

RESOURCES ON TAP

an initiative by

Lewyll Communications

Recruitment Specialists since 1989

**Terms and Conditions pertaining to Candidates sourced from
www.resourcesontap.co.za**

July 2025 to December 2026

Applicable to *Subscribers* of www.resourcesontap.co.za

A) Summary of Services Provided

Resources-on-Tap is a ground-breaking recruitment initiative introduced by Lewyll Communications, who have provided a specialist recruitment service since 1989, to industries requiring Marketing & Communications; Public Relations & Media; Advertising; Digital and other Corporate roles.

Features of www.resourcesontap.co.za include :

- Access to a data base of “Candidate Profiles” by *Job Category* and *Level of Experience*
- Log-on an enquiry requesting the personal CV fitting that profile
- Confidentiality of “Career Seeker” profiled is maintained, requiring prior consent before forwarding personal CV
- On receipt of candidate’s CV, the company is at liberty to proceed with the recruitment process directly with candidate
- The quality of Career Seekers listed on www.resourcesontap.co.za is maintained by pre-screening of CVs prior to listing on site. Career Seekers are able to access and compile their own *personal profile*, which will only be listed on site after ratification of CV content.

In order to achieve the *cost-efficiencies* that have motivated this unique service, Career Seekers are not pre-interviewed or reference checked by Lewyll Communications. The personal CV of the Career Seeker is taken at *face value*, and pre-screened as to suitability based on experience listed on CV.

NOTE: No restriction is placed on the number of CV’s requested. However, Clients will be requested to provide information in the form of a Job Spec or other detail of the career opportunity for which the candidate is being considered for.

B) Fee Structure – (Fees quoted are **exclusive** of VAT)

Placement Fee: Upon the “commencement date” of a candidate, a placement fee of 4% (four) of Annual Income plus VAT of candidate employed (paid 30 days after “Commencement Date”).

Subscription: Quarterly (3 months) subscription of R 1 500 plus VAT (paid on contract date)

Duration: The duration of the subscription will be for a period of 3 months (three), after which time subscription may be renewed for a further three month period, payable on new contract date.

In determining “annual income” all direct financial rewards including bonuses and realistic commissions are included.

Should any candidate referred to you by ourselves be employed by you, or any 3rd party whom you have referred the Career Seeker to, within 6 months (six) their introduction, our full service fee becomes payable by your company.

C) Commencement Date

It has become common practice to employ candidates on a trial basis prior to formalising a permanent appointment.

Our service fee becomes payable on the commencement of a candidate referred to you by Resources-on-Tap notwithstanding the fact that they may not yet be regarded as a permanent employee.

D) Definition of a Resources-on-Tap Candidate Referral

A Career Seeker will be deemed to have been sourced from Resources-on-Tap and our full service fee becomes payable, on the appointment of that Career Seeker, unless the Employer has been in direct written contact with the Career Seeker within the 6 months (six) preceding the submission of the CV by Resources-on-Tap. This notwithstanding the Employer holding the details of the Career Seeker through previous contact or submission of the CV by another source.

Acceptance of our Terms and Conditions

(Approval by client includes acceptance of terms and conditions above)

Name of Company:

Name of Client:

Designation:

Client Signature:

Date:

VAT Registration No:

Sibaya Sands, Pineslopes, Lonehill
Tel: 083 458 9495 Tel: 083 309 8539
e.mail info@resourcesontap.co.za

ANNEXURE TO TERMS AND CONDITIONS

July 2025 to December 2026

SUMMARY OF TALENT POOLS CANVASSED

A) Resources on Tap - www.resourcesontap.co.za

The Resources on Tap website provides you the Employer with access to the confidential "Profiles" of industry specific Candidates, categorised by:

- Geographical Region
- Industry Category
- Job Title
- Level of Experience

Based on the information on view, you may request to view the full Curriculum Vitae of the candidate profiled. The CV of the candidate will be forwarded to you once we have their prior consent to do so. It would then be the responsibility of the Employer to move the recruitment process forward and be in direct contact with the candidate. A Recruitment Fee only becomes payable to Resources on Tap upon the successful appointment of the candidate.

IMPORTANT: The database of candidates on Resources on Tap is a **representative sample** of the Lewyll Communications database of candidates - who have **elected** to list their Profile on the Resources on Tap website. This in compliance with the *Protection of Personal Information Act* - more commonly referred to as the POPI Act.

B) Lewyll Communications database of Candidates

Your ideal candidate not showcased on www.resourcesontap.co.za ? Not a Problem!

The Lewyll Communications team will conduct a **full search** of our entire database, and provide Employers using the Resources on Tap initiative with the CV's of candidates identified who are not listed on the website, and move the process forward under the same T&C's as agreed, as a *Subscriber* or a *Non-Subscriber* of Resources on Tap.

C) Refreshing of Candidate Database

As a matter of course, we are continually active in our efforts to attract fresh talent to register on our greater Lewyll Communications database who have the qualifications and experience aligned with our industry sector focus. The ratio of candidates on our database

who are "opting-in" to register a Profile on Resources on Tap is on the rise in response to campaigns being rolled out. No doubt more candidates will follow this trend.

Should you require any further information, either Rob or Michelle will gladly provide you with clarity on the details you require. robj@lewyll.co.za or michj@lewyll.co.za

"Human Capital is the most important Asset in your Company " - we look forward to being of service to your company.