

MANPOWER REQUEST

ExpertEase Global HR Solutions Inc.

2nd Floor Kim's Mall,
Poinsettia Avenue,
Angeles City, Pampanga, Philippines

Sir:

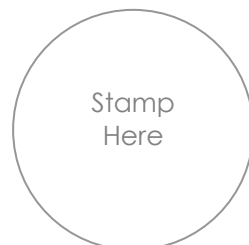
Please be informed that (Company Name) is in need of the following **SKILLED WORKERS** to work in the Republic of Korea and we would like your agency to handle the recruitment for us: (Note: Entries in blue are example entries only)

CATEGORY	GENDER	NUMBER REQUIRED	BASIC SALARY (US\$/KRW)
1. <u>(Skilled Worker in Manufacturing)</u>	<u>(Male)</u>	<u>(20)</u>	<u>(US\$1,820.00/month)</u>
2. <u>(Shipbuilding Welder)</u>	<u>(Male)</u>	<u>(20)</u>	<u>(US\$1,500.00/month)</u>
3. <u>(Hotel Receptionist)</u>	<u>(Female)</u>	<u>(10)</u>	<u>(US\$2,000.00/month)</u>
TOTAL			

TERMS AND CONDITIONS:

1. Free airline ticket from the Philippines to the site of employment and return after completion of contract.
2. (Two (2) years) contract.
3. Accommodation: (Staff housing provided / No free accommodation)
4. Food: (Lunch only)
5. Transportation: (Shuttle service provided / No free transportation)
6. **(FOR DRIVERS ONLY)**
 - ✓ The employer shall secure the driver with accident insurance and the vehicle assigned to him/her or will be driven by him/her during the entire duration of the contract shall be covered by a comprehensive vehicle insurance.
 - ✓ The employer shall assist the driver in applying for his driver's license and will not charge him of expenses incurred in securing the same.
 - ✓ Meantime that the driver is securing his license, his/her salaries and allowances shall continuously be given to him from the time of his arrival at the jobsite.
 - ✓ The employer will pay for the repatriation cost if in case the driver fails the driver's test.
7. Other terms and conditions as provided in the Employment Contract, including its Annex and Addendum for Foreign Workers, if any.

Very truly yours,



(Print Name/Position/
Company Name/Signature)