

DATE TODAY

This Schedule is entered by and between  ("You" or "Your") and Equus Global Expansion, LLC and its affiliated entities (collectively, "GX") and is effective as of the Professional Start Date set forth hereto "Schedule Effective Date".

**ENGAGEMENT TYPE: EMPLOYER OF RECORD****PART I – TO BE FILLED OUT BY THE CLIENT****1. Professional Details**

Professional First Name

Professional Last Name

Nationality

Telephone Number

Professional First Name

Tax Residence Status in Project Country (Resident/Non-Resident)

Professional First Name

Single

Married

**2. Project Details**

Project Country

Project City/State/Province

Job Title

Start Date

End Date

Probation Period

Employee Basic Salary

Salary Currency

Commission

Commission Frequency (Monthly or Annually)

Bonus

Bonus Frequency (Monthly or Annually)

Notice Period to You

Notice Period from You

Standard Working Hours Per Week

Overtime (Yes/No)

Annual Holiday Allowance (No of Days)

Employment Benefits Type (Statutory/Enhanced)

Employment Benefits Details

Please click on the following link to review our GX Global Guide

Employment Insurance

Employment Insurance Details

Additional Notes(Choose from the drop down)

Visa Required for Professional (Yes/No)

Visa Required for Dependents (Yes/No)

Background Screening (Yes/No)

Additional Pre-Employment Services

Expense Approver's Name

Expense Approver's Email Address

### 3. GX Commercial – To be completed by the GX Team

GX Monthly Fee

GX Monthly Fee Currency

GX Deposit

GX Minimum Term

Background Fee (If applicable)

Work Permit Fee (If applicable)

Additional Notes(Choose from the drop down)

### 4. Invoicing and Payment Terms

- a. GX shall send a Payment Calendar to You at the start of the engagement and at the beginning of each calendar year to outline all the deadlines for invoicing and payment to help both parties ensure these are met;
- b. You shall send funds equivalent to one (1) Total Monthly Employment Cost and one (1) GX Monthly Fee, bearing all money transaction costs (including any bank and wire transfer fees), prior to the start of the Professional's engagement. This shall be held as a deposit by GX to ensure that it will make salary payments and benefit payments in a timely and reliable manner to and for the benefit of the Personnel, irrespective of any variations, interruptions, and changes to the relevant Payment Calendar. This deposit shall be returned to You on completion of the Professional's engagement and settlement of all outstanding fees.

### 5. Expenses Incurred During the Engagement Reimbursement

- a. Subject to local restrictions in Working Country, all business-related expenses incurred by the Professional will be managed directly by the local employer in Working Country.

### 6. Especial Conditions for Currency Exchange

- a. Professional shall have an employment contract with remuneration fixed in the Professional Work Location Currency.
- b. GX shall not be responsible for currency fluctuation. Currency fluctuation shall be applicable for all amounts paid out in one currency and invoiced in another. The offset of losses or gains related to currency fluctuation shall be conducted on a quarterly basis.
- c. All amounts shall be invoiced to You in GX Monthly Fee Currency and paid to the employee in the Salary Currency.

## 7. Employment Agreement

The employment agreement that will govern the terms of employment for the Professional will be created from the information provided in this Schedule. You will receive a draft of the employment agreement and must approve of its use before the Professional's enrollment.

**IN WITNESS WHEREOF**, the parties hereto have executed this Schedule by their authorized representatives to be effective as of the Schedule Effective Date

SIGNATURE CLIENT

SIGNATURE CLIENT

**By** \_\_\_\_\_

**By** \_\_\_\_\_

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

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

**Title** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_