



PROFESSIONAL SERVICES

FEE & CHARGES SCHEDULE

Recruitment | Agency Placement | Training | HR | Payroll | Business Support

International Legal Partners FZE-LLC

Head Office: United Arab Emirates | Workforce Solutions Worldwide

Transparent employer charges for successful recruitment, agency-worker supply, candidate takeover, pre-joining checks, basic pre-joining training and agreed workforce-support services.

Direct Recruitment

Standard fee equal to one month gross salary.

Agency Workers

Local market rates agreed before deployment.

No Hidden Charges

Charges confirmed in writing before service is provided.

www.ilp.services | HR@ilp.services

1. Professional Services Fee / Charges

This schedule sets out ILP's standard employer charges for recruitment, agency placement and related workforce support services. It should be read together with any signed employer instruction, recruitment authority, service agreement, quotation and invoice.

<p>1. Direct Recruitment Placement Fee</p> <p>Standard employer placement fee equal to one month gross salary of the successfully recruited candidate. Unless otherwise agreed in writing, the fee becomes chargeable after successful recruitment and once the worker has completed 3 months in the role.</p>	<p>2. Agency Worker / ILP Payroll Assignments</p> <p>Agency workers, flexible staffing and ILP payroll assignments are charged at the agreed local market rate for the relevant country, sector, profession, shift pattern, assignment length and service requirement.</p>
<p>3. Agency Worker Takeover Option</p> <p>Employers may request to take over an agency worker as their own employee by paying ILP's standard transfer or placement fee equal to one month gross salary, unless different terms are agreed in writing.</p>	<p>4. No Hidden Charges</p> <p>ILP aims to keep employer charges clear and transparent. Recruitment, agency, payroll, training or additional support charges should be confirmed in writing before the service is provided.</p>
<p>5. Third-Party Costs / Disbursements</p> <p>Regulator fees, exam fees, attestation, translation, courier, medical checks, background checks, travel, visa-related or similar third-party costs are not included unless approved or required under the agreed process.</p>	<p>6. Taxes and Local Charges</p> <p>VAT, sales tax, withholding tax, payroll taxes, social-security charges or local statutory charges are not included unless expressly stated and depend on the relevant jurisdiction and service model.</p>

All fees, agency rates, payroll arrangements, training scope and takeover terms remain subject to written agreement, local employment law, tax rules, recruitment agency rules, professional-regulator requirements and employer approval.

2. Scope of Service Included for Employers

The following services are included within the standard recruitment process unless a different scope is agreed in writing.

<p>1. Requirement and Vacancy Brief</p> <p>Taking employer instructions, reviewing the job title, vacancy numbers, salary range, duration, location, start date, shift pattern, language needs and special conditions.</p>	<p>2. Sourcing Suitable Candidates</p> <p>Marketing the role, searching candidate networks, identifying suitable workers and aligning candidates with the employer’s role specification and country requirements.</p>
<p>3. Screening Interviews and Shortlisting</p> <p>Conducting initial screening interviews, reviewing role readiness and preparing a shortlist for employer consideration.</p>	<p>4. Final Interview Arrangements</p> <p>Arranging final interviews by video, online panel or face-to-face meeting. The employer makes the final selection unless ILP is expressly authorised in writing to recruit on the employer’s behalf.</p>
<p>5. Pre-Joining Due Diligence Support</p> <p>Supporting document collation and pre-joining checks, including identity, CV, employment history, qualifications, references, registration or licence evidence where applicable.</p>	<p>6. Employer-Required Checks</p> <p>Carrying out due diligence support as instructed. Final statutory, professional, safeguarding, immigration and right-to-work checks remain subject to employer approval and local law.</p>
<p>7. Basic Pre-Joining Training</p> <p>Selected workers may receive basic pre-joining training, induction guidance and employer-specific briefing according to the employer’s instructions, policies and guidance.</p>	<p>8. Onboarding and Follow-Up Support</p> <p>Supporting joining documentation, onboarding timetable and early placement follow-up where agreed with the employer.</p>

3. Employer Responsibilities and Notes

The employer remains responsible for final hiring and operational decisions unless ILP is given separate written authority to act within a defined scope.

1. Employer Information	Provide accurate job descriptions, salary details, vacancy numbers, required qualifications, working hours, location, contract duration and expected joining date.
2. Final Selection	Confirm the final hiring decision unless ILP has separate written authority to recruit on the employer's behalf.
3. Statutory and Professional Checks	Review and approve any statutory, professional, safeguarding, immigration, licensing, language or right-to-work checks required by local law or employer policy.
4. Training Instructions	Provide employer policies, service model information and training instructions where ILP is asked to provide pre-joining briefing or training.
5. Payment of Charges	Pay ILP fees, agency charges, transfer fees, approved third-party costs and applicable taxes according to the agreed pricing schedule and invoice terms.
6. Written Agreement	Any special rate, extended guarantee, replacement arrangement, exclusivity, retained campaign, bulk recruitment or authorised final recruitment decision must be agreed in writing.

Professional Note

This schedule is a commercial fee schedule. It does not replace legal, immigration, tax, payroll, professional-registration or local employment advice. Final requirements should be confirmed for the exact role, country, employer, work model and candidate.

4. Pricing Schedule and Employer Acceptance

This page may be completed for a specific vacancy, recruitment campaign or agency-worker arrangement and attached to the Employer Instructions and Recruitment Authority Form.

Employer / Vacancy Details	Information to be Completed
Employer / Client Name	
Authorised Contact Person	
Country / Jurisdiction of Work	
Service Model	Direct Recruitment / Agency Placement / ILP Payroll / HR-Payroll Support / Other
Job Title(s)	
Number of Vacancies	
Salary / Hourly Rate / Package	
Duration of Job / Contract	
Expected Joining Date	
Special Clauses / Notes	



5. Employer Acceptance and Fee Liability

By instructing ILP to proceed, the employer confirms that ILP fees and charges are payable in accordance with the applicable pricing schedule, signed authority, service terms and invoice. Direct recruitment, agency-worker and takeover charges apply as stated in this schedule unless otherwise agreed in writing.

The signatory confirms that they are authorised to approve recruitment instructions, pricing terms and any related agency, payroll, training or business-support charges on behalf of the employer/client.

For and on behalf of Employer	
Name of Authorised Signatory	
Position / Title	
Email / Contact Number	
Signature and Date	

Please return signed copies to: HR@ilp.services