

RECRUITMENT AGREEMENT

THIS **AGREEMENT** is made on in Sofia, Bulgaria betweendoing business as; tel:..... fax: represented by, General Manager (hereinafter called "the **EMPLOYER**") of the one part, and **TRIMONIUM LTD., Agency in Bulgaria** (hereinafter called "the **AGENT**" of the other part.

WITNESSETH AS FOLLOWS:

The **EMPLOYER** is desirous of recruiting skilled/semi- skilled employees and administration employees. The **AGENT** is willing to provide such services as may be needed in the course of recruitment activities in

1. Responsibilities of the Agent

1. **The Agent** shall be the assigned and authorized agency to recruit employees from **Bulgaria** as and when required by the Employer, upon individual company approved requests.
2. **The Agent** shall make preliminary screening/Interview of the applicants by qualified personnel and forward a shortlisted applications to the **EMPLOYER** and arrange to inform the candidates by the most effective and reliable method and to have them ready for interview.
3. **The Agent** shall maintain files or computerized records of all CVs of candidates (shortlisted and selected) with an the necessary details (namely, permanent and present addresses, contact telephone numbers, etc.) for retrieving as and when required by The **EMPLOYER**.
4. **The Agent** shall be responsible for attending to all formalities such as local authorities clearance, passport Issuance and travel arrangements.
5. **The Agent** win endeavour (using their all influence) to deploy the selected candidates, with minimum possible delay.
6. **The Agent** shall ensure that all selected candidates prior to their departure to have no other commitments with any other employers and obtain clearance from the previous employer.
7. **The Agent** shall have an agency fee for the above-mentioned task, an amount of **USD** for each selected candidate and that will be payable by the **EMPLOYER**. The **EMPLOYER** confirms that the mentioned amount is at the expense of the **EMPLOYER** and the values have not be deducted of the employee's wages.
8. Full payment will be paid to **The Agent** by the **EMPLOYER** after one weeks from the arrival of selected candidates.

2. Responsibilities of the EMPLOYER

- 1. Provide air tickets from the point of hire to all recruits and return air tickets upon the successful completion of employment contract.
- 2. Provide the following documents required by the Agent for recruitment:
 - a) As and when necessary, manpower requests or requisition stating the number of workers needed and salary rates.
 - b) Standard company employment contract.
 - c) Job Description
- 3. Secure work and other documents required for hired personnel in connecton with their assignment and stay in the country of operation.
- 4. Labor hours, rest days in week, remuneration, paid leave, social insurance, and employment accident indemnity to be as laid down in Appendix A, which is an integral part of this agreement

3. Term and Termination of Agreement

- 1. This Agreement is valid from the date of signature and will remain in force until revoked by any of the parties.
- 2. Either party has the right to termhate the agreemerrt by serving one month written notice.

4. General

- 1. **The Agent** shall not use in the conduct of its business any name other than that by which this Agreement is signed.

This agreement is signed in witness of
PIN _____ Sworn Translator from Bulgarian to English.

For and On Behalf of doing
business as,
P.O. Box

**For and On Behalf
of the Agent**

Name :
Position :
Signature :

Name : TRIMONIUM LTD.
Position : General Manager
Signature :

Translator :

/...../

Appendix A

Position 1:.....

1. Labour hours hours per weeks
2. Rest days in week
3. Remuneration: per month
4. Paid leave: days per year
5. Social Insurance in accordance with the Labour legislation of
6. Employment accident indemnity in accordance with the Labour legislation of

Position 2:.....

1. Labour hourshours per weeks
2. Rest days in week
3. Remuneration: per month
4. Paid leave: days per year
5. Social Insurance in accordance with the Labour legislation of
6. Employment accident indemnity in accordance with the Labour legislation of

Position 3:.....

1. Labour hours hours per weeks
2. Rest days in week
3. Remuneration: per month
4. Paid leave: days per year
5. Social Insurance in accordance with the Labour legislation of
6. Employment accident indemnity in accordance with the Labour legislation of

Position 4:.....

7. Labour hours hours per weeks
8. Rest days in week
9. Remuneration: per month
10. Paid leave: days per year
11. Social Insurance in accordance with the Labour legislation of
12. Employment accident indemnity in accordance with the Labour legislation of

Position 5:.....

13. Labour hours hours per weeks
14. Rest days in week
15. Remuneration: per month
16. Paid leave: days per year
17. Social Insurance in accordance with the Labour legislation of
18. Employment accident indemnity in accordance with the Labour legislation of