Documents Required for New Starters

- ✓ **Passport** – a copy of your *Passport* as proof of your 'right to work' in the UK
- ✓ **Visa / Residence Permit** – copy of front AND back (if applicable)
- ✓ **Proof of Address** – a recent *Utility Bill* dated within the past 3 Months
- ✓ **References** – please provide details of 2 recent referees (company/manager name, job title, telephone + email). Written references are also helpful
- ✓ **N.I. Number** – a HMRC letter, P45 or P60

Limited Company Details

Do you have your own Limited company? For Ltd company contractors we need the following information to allow us to generate your contracts and complete the recruitment process:

- ✓ All of the above documents plus…
- ✓ Ltd Company Name & Registered Address
- ✓ Incorporation Certificate
- ✓ VAT Certificate (if VAT Registered)
- ✓ Company Bank Details (*signed* copy)

Any Questions?

Please contact our **Finance Team** on **01332 287713**
or by email invoice@syntaxconsultancy.com

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