

TERMS OF ENGAGEMENT FOR: _____

(Name of the client)

Membership ID _____ (kindly quote for special rates)

Become Member NOW!

RE: APPOINTMENT OF _____

(Position)

1. Our professional fee is 16.67% or as per your special negotiated membership rate (kindly attach relevant documents/ quote your ID number) of the candidate's first-year remuneration package plus applicable taxes.
2. The term "first-year remuneration package" means the annual base salary, anticipated bonus, and any other cash allowances (Annual Cost to Company)
3. Steps of executing mandate:
 - a) Mapping in of the Competitors only for the positions opened to ONLYCHEFS
 - b) Executing the Search once getting a go-ahead from Client
4. Our fees are invoiced in the following manner:
 - A) 20% of the deemed fee (12% of annual CTC of the position) will be payable in advance along with the request authorization form
 - B) The balance will be due upon completion of the assignment which will be deemed complete upon the signing of the offer letter by the candidate
 - C) The advance is fully adjustable against the final fee payable upon signing the offer letter, however if the client recruits through some other recruitment channel, this amount shall not be refundable/ adjustable against any other service.
5. All fees and expenses are to be settled within 30 days from the date of invoice. If payment is not received within 30 days, a charge of 1% per month will be automatically added until payment is made.
6. Should any assignment be cancelled by the client prior to completion, notice must be provided in writing. Onlychefs shall be entitled to invoice the client as follows:
 - a) Cancellation within 30-45 days of taking instructions on the assignment - all expenses and 15% of the professional fee for the assignment (based upon the estimated first-year remuneration package for the position)

- 7. If the appointee resigns within 90 days from the signing of an offer letter, Onlychefs will reopen the search for a suitable replacement
- 8. In the event the client employs a candidate introduced by Onlychefs in the period of one year following introduction, the client is liable for the full fee as outlined above.
- 9. While Onlychefs makes every reasonable effort to verify the representations of its candidates on their backgrounds and qualifications, any curriculum vitae submitted is based on information provided by the relevant candidate. Prior to any offer made to a candidate, Onlychefs will undertake a reference check and a final due diligence, *if requested*, in an effort to verify facts submitted by the candidate. In accepting curriculum vitae, the client agrees that all information about the candidate will be treated as confidential and that no independent background checking will be done without first consulting Onlychefs
- 11. All head hunts conducted by Onlychefs are *exclusive*. If the client fills the position by employing other means of recruitment, then it will be as if Onlychefs has fulfilled its responsibilities and the client will remain liable for all fees and expenses described above.

CLIENT: ()

Signature and Stamp

PREPARED BY: **Arun Trikha**

DATE:

AUTHORIZATION SIGNATURE:

NAME:

POSITION:

DATE:

Please return one signed copy to Onlychefs at your earliest convenience for us to begin the search!