



ACCOUNTANCY  
PLACEMENTS

*Recruitment Specialists*

RSA Accountancy Placements (PTY) Ltd  
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## CONDITIONS OF PLACEMENT

### PERMANENT FEE STRUCTURE

12.5 % OF ANNUAL SALARY PACKAGE

### SELECTION AND ACCEPTANCE OF APPLICANTS

All applicants are carefully interviewed and selected by our consultants before they are recommended for a position in a client's business.

The final choice of candidate is made by the client.

The engagement of an applicant introduced by us will be deemed to be the acceptance of the terms set out in these conditions of placement.

### PLACEMENT GUARANTEE

Occasionally, despite careful selection, an applicant will leave a post to which he/she has been appointed within a relatively short period of time. To protect our clients, we issue the following guarantee with each appointment.

If we are unable to find a suitable replacement, you will receive a refund of the fee paid on the following basis.

If the applicant leaves your employ within the following periods, the % of the fee refunded will be:

1st Month .....	75%
2nd Month .....	50%
3rd Month .....	25 %

### This guarantee is subject to:

1. Immediate notification of termination of employment (within 7 days).
2. Payment of the placement fee within 30 days of invoice.
3. The termination of service is not a result of retrenchment, redundancy or reduction of staff.
4. Accountancy Placement's liability from any cause whatsoever is limited to the amounts set out in the above guarantee.

### POPI ACT INCLUSION:

We undertake to make every effort to comply with the requirements of the POPI Act by taking appropriate technical and organisational measures to prevent unlawful access to, processing of and loss or damage to personal information in our possession.

We have implemented measures to identify all reasonably foreseeable internal and external risks to establish and maintain appropriate data quality, security and processing standards.

Candidate information submitted to you is done so on the strict understanding that you will comply with your POPI obligations regarding safety and security thereof and that you will **not further process** the information without the consent of the candidate which must be obtained through us.

**TEMPORARY FEE STRUCTURE:**  
20% OF THE MONTHLY SALARY

Where we supply staff for temporary assignments, or when any applicant is interviewed by a client for any position, and the client then engages such staff on a permanent basis, our standard fee structure will apply.

### **New Client Details**

**Company Name and Client Full Name:**

\_\_\_\_\_

**VAT Number:**

\_\_\_\_\_

**Physical Address:**

\_\_\_\_\_

\_\_\_\_\_

**Postal Address:**

\_\_\_\_\_

\_\_\_\_\_

**Contact Details for Accounts:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Acceptance:**

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Director: N.B.W Gray