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LETTER OF UNDERTAKING

To : PEOPLETECH, LLC
1604 Spring Hill Rd, Suite#302
Vienna, VA-22182

I, _____ (Legal Name),
_____, (Full Mailing Address), Contact Phone # _____ (Mobile) _____, E-mail Address _____, do hereby authorize PEOPLETECH, LLC, 1604 Spring Hill Road, Suite # 302, Vienna, VA-22182, to act, on my behalf, as a job providing agency which, I firmly acknowledge and belief, that, By law, arranges job placement assistance to its valued clients and charges the fees following the established rules and procedures. As a client, I the undersigned committed to comply with the guidelines and all the established/ applicable laws for paying the placement fees which read as follows:

- i) Applicable job placement fee ceiling for a placement in Class "B" (commercial, clerical, executive, administrative and professional employment), the gross fee shall be 60% of the first full month's gross salary. For example, if a person's yearly salary is \$80,000.00, then his/her monthly gross salary would be \$80,000/12=\$6,666.66; 60% of monthly gross salary would be \$6,666.66*.6=\$4,000.00. Alternatively, if a person's hourly rate is \$40.00, then his/her yearly salary would be \$40*52*40 = \$83,200.00, the gross monthly salary would be \$83,200/12=\$6,933.33; 60% of monthly gross salary would be \$6,933.33*.6=\$4,160.00.
- ii) Per Employment Agency Rules, the total job placement fee is payable in five (5) equal installments within first two and a half months from the date of invoice -- if the payment is made bi-monthly basis by the Employer. But PeopleNTech, LLC is delighted to show remarkable flexibilities to its valued clients giving the opportunity to pay the placement fees in five (5) equal installments within first five (5) months from the date of invoice. Therefore, five (5) post-dated checks (giving the dates after thirty-five (35) days from the date of joining – for example, a client joins on June 01 and the date of the first post-dated check should be given July 5 of the same year) equivalent to the said amount (monthly equal installment) must be provided within three (3) working days from the date of receiving the Job Placement Fee Invoice either to a PeopleNTech representative or may be mailed to: PeopleNTech, LLC, 1604 Spring Hill Rd, Suite # 302, Vienna, VA-22182.
- iii) According to Employment agency regulation, JPF (Job Placement Fee) is chargeable for EACH job sustained for 4 months. PeopleNTech, LLC is happy and willing to provide job placement assistance with a discounted rate. For further job placement support in the same field (QTP to QTP, SEL to SEL or DBA to DBA etc.) after first job, the difference of JPF between 2nd job and first job will be charged if someone switches to a better job within less than six months of joining first job. For job support after six months of joining first job, 30% of first month's salary will be charged as JPF for each job under the condition of fulfilling the terms and relationship with PeopleNTech, LLC. Also PeopleNTech, LLC will charge full JPF (60% of 1st month's salary) for a 2nd job in a different field and will charge full JPF (60% of 1st month's salary) each time it provides job placement assistance if someone is not cooperative on JPF/Tuition fee and company's regulations. However, as PeopleNTech, LLC is not charging Job Placement fee upfront, it reserves the right to refuse providing any job placement assistance as well as terminating employment agency contract any time after the agreement is signed for any reason or situation authority deem pertinent.
- iv) A surcharge of 30% will be added to all fees not settled after seven (7) days of the invoice date.
- v) Any invoice not settled within thirty (30) days from the invoice date will be forwarded to the Debt Collector which will result in additional charge.
- vi) Our client is responsible for providing PeopleNTech, LLC, with copies of the Offer Letter and Agreement Paper --duly signed in with the prospective employer, along with the employer's mailing address, telephone and fax numbers, e-mail and website addresses immediately after receiving of the offer.

What includes in the job placement

- Allowing to attend interview class done by industry expert professional.
- Allowing to face interview by instructor in front of huge number of students with the real resume.
- Assisting to create an eye catching resume and projects.
- Taking interview to find out if ready for job.
- One on one session with resume and projects.
- Teaching how to get a job and how to win the interviewers/recruiter.
- Teaching how to negotiate salary and benefits.
- Posting resume to various job sites
- Monitoring if properly responding recruiters with the help of email that given by us.

(Continued page 2)

Client's Initial and date

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- Forwarding resumes to various companies/clients.
- Forwarding resumes to our previous students who hire paying 10% of job placement to them. For that we do not charge extra from you.
- Preparing for the final job interview.
- Make personal available to ask interview tips/questions at the time of job searching.
- Periodical interview sessions by PeopleNTech expert to win the job at the time of job searching.
- Preparing how to present and dress-up at the interview.
- Provide the good references
- Prepare for Do's & don't do's after joining the job.
- Helping to have other required documents getting a job offer.
- PeopleNTech do not give job just provide job assistance, refer to companies, clients, previous PeopleNTech students who hire.

What PeopleNTech will not offer as part of job placement

- PeopleNTech will not provide any proxy interview for job
- PeopleNTech has no ability to give a job without any interview.

Companies hiring process

- Company can send an offer letter just receiving a resume.
- By phone one or multiple phone screening/interview
- By phone screening then one or multiple face to face interview.
- By phone screening, F2F interview and written interview.
- By phone screening, skype interview and written test.

Job Placement Fee (JPF)

- You must send us scanned copies of 5 cheques before getting the resume which will require you to submit to PeopleNTech within three(3) business days from the date of receiving the Job Placement Fee invoice.
- JPF must be paid at the time of signing offer letter form of a company.
- JPF can be payable by 5 installments
- Postdated cheques must be submitted
- The date on postdated cheques will be start one month from the date of joining the job.
- An alternative method of payment need to be provided like authorization of a credit card and just in case the cheques dishonored, PeopleNTech will charge the credit card. 3% of service charge plus \$30 for cheque refuse fee will be charged from the credit card also.
- PeopleNTech will charge every time it provides job placement assistance.
- A late fee of \$10 will be charge each day if JPF is not paid on time.
- If JPF is not received within 2 and half months, the account will be turned with cancelation and attorney. Attorney fee of 33% will be added with the JPF.

Certificate of the Client

- I am very much confident that non-compliance with any one of the foregoing statements on my part, the PeopleNTech, LLC reserves the right to pass the unsettled issue to the Debt Collector and or take legal action against me, which may result in additional charges to be incurred by me.
- By my legal signature hereunder, I hereby admit that I read carefully the above noted instructions in good health and I must follow accordingly.

CLIENT'S SIGNATURE

Client's Legal Full Name (In Block Letters)
Full Student ID :

Date : ____/____/____

NB : Please sign and return this letter of undertaking to: hr@peoplentech.com immediately. Should you have any questions or concerns, please do not hesitate to call at 1-855-job-piit or 703-586-7848