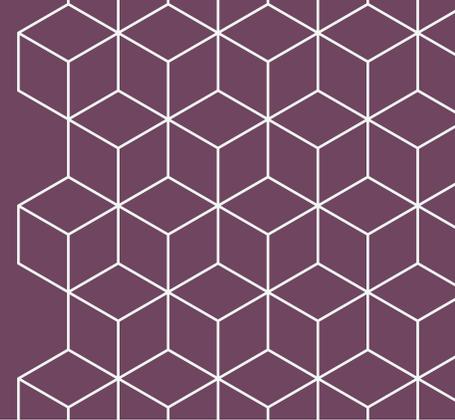


# YOUR TRUSTED COMPLIANCE PARTNER



Professional Passport is the largest independent assessor of payment intermediary compliance with over 12 years experience.

The challenge faced by companies in working out the compliance of a payment intermediary is that there is no single reference document

that defines this. The legislation that defines compliance runs across many layers although most focus on the tax risks as this could result in significant liabilities.

HMRC's enforcement team are the only body able to definitively define the tax compliance of a payment intermediary. Professional Passport's compliance standards have been developed to align with our current understanding on HMRC enforcement's view. Whilst legislation may not change the view of

enforcement can, and does, so we are continually updating our compliance review standards.

To add further assurances to our members we have a unique professional indemnity insurance that provides £5m of protection where we have been negligent in our assessment of compliance and our members suffer a loss. This is only available to our members as it demonstrates you were relying on our advice when making your selection.



The Devil is in The Detail; ensuring all the finer points are addressed and aligned is an essential part of achieving successful compliance. This can only be assessed through on site inspections and evidence gathering, simple questionnaires won't reveal the whole picture.

“Having been through many of the compliance reviews in the market we found Professional Passport to be the most detailed in their approach.”

When we start dealing with a provider the first action we take is to spend a day at their offices to understand what they do and how they do it. We do not send any preparation material or questionnaires in advance as they are already operating and so we just want to see what they

are already doing. This gives us the clearest picture of a providers approach, understanding and attention to detail. From here we can clearly identify any short comings that will need to be addressed to fully before we can consider any compliance review.

Clarity and Transparency these words are becoming the key drivers across many of the changes forecast for the payment intermediary marketplace and driving our compliance standards.

Ensuring workers are clear on who they are employed by and how their payments work is an essential element of achieving compliance. This goes beyond the obvious and our standards have been updated to included requirements of transparency on holiday pay, especially when this is accrued by the worker. We have worked with the leading software support companies in the market to design pay slips and reconciliation reports for workers that go way beyond the legislative requirements. Our standards drive best practice as well as compliance across the sector.



Our accredited providers are passionate about our standards and guard the Professional Passport brand as if it were their own. This keeps us fully informed as well as creating a form of self-regulation.

# market intelligence

Our recruitment company and end client members also keep us fully informed on any new 'solutions' being promoted to them. This complete market knowledge serves as a great foundation for all our compliance work and ensures the highest standards are maintained across all of our providers.

Successfully achieving a Professional Passport accreditation is not the destination it is merely the start of the compliance journey for our approved providers.

# ongoing monitoring

We work with our accredited providers continually to ensure the highest standards are maintained. We have formal reviews annually with full verification visits every two years. We keep them fully updated and informed through our specialist provider newsletters.

We don't just rely on the information a payment intermediary provides to us as part of our compliance review we also gather market intelligence to validate what we are being told. This way we can have a complete understanding.

The terms of the Professional Passport compliance review means that a provider must fully disclose ALL the services they actively market, as our insurance requires us to review all of these. Failure to disclose would

immediately result in their removal from our listings until such time as the service could be verified. Professional Passport are also clear on the areas where we cannot carry out compliance reviews and if a provider is operating in

any of these areas we would be unable to review any of their offerings. The Professional Passport website has the full up to date list of our approved providers. This is the best place to validate any claims of compliance

made by a provider as we control the site and so can keep it as the most up to date reference point for compliant providers. We encourage anyone using our approved providers to regularly check the listings.

Changes in legislation bring increased risks and liabilities to recruitment companies where non-compliance is found in the supply chain.

The current trend with new legislation is to ensure that where non-compliance is found in the supply chain, particularly relating to tax, there is the ability to pass these liabilities back up the chain

to ensure that someone pays the bill. This increased risk means that both recruitment companies, and their end client, must take steps to ensure their supply chain only operates with compliant providers. Many are now making contractual obligations to only use accredited providers to protect them from these risks. Whilst this is an important step it only

goes part way as there needs to be further checks to ensure that these contractual obligations are being adhered to, particularly in complex supply chains. Professional passport has developed a tool that allows its members complete transparency in the supply chain and ensures that these contractual obligations are being applied.

visit [www.professionalpassport.com](http://www.professionalpassport.com) for compliance peace of mind.

