

RECRUITMENT AGREEMENT

BETWEEN

And

INTERNATIONAL EXPERTS FOR TECHNICAL SUPPORT SERVICES, INC. (IETSSI)

This Recruitment Agreement entered into by and between with office address at..... represented herein by its referred hereinafter as the **PRINCIPAL** and **INTERNATIONAL EXPERTS FOR TECHNICAL SUPPORT SERVICES, INCORPORATED, (IETSSI)**, with office address at No. **3400 Gen. Lim St. cor Rodriguez St., Bangkal, Makati City, Philippines**, represented herein by **Ms. FRANCISCA DE GUZMAN**, the Manager, herein after referred to as Legal Representative, set forth the following agreement between the parties:

I. GENERAL OBJECTIVES:

- A. That the **PRINCIPAL** shall utilize the facilities of the Agency for the purpose of recruiting, pre-selecting, processing and documenting Filipino workers hired through the said **AGENCY** for its operation in Kuwait.
- B. That the **AGENCY** shall make available to the **PRINCIPAL** pre-screen applicants as per requisitioned, but the **PRINCIPAL** shall have the final authority to approve the selection of personnel for hiring and employment.
- C. That the services of the agency shall include but are not limited to Medical Examination, briefing and orientation and facilitating documentation for travel and all related matters to the deployment of the hired worker.

II. FEES AND TERMS OF PAYMENT:

- A. The **PRINCIPAL** shall pay in advance to the legal representative the sum (to be agreed upon) per selected worker as minimum mobilization fee (MMF) for the pre-selection, documentation and processing in accordance with rules and regulations issued by the department of labor and employment such payment shall not in any manner be levied on the accepted applicants by either the representative of the principal.

III. TRAVEL ARRANGEMENT

- A. The **PRINCIPAL** shall be solely responsible for and bear the expenses Securing visas or work permits from the government entity issuing such documents for the selected workers.
- B. The **PRINCIPAL** shall notify the **AGENCY** regarding the worker's Working Permit / Visa Approval / N.O.C before **AGENCY** allows the worker to travel;
- C. The **PRINCIPAL** shall be responsible in providing joining airline ticket for the Workers from Manila to the place of work and return ticket after contract completion.

IV. EMPLOYMENT

- A. All selected / hired workers shall be employed under the Employment Contract to be provided by the **PRINCIPAL**.
- B. This Employment Contract should contain the minimum requirements as set forth by the Philippine Overseas Employment Administration (POEA) to :
 - 1. Standard salaries and wages
 - 2. Just cause for termination
 - 3. Adequate board and lodging
 - 4. Other benefits such as Free Insurance Leave with pay every year, Overtime Pay, differentials and other remuneration that must be given to the employee

V. RESPONSIBILITIES OF THE PRINCIPAL

- A. The **PRINCIPAL** will observe and protect the right and welfare of the Workers hired under this agreement in accordance with the laws of the Philippines.
- B. In case of termination of the workers employment for cause or as a result of death or serious injury, the **PRINCIPAL** will immediately inform the Philippine Embassy / Labor Attache nearest to the Employment site and the **AGENCY**.
- C. In case of death of the workers, the **PRINCIPAL** shall pay the expenses of the repatriation of the remains of the workers and his / her personal properties to his relatives in the Philippines.

VI. TERMINATION

This agreement shall be in effect for the period of One (1) year from the date appearing below, unless terminated by either party with thirty (30) days prior notice. Unless either party notifies the other of its termination, this agreement shall be extended automatically for another year.

IN WITNESS WHEREOF, we have hereunto set our hands this
.....

For:

For:

**INTERNATIONAL EXPERTS FOR
TECHNICAL SUPPORT SERVICES
INCORPORATED (IETSSI)**

**FRANCISCA DE GUZMAN
Manager**