

Recruitment Service Charge and Fees Responsibility Matrix

Note for Employers and Service Providers

The fair recruitment costs responsibility matrix is not exhaustive and may not cover all possible recruitment cost scenarios. The responsibility for recruitment costs may vary depending on the situation or case. We encourage open communication and negotiation between all parties to ensure that recruitment costs are fairly and transparently allocated.

SL	Recruitment service description	Recruitment cost responsibility		
		Employer	Recruiter	Candidate
1	Recruitment Fee (This includes all associated costs that the recruiter would have to pay to recruit a worker on behalf of the employer)	✓		
2	Administrative Fees	✓		
3	Sub Agencies/Associate Agency Fee		✓	
4	Advertisement Cost		✓	
5	Local Transportation cost for candidates to appear for the Trade Test/Interview			✓
6	Passport costs (issuing and renewal)			✓
7	Trade Test/Interview Center Fees		✓	
8	Medical certificate		✓	
9	Visa Application	✓		
10	Immigration/Employment Bureau Fee		✓	
11	Biometric Cost		✓	
12	Insurance Fee		✓	
13	Service/IT Tax		✓	
14	Insurance Fees		✓	
15	Government Deployment Induction		✓	
16	Pre-Deployment Domestic Travel & Accommodation Cost for Candidates		✓	
17	Joining Tickets for the Candidates	✓		
18	Overseas Travel Cost for Client Interview Delegation	✓		
19	Domestic Travel Cost for Clients Interview Delegation	✓		
20	Domestic Hotel Accommodation/Food Cost for Clients Interview Delegation	✓		
21	Cost of Communication toolkits	✓		