



Agensi Pekerjaan VR Excellent (M) Sdn Bhd (706341-T)
Suite #188, No. 51-G, Jalan USJ 10/1, 47620 Subang Jaya, Selangor, Malaysia
Tel: +603-2770 2593 Email: vr@vrexcellent.com

TERMS AND CONDITIONS FOR PLACEMENT OF CANDIDATES

We are pleased to have the opportunity to be of service to your company. Please confirm the following terms and conditions to enable us to proceed with our recruitment service:

- a) You shall inform us of the acceptance of our candidate(s) after the interview.
- b) A one-time placement fee must be paid by your company as per the agreed payment terms below upon the successful placement of candidate(s). The placement fee (*subject to prevailing Government Tax*) is scheduled as follows. Please select your preferred option.

Option	Guarantee Period	Fee	Please tick one only
Option 1	6 months from date of joining	21% of candidate's annual fixed income	
Option 2	3 months from date of joining	18% of candidate's annual fixed income	
Option 3	1 month from date of joining	16% of candidate's annual fixed income	

- c) Your company will not at any time either on its own or on behalf of any other person, firm or company offer verbally or in writing either temporary or permanent employment to any one of our applicants who were initially rejected or not short listed by your company, within 12 months from the date of introduction by Agensi Pekerjaan VR Excellent (M) Sdn Bhd. Should employment be offered, you shall pay the placement fee as stated above and provide us a copy of the signed letter of offer for our audit and accounting purposes. This will be kept private & confidential. You shall also be required to sign a government form acknowledging all successful placements, as required by the Malaysian government.
- d) You shall pay the placement fee in full within thirty (30) days upon the issuance of our invoice to you. An invoice will be issued to your company after the candidate has accepted and signed the letter of offer. Your company shall pay a late monthly payment charge of 1.5% per month if payment due is outstanding for more than 30 days.
- e) If the payment of placement fee is made within 30 days from the date of invoice, should the candidate voluntarily leave the job or is terminated during the guarantee period, we will either offer a suitable replacement (1 time only) at no extra cost charged or give you a 50% refund.
- f) Startup companies and companies that are less than 2 years old are required to pay an upfront fee of RM5,000. This amount may be deducted from our first invoice to you.