



A Compliant & Award-winning Payroll Company.



INTRODUCING DASA UMBRELLA LIMITED





DASA Umbrella Limited was delighted to win the Best Umbrella Company (under 1,499 clients) award at the renowned Contracting Awards held (virtually) in November 2020.

This prestigious accolade was particularly welcome as the category included nominations from many of our competitors!

For more information, please visit:
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 portal and complementary 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 (Under 1,499 Clients) category at the Contacting Awards in November 2020.

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 longstanding 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

Joint Employment

- Audited JE Model
- Transparent Calculations
- Shared Responsibilities
- Efficient VAT Position

Limited Company

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



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 willingly contribute to the organisation's endeavours to promote the industry. We also enjoy meeting fellow members at seminars and social events either in person or online.

www.apsco.org



FCSA – Accredited Member

DASA Umbrella Limited is an Accredited Member of the FCSA (Freelancer & Contractor Services Association) following a comprehensive audit of the company's products, processes and procedures in July 2020. The audit was conducted by accessors from Brabners (LLP) & BDO who both confirmed that our payroll provision for umbrella, CIS and self-employed contractors meets the stringent criteria required to achieve Accredited Member status of this prestigious organisation.

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



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



Professional Passport – Joint Employment

Joint Employment is an increasingly popular payroll model for agencies, hirers and contractors as it facilitates shared employer responsibilities and efficient VAT calculations throughout the assignment supply chain. Fully compliant with all HMRC guidelines, DASA's Joint Employment payroll model is administered by DASA Services Limited which is also audited and approved by Professional Passport.

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



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.



UMBRELLA COMPANIES EXPLAINED



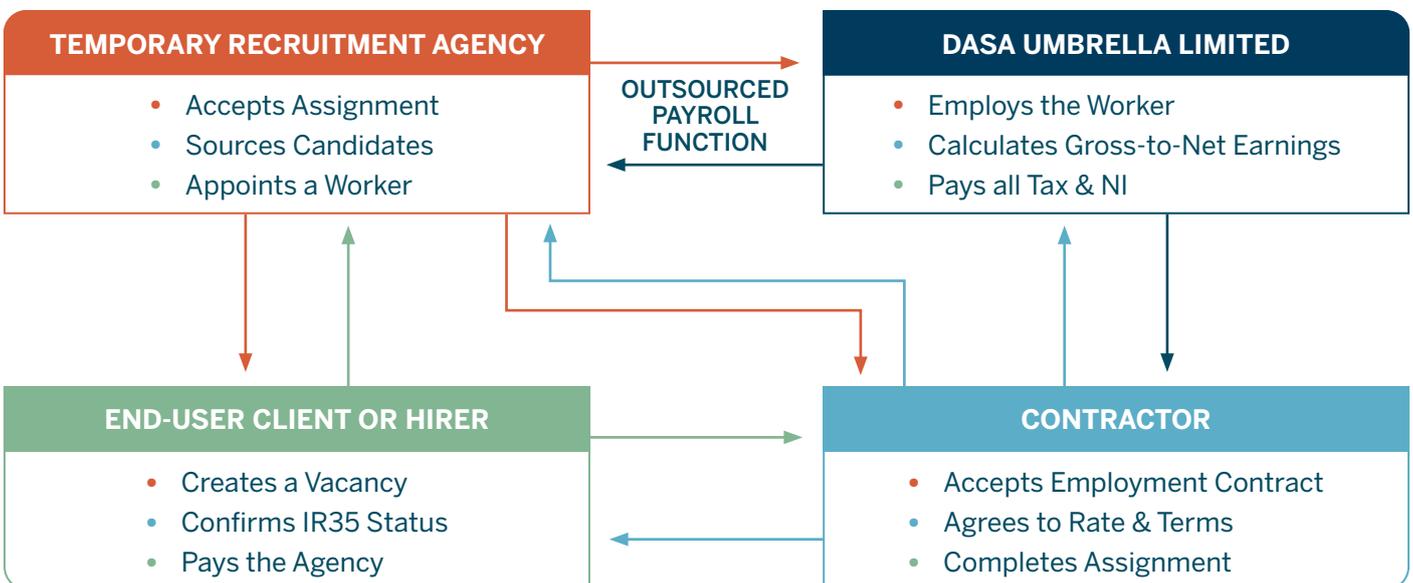
An umbrella company can be defined as an organisation that employs independent contractors, freelancers or agency workers who have been hired on a temporary contract or assignment basis. Typically, these workers are sourced and placed by recruitment agencies who specialise in the provision of contract 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





IR35 COMPLIANCE



As of April 6th, 2021, end-user clients hiring contractors,

freelancers or agency workers need to ensure that they fully comply with new IR35 legislation which dictates that they are also responsible for determining the employment status of all assignments.

This decision was previously the responsibility of the contractors themselves, but this is now set to change.

Hirers must ensure that all assignments are subject to a

compliant status assessment in advance of appointing a contractor to perform the work.

DASA Umbrella has devised a fully compliant solution to help end-user clients adapt to the new regulations which protect them from any liabilities and potential penalties.

Our umbrella solution benefits all entities in the assignment supply chain and is approved by all leading compliance organisations including FCSA, Professional Passport, APSCo & TEAM.

KINGSBRIDGE IR35 Assignment Status Tool



Only hire fully-compliant contractors for all of your assignments

- /// DASA use the Kingsbridge IR35 Assignment Status Tool to ensure supply-chain compliance.
- /// Advanced and independent assignment & contractor assessments prior to arriving on site.
- /// Includes key status test analysis such as control, personal service and mutuality of obligation to protect the employers commercial position.
- /// Expert evaluation of all borderline results, including case review to ensure no risk of unintentional non-compliance.
- /// Mitigates the risk of hiring any contractors unnecessarily 'caught' by IR35 rules in the private sector.

BENEFITS OF DASA'S IR35 SOLUTION

PROVEN COMPLIANCE

Fully compliant processes and procedures to ensure all entities fully comply with new IR35 legislation before April 2021.

SIMPLE ELIGIBILITY PROCESS

Seamless process to assess if an end-user client meets the criteria whereby they will be responsible for conducting employment status tests.

NO HMRC LIABILITIES

Where IR35 rules apply, DASA Umbrella becomes the fee-payer and is responsible for calculating and paying the correct levels of tax and NI, not the employer.

NO RISK OF DEBT TRANSFER

Comprehensive insurance backed service guarantee of up to £5m from Professional Passport.

TRANSPARENT TRANSACTIONS

Gross-to-net payroll calculations, compliant payslips and full disclosure to HMRC as standard.

APPROVED STATUS TESTS

Independent assignment and contract assessments provided by the industry-leading Kingsbridge IR35 status tool.



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 accordingly. Transparency, honesty and constant communication underpin these relationships, in addition to an entrepreneurial mindset and exceptional customer service levels.

- | | |
|---|--|
| <div data-bbox="90 604 783 763"> <p>1 COMMERCIAL PARTNERSHIPS</p> <ul style="list-style-type: none"> • Mutually beneficial philosophy • Dedicated account managers • Total back office support </div> | <div data-bbox="820 604 1520 763"> <p>2 FULL-SERVICE PROVISION</p> <ul style="list-style-type: none"> • Umbrella & PAYE as standard • Approved CIS specialists • Audited Joint Employment </div> |
| <div data-bbox="90 808 783 967"> <p>3 FLEXIBLE MARGINS</p> <ul style="list-style-type: none"> • Bespoke commercial agreements • Transparent transaction processes • Committed to agency growth </div> | <div data-bbox="820 808 1520 967"> <p>4 CONTINUOUS COMMUNICATION</p> <ul style="list-style-type: none"> • Frequent reviews & meetings • Monthly agency newsletters • 24/7 customer service function </div> |
| <div data-bbox="90 1012 783 1169"> <p>5 GUARANTEED COMPLIANCE</p> <ul style="list-style-type: none"> • Audited by FCSA & Professional Passport • Trusted Partner of APSCo • TEAM Service Provider </div> | <div data-bbox="820 1012 1520 1169"> <p>6 CONSULTATIVE MINDSET</p> <ul style="list-style-type: none"> • Complimentary workshops & presentations • Compliance advice & updates • Co-branded marketing initiatives </div> |

LOOKING AFTER YOUR CONTRACTORS

Contractors and freelancers represent an increasingly significant section of the working population and provide a vital contribution to the economy. DASA Umbrella respects the status of all contingent workers and strives to enhance their earning power by offering a hassle-free payroll facility. Our team deliver a friendly and efficient service driven by a commitment to ensuring that all contractors are paid accurately and on time, every time.

- | | |
|---|---|
| <div data-bbox="90 1527 783 1686"> <p>1 A GENUINE PERSONAL SERVICE</p> <ul style="list-style-type: none"> • One-to-one relationships • A desire to help at all times • Exceptional contractor support </div> | <div data-bbox="820 1527 1520 1686"> <p>2 CHOICE OF PAYROLL OPTIONS</p> <ul style="list-style-type: none"> • Umbrella or Standard PAYE • CIS (Construction Industry Scheme) • Joint Employment or Limited Company </div> |
| <div data-bbox="90 1731 783 1890"> <p>3 MAXIMISING EARNINGS</p> <ul style="list-style-type: none"> • Cost-effective margins • Compliant take-home pay • Transparent calculations </div> | <div data-bbox="820 1731 1520 1890"> <p>4 WAGE ADVANCES</p> <ul style="list-style-type: none"> • Payments made on trust • Minimal administration or hassle • No fees or interest charges </div> |
| <div data-bbox="90 1935 783 2089"> <p>5 DASA REWARDS</p> <ul style="list-style-type: none"> • Online benefits & discount portal • Save on shopping, travel & dining • Hundreds of participating retailers </div> | <div data-bbox="820 1935 1520 2089"> <p>6 ADDING EXTRA VALUE</p> <ul style="list-style-type: none"> • Complimentary branded merchandise • Monthly contractor newsletters • Special offers & incentives </div> |



DASA REWARDS



Contractors being paid through DASA Umbrella are given free access to the DASA Rewards online benefits portal where they can receive discounts and cashback from over two thousand retailers and suppliers. Considerable savings can be achieved on shopping, dining out, travel, cinema tickets, gym memberships and even fuel, all of which help workers improve their finances.

DASA Rewards also includes free access to a 24/7 GP Helpline staffed by NHS-registered professionals.

The DASA Rewards Scheme highlights our commitment to helping contractors and benefiting from choosing DASA Umbrella as their payroll provider.

To find out more, please visit www.dasarewards.co.uk

Participating Brands include:



CAFFÈ NERO



John Lewis

MARKS &
SPENCER



ODEON



Sainsbury's





TESTIMONIALS

What Our Clients Say



Unity Recruitment

Initially, a single contractor recommended DASA Umbrella to the team at Unity Recruitment having been delighted with the personal and prompt service he received. Over time, further contractor referrals came to the attention of James Gouge, Unity's CEO. With DASA now on the radar, an exploratory meeting between James and Naks Atheeq, DASA's Head of Finance, cemented the relationship.

The partnership has strengthened over time, and both companies are now instrumental to the success of their respective businesses. Loyalty and honesty are central facets of the commercial relationship as highlighted by the following quote from James:

"We trust DASA Umbrella to manage the payroll on behalf of many of our public sector council contractors, and they have become an integral element of our worker supply chain. Unity Recruitment is an expanding recruitment agency brand, and we need to be confident that all our professional suppliers are both fully compliant and ethical in their business dealings with us. We have regular meetings to ensure that the needs of our contractors are being met, and also to manage all facets of our commercial relationship. It is a pleasure to work with the DASA team and to witness their growth at first hand."

James Gouge – Chief Executive Officer



VNA Recruitment

Based in Billericay, Essex, VNA Recruitment is one of those independent agencies that make us proud to work in the industry. Friendly, honest and hard-working, the VNA staff are committed to helping their temps find work and get paid legitimately for their endeavours. In short, these traits mirror those of DASA Umbrella, and it was due to a twist of fate that the two companies began working together in 2020.

Leo Pereira, DASA's Sales Director, got wind of an opportunity with VNA after they had severed ties with another provider. Following a cold call, Leo and Naks Atheeq visited VNA and immediately struck a rapport with the team. The meeting was good-humoured and far removed from the Rolex-flashing pitches characteristic of other umbrella companies.

Given an opportunity to payroll some of VNA's workers, DASA's services did not disappoint as highlighted by Tracey Stuart, VNA's Manager:

"DASA are a pleasure to work with and I don't have anything negative to say. They are always responsive even if there is a problem with a difficult candidate, or if they have made a mistake. They never lie and just get straight on it to ensure our workers are paid bang on time."

Tracey Stuart – Manager



Brookwood Selection Limited

As is commonplace within the business, ‘people buy people’, and Brookwood trusted DASA to manage their payroll based on an existing relationship with Leo Pereira. This trust has been rewarded by the endeavours of the DASA team to resolve any issues quickly and efficiently:

“The DASA team never shy away from a problem, and Leo is always available and at the end of the phone to help when required. Occasionally, if one of our consultants has failed to forward over a timesheet and hadn’t realised until Friday, Leo always makes sure the contractors are paid regardless.

Many of our contractors want their wages paid at one-minute past midnight on payroll day, so it is great to know that they will always get paid even if there has been a slight glitch in the process. Other umbrella companies we have used have not been so flexible, which results in the contractor not getting paid on time which is our worst nightmare.

Leo has also developed a close rapport with our consultants and always thanks them by popping in with free merchandise and boxes of doughnuts. Both Leo and DASA have proved themselves to be a highly valued partner to our company.”

Tracey Armstrong-West – Compliance & Office Manager



Ackerman Pierce

Ackerman Pierce was formed in 2013 to provide recruitment solutions into an array of public sectors including education, social care, planning and administration, among others. From the outset, the Ackerman Pierce management team knew that they would require a roster of compliant payroll providers to help them to deliver their ambitious vision, so they embarked on an initial ‘beauty parade’ to assess the options available. Central to their remit was to choose suppliers who shared the agencies’ values including respect, integrity and hard work.

Naks Atheeq, DASA’s Umbrella’s Head of Finance, immediately responded to an initial ‘fact-finding’ enquiry and stressed his willingness to give Ackerman Pierce the service they required. Naks’ assurances that DASA would provide a flexible outsourced payroll service underpinned by favourable credit terms have proved instrumental to the mutually-beneficial commercial relationship that has subsequently evolved.

To quote, Harry Hopkins - Managing Consultant:

“Compliance is also central to Ackerman Pierce’s offering as they operate primarily in the public sector, which has been subject to changes in IR35 legislation and a strengthening of the Criminal Finance Act. DASA’s compliance credentials and transparent operational policies provide the confidence and peace of mind demanded by agencies active within this space.”

Harry Hopkins – Compliance & Office Manager



Head Office: 7th Floor, Elizabeth House, 54-58 High Street, Edgware, London HA8 7EJ.

0207 118 0555

info@dasa-umbrella.co.uk www.dasa-umbrella.co.uk

