



## GOMaid AGENCY

Rukan Golden 8, Jalan panjang kedoya No. 8D Kedoya Utara, Jakarta Barat 11520  
info@gomaid-agency.com No. Hp 0818-0759-0555

### EMPLOYEE EXCHANGE AGREEMENT (GUARANTEE)

No. \_\_\_\_\_/\_\_\_\_\_

name of employee :  
Age :  
Salary :  
Administrative fee :  
Delivery fee :

**BANK BCA 6500.40.7300**

**Jessica Neviana Giovanni**

Please transfer administrative fee and Delivery fee Rp \_\_\_\_\_ to account Gomaid Agency.

Name of employer :

Address :

Date end of Guarantee :

Residual : 3x replacements

### AGREEMENT OF EMPLOYER

1. Administrative fee is non-refundable when the user cancels this contract.
2. If the employer wishes to apply for the exchange of employee (guarantee claim), both the employer and the employee have to wait if the replacement is not yet available and can only be provided to the employer (non-transferable to others).
3. In the event of any employee exchange, any transportation or shuttle employee to the Gomaid Agency office or to the work location is fully responsible of employer.
4. Employee must be fed 3 times a day and place / rest period is sufficient and feasible.  
It is not justified to physically assault or mentally attack or commit immoral acts against employee, or violate the human rights of the workforce. In the event of any breach of this article by the employer and the employee stopping, Gomaid Agency have no obligation to provide substitute employee (guarantee not applicable).
5. Employer are required to provide all the necessary toiletries (Soap, Shampoo, Toothpaste, Detergen, Etc ..) for employee.
6. Employee have the right to receive annual leave / holiday for 10 (ten) days which if not used the right to leave the led Mubarak Day, then replaced infal money, excluding the allowance money of Hari Raya, based on agreement of employee and employer.
7. Gomaid Agency has the right to withdraw employee without the obligation to provide a replacement if the employer is late paying the salary to the workforce,

8. There is an increase in salary in accordance with the rating of the employer on the performance of the workforce, or at least of Rp100,000 (One Hundred Thousand Rupiah) every 6 (six) months, or based on agreement of employee and employer.
9. If employee is on the leave, holiday, or any other form of permission to leave temporary or permanent employment, it is required to have a permit from Gomaid Agency office. Long of day leave is an agreement of employers and employees.

**AGREEMENT OF EMPLOYEE**

1. Running every task with the best (honest, discipline, clean, loyal, affection, polite, and full of responsibility).
2. Not allowed to borrow money / goods of any kind belonging to employer, if it occurs, outside the responsibility of Gomaid Agency.
3. Not allowed to receive private guests, family, and / or relatives in the home of employer without a cover letter from the Gomaid Agency.
4. If the worker is sick / accidents during the work period, the responsibility of employer.
5. While on duty, it is prohibited to use mobile phones, unless there is a very important and / or permitted by employer.
6. It is prohibited to disturb the tranquility of the household of employer both morally and materially.
7. Employment is prohibited from holding a tacit / private employment contract, claiming to have returned home, unbeknownst to the Gomaid Agency apparently still working at the Service Users' premises or anyone who has entered into a recruitment contract with the Gomaid Agency. If in one way or another, known to still work in the place of service users in clandestine, will be subject to sanctions as stipulated in the contract of employment contract agreement with Gomaid Agency. If you feel unsuitable to work, there is a sudden business, and want to be withdrawn / replaced, but in the office Gomaid Agency not yet available replacement employee, must wait until available replacement.
8. If there is a disease that is not mentioned at the beginning of the workforce, then it is beyond the responsibility of the employer.
9. If employee is on the leave, holiday, or any other form of permission to leave temporary or permanent employment, it is required to have a permit from Gomaid Agency office. Long of day leave is an agreement of employers and employees.

Jakarta, \_\_\_\_\_

**Approve,  
Employer**

**Approve,  
Employee**

( \_\_\_\_\_ )

( \_\_\_\_\_ )