

RECRUITMENT SERVICES AGREEMENT

TERMS AND CONDITIONS

Recruit 2 Advice is a professional partnership delivering executive recruitment services and end to end human capital consulting. Our service is unique in its tailored range of services focusing in-depth on the Australian Financial Advice and Asset Management industry.

We build enhanced client relationships by providing talent attraction, assessment and ongoing team development services.

The Service

Working in partnership with you, the client, our service includes:-

- Market review and resource availability / competitor analysis
- Written Brief prepared for candidates on your Business and Opportunity
- Support with position descriptions and employment contracts
- Support with remuneration models and on-boarding
- Candidate Sourcing undertaken via database, tailored search and advertising
- Market Research Report - Candidate Long List
- Applicant Screening with in-depth assessment to short list stage
- Applicant Briefing on culture, expectations, and contractual terms
- Preparation of Applicant reports detailing suitability
- Applicant reference checking x 2
- Psychometric profiling
- Contract negotiation support
- Adviser On-boarding support
- Follow up support and feedback

Timeframe - R2A introductions

The timeframe to complete market research, conduct screening assessments, presentation of suitable applicants and organising meetings will be 2-4 weeks.

Exclusivity

Assignments are undertaken on the basis of an exclusivity period of six weeks. All candidates that approach clients directly during this period are to be included in R2A's assessment process.

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Recruitment Fees

All fees are calculated on the first years guaranteed salary package inclusive of superannuation and other material benefits such as a car allowance. We do not calculate at risk bonuses into the salary.

Executive Search

A fee of 18 - 25% will be payable in two instalments:

- 1/3 on commencement of assignment
- Balance on successful placement

Private Client Adviser & Financial Planners

A fee of 15% - 18% will be payable in two instalments:

- \$2,500 on commencement of assignment
- Balance on successful placement

Stock Broking and Practice (Book) Transitions

A fee of 6% of prior years' revenue will be payable in two instalments:

- \$2,500 on commencement of assignment
- Balance on successful placement

Replacement Guarantee Period

A three-month replacement guarantee will apply if the placed candidate leaves for any reason within that period of time (unless otherwise agreed), and payment of invoices has been received within 7 days of the invoice date. If a replacement is not required, then the original fee remains due and payable. Recruit 2 Advice does not refund fees and will only replace once under guarantee. Advertising costs do not form part of this guarantee. This guarantee is not transferable and applies only to replacing the placed candidate. If the original position that was recruited and selected for changes, then this guarantee cannot be transferred to the new position.

Payment Terms

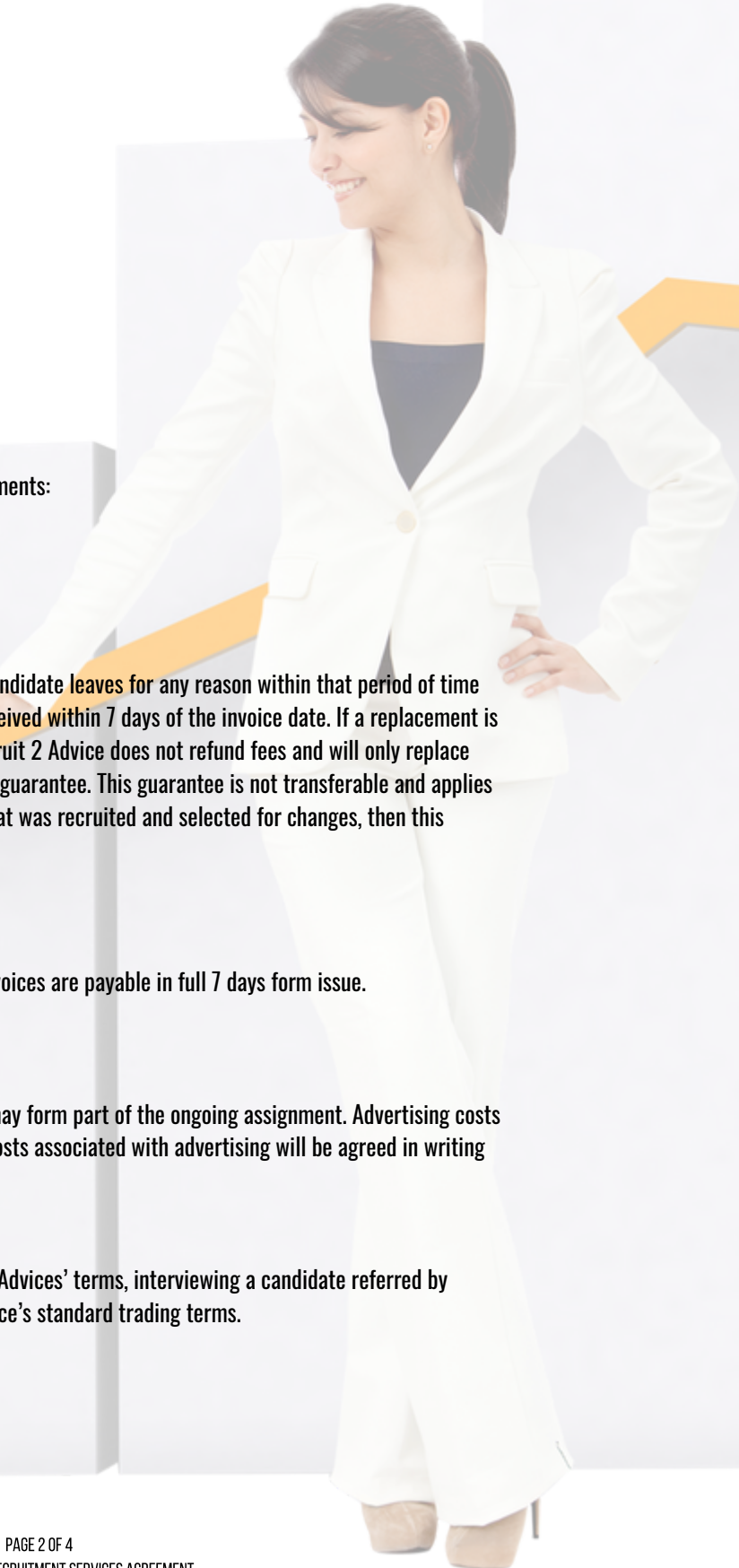
All invoices will incur GST at the prescribed government rate. Invoices are payable in full 7 days from issue.

Advertising

Preparation and placement of advertising on suitable websites may form part of the ongoing assignment. Advertising costs range from \$190-\$350 on the SEEK and LinkedIn websites. All costs associated with advertising will be agreed in writing by prior to placement.

Acceptance

Notwithstanding prior written or verbal acceptance of Recruit 2 Advice's terms, interviewing a candidate referred by Recruit 2 Advice will be deemed as acceptance of Recruit 2 Advice's standard trading terms.



RECRUITMENT SERVICES AGREEMENT

TERMS AND CONDITIONS

Notification of Offer

To ensure the effective completion of the recruitment process including reference checking, we request that you notify Recruit 2 Advice immediately of any offer you have made, or wish to make, to the candidate. Recruit 2 Advice will not provide a guarantee period if the candidate is made an offer prior to completion of the recruitment process and the appropriate reference checking.

Exclusion Clause

While Recruit 2 Advice endeavours to select candidates considered to be suitable for your needs, we do not accept liability for any loss, damage, costs or compensation, however caused, which you may suffer or become liable for as a direct result of a candidate's introduction.

Special Condition Applying Upon Termination

If the agreement on which a candidate has been referred is terminated by either party, all invoices relating to Recruit 2 Advice's professional fee dated prior to the date of termination will remain payable. If, within twelve (12) months after the date of termination of the agreement, you engage the candidate introduced by Recruit 2 Advice, the balance of the full professional fee shall remain payable to Recruit 2 Advice.

Introduction of a Candidate to You

Should you wish to engage an introduced candidate in any position whatsoever within a period of twelve (12) months from the date of this introduction, Recruit 2 Advice's full professional fee will become due and payable under our normal payment terms of 7 days from the date of the invoice.

Introduction of a Candidate to a Third Party

In the event that you wish to introduce a candidate to any third party, it is required by Recruit 2 Advice that we be notified of any such referral and that the third party is made aware that a fee will be applicable should they subsequently engage the candidate as an employee. This arrangement is applicable for a twelve (12) month period after referral to you.

Privacy

Recruit 2 Advice is committed to ensure the privacy of all candidates is protected. We abide by the National Privacy Principles established under the Privacy Amendment (Private Sector) Act, 2012. In providing this/these candidates' personal information, we seek your agreement that you will: 1. Hold or use the information only for the purpose of assessing the candidate's suitability; 2. Be responsible for and liable to us for ensuring that the information is only used and dealt with in accordance with our instructions; 3. Not store that information on a database in the form of computer disk, microfiche or any other form without our prior approval; 4. Ensure that the information is not used or disclosed without our written consent; 5. Ensure that the information is protected against loss or unauthorised access, use, modification or disclosure, damage or destruction; 6. Ensure that the information is not reproduced or copied in whole or in part, and is only accessed by authorised staff; and 7. Comply, and ensure that your employees and other persons having access to that information, comply with the Privacy Act 1998 and the obligations of confidentiality under this agreement.

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About Us

A long history of Financial Services Recruitment

500 Placements in Financial Planning, Stock Broking, and Distribution.

The original business servicing the Financial Services Industry was formed in 1998, and at the time of inception there were approximately 120 CFP designated Advisers in Australia. The R2A brand was launched in 2012 with a continued focus on the wealth management and advice sector.

We have relationships extending across large and small dealer groups, boutique financial advisory firms, industry funds, accountants, investment banks, stockbrokers, fund managers, insurance groups, training providers, IT and online service providers.

- 20 Years' experience
- Financial Services & Wealth Management sector specialists
- Technical content Practice Management expertise
- Australia wide and Asian coverage
- Research & Key market data
- Practice Professional Learning services

Client Contact

Dugald Braithwaite
Practice Principal

Client Director, Executive Search & Adviser Recruitment

Dugald has been involved in Executive Recruitment and Consulting to the Financial services sector since 1998.

Knowledge, understanding and contacts within the industry extends to banks, investment houses, accounting firms, dealer groups, fund management companies, insurance groups, boutique independent firms, technology companies, industry associations, and training groups.

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