



# MARYALE GLOBAL AGENCY LIMITED

*For assured service delivery*



+254 101 494 751 / +254 748 300 742



[maryaleglobalagency@gmail.com](mailto:maryaleglobalagency@gmail.com)



Lolita street, Off Koinange st.  
Pension Towers, 10th Fl. Suite

## RECRUITMENT SERVICES AGREEMENT.

This agreement is entered into **Between:**

Agency Name: **MARYALE GLOBAL AGENCY LIMITED**

Registration Number: **PVT-AJZUALYP2**

**And:**

Client Name:

Passport Number:

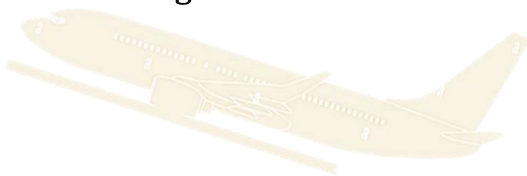
## AGREEMENT FOR THE PROVISION OF SERVICES IN RECRUITMENT

We would like to tender this agreement for your perusal.

This document has been tailored to outline the terms and conditions, remuneration, and ramifications for the recruitment services provided.

The subject of this agreement is the provision of recruitment services by the agent, at the request of the client, for job opportunities in Europe, UAE, USA and Canada

Warm Regards



**JOSEPH MARY**

Yours Truly  
Executive Director



**Official Website**  
[www.maryaleglobalagency.com](http://www.maryaleglobalagency.com)





## **AGREEMENT FOR THE PROVISION OF SERVICES IN RECRUITMENT:**

### **Fees and Payment Terms**

- 1.The total cost of the recruitment process is KShs. 450,000 for Europe, KShs. 500,000 for Canada, KShs. 650,000 USA, KShs. 250,000 for Dubai and Kuwait, KShs. 220,000 for Qatar and KShs. 350,000 for Turkey payables in installments as agreed upon.
- 2.The client is required to pay an initial fee of KShs. 100,000 for paperwork and is included in the commission and is non-refundable once the offer letter is issued.
- 3.Upon receiving the job contract, the client is required to pay half of the other part (after deducting the paperwork fee) of the Commission as part of a visa fee. The remaining balance is due once the visa is issued.
- 4.Once the process has begun, no refunds will be granted at any point.
- 5.Both parties agree to cooperate fully during the entire recruitment process. This includes providing and exchanging necessary information and data required for the successful completion of the process.

### **Final Provisions**

Both parties must comprehensively cooperate in all matters related to the provision of services under this agreement. The timely exchange of necessary information is essential for the successful performance of the recruitment process.

If this agreement meets your standards, kindly sign below:

**CLIENT**

**DIRECTOR MARYALE GLOBAL AGENCY**

.....  
**Name:**

.....  
**Name:**

**Signature:** .....

**Signature:** .....

**Date:** .....





## Refund Policy and Cancellation

### Confirmation:

I hereby confirm that I have understood the terms and conditions mentioned herein and retain MARYALE GLOBAL AGENCY LIMITED as my consultant regarding my application.

### Non-Refundable Criteria:

Your amount is NON-REFUNDABLE in uncertain situations, including:

1. Natural calamities.
2. The advent of the pandemic.

### 100% Refundable:

1. If we fail to provide you with a work requirement support letter from the Country of employment.
2. If the embassy rejects your work visa application due to problems with the Country's work permit support letter invitation or finds any fraudulent activity related to the permit invitation, you will be eligible for a 100% refund. It is mandatory to receive a rejection letter that mentions relevance to point 1 or 2 in order to qualify for the refund.

### Other Services:

1. 100% non-refundable if the hard copy of the agreement is not signed by you and duly returned to us.
2. 100% non-refundable if you purchase our services and later change your mind, deciding to withdraw.
3. 100% non-refundable if you do not wish to continue with our services.
4. 100% non-refundable if the Client submits fake or fraudulent documents.
5. 100% non-refundable if the Client submits the required additional documents needed by the consulate too late.
6. The refund percentages mentioned are for the full-service fees paid and not only for the amount paid. Refund percentages are applicable only if the complete fees of the product are paid without any balance.



7. The Client would not be eligible for the refund percentage even if they fall into one of the mentioned clauses or if they haven't paid the complete full-service fees mentioned.
8. The Client understands and agrees that the total invoice amount (bill value) will include the consultation fees and the applicable tax.
9. However, the refund will be calculated only for the consultation fees. The tax component is non-refundable at any stage.

### **Refund Process for Rejection:**

1. In case of rejection by the Immigration Authorities, we will refund the applicable amount as stated in the agreement.
2. The refund will be made within 30-45 working days after the Client fills out the Refund Claim Form to us.
3. The Client must enclose a copy of the rejection letter from the authority to support the refund claim.
4. If the Client fails to enclose a copy of the rejection letter or the stamp on their passport, we issue a refund.

### **Responsibility for Delays:**

The company is not responsible for any delays caused by third-party services. Additionally, the Client cannot claim a refund of service charges due to such delays.

### **Fees to Third Parties:**

1. The Company is not responsible for the refund of any fees or other amounts/ charges that have been paid to any assessing bodies, immigration authorities, embassy, consulate, or high commission in the event of Client not receiving immigration approval, or in case of rejection or non-acceptance of their request at any stage by any respective authority.
2. The fees only cover the charges for services rendered by the Executor and do not include any request or assessing fees.
3. The Client agrees to pay all additional costs, as applicable.

### **Other causes of non-refunds:**

1. If the Client fails to attend the interview if need be.





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2. Failure of medical examinations by the Client or their family members included in the request (if required).
3. If the Client does not comply with the requirements of the embassy or the consulate.
4. Failure to provide a genuine Police Clearance Certificate, which is not less than three months old (if required).
5. Failure to prove sufficient funds for settlement by the Client or their family members (if required).
6. Prior violation of any immigration law by the Client or their family members.
7. Late submission of any additional documents requested by the consulate at a later date.
8. Non-communication with the consultant for a period of one month shall also be deemed abandonment.

**Client:**

Signature: .....

