

## FEE TARIFF AND SERVICE CONDITIONS

This is an agreement between **PrimeJob SAL** (Hereinafter Referred to as **PrimeJob**), and  
----- (Hereinafter Referred to as the **CLIENT**).

Whereby, **PrimeJob** agrees to provide the client with Executive Search services to identify suitable candidates to fill required position subject to the following service terms and conditions.

Should any of the below conditions be unacceptable, **PrimeJob** should be informed in writing at the time of contract signature.

### **PRIMEJOB SERVICES**

The following standard conditions apply when requesting one of the following **PrimeJob** services:

#### **1- Executive Search (inclusive of headhunting)**

For the purpose of Executive Search, the **CLIENT** shall give **PrimeJob** the right in researching and investigating for candidate(s) to occupy the position(s) as requested by the **CLIENT** and described in **PrimeJob**'s Request Form(s). (Annex I).

**PrimeJob** will launch an 'Executive Search' within the sector and geographic location specified by the **CLIENT** in an effort to identify candidates that hold titles and/or job descriptions similar to the **CLIENT**'s requirements. **PrimeJob** will submit to the **CLIENT** names, titles, current employer, contact information, and possibly CVs if provided by candidates.

#### **Professional Fees:**

The following rates apply to the estimated gross annual remuneration\* allocated to request vacancies.

*Annual Gross Salary amounting to 24,000 USD* **10%**

*Annual Gross Salary from 24,001USD to 60,000USD* **12%**

*Annual Gross Salary from 60,001 USD and above* **14%**

#### **Payment mode:**

Fees and expenses are paid in three installments.

- 20% of estimated remuneration upon signature of this contract that is not less than USD 750. This fee is non-refundable.
- 40 % upon acceptance or commencement of the candidate which ever occurs first.
- 40% within one month of placement.

\*Gross annual remuneration for positions shall include but not be limited to salary, benefits, commission, bonuses, overseas premiums, living/accommodation allowances, profit share, and any other financial emoluments that have been provided to act as an incentive to the applicant to join the client.

#### **2- Headhunting**

For the purpose of **HEADHUNTING SERVICES**, the **CLIENT** shall give **PrimeJob** the right in approaching and soliciting a selection of candidates provided by the **CLIENT**.

**PrimeJob** will approach and negotiate with candidates specified by the **CLIENT**, arrange for interviews/meetings and follow-up on the recruitment process.

#### **Professional Fees:**

A total of 10% of the first year's gross remuneration payable in two equal installments: 50% upon the candidate's acceptance, with the remaining balance payable within 30 days of placement.

Gross annual remuneration for positions shall include but not be limited to salary, benefits, commission, bonuses, overseas premiums, living/accommodation allowances, profit share, and any other financial emoluments that have been provided to act as an incentive to the applicant to join the client.



S.A.L

PRIMEJOB

**Standard Terms and Conditions for PrimeJob Services**

**1. Validity and Duration**

**PrimeJob** will initiate the search phases as soon as both parties sign the Request Form(s) and the agreement terms listed above and settle the due amounts.

The above conditions are valid for one month from the **CLIENT**'s date of signature, while employment fees are applicable for one full year.

**2. Invoices**

Invoices are due and payable within 10 days of the date of invoice. In the event that full payment is not received within 30 days of date of invoice, **PrimeJob** reserves the right to suspend all work until receipt of payment and charge interest rate of 2% per month.

**3. Confidentiality and Respective Responsibilities**

All and any information provided by (or available from) **PrimeJob** is confidential and must be kept in strictest confidence by the **CLIENT**. Such information may not be provided or disclosed to any third party without the prior written consent of **PrimeJob**. **PrimeJob** will keep in strictest confidence any information which the **CLIENT** provides to it and which is marked as confidential.

-Information related to candidates is strictly confidential. Checking candidate's reference or document validity is the sole responsibility of **PrimeJob** and the **CLIENT** is not allowed to contact any third party regarding any type of information on the candidate. The above is provided by **PrimeJob** for an additional fee of 100 USD.

-The **CLIENT** shall have no contact with the candidate before full approval from **PrimeJob**. The **CLIENT** shall notify **PrimeJob** as soon as an agreement is set with the candidate, and shall provide **PrimeJob** a copy of the employment offer/contract as soon as both parties have agreed on the relevant terms and conditions.

-Should a candidate introduced by **PrimeJob** be employed by the **CLIENT** for another position, or for any similar or different position up to a 2 year period, then this candidate is considered as patent of **PrimeJob** and thus full recruitment fees shall be payable to **PrimeJob** by the **CLIENT**.

-**PrimeJob** does not accept responsibility for any misrepresentation or omission of information by the candidate.

**4. Liability**

**PrimeJob** is not responsible for establishing visa status, or eligibility for employment of candidate. The **CLIENT** shall be responsible for obtaining work and other permits, the arrangement of any medical examination or other of any candidate and satisfies any requirements or qualification required by the law. **PrimeJob** takes no responsibility for the suitability, employment or performance of any candidate introduced to the **CLIENT**.

**5. Modifications**

In the event of modification by the **CLIENT** of the scope of a role, **PrimeJob** may either cancel or continue with the assignment. In the event of continuation, **PrimeJob** reserves the right to charge the **CLIENT** an additional fee.

**6. Advertising**

Searching for suitable candidates through our standard search system is obviously the most efficient method. However, should this process not yield suitable candidates we will request an advertising budget to cover production, design and media costs (other than in Executive Business magazine). Advertising costs are payable within 10 days of invoice and should be pre-authorized in writing by the **CLIENT**.

**7. Guarantees**

Due to the thorough nature of our systems, unsuccessful placement rarely occurs. However, for the protection of the **CLIENT**, **PrimeJob** provides a guarantee on each placement for which the standard fee has been received within the due period.

In the event of the candidate's employment terminating for any reason other than redundancy or retrenchment, **PrimeJob** will solicit to re-contact candidates from initial search at no extra cost, provided that termination occurs within three months from a candidate's placement. However replacement is not guaranteed by **PrimeJob**.

Selected Service: -----

On Behalf of PrimeJob: -----

On Behalf of Client: -----

Date: ----/--/--

Date: ----/--/--

Signature:

Signature:

