**WORKING AGREEMENT**  
*Between a Self-Employed Personal Assistant and the Individual*

**1. Description of Service**

Brief description of the support or tasks the Personal Assistant (PA) will provide:

**2. Parties to the Agreement**

**Personal Assistant**

* Name:
* Contact Number:
* Address:

**Individual (Client)**

* Name:
* Contact Number:
* Address:

**3. Service Details**

* **Start Date of Services**:
* **Rate of Pay Agreed**:
* **PA’s HMRC Unique Tax Reference Number**:
* **Public Liability Insurance Provider**:
* **Insurance Policy Number**:

**4. Responsibilities of the Personal Assistant**

The PA agrees to:

* Register with HMRC and provide evidence of self-employed status.
* Provide valid identification and proof of right to work in the UK.
* Be solely responsible for their own tax and National Insurance contributions.
* Maintain valid Public Liability Insurance and provide a copy to the Individual.
* Submit regular invoices detailing services provided, including dates and times (no advance invoicing).
* Provide at least one week’s notice to terminate the agreement.
* Consider a contingency plan for periods of unavailability.

**Important**: The PA agrees to indemnify the Individual against any claims or liabilities from HMRC regarding unpaid tax or National Insurance contributions.

**5. Responsibilities of the Individual**

The Individual agrees to:

* Provide at least one week’s notice to terminate the agreement.
* Retain the right to amend the agreement in writing, with mutual consent.

**6. Signatures**

**Personal Assistant**  
Signature: \_  
Date: ***\_***

**Individual**  
Signature: \_  
Date: ***\_***

**Witness**  
Name: \_  
Signature: \_  
Date: **\_**