



**Pick Me Recruitment (Pty) Ltd.  
Client Registration and Placement Terms**

<b>Name of Client</b>	
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<b>Trading Name</b>	
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<b>Date Established</b>	
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<b>Registered Name</b>	
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<b>Company Registration Number</b>	
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<b>VAT Number</b>	
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<b>Contact Details</b>	<b>Cellular:</b>
	<b>Alternative Number:</b>
	<b>E-mail Address:</b>

<b>Postal Address</b>	<b>Physical Address:</b>
	<b>Postal Code:</b>

<b>HR/Recruitment Manager</b>	<b>Accounts Contact</b>
<b>Name:</b>	<b>Name:</b>
<b>Contact Details:</b>	<b>Contact Details:</b>

<b>Directors/Members/Partners</b>		
<b>Name and Surname</b>	<b>ID Number</b>	<b>Postal Address</b>

I / We agree that:

1. The information contained in this document is true and correct.
2. I/We am/are duly authorized to apply for credit facilities on behalf of the applicant.
3. I/We understand and acknowledge having read the terms and conditions provided by Pick Me Recruitment (Pty) Ltd and acknowledge that it shall apply to all transactions between the applicant and Pick Me Recruitment (Pty) Ltd.

**Name and Surname:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**GUARANTEE PERIOD, FEE STRUCTURE AND REBATES**

**1. PERMANENT / FULL TIME PLACEMENTS - A full time contract is indefinite**

Our fee is calculated at 10% of the Candidate's Gross Annual Salary.

**Note:** Annual TCTC packages exclude any company benefits such as but not limited to, 13<sup>th</sup> cheque, guaranteed bonus, car or cell phone allowances or accommodation.

**Pick Me Recruitment offers (2) Two Placement Fee payment options:**

Fee Structure	Permanent Placement Fee	Payment Structure	Permanent Replacements
% Placement Fee based on the Candidate's Gross salary, for the full duration of employment calculated	10%	10% of the Gross Salary within 7 days from date of invoice.  The fee based on Candidates Gross Annual Salary.	If <b>Pick Me Recruitment</b> is unsuccessful in finding a suitable replacement candidate, a credit will be held for any future placements.
<b>OPTION A: GUARANTEES AND REBATES BASED ON FULL PLACEMENT FEE PAYMENT WITHIN 7 DAYS OF THE CANDIDATE'S COMMENCEMENT DATE</b>			
<b>100 % Payment within 7 (seven) days of the candidate's commencement date</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>
<b>Rebate</b>	<b>50%</b>	<b>25%</b>	<b>25%</b>
<b>OPTION B: THREE MONTHLY PLACEMENT FEE PAYMENT SCHEDULE BASED ON A SPECIAL PAYMENT ARRANGEMENT FOR THE PLACEMENT FEE THE GUARANTEE AND REFUND IS NOT AVAILABLE AND VALIDATED WITH THIS PAYMENT OPTION</b>			
<b>3-Monthly payment arrangement</b>	<b>1 - 30 Days</b>	<b>31 - 60 Days</b>	<b>61 - 90 Days</b>
<b>Payment Schedule:</b>  % Payable towards the total placement invoice within 7 (seven) days of commencement date	<b>50%</b>	<b>25%</b>	<b>25%</b>



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**2. GUARANTEE - Based on Payment Option A only**

We offer a guarantee on all appointed candidates where 100% placement fee payment is applicable as per Payment Option A. **Pick Me Recruitment** aims to find a suitable candidate at no additional cost should the applicant leave your employ within the guaranteed period.

You will be credited a % of the placement fee dependent on the candidate's employment time frame as per Option A above. If we are not able to find a suitable candidate within 30 days of termination of employment, **Pick Me Recruitment** will hold a credit for any future placement with your company. No refunds will be made.

**3. TEMPORARY / FIXED TERM PLACEMENTS - Specified Period**

Fee Structure	Temporary / Fixed Term Placement Fee	Payment Structure	Temporary Replacements
% Placement Fee based on the Candidate's Gross salary, for the full duration of employment calculated	15%	15% of the Gross Salary within 7 days from date of invoice.  The fee is calculated for the full duration of the temporary contract.	If <b>Pick Me Recruitment</b> is unsuccessful in finding a suitable replacement candidate, a credit will be held for any future placements.

Should one of our applicants be offered a permanent position within a 6 (six) months period, the standard placement fee, less the temporary placement fees already paid, be due to **Pick Me Recruitment**.

**4. HOURLY PAID STAFF – information on request**

**CLIENT TERMS AND CONDITIONS**

1. The terms of the Guarantee entails the Client to pay the full fee within (7) seven business days of the candidate commencing employment. (Option A)
2. A special payment option consisting of a three monthly payment schedule is available. The terms of the Guarantee is not applicable and validated. (Option B)
3. As soon as the candidate commences with employment, in any capacity, our Fees will arise and become due for payment by the Client or party to whom the candidate was introduced to.
4. The full or part-payment for both Option A and Option B must be received within (7) seven days from the candidate's commencement date

Pick Me Recruitment (PTY) LTD, Western Cape, 7646 • Company Registration Number: 2018/619729/07

Owner-Operator: Z. Oelofse-Cornthwaite 082 399 6381 • [info@pmrecruitment.co.za](mailto:info@pmrecruitment.co.za) • [www.pmrecruitment.co.za](http://www.pmrecruitment.co.za)



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5. The Client is prohibited from contacting the Candidate, or any references, without written consent from **Pick Me Recruitment**. All communication is channeled through **Pick Me Recruitment** only
6. The Guarantee may not be relied upon where the Candidate's employment is terminated, within the period of the guarantee, for reasons beyond the Candidate's control such as, but not limited to, redundancy or retrenchment, unfair dismissal, unacceptable working conditions, substantial change for the original job description, management changeover, business closure and restructuring and conduct of the client which leads to the candidate to resign.
7. **Pick Me Recruitment**, will not be held liable for the Client's non-compliance with the provisions of any of South African Employment related legislation.
8. The Agreement is valid for a (12) twelve-month period, from date of Client signature.
9. Any variations relating to the Terms and Conditions needs to be in writing on agreement between the Client and **Pick Me Recruitment**
10. The Candidate's personal information may not be utilized by the Client in terms of POPIA, the provision of the Protection of Personal Information Act 2013. CV's distributed to the Client remains the property of **Pick Me Recruitment** for 12 months. CV's may not be distributed to 3<sup>rd</sup> parties. The Client will be liable for the fee as stipulated in the Terms
11. Although the applicant has been carefully selected, **Pick Me Recruitment** will not be liable for any loss or damage that the Client may incur by any potential candidate placed with the Client
12. The full placement fee remains the same should the appointment of the applicant be based on a trial period. The trial period will form part of the guarantee period
13. Any replacement or credit must be made in writing to **Pick Me Recruitment** within (7) seven days of termination of employment date (Option A only)
14. Any Candidate trial shifts must be confirmed with **Pick Me Recruitment**. Any additional trial shifts must be paid for according to industry rates
15. Any engagement of an applicant introduced by **Pick Me Recruitment** will signify your acceptance of these conditions.
16. With the Protection of Personal Information Act (**POPIA**) set to go live on 1 July 2021 please be advised that as a business we are required to comply with the Act requirements. We therefore require your agreement to utilise your information for the intended purpose of conducting recruitment. Your information will be strictly safeguarded. By signing this document you agree.

Name and Surname: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_ Signature: \_\_\_\_\_