**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.

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| **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) | Checkmark with solid fill |  |  |
| 2 | Administrative Fees | Checkmark with solid fill |  |  |
| 3 | Sub Agencies/Associate Agency Fee |  | Checkmark with solid fill |  |
| 4 | Advertisement Cost |  | Checkmark with solid fill |  |
| 5 | Local Transportation cost for  candidates to appear for the Trade  Test/Interview |  |  | Checkmark with solid fill |
| 6 | Passport costs (issuing and renewal) |  |  | Checkmark with solid fill |
| 7 | Trade Test/Interview Center Fees |  | Checkmark with solid fill |  |
| 8 | Medical certificate |  | Checkmark with solid fill |  |
| 9 | Visa Application | Checkmark with solid fill |  |  |
| 10 | Immigration/Employment Bureau Fee |  | Checkmark with solid fill |  |
| 11 | Biometric Cost |  | Checkmark with solid fill |  |
| 12 | Insurance Fee |  | Checkmark with solid fill |  |
| 13 | Service/IT Tax |  | Checkmark with solid fill |  |
| 14 | Insurance Fees |  | Checkmark with solid fill |  |
| 15 | Government Deployment Induction |  | Checkmark with solid fill |  |
| 16 | Pre-Deployment Domestic Travel &  Accommodation Cost for Candidates | Checkmark with solid fill | Checkmark with solid fill |  |
| 17 | Joining Tickets for the Candidates | Checkmark with solid fill |  |  |
| 18 | Overseas Travel Cost for Client  Interview Delegation | Checkmark with solid fill |  |  |
| 19 | Domestic Travel Cost for Clients  Interview Delegation | Checkmark with solid fill |  |  |
| 20 | Domestic Hotel Accommodation/Food  Cost for Clients Interview Delegation | Checkmark with solid fill |  |  |
| 21 | Cost of Communication toolkits | Checkmark with solid fill |  |  |