



## 5. Non-UK & Dual Nationals

The answers to these questions will help us to establish whether you may qualify to claim additional expenses specific to Non-UK/Dual Nationals. For more information on expenses, refer to our Expense Guide available at [www.mykeypay.com](http://www.mykeypay.com).

1. What was your date of arrival in the UK?
2. Did you come to the UK intending to work?  
(e.g. you contacted a recruitment agency or Key Portfolio Limited or you applied for a job, before your departure) Yes  No
3. Have you ever been to the UK before? Yes  No
4. If so, please enter the dates of your most recent visit:       to
5. Have you undertaken any paid employment since your latest arrival?  
(Excluding any work through the agency stated in Section 8 below) Yes  No

## 6. Bank Details

Bank/Building Society Name	<input type="text"/>	Sort Code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of Account Holder	<input type="text"/>	B/Soc. Roll No.	<input type="text"/>
Account Type (e.g. current, savings, ISA)	<input type="text"/>		

Payments transferred by BACS will take three working days to clear including day of transfer. To receive payments by Same Day Transfer (CHAPS) instead please tick the box. Details of the charge for this service are available at [www.mykeypay.com](http://www.mykeypay.com).

## 7. Income Tax Documents - Please tick the relevant box

I enclose my P45 obtained from my previous employer (this may be your existing recruitment agency) (send parts 2 and 3 only).

OR

I enclose my P46 as I do not have a P45 available from my previous employer (complete and send section 1 only).

## 8. Recruitment Agency & Contact Details

Agency Name	<input type="text"/>	Your Occupation	<input type="text"/>
Agency Branch	<input type="text"/>	Your Industry	<input type="text"/>
Branch Tel. No.	<input type="text"/>	Consultant Name	<input type="text"/>
Consultant Email Address	<input type="text"/>		

Has your Recruitment Agency provided you with an Agency Contract/Assignment Schedule? Yes  No

If Yes, please return this document with your Application Form.

## 9. Checklist & Declaration

### Checklist - Please tick the appropriate boxes below

- I have completed the Site-based Worker Qualification (Section 1)
- I have provided my email address so I can access my online account and my payslips (Section 2)
- I have provided a copy of my identification (Section 3)
- I have provided a copy of my Entitlement to Work documentation, as applicable (Section 4)
- I have provided my P45 or P46 (Section 7)
- I have provided my Agency Contract/Assignment Schedule, if applicable (Section 8)

**Please ensure all necessary documents are returned to Key Portfolio Limited with this Application Form as failure to do so will result in a delay to your application being processed.**

I certify that to the best of my knowledge and belief the above details are correct. If I do not have a National Insurance number, I agree to obtain one, following the instructions issued by Key Portfolio Limited. If necessary, I agree that my current address may be checked against the UK electoral roll. I have provided a certified copy of my identification and my Entitlement to Work documentation as applicable.

Signed  Date



If you haven't already spoken to us we will call you.  
Or to speed up your application, call our New Business Team on 0800 019 4511.