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**CheckMaze FZE**

P.O. Box: 643625.

Dubai, United Arab Emirates

**Recruitment Services Agreement**

This agreement is entered on this day of **DD-MM-YY** for the provision of Headhunting and Staffing Services including but not limited to other related consulting services;

*Between*

CheckMaze Recruitment Services with its primary place of business at Dubai, UAE [hereinafter referred to as “**Consultant”**]

*And*

**Company’s Name** with its primary place of business at **Complete Address, PO Box**. (hereinafter referred to as “Company”)

**The two parties agree as follows:**

1. CONSULTANT takes the responsibility to do a thorough screening and evaluation based on the Client requirement and present qualified and suitable candidates to the Client.
2. CONSULTANT engages to keep absolute secrecy of all information concerning the Client.
3. If the Client falls short of providing agreed upon remuneration, fringe benefits, allowances, as well as the individual support, on the basis of which the employee decides to discontinue his work, then CONSULTANT holds no responsibility towards the Client who is obligated to fulfill the payment of fees due to CONSULTANT from the hire.
4. The Client will not refer candidates introduced to them by CONSULTANT to a third party. In such an eventuality that they hire the candidate. Then the Client is liable to pay the placement fee.
5. If applicant introduced by the CONSULTANT is rejected by the Client at any stage or the applicant rejects an offer made by the Client and is subsequently employed by the Client in any capacity whatsoever within 12 months of rejection, including when a candidate is reintroduced from another source, the Client shall be liable to pay the recruitment consultation fees in full.
6. The fees structure is as follows:
7. **Professional Fees Charged for Permanent Staffing:**

One Month Gross Salary across the positions.

1. **Disbursement:**

Invoice will be raised once candidate joins the organization. Payment needs to be made within 30 days from date of invoice raised by CONSULTANT. In the event of delay in payment, interest would be levied at the rate of 3% per month on the amount due.

1. **Replacement/ Reimbursement:**

A free replacement will be provided in case of any justified exits of candidates (Resignation / Termination due to non-performance) job within 3 months from joining date. (Justification should not include redundancy)

1. **Candidates:**

Any Candidate sponsored by us will be treated as our candidates, absorbed for any position by your organization or sister companies, if any, within two years from date of submission of Resume’. This would be effective in spite of termination of agreement within this period. On Submission of Resume’ should you not revert in 7 days on short listing or duplicity, it would be considered a CV from CONSULTANT, if selected in future.

1. **Validity / Renewal:**

This agreement would be valid until either party has given a written intimation for discontinuation or renewed at mutually agreed upon terms and conditions. Charges for the candidates selected from the CVs submitted during the validity of this agreement would be as per the terms and conditions agreed upon in this agreement.

1. **Exclusivity:**

We prioritise clients with exclusivity and retainership. In order to ensure confidentiality, personalisation and proper presentation and positioning of client brand, we work on exclusive assignments. Any assignment mandated to CONSULTANT shall not be shared with any other consultant for 3 weeks. Any candidate approached by the client in past and which may be under consideration shall be indicated in advance before we initiate the assignment.

**Acceptance of Above Terms and Conditions:**

You may please formalise the mandate by accepting the above Terms and Conditions.

For, CheckMaze FZE

Authorised Signatory: Shweta Srivastav, Director

Date :

Place : Dubai, UAE

Company Seal:

Accepted By:

For,

Authorised Signatory:

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

Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal: