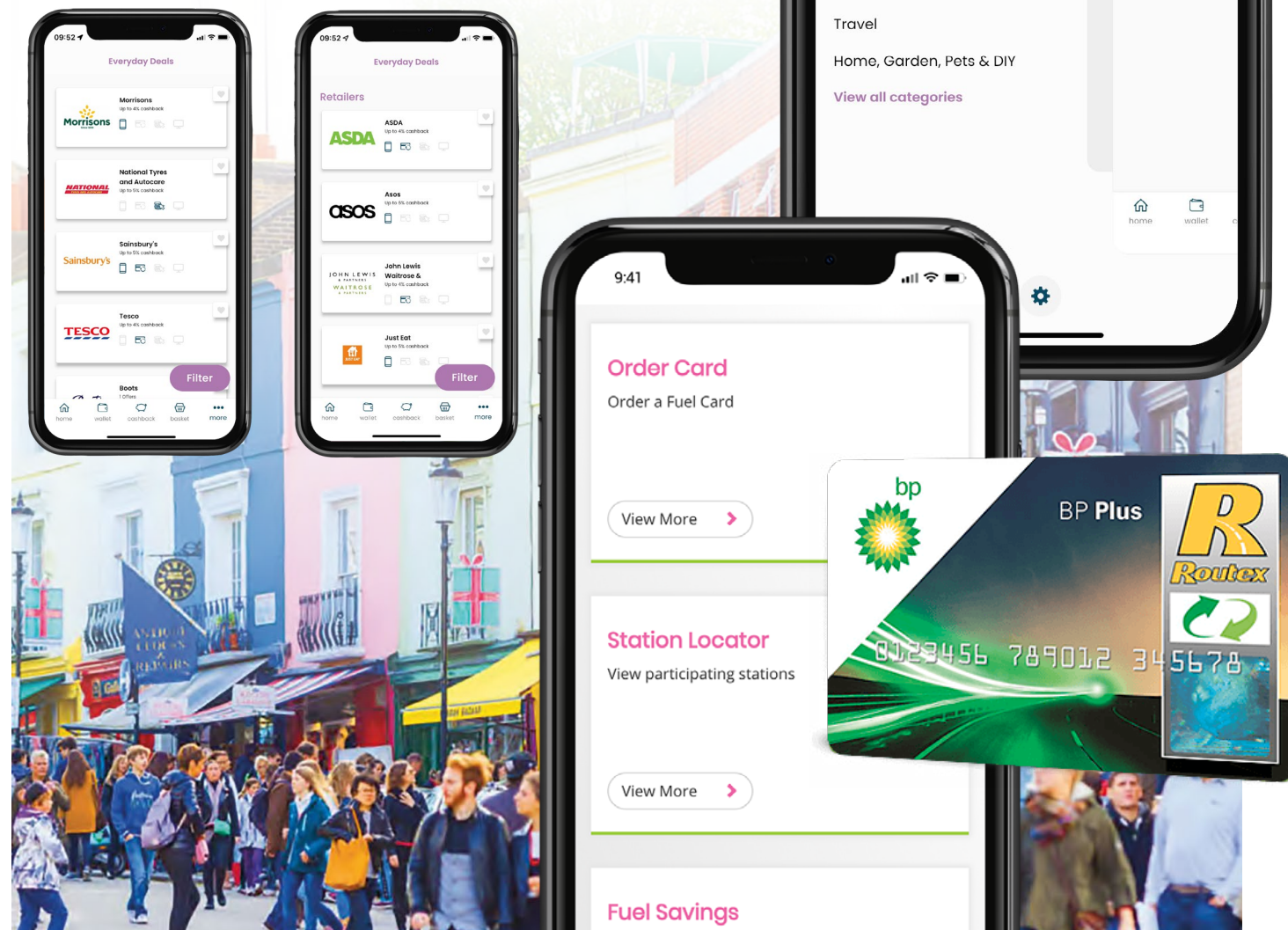
## DASA REWARDS APP

 Contractors being paid through DASA Umbrella are given free access to the DASA Rewards App, where they can receive discounts and cashback from over two thousand retailers and suppliers. Considerable savings can be achieved on shopping, dining, travel, entertainment, gym memberships and wellbeing services.

DASA Rewards also includes free access to a 24/7 GP Helpline staffed by NHS-registered professionals and a discounted fuel card redeemable at BP garages.

Available on both Apple & Android devices, many of our contractors are now saving up to £2000 per year off their household expenditure by using the DASA Rewards App regularly.

To find out more, please visit [www.dasarewards.co.uk](http://www.dasarewards.co.uk)



## SPECIALIST MORTGAGES FOR CONTRACTORS

**C | M | M | E**

DASA Umbrella Limited is delighted to announce a new partnership with CMME to provide specialist mortgages to contractors, temps and freelancers paid via our payroll platform.

CMME are an award-winning mortgage specialist with extensive experience in helping contractors secure a range of mortgage products designed to suit their individual circumstances. Their team of experts have a deep understanding of the contracting sector and appreciate the challenges that often arise when applying for mortgages with traditional High Street lenders.

The relationship with CMME further underlines DASA's commitment to providing contractors with a range of products and services to help maximise the benefits of their employment status.

- First Time Buyer
- Re-mortgage
- Building Your Own Home
- Buying a New Home
- Buy to Let
- Second Charge Mortgages

### OTHER SERVICES AVAILABLE

#### SOLICITORS & CONVEYANCING

In addition to helping secure the most competitive mortgage deal available to you, we can appoint a dedicated solicitor or licensed conveyancer to sort out all the legal aspects of the home buying process.

#### FINANCIAL PROTECTION FOR YOUR PEACE OF MIND

CMME can advise on the best financial protection for you and your family or review your current protection arrangements to check they are still adequate. Their range of protection covers include critical illness, income protection and life insurance and relevant life cover.

#### FUTURE-PROOF FINANCES

Your money should work hard for you and create long term financial security. Contractor Wealth, a sister company of CMME can advise on investment options, your pension pot and help you to optimise tax allowances that can save you money each year. Speak to a contractor financial advisor for a free holistic review of your finances.







## CASE STUDIES

### What Our Clients Say



#### Skipper Recruit

Operating in the HGV driving and logistics industry, Skipper Recruit has been through something akin to a rollercoaster since the agency was formed in April 2020. Based in Norwich, the agency has

had to adapt to the impact of wider socio-economic issues, including Covid and Brexit, which had seismic consequences for the haulage industry in particular. A dearth of drivers pushed up wages, and the cost of running fleets skyrocketed in the face of rising fuel costs. From the outside looking in, it would appear to have been a brave move to start a recruitment business in this sector.

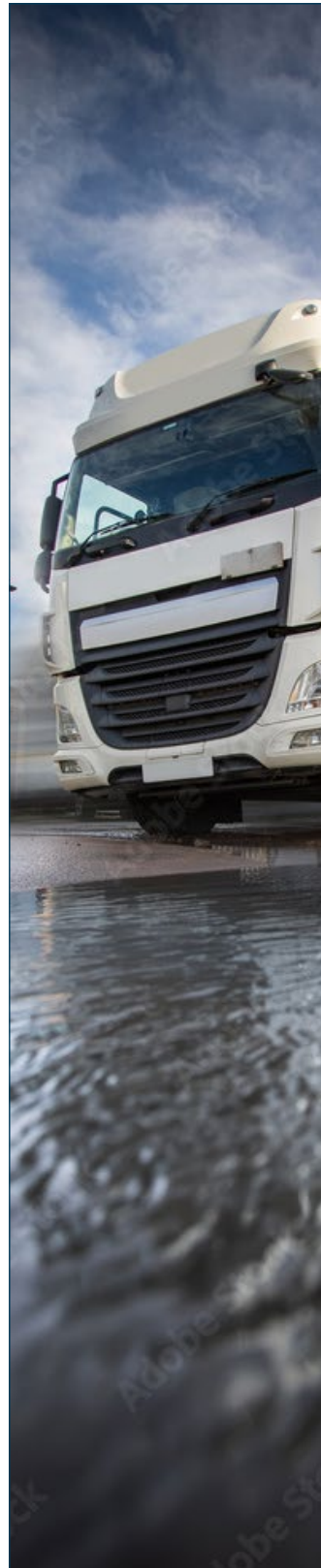
However, Skipper Recruit has successfully established itself as a leading driving agency on account of the team's innate knowledge of the specific challenges facing both employers and drivers. Danny Skipper, the Founder, served in Afghanistan before spending fourteen years as a qualified HGV driver, which gives the business its unique insights into the industry.

With a national offering, Skipper's commercial proposition is supported by ISO accreditations (9001 – 14001) and are a proud member of the Armed Forces Covenant, which supports those leaving the services to develop new careers; Skipper has achieved a Silver Award in their Employer Recognition Scheme for their contribution in employing ex-armed forces personnel.

From the outset, Skipper chose a rival umbrella firm to manage their payroll, but they were then contacted by Leo Pereira, Sales Director, on account of DASA's flawless compliance credentials. Some of Skipper's larger clients insisted that their contractors were paid via an FCSA or Professional Passport umbrella company, so DASA fulfilled this criterion perfectly. This allied to DASA's competitive margin structures and the range of additional benefits available to drivers via the DASA Rewards app were also significant factors in Leo winning the business.

Lianne Dickerson, Skipper's Senior Recruitment Consultant, highlighted the advantages of using DASA when she commented: ***"Quite apart from being cheaper for our drivers, using DASA means our drivers are not just treated as a number. The whole team in the office are very helpful, especially Kay and Donus, who are both fantastic. They always respond immediately should there ever be an issue and always make sure that everyone is paid on time, even when we are working to tight deadlines, such as over Christmas. They always go above and beyond to get the job done."***

**Lianne Dickerson**  
Senior Recruitment Consultant



#### Travella Jobs

Based in the Northeast and only formed in November 2021, the growth of Trevella Jobs is a wonderful success

story, especially when one considers the turbulent times during which it has been trading. Underpinned by a refreshing community spirit and a meaningful CSR strategy, Trevella Jobs was formed by Trevor Dudgeon, himself an experienced recruiter, with a view to create an agency committed to combating the damaging effects of long-term unemployment.

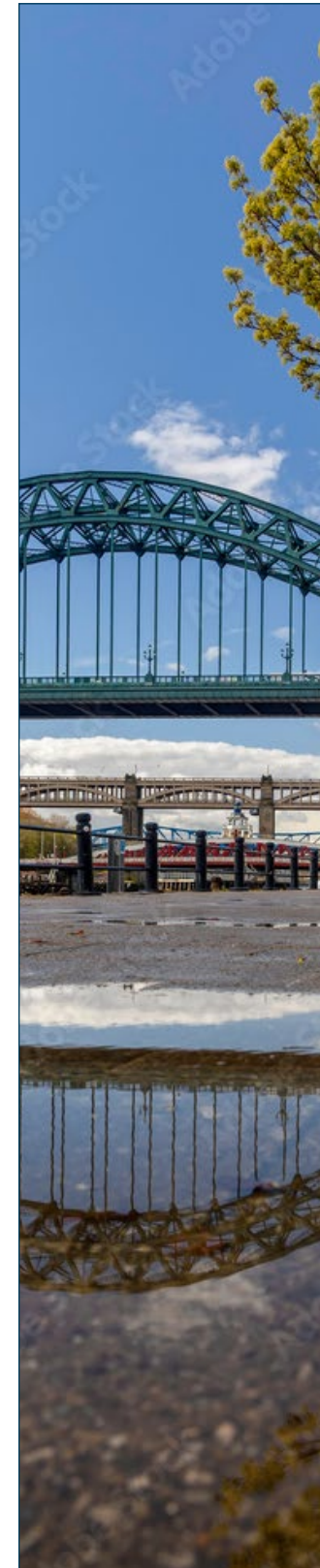
This admirable ethos resonates with the DASA business philosophy, so it is appropriate that the two companies work together to manage their contractor payroll facility. Trevor had been known to Kelly Smith-Payne, DASA's Business Development Manager, for some time, and she maintained contact with him via LinkedIn; in Trevor's own words:

***"Kelly was always lingering in the background, and I decided to give her the opportunity to work with us when we started the business from the ground up. We met over a coffee, and there has never been an issue since. The whole back-office team also work hard to ensure that all our contractors are paid without fail every Friday, even if there might be an issue with late timesheets. Kay is also fantastic in the Customer Services team, and they all bend over backwards to take away any problems from my desk no matter what the time of day."***

Trevella Jobs has already achieved over £1.2 million in sales via its full-service recruitment model specialising in the construction, engineering and industrial sectors, all synonymous with the Northeast region. The business anticipates doubling in size over the next year and has secured contracts on projects wider afield in the Northwest, Scotland, Aylesbury and Wembley, including HS2.

With the Northeast in the process of re-establishing itself as an economic powerhouse, companies such as Trevella Jobs occupy a pivotal role in the region's regeneration. Kelly and the DASA team are playing their part in ensuring that Trevella continues to expand and to help their contractors benefit from their assignments. A genuinely inspiring story, and I encourage you to visit Trevella's website to find out more about how they are transforming people's lives via sustainable and ethical recruitment.

**Trevor Dudgeon**  
Director





## TESTIMONIALS

### What Our Clients Say

“ DASA have been absolutely amazing! Faultless customer service and onboarding process. Everything is done so quickly, with amazing communication. Both Tyler & Leo have been lovely from the start. We would definitely recommend DASA to any of our contractors. ”

**Rebecca Malloy**

Office Manager  
Clearwater PS

“ I have known Leo for a very long time just by us both being in the industry, and I always promised him that I would give DASA an opportunity once they achieved full FCSA accredited status. Once this happened in the Summer of 2020, I honoured my promise to Leo and gave him an initial batch of new referrals to test out DASA's services. I was immediately impressed and soon had enough confidence in DASA to make them our exclusive payroll provider. This enabled me to streamline the payroll side of the business, which has saved me lots of time and hassle. I am more than happy to endorse DASA and recommend that any other agencies give them a chance. ”

**James Hobson**

Founder & Director  
ProRec Limited

“ Tyler is an excellent umbrella consultant. I've known her for a short while now, and in that time Tyler has demonstrated impeccable customer service. She is efficient and professional, but what is more important to me is that any referrals I send over to her – my contractors are always happy with the service they receive. Tyler is a joy to work with, she is transparent and always manages my expectations very well. ”

**Zack Ali**

Business Manager – Social Housing Division  
Joshua Robert

“ Tyler is a consummate professional and subject matter expert with all things payroll, umbrella, and CIS. Her level of support provided to both contractors and end clients is second to none. She has a strong work ethic and is always on hand to support with any technical queries. If you're looking for a reputable business support partner, then I would highly recommend reaching out to Tyler at DASA. ”

**Daniel Smith**

Director – Contract & Interim Services  
Mercury Hampton



Protecting the interests of the contingent workforce supply chain including agencies, contractors & hirers.







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