



RECRUITMENT: TERMS AND CONDITIONS OF BUSINESS

HOPKINSCOETZEE ASSOCIATES (PTY) LTD is a professional human resource management consultancy, that offers a wide range of services to employers.

The matching of client staffing requirements with top calibre talent is one of our specialist areas.

1. FEES

- 1.1 A fee of 15 % plus VAT of the agreed total per annum cost-to-company remuneration package shall be payable by any client who appoints any person as an employee in whatever capacity, as a result of the introduction or referral to the client by HopkinsCoetzee Associates within a period of 12 months of such introduction or referral.
- 1.2 Should such employee be employed by a subsidiary or any third party associated with the client, the client will still be liable for payment of the full fee.
- 1.3 The client will be invoiced before, or on, the date on which the applicant starts work and payment will be due within seven days after the starting date. The client will not be charged until the actual employment of a successful applicant.
- 1.4 The fee mentioned above will be negotiable in case of an agreed 'exclusive consultancy' or to reward volume business placed with HopkinsCoetzee Associates or if the full recruitment process is not required, i.e. 'response handling'.

2. CONTRACT APPOINTMENTS

For a contract of 3 – 5 months	=	20% of the contract value
For a contract of 6 – 11 months	=	18% of the contract value
For a contract of 12 months >	=	15% of the contract value

For example:

Package = R10 000 per month, contract period = 6 months, charge = 18%

R10 000	X	6	=	R60 000
R60 000	X	18%	=	R10 800
R10 800	+	14%	=	R12 312

Our standard procedure is to bill our client up front for the entire period and if the contractor leaves beforehand, we reimburse the balance. If a contractor is offered a permanent position, the balance of the normal fee (15% of annual package) will be charged.

In the event of a temporary assignee of HopkinsCoetzee being offered and accepting a permanent position within 12 months of the last day of the assignment, the client will be charged the normal recruitment fee.



3. GUARANTEE

- 3.1 Should employment of a candidate be terminated within 3 months after commencement, we will endeavor to replace the candidate at no extra cost. However, if we can not find a suitable replacement within 2 months, 50 % of the fee will be refunded.
- 3.2 To validate this guarantee, payment is required within 7 days.
- 3.3 No replacement or rebates will be offered in case of redundancy or retrenchment.

4. OTHER COSTS

- 4.1 Advertising, testing, travelling, etc., are not included in the fee above and will be agreed with the client before any costs are incurred.
- 4.2 Please note that it is normal procedure for us to conduct confidential search assignments ("head-hunting") and that no extra fee or advance payments will be applicable.

5. GENERAL

- 5.1 HopkinsCoetzee Associates (Pty) Ltd, a BEE Level Four Contributor (**BEE 9403621**), fully subscribes to the principles of the Employment Equity Act and all other relevant labour legislation. We are registered as a Private Employment Office with the Department of Labour (**WC PRL 2017/02/05**) in terms of section 24 of the Skills Development Act, 1998. (Certificates available upon request)
- 5.2 We are committed to a complete one-stop service to employers and with the assistance of our carefully selected specialist associates (where necessary), could assist employers with all their human resources needs.

RECRUITMENT REQUEST

NAME OF BUSINESS :
CONTACT PERSON :
POSTAL ADDRESS :
TEL: FAX: E MAIL:

JOB TITLE :
REPORTING TO :
LOCATION :
REASON FOR VACANCY :

KEY PERFORMANCE AREAS

COMPETENCIES REQUIRED

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |
| 6. _____ | 6. _____ |

MINIMUM QUALIFICATION :

YEARS AND TYPE OF EXPERIENCE :

DATE WHEN PERSON MUST START :

SALARY PACKAGE OFFERED :

OTHER BENEFITS :

SPECIAL REQUESTS :

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TERMS & CONDITIONS ACCEPTED : YES/NO DATE: SIGNED:

Please return to HopkinsCoetzee Associates
E-mail: recruitment@hopcal.co.za or Fax: 021-863 0906