

This Internship Contract ("Contract") dated the 11th day of November, 2025 between:  
TA MARKETING AGENCY

(the "Intern") and

(the "Intern")

## BACKGROUND

WHEREAS, TA MARKETING AGENCY wishes to retain Intern for certain work-related services,

WHEREAS, Intern wishes to render such services to TA MARKETING AGENCY

NOW, therefore, in consideration (the receipt and sufficiency of which is hereby acknowledged), the parties do hereby agree as follows:

### 1. TYPE OF EMPLOYMENT

The Intern will be accepted on the following basis:  
**Fixed Term** [permanent  
full-time/ permanent part-time/ fixed term/ other] position.

### 2. DUTIES

The Intern agrees to carry out the duties and responsibilities as reasonably assigned, including but not limited to:

- **Learning:** Observe and understand how the TA MARKETING AGENCY operates.
- **Assisting:** Help staff with daily tasks (filing, scheduling, organizing).
- **Research & Reporting:** Gather information, prepare summaries, and present findings.
- **Documentation:** Maintain records, update spreadsheets, and handle basic data entry.
- **Communication:** Draft emails, attend meetings, and take notes.
- **Project Support:** Assist on specific projects under supervision.
- **Professional Development:** Attend training sessions, workshops, or mentorship programs.

### KPIs (Key Performance Indicators)

- Learning & Skill Development
- Task & Project Contribution
- Initiative & Proactiveness
- Professionalism & Work Ethic

- Collaboration & Communication
- Growth & Adaptability

***The Intern shall perform their duties to the best of their ability and in accordance with the standards of the TA MARKETING AGENCY.***

### **3. COMMENCEMENT DATE**

The employment will commence on **11<sup>th</sup> of November, 2025** and, unless terminated in accordance with this Contract, will continue until **2 month** duration period is completed

### **4. WORKING HOURS**

- The Employee's working hours shall be 9 AM to 5 PM, Monday to Saturday and Sometimes weekend depending on requirement and flexibility
- On-site: Minimum of once monthly for content creation, strategy meetings and team collaboration
- Remote Flexibility: Most media tasks (planning, editing) can be remote, so we allow flexibility

### **5. REMUNERATION AND PERFORMANCE-BASED ALLOWANCE**

The Intern acknowledges that this internship is primarily for training and professional development and does not constitute an employment relationship. Accordingly, no fixed remuneration shall be due during the internship period. However, the Company, at its sole discretion, may grant stipends or allowances (including, but not limited to, data support or performance-based incentives) to Interns who exhibit exceptional performance, dedication, and measurable contribution to the Company's objectives. Any such payment shall be deemed an ex-gratia benefit and shall not create any entitlement or expectation of continued remuneration or employment.

### **6. CONFIDENTIALITY**

The Intern agrees to maintain strict confidentiality regarding all proprietary information, trade secrets, client data, and other sensitive information obtained during the course of Internship.

### **7. NON-COMPETE AND NON-SOLICITATION**

For as long as Intern works for the TA MARKETING AGENCY, the Intern agrees not to:

- Work for a direct competitor of TA MARKETING AGENCY
- Solicit clients or employees of TA MARKETING AGENCY

## 8. TERMINATION

Grounds for immediate termination include:

- Gross misconduct
- Breach of confidentiality
- Fraud or criminal activities

## 9. INTELLECTUAL PROPERTY

All work products, designs, inventions, or materials created by the Intern in the scope of Internship shall remain the property of TA MARKETING AGENCY

## 10. GOVERNING LAW

This Contract shall be governed by and construed in accordance with the laws of Nigeria.

## 11. ENTIRE AGREEMENT

This Contract constitutes the entire agreement between the and the Employee and supersedes all prior understandings.

### SIGNED BY THE PARTIES

#### EMPLOYER:

Signature: 

Name: TESLIM HAMMED

Title: COO (Chief Operating Officer)

Date: 11<sup>th</sup> of November, 2025

#### INTERN:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

#### GUARANTOR:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Home Address: \_\_\_\_\_

NIN: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_