

AGREEMENT

This agreement made and entered into between
(Name & position) of (Company name)
(hereinafter called as the foreign Principal) and Mabel Samantha Karunasekera Director **C C L EXECUTIVE SEARCH (PRIVATE) LIMITED** (hereinafter called as the local agent) of 93/1A, 1/1, Manning Place Wellawatte Colombo 6 Sri Lanka to recruit manpower from Sri Lanka for employment in Company name.

This Agreement is signed to facilitate recruitment of manpower from Sri Lanka by the Principal through the local Agent and shall have the following terms and conditions as herein after referred to:

1) Recruitment

A) The person or persons recruited shall be for the employment or employments as per the job order and shall be designated as stated in the job order issued by the Principal.

2) Duration of contract

A) The duration of the contract of employment would be initially for two years renewable by mutual consent of the employer and employee.

3) Air passage

A) Theway return air ticket will be provided for all employees under this agreement and as stated in the job order

4) Working hours

A) Working hours shall be eight (8) for skilled employees per day and 48 hours per week.

B) Lieu days/overtime payments will be given in compensation for off duty hours and off duty days as per the U A E laws.

C) One day off per week will be given for all employees.

5) Responsibilities of the foreign principal

- A) The salary and other allowances shall be paid as stated in the job order & or the letter of employment.
- B) meals will /will not be provided to the employees
- C) Accommodation/allowance shall /shall not be provided for the employees
- D) Free medical facilities shall be provided for the employees.
- E) All complaints made by the employee or employees regarding their working conditions shall be settled as soon as possible and as per the laws of the hosting country.

6) Responsibilities of local agent

- A) The local agent shall select suitable candidates according to the foreign principal's requirements and submit the Resumes and other relevant documents to the foreign principal. Local Agent will be responsible for handling all matters with Government Authorities relating to the recruitment in Sri Lanka
- B) The local agent shall undertake to ensure that all candidates for the employment will and shall be guaranteed for a period of 90 days from the date of departure.
- C) The Local Agent will replace without a Service Fee any employee if he is found unsuitable to carry out his duties or refuses to perform his duties for any reason whatsoever during the 90 days period

7) Annual leave

- A) The employee or employees shall be entitled to 30 days paid leave on completion of 12 months period

8) In case of death

- A) In case of death of the employee or employees during the contract period the foreign principal agree to repatriation of the remains of the deceased along with the personal effects and savings at the expense of the foreign principal as per the regulations and laws of the host country.

9) Compensations

A) The foreign principal shall ensure that the personal life and accident insurance for the employee or employees will be provided for work connected illness, injuries or death in accordance with the pertinent laws of the host country.

10) Other terms and conditions

A) All other terms and conditions of employment shall be governed by the pertinent law of the host country

11) Terms of payment

A) The foreign principal shall pay to the local Agent the sum or equivalent sum of one month's salary for each selected employee, as processing fee and administrative fees payable upon final selection of the employee.

.....

Foreign principal
(signature and rubber stamp)

date:-

.....

Local agent
(signature & rubber stamp)

date:-