

## Atlas Standard Service Terms

1. Your company \_\_\_\_\_, is entering into an agreement with Atlas Human Capital Services Ltd. a Hong Kong company.
2. Atlas will work with your company's staff and executives to:
  - a. develop a candidate profile,
  - b. source, screen, and introduce candidates, and
  - c. provide support during negotiations until a candidate accepts an offer of employment from your company.
3. Atlas staff may need access to firm principals and other key executives to put the project into the proper strategic/executive context. We can work with your executive assistants and staff after gathering requirements and initiating the project.
4. We will brief you on recommended timelines and response times during different stages of the project. At points in the process, time is of the essence in providing feedback and extending offers.
5. We refer candidates via email, telephone, WeChat, or (occasionally) in-person introductions. We discuss your preferred method and work to accommodate it.
6. To serve you best and so that this project can be as successful as possible, we've found it critical to get the following information from clients:
  - your business goals;
  - your company's culture;
  - your negotiating ability and what you can offer candidates;
  - who the stakeholders are for this hire, and access to them as necessary;
  - your timetable for hiring, and critical business or operational deadlines; and
  - your procedures for hiring so that we can manage the process smoothly.
7. We will use the information you provide us to create a candidate profile, and begin our search on that basis. We aim to send at least three candidates based on that profile. If you do not hire one of these initial candidates, we will use your feedback to revise the profile and continue the search.
8. Payment –
  - a. The total fee for a simple, single-hiring case is RMB 40,000 or two months of total compensation, whichever is higher.
  - b. RMB 20,000 will be due before we start your project.
  - c. The remainder will be due 15 days after your hiring offer is accepted.



- 9. We accept HKD, USD, or RMB.
- 10. If you began a hiring process and interviews before engaging Atlas, you may provide a list of candidates currently in-process at the beginning of the engagement as carve-outs. Our fees are not due if you hire someone on this list. If you hire someone not on that list, our fees are due.
- 11. If you hire multiple people based on Atlas research and introductions, our fee as per paragraph 8a shall be due for each candidate hired beyond the first.
- 12. If a candidate we place resigns from your firm for personal reasons or is terminated for cause within three months of hiring, we will perform a new search at no charge.
- 13. We pride ourselves on our long-term relationships and on minimizing business disputes. Any disputes that we cannot resolve through good-faith discussions shall be arbitrated in Hong Kong under HKIAC rules.
- 14. Any modifications or changes to this agreement must be made by a signed writing. This agreement represents the entire understanding between Atlas and your company. This agreement will be governed, interpreted and construed in accordance with the laws of the Hong Kong Special Administrative Region (SAR).

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for Atlas China