



Professional Recruitment and Migrant Services

RD1 Recruitment offer tailored advice and services in relation to the recruitment and management of the migration of skilled workers to New Zealand. With Licensed Immigration Advisers working within the RD1 organisation, we can offer professional immigration advice on a range of migration services, suitable for your organisation.

Fees and Costs

Engagements will be conducted on the basis of fixed fees. The professional fees outlined below show an approximate cost for services rendered and include the Immigration New Zealand (INZ) fees:

Table 1:

Fee Description	Total Fees
Recruitment and processing of foreign worker.	\$2,800.00

Note: All amounts are in New Zealand Dollars excl. GST unless otherwise specified.

Basic professional fees do not normally exceed these amounts unless otherwise agreed by both parties in writing prior to such additional fees being incurred.

Circumstances where approval for additional fees may be sought include, but are not limited to

- Unforeseen health or character issues that require significant additional work (such as request for waiver, ongoing advice and so on)
- Dependency or custody related issues
- Any matter previously undisclosed by you, which has a potential material impact on the outcome of the application at hand

For those matters where an hourly rate is deemed appropriate, maximum blocks of time will be agreed upon prior to the fees being incurred, and subsequent agreement will be sought as or if additional time is required.

Disbursements

From time to time there will be disbursements incurred as an application progresses. Such known disbursements are listed below (as a guide) and will be added to the first professional fee invoice issued subsequent to the disbursement being incurred, where paid by RD1 Recruitment.

Other disbursements that may be incurred, for which the value is unknown, include (but are not limited to):

- Translation costs
- Medical examination costs
- Police clearance certificate costs

Disbursements may be incurred by either you or RD1. Only the actual costs of these disbursements shall be invoiced to you, when incurred by RD1.

Invoices will be sent electronically to you, with a hard copy sent only upon request. Invoices are due upon receipt. Payments for invoices that are not received within 30 days from date of invoice may be subject to a 2% penalty per calendar month.

GST (Goods and Services Tax) is currently set at 15% in New Zealand. The applicable governing rate of GST will be applied to any services rendered should the rate change from its current setting.

Engagement Resources

The services will be provided by **Samaria Thompson**, Immigration Manager of RD1 Recruitment. Samaria is a Licensed Immigration Adviser, permitted by law to provide immigration consulting services. Samaria's licence number is 201700785, and details of her licensing history (including current licence) can be found at <https://iaa.ewr.govt.nz/PublicRegister/Search>

Samaria is the holder of a provisional immigration adviser licence which allows her to provide immigration advice in relation to all immigration matters, while working under the direct supervision of an adviser with a full immigration adviser licence (the supervisor), Karen Michelle Justice. Karen's licence number is 200800190.

Any personal information you provide will be shared with the supervisor, as part of the supervision agreement, between Samaria and her supervisor. The supervisor is required to keep this personal information confidential under clause 12(d) of the Licensed Immigration Advisers Code of Conduct 2014.

Scope of Work

RD1 will provide advice and assistance with the types of immigration matters as outlined in Table 1 relating to you and your employees (and their families as appropriate) and other individuals who are intending to work for you (for convenience, "employees"), inbound to New Zealand.

Note that work for a specific employee (and approved family members) will only commence upon the authorisation to proceed being received from you in writing, as the payer of the services, on each occasion. If a new instruction is received from someone other than you, I will obtain confirmation from you that I am authorised to act on the matter before commencing work on it.

Furthermore, from time to time you may seek assistance for services that are not specifically covered by this agreement. In such circumstances, we agree that the fees associated with the requested service will be confirmed by email, and that all other matters relating to the engagement are covered by your individual agreement.

Where to from here?

We are happy to discuss any questions or comments you may have in relation to these services.

If you decide to proceed with an engagement of services as outlined, contact Ihaka on ihaka@rd1recruitment.co.nz or Samaria on samaria@rd1recruitment.co.nz.