

# Holiday Exchange Employee Registration...

Please complete the registration form below or register online at [www.GemelliEmployeeBenefits.co.uk](http://www.GemelliEmployeeBenefits.co.uk)  
Any questions please call us on 01280 851113...we're here to help.

## Your Details

Name:	Mr / Mrs / Miss / Ms / Other		
Address:			
Postcode:		DOB:	
Phone:		Mobile:	
Work email:		Personal email:	

## Employment Details

Employer Name:			
Work Location:		Normal Pay Day:	
Division/Cost Centre:		N.I No:	
Payroll/Employee No:		Hours Worked/Week:	
Gross Annual Salary:		Do you Receive Tax Credits?	Yes / No

## Holiday Request Details:

Total No. Days Required:	
Period of Salary Exchange:	.....months
Pay Date Salary Exchange to Start:	

Subject to approval by your HR/Line Manager and must be in accordance with your employer's Holiday Policy.

Authorised by:		Date	:	
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## Your Agreement

I confirm that the information I have given is accurate and that I have read and agree to the [Terms and Conditions](#) supplied. Gemelli may contact me using the details I have provided.

## Data Protection

The information that you provide on this form will be used in a confidential manner to help us process your request to use one of the services we provide to your employer. We abide by the Data Protection Act and General Data Protection Regulations. We are conscious of only taking the personal data from you that we require and will keep it safe and secure. We may need to take limited details about you to process this application. You can find details of how we process your personal data in our [Privacy Policy](#) on our website.

I confirm that I understand and agree to the Data Protection Statement above and the terms of Gemelli's Privacy Policy.

Signed:	
Print Name:	
Date:	