



# Crown Oil UK

## TERMS AND CONTRACT AGREEMENT

### EXECUTIVE SUMMARY

We have in file, your CV/Resume and Job Application. After the evaluation of these documents; we found you qualified to work with our Team.

Hence, CROWN OIL UK, Seek to employ your services as an expatriate consultant for the provision of expatriate services as stipulated in the following acts in this document. This document embodies the approved Terms for the purpose of this contract.

### 1.0 JOB TITLE/UNIT SR SALES REPRESENTATIVE.

CONTRACT DURATION: 2 YEARS.

**CONTRACT IS RENEWABLE ON APPLICATION**

### 1.1 SCORE OF WORK SHALL INCLUDE, BUT NOT LIMITED TO:

You shall also be expected to meet/liaise with the entire management board of CROWN OIL UK. For overview and updates bi-monthly.

**2.0 CONSULTING PERSONNEL:** You shall be expected to work with a team of prime experienced project personnel's with the mandate to provide excellent services.

### 3.0 JOB COMMENCEMENT/ LOCATION

The work Location will be within the work metropolis of CROWN OIL UK facility plant. You shall be expected to resume on site on the **12<sup>TH</sup> DAY of SEPTEMBER, 2013** and to report immediately to the Human Resource (HR) Department of CROWN OIL UK, upon arrival to conclude prospects of screening and other logistics.

#### **4.0 SALARY INDICATION**

You will be eligible to receive **GBP8585.00 (Eight Thousand Five Hundred and eighty-five United Kingdom Pounds) -Basic (Tax exclusive) Monthly.**

Funds can be transferred to any Bank designated by you and this must be in conformity with the present tax situation of the Country.

Work time shall be 40 hours work week for the Twenty-four (24) month contract term as such employee shall also be entitled to over-time allowance if employee work time exceeds the official stipulated hours. Salary shall also be liable to increments with time and employees' official promotions and position in service.

#### **4.0 ALLOWANCES/ ENTITLEMENTS**

**Hazard/Inconveniences: GBP360.00 (Monthly)**

**Car Maintenance: GBP625.00 (Monthly)**

**House & Furnishings: GBP5000.00 (Yearly)**

**Entertainment & Recreation: GBP285.00 (Monthly)**

**Travel & Events: GBP550.00 (Monthly)**

#### **6.0 GRANTS & LOANS**

##### **OLD HEM HOUSING LOAN**

1-year service to Company is required for eligibility. Starter's amount will be GBP25, 645.00 can be re-paid within 10years with GBP0.00 interest.

**LIEU CAR LOAN:** All Employees are eligible to apply. Starter's amount will be GBP10,640.00 can be re-paid within 5years with GBP0.00 interest.

**NEW ORLEANS BUSINESS LOANS:** All Employees are eligible to apply. Starter's amount will be GBP17, 000.00 to GBP35, 000.00 Contact the Accounts Department for more details.

#### **7.0 PAID LEAVE PERIOD/ TRAVEL**

All employees are entitled to 2months paid leave which can be taken once at a time or 2weeks apart one different period.

All employees will receive **GBP4, 805.00** take home for each leave period employer for each Inter-continental trip shall pay **GBP1, 720.00** flat rate

travel/entertainment allowance to employee. Travel shall be by business class/first class.

However for the purpose of commencement, the cost of travel ticket shall be paid in addition to travel/entertainment allowance.

Cost shall be substantiated and shall be the rate charged at the Period/time of purchase. Employer shall also take care of employees' travel ticket including that of employees' family only on employees' early notification to employer and as shall be requested by employee.

## **8.0 EXPENSES BEFORE TRAVEL BY EMPLOYEES**

Expenses made/incurred by the employee related to job before commencement of duties or Expenses made during Travel Plans, Processing of Travel Particulars ETC will be substantiated with receipts and Employer will reimburse the Employee not later than Five (5) working days after submission of Employee's expense Report and Receipts as proofs of such Expenses.

**Employer however agrees to reimburse fully all Travel costs and Expenses made by Employee.**

**The agreement hereby binds Employer and Employee in that reimbursements will be made fully to Employees upon presentation of Expense Reports and Receipts of Expenses.**

## **9.0 UPFRONT PAYMENT OF SALARIES**

The first month salary shall be paid in advance before consultants embark on journey to assume duty.

**This is to enable consultants settle all domestic needs before travel. As such no excuses will be entertained on assumption of duty relating to default.**

Employees (Expatriates) are to note that a month upfront salary will be paid as soon as Employees have been screened and interviewed successfully in their home country.

**This is in line with the UK Expatriate Financial Statutory Laws.**

## **10.0 FEEDING & ACCOMODATION**

All Employees are expected to report at the Company Staff estate. There are Single Bed-room and Flat options for Employees to choose from. Employees are entitled to take meals free of charge at the General Staff canteens. Dietary options, Customized cooks and Dieticians are available options.

## **11.0 MEDICAL EXPENSES**

Employer will provide the employee with comprehensive Health care for the term of contract, and follow-on care for injuries suffered during the term of contract for employee and family.

## **12.0 OFFICE ASSETS TO BE PROVIDED BY EMPLOYER**

**COMPUTER RESOURCES:** Laptop Computer, 1.6 GHz Processor, 256 MB RAM, 24XCD-RW, 30GB Hard Drive, Floppy Drive, Integrated Network Adapter, Internal 56K Modem, Spare Battery and Necessary Software. Full time Internet access is also made available.

**PHONES:** Employer will provide each employee with one (1) landline and one (1) mobile telephone. This shall have a reasonable credit limit application per month.

## **13.0 SAFETY & SECURITY**

Safety and Security of personnel (Local/Foreign) and Facilities on Job Locations and communities are no small issues, and have been seriously considered to ensure and assure hitch free operations.

All operations on Job Location are designed to adhere strictly to the Health Safety and Environment (HSE) Policy as applicable in the Engineering Sector. All expatriates are entitled to a free and mandatory safety courses on Job Locations to be delivered by qualified safety and environment experts. All safety wears shall be provided by the Company at Job Locations such like Safety Coveralls, Gloves, Goggles, Helmet and Safety Shoes etc. as applicable in the Engineering Sector.

## **14.0 TELECOMMUNICATION/INTERNET FACILITIES**

There are standard Telecommunication Facilities and Internet services at the disposal of all expatriates, and it shall be accessible to all Personnel (Local/Foreign) without any charge or expenses to be incurred.

Cellular Phones can be obtained by expatriates from the Local dealers/Service Providers in Work Metropolis but must be used in accordance with the safety regulations on Job Locations.

## **15.0 ADDITIONAL SERVICES**

Recreational/Sports Facilities shall also be made available at the disposal of all expatriates with no expenses to be incurred. Laundry and Dry Cleaning Service will also be made available to all Expatriates by the company's laundry and dry cleaning unit.

I HEREBY ACCEPT THIS JOB OFFER WITH THE TERMS AND CONDITIONS STATED THEREIN;

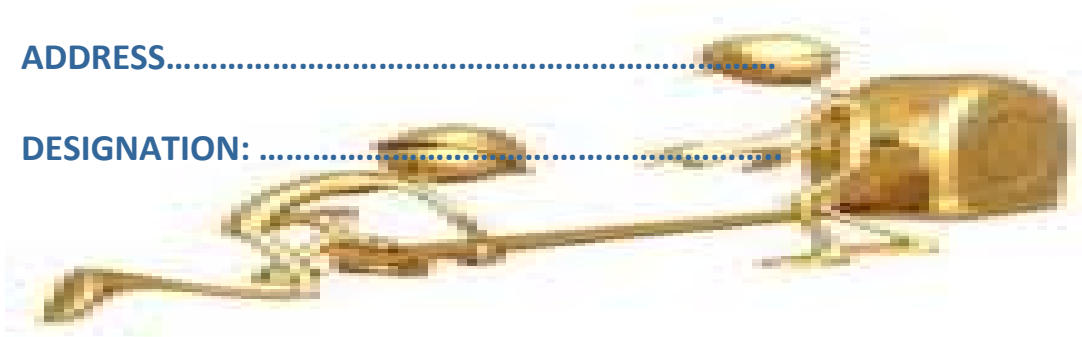
NAME: .....

SIGNATURE:.....

ADDRESS.....

DESIGNATION: .....

11/11/11



SOFT COPY OF APPOINTMENT LETTER

