

Date:

**Private & Confidential**

<b>Name of Company:</b>	
<b>Billing Address:</b>	
<b>Billing Attention Person:</b>	
<b>Contact &amp; Email:</b>	

**TERMS & CONDITIONS OF BUSINESS – TEMP RECRUITMENT**

The Client accepts these terms and conditions when using **GMP Recruitment Services (S) Pte Ltd** (*Hereinafter referred to as GMP*) services by virtue of an interview or the engagement of any staff(s) introduced by GMP.

**1. REQUIREMENTS & DETAILS OF SERVICE**

The Client should clearly indicate the requirements of the service in the table below. GMP will not be held responsible for any failure in observing the requirements if not specified and full charges will still apply.

<b>Total no. of staff needed</b>	
<b>Address of working location/ training / briefing</b>	
<b>Working date &amp; hour</b>	
<b>Brief Job Description</b>	
<b>Work Attire / Grooming</b>	
<b>Name &amp; Contact of person in charge / Supervisor</b>	

**2. FEE STRUCTURE**

Hourly Charge Rate	Normal rate:  Temporary Event Assistant: 01-20pax: SGD \$ <u>18</u> / per hour* 21-50pax: SGD \$ <u>16</u> / per hour* >51pax: SGD \$ <u>14</u> / per hour*  Hostress: SGD \$ <u>20</u> / per hour*  (Inclusive of payroll fee, 17% CPF, 0.25%SDF, 2% WICA, but excluding GST)
Overtime Charges	Overtime time will apply in accordance to Singapore Employment Act
Breaktime of candidate/s	Charge at minimum 30 minutes or as per recorded timing on timesheet, whichever is higher

### 3. PAYMENT TERMS

The Client shall pay GMP 50% deposit of total billing upon signing of this agreement. The remaining balance will be invoiced to Client on the first day of Event and is payable immediately by mode of cash payment. Any bank charges incurred during the fund transfer will be charged back to Client.

<b>Total billing (exclusive GST)</b>	
<b>Total billing (inclusive GST)</b>	

### 4. CHANGE OF HEADCOUNT/SCHEDULE

Any change of headcounts should be informed 1 day in advanced else GMP reserves the right to seek compensation up to 4 hours of the temp rate charged for the headcount committed and agreed in the agreement.

### 5. ADDITIONAL CHARGE & REFUND

Any additional charges or shortfall of the service fees (due to cancellation of service by Client or non-fulfillment headcount/s) will be invoiced/refund to Client on the last day of Event in the mode of cash payment or bank transfer.

### 6. INDEMNITY

GMP will make every effort to satisfy the Customer by ensuring that the candidate has a reasonable standard of skill, integrity and reliability. However, GMP will not accept liability for any loss, expense, damage arising from either delaying in or failure to provide any candidate or from the negligence, dishonesty, misconduct or lack of skill or any other act or omission of the candidate provided to the Client.

### 7. GOVERNING LAW

These terms and conditions shall be governed by the laws of Singapore and the parties hereby submit to the non-exclusive jurisdiction of the courts of Singapore.

Kindly indicate your acceptance of the above terms of business by endorsing every page of this letter and return a duplicate copy via email to GMP.

Yours sincerely,

*Wee Keat*

**Ng Wee Keat (R1104654)**  
**Senior Manager**  
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E: [weekeat.ng@gmprecruit.com](mailto:weekeat.ng@gmprecruit.com)

Agreed and accepted by,

\_\_\_\_\_  
(Signature & Company Stamp)

Name:  
Designation:  
Date