

GENERAL TERMS & CONDITIONS OF AL HASANAT TRAVELS LTD.

Please take the time to read and understand the Al Hasanat Travel Agency set out below prior to applying a job with us. We strongly recommend that you carefully read all information relating to our terms and conditions in our website prior to job applications, ensure proper understanding and responsibilities to be followed.

1. OUR CONTRACT

All job applications are made directly to our offices in person. you are deemed to have agreed to Jobs' Conditions (which constitutes the entire agreement between you and us) and your job application will be accepted by us on this basis. It is also the customer's responsibility upon receipt of an invoice/ a confirmation to check that the information on it is complete and correct. Any inaccuracies must be immediately reported.

2. VALIDITY

Upon applying with us, you (a customer) should wait a minimum of 3 months to a maximum of 6 months to get fixed and linked with the appropriate jobs abroad. A customer will be listed in our Wishlist once the jobs are available will be contacted and granted the opportunity to Partain in the job. Must be verified and meet the qualifications for the job.

3. DEPOSIT REQUIREMENT

At the time of application, you are required to pay a non-refundable deposit of **Ksh10,000**, that will cover the registration fees and medical reports of each applicant. If the customer has been linked to their desired jobs, the commission payments will apply and should be deposited through the company's bank accounts. No cash payments will be accepted at our offices. Please note our registration and medical fees are constant to all selected jobs.

4. ACCEPTANCE OF JOB APPLICATION AND FINAL PAYMENTS

If we accept your application, we will issue a receipt. A contract will exist between us from the date we issue the confirmation receipt for not less than **3 months** prior to the date of application and a maximum period of **6 months**. The contract will exist once you submit registration and medical fees. Please refer to your booking confirmation receipts for details. Payment of the balance of the application will depend on the jobs and varies on different job categories. Please note that full payment may be required earlier for some selected jobs. If this balance is not paid on or before the due date, we reserve the right to treat your application as cancelled.

5. YOUR DETAILS

For us to confirm your job arrangements, you must provide all requested details and documents according to the job requirements. Necessary details include full name as per passport, date of birth, nationality, passport number, passport issue, and expiry date, and any pre-existing medical conditions you have which may affect your ability to complete your job arrangements. Your job application cannot be confirmed without the provision of these details.

6. CERTIFICATES AND DOCUMENTATIONS

An applicant must have the below certificates while applying for the jobs.

- Certificate of good conduct
- Kenya Secondary Education Certificate
- Valid Passport
- Other Certificates, Driver's License, etc.

7. CANCELLATION BY THE APPLICANT

If you cancel some your job application, cancellation fees of **ksh1000** will apply. A cancellation will only be effective when we receive written confirmation of the cancellation before the first three months prior to application date.

Please note that for certain job arrangements the cancellation charge may be higher than those shown. You will be advised of different cancellation charges at the time of job

application. You are strongly advised to listen carefully for the cancellation procedures. If you leave a job for any reason after it has commenced, we are not obliged to make any refunds for unused services.

8. CANCELLATION BY US

We may cancel a job application at any time up to 30 days before commencing, due to terrorism, natural disasters, political instability, or other external events it is not viable for us to operate the planned itinerary. If we cancel your application, we will refund the money if a customer is not whiling to Partain in other jobs or wait until the situation normalizes. In circumstances where the cancellation is due to external events outside our reasonable control refunds will be less any unrecoverable costs. We are not responsible for any incidental expenses that you may have incurred as a result of your job application including but not limited to visas, vaccinations, travel insurance excess or non-refundable flights. Please note that different cancellation conditions may apply to some applications.

9. INCLUSIONS

The land price of your job application includes:

- Accommodation
- Transport
- Meals (applies on selected jobs only)

10. APPLICATION COMMISSIONING CHARGES & EXPECTED SALARIES

Our commission and salaries vary with different job applications and categories.

JOB Categories	Expected Salary range in ksh/=	Commotions Range in ksh/=	Countries
Security Guards			

House Keeping			
House Helps			
Drivers			
Waiters / waitress			
Car Washers			

11. AGE & HEALTH REQUIREMENTS

All applicants must be over the age of 18 and must be accompanied by a legal guardian. We are able to provide details on mandatory health requirements; however, we are not medical experts. It is your responsibility to ensure that you obtain proper and detailed medical advice at least two months prior to travel for the latest health requirements and recommendations for your destination.

12. PASSPORT AND VISAS

You must have a valid passport and have obtained all of the appropriate visas, permits and certificates for the countries in which you are applying for. Your passport must be valid for 6 months beyond the duration application. It is your responsibility to ensure that you are in possession of the correct visas, permits and certificates for your job application. We are not responsible if you are refused entry to a country because you lack the correct passport, visa or other travel documentation.

13. PRIVACY POLICY

Any personal information that we collect about you may be used for any purpose associated with the operation of a job application or to send you marketing material in relation to our events and special offers. The information may be disclosed to our agents, service providers or other suppliers to enable us to operate the application. We will otherwise treat your details in accordance with our privacy policy and confidentiality.

14. REGISTERED ADDRESS

Ring road street 15, Old Mutual Building, Nairobi, Kenya

15. UPDATING OF TERMS AND CONDITIONS

The Company reserves the right to update and/or alter these terms and conditions at any time, and it is the Clients responsibility to be familiar with them. The latest terms and conditions can always be found on the Company website www.alhasanttravelagency.com will supersede any previous versions.

I Mr./Mrs. _____ ID No. _____ Passport No.

_____ Hereby agree to the above terms and conditions that I have read and understood while sober. I am the rightfully owner of all the documents provided above and I take full responsibilities that are required to make this application a success.

Customers Signature

Date: _____

Head of Operations,

Al Hasanat Travel Agency

Date: _____