

Agency agreement

On this _____ day of _____ 200____. It is agreed between **M/S. Skyward Consultancy**, D - 101, 1st Floor, Twin Arcade, Maroshi Road, Marol, Andheri (East) Mumbai: 400 059. India, with the Ministry of Labour, Government of India, and M/s. _____ represented by Mr. _____.

1. That M/s. _____ the client hereby agrees to appoint **M/S. Skyward Consultancy** Mumbai who are Government approved recruiting agent as their authorized agents in India for the recruitment of personnel from India for their project in _____.
2. **M/S. Skyward Consultancy** shall send the required personnel at the earliest possible time and strictly according to the merit, qualification and experience as required by the client on terms and conditions as laid down in the demand letter.
3. Oneway air tickets to personnel recruited by **M/S. Skyward Consultancy** according to the demand of the client.
4. That the amount of tickets be remitted to **M/S. Skyward Consultancy** before the departure of the personnel.
5. That the client shall pay the return air tickets for all personnel at the end of the contracted period from zone of operation to India.
6. **M/S. Skyward Consultancy** shall arrange interview and Trade test of all the personnel and after complete satisfaction, shall recruit them, if so desired by the client. **M/S. Skyward Consultancy** can arrange interview and tests in the presence of representative of the client in India.
7. **M/S. Skyward Consultancy** shall furnish a complete medical examination and X-ray reports from a qualified doctor for each person showing that he is a good health and free from all infectious diseases.
8. That the client shall pay to **M/S. Skyward Consultancy** sum of US \$ _____ as agency commission for each person recruited by them.
9. The cost of the advertisement to be released in the newspaper shall be borne by the client.
10. Receipt of Visa: Client is liable to provide the visa's for the above mentioned candidates within a span of 30 days. Filing to do so we do not take any responsibility if the candidate fails to travel on receipt of visa after the expiry of the aboce said period.
11. That in case of any dispute between the two parties the same shall be settle mutually. Amicably or referred to for arbitration according to the rules of the International Chamber of Commerce.

In Witness whereof we have executed this arrangement of this _____ day of _____

Witness:

1. _____

Office Seal & Signature of Client

2. _____

Office Seal & Signature of Skyward Consultancy.