

Recruitment Service - General Conditions 2019

✓ **Job advertisement and search : Free**

- Receive job offers from member and non-member companies
- Search candidates with suitable profiles in our databases (CCIFJ proprietary and external)
- Screen candidates
- Arrange interviews with the candidates introduced to the company by CCIFJ
- Follow up with candidates after interviews until final proposal

✓ **File closing fees for members**

- Annual package < 6,000,000 yens: 13% of the annual package*/**
Annual package ≥ 6,000,000 yens: 16% of the annual package*/**

✓ **File closing fees for non-members**

- 20% of the annual package */**

* fees excl. VAT

** yearly income of the hired candidate (including gross annual salary, all bonuses and housing allowances)

Contract terms and conditions

1. Our service **does not include head-hunting**, and is a non-exclusive service.
2. The signature of these recruitment general conditions is a pre-requisite to any research being undertaken by CCIFJ, and in any case mandatory before the organization of the first interview with the candidate. Recruitment conditions are tacitly renewed from one year to another. If the conditions change, CCIFJ will send the new conditions for signature by the client prior to any new search.
3. Assistance of CCIFJ is done only for recruitment of staff to be employed with a fixed period contract of at least 1 year or for a permanent contract. **Even if the client wishes to hire the candidate for less than a year, CCIFJ will invoice based on the one-year package equivalent.**
4. In case of hiring, the company commits to giving the accurate date of hiring, the name of the person hired, the actual job description and all the details of benefits and compensations. If necessary, CCIFJ is authorized to request a copy of the contract. The file closing fees will have to **be paid within the month the hired person joins the company**. Closing fees are non-refundable.
5. Closing fees also have to be paid if the candidate introduced by CCIFJ is hired for another position within 12 months after first receiving the candidate's resume. The company commits to informing CCIFJ about it.
6. **Early termination of employment:** In case of termination of employment by either the company or the candidate within three months of start of work, the company should notify to CCIFJ in writing the date and the detailed reasons of the contract termination. CCIFJ will then offer a credit to the company equal to the closing fees previously paid by the company. This credit can be used for recruitment within 12 months after the hiring date of the candidate. If the same candidate is recruited by the same company, or its subsidiary or an affiliated company within 12 months of the candidate's leaving, the credit will then not be due.

Company commitment toward CCIFJ – Recruitment and Training Department

Name of the firm: Phone:.....

Name and position of the contact:

Date:

Signature: