



MERAND • CORBETT & ASSOCIATES
PERSONNEL CONSULTANTS

Reg. No. CK90/010099/23

TERMS AND CONDITIONS FOR MERAND CORBETT & ASSOCIATES CC

PERMANENT PLACEMENTS

TERMS AND CONDITIONS

Upon interviewing or employing a referred candidate by Merand Corbett & Associates, the client accepts these Terms and Conditions. The fee is based on the Annual Total Cost to Company (incl. bonuses, fringe benefits, 13th cheques & allowances) offered to the prospective candidate irrespective of how the package is structured. The fee as calculated is exclusive of VAT. The fee is payable by the employer and no charge is made to work seekers.

Fees become due for payment when the candidate introduced commences employment in any capacity (whether as an individual or other legal entity) temporary or permanent with your Company, or a party to whom you introduce the candidate commences employment.

Merand Corbett & Associates reserves the right to invoice the Client a placement fee, should our candidate/s be appointed by the Client or a third party introduced by the Client, within 12 (twelve) months of referral. No deviations can be made to these Terms and Conditions without written corroboration signed by or on behalf of both parties.

The fee is calculated on the basis of a percentage of the employee's Total Cost to Company as set out below.

FEES * (Below bundle options for selection)

**The Placement Fee is exclusive of VAT*

Annual T.C.T.C.	Fee	Guarantee Period
All	17% of annual CTC	90 days
All	15% of annual CTC	60 days
All	13% of annual CTC	30 days

GUARANTEE

Merand Corbett & Associates offers a three month Guarantee **subject to the fees being paid within 14 days of invoice date**. Guarantees are not valid where the candidate is no longer employed due to termination owing to operational requirements and/or an unfair labour practice of a breach of agreement with the Merand Corbett & Associates referred employee, which causes the said employee to leave.

Should Merand Corbett & Associates' candidates be **retrenched** or made **redundant** during the guarantee period, the full placement fee is due.

KEEPING OUR GUARANTEE

Should a candidate leave the employ of the Client within the stipulated guarantee period, Merand Corbett & Associates will recruit a replacement candidate **at no extra cost** to the Client, provided the guarantee has **been validated by means of the account being paid within 14 days' upon receipt of invoice**. Merand Corbett & Associates must be advised of the lawful termination of employment within **5 (five)** working days form the date of termination. Merand Corbett & Associates requires a minimum of **10 (ten)** working days exclusivity to replace the candidate.

In the event that Merand Corbett & Associates are unable to replace the candidate, the amount will be **credited** against the next placement and will be calculated as follows: -

EMPLOYMENT TERMINATES		CREDIT REFUND
Within 5	days	80%
Within 6 – 60	days	50%
Within 61 – 90	days	25%

This credit will only be honoured for a **6 month** period.

SUITABILITY OF CANDIDATES

Merand Corbett & Associates does not accept liability for any information and/or misrepresentation made by the candidate to Merand Corbett & Associates and/or their Clients which later proves to be untrue, inaccurate or unfounded.

TESTING

Merand Corbett & Associates has the facility to carry out credit and criminal checks, validation of Diploma's, Degree's and driver's licenses. These pricing structures will vary accordingly.

Thank you for affording Merand Corbett & Associates the opportunity of doing business with your company. We look forward to building a long-term business relationship by offering our expertise, professionalism and value-added service.

I hereby accept and agree to the above terms and conditions.

Company Name: _____

Name (Print): _____

Signature: _____

Date: _____