

These Perennial HR Pte Ltd (“Perennial HR”) Referral Scheme Terms and Conditions (“Scheme Rules”) govern your participation in the Perennial HR Referral Scheme. The Scheme Rules are in addition to any agreements between you and Perennial HR, including the Perennial HR Terms and Conditions as applicable.

Scheme Overview

The Perennial HR Referral Scheme (“Referral Scheme”) is offered by Perennial HR and provides Individuals who are interested in referring their family and friends (“Referrers”) the opportunity to refer eligible persons to join the Perennial HR Platform as potential candidate (“Candidates”). These Scheme Rules apply to Referrers and Candidates, so please read carefully to understand your respective rights and obligations.

How to Refer Candidates

The Perennial HR’s Referral Scheme is open and available to everyone meeting the following terms and conditions:

- As a Referrer, you can make a referral via the form above to submit the contact information of an individual that you think is suitable for a role.
- As a Referrer, you will be rewarded with S\$1,500 in cash or \$1,500 donation to a registered charity of your choice for the first successful referral. The more successful referrals you make, the more rewards you can earn!
- For a Referrer to be eligible for the award:
 - Referee or Candidate must be placed in a permanent position within 12 months of reference, and
 - Referee or Candidate must complete the probation timeline set by the employer and the employer must have paid the invoice
 - Referee or Candidate can only be referred once. In the case of multiple references given for the same referee or candidate, only the first referrer is eligible for reward under this scheme.
- Referrer is responsible for providing the full and accurate information requested by Perennial HR in connection with the Scheme.
- Permanent and contracted employees working directly for Perennial HR and its subsidiaries are not eligible for the Referral Scheme.
- Referrals are for positions in Singapore and Hong Kong

How to Refer Clients

The Perennial HR Referral Scheme also offers individuals the opportunity to refer companies that are hiring for HR positions (“Clients”).

- As a Referrer, you can submit the contact information of a hiring manager or HR representative from a company you believe could benefit from Perennial HR’s recruitment services. (Note: You cannot refer a company you are currently employed by.)

- For each successful client referral, you will be rewarded with \$1,500 SGD in cash or a \$1,500 SGD donation to a registered charity of your choice once a candidate is placed with the referred client and completes their probation period (with the invoice paid by the employer).

For a Referrer to be eligible for the reward:

- The referred Client must engage Perennial HR for a permanent HR position within 12 months of the referral.
- A candidate must be successfully placed in that position, complete the probation period, and the employer must have paid the invoice.
- Each Client can only be referred once. If multiple referrals are received for the same Client, only the first Referrer is eligible for the reward.
- Referrers must provide full and accurate information requested by Perennial HR.

All other terms under the existing Perennial HR Referral Scheme Terms and Conditions apply to the client referral scheme, including eligibility, liability, misrepresentation, data protection, reservation of rights, and governing law.

Referral Locations and Currency Adjustments

The standard referral rewards stated in this Scheme apply to referrals for positions and clients based in **Singapore and Hong Kong**. For referrals resulting in placements outside of these jurisdictions, Perennial HR reserves the right to **adjust the referral reward amount based on the value of the placement and local market conditions**. Any adjustments will be communicated to the Referrer in advance of the placement being finalized.

The referral rewards are paid in **Singapore Dollars (SGD)** unless otherwise agreed upon by both parties.

Referrer Eligibility

To be eligible to participate in the Referral Scheme as a Referrer, you must (a) be a legal resident of your country; (b) be the age of majority in your territory of residence; and (c) be an Individual in good standing. However, if you violate the Referral Scheme Rules or any applicable Terms of Service, Perennial HR may suspend or terminate your ability to participate in the Referral Scheme under any or all of your accounts. For example, if you have a user account with Perennial HR Platform and you engage in prohibited referral activity under your user account, Perennial HR may terminate your ability to participate in the Referral Scheme under your Perennial HR user account.

Liability

As a Referrer, you shall indemnify and defend or settle Perennial HR and its clients, affiliates, directors, officers, employees and agents, at your sole expense, from and against any and all liability, expenses (including reasonable attorney's fees), costs, damages, settlements and obligations suits, proceedings and claims (whether raised by a third party or otherwise) arising directly or indirectly out of your misrepresentation or your failure to obtain



the necessary consent from the Referee before the personal data or information about the Referee is passed to Perennial HR for this Scheme. perennialhr.asia

No Misrepresentation

As a Referrer, you agree that you will not attempt to mislead anyone in connection with the Referral Scheme, either by affirmative representation, implication, or omission. In particular, you agree that you will not:

1. Impersonate any person or entity or create fake accounts, blogs, webpages, profiles, websites, links, or messages
2. Misrepresent your relationship with Perennial HR or any other third party or create content or communications that could have the effect of leading a third party to believe that it is an official communication from Perennial HR;
3. Suggest that an affiliation or partnership exists with a third party where none exists.
4. Make misrepresentations with respect to the characteristics or qualification requirements for the Referral Scheme or any referral rewards that could mislead any third party.

Disclaimer

Referrer agrees that Perennial HR and its employees are not responsible and will not be held liable for any loss, damage, or issues arising out of the use of reward and waive all claims against Perennial HR. The referrer agrees to exercise reward wholly at their own discretion and risk.

Referee or Candidate

Referrer may refer eligible persons to become Candidates to the Perennial HR Platform. In order to be eligible for a Referral Scheme (defined below) for a Prospect, the person must:

- i. not be an existing registered Candidate of Perennial HR,
- ii. be at least the age of majority in your territory of residence,
- iii. complete the Perennial HR registration, and
- iv. satisfy the applicable Reward Criteria, as discussed.

If these conditions are met, the person shall be considered your “Referred Candidate.”

Data Protection

As a Referrer, you represent that, before submitting any personal data to us, you have obtained all necessary consent and authorisation from the data subject in compliance with all applicable data protection laws including but not limited to the PDPA and EU GDPR, failing which you will be liable for all loss and damages suffered by us or the data subject.

Reservation of Rights

Perennial HR reserves the right to withhold or deduct Referral Rewards obtained through the Referral Scheme in the event that Perennial HR determines or believes that the receipt of the Referral Reward was in error, fraudulent, illegal, or in violation of these Referral Scheme Rules or any other applicable agreement between you and Perennial HR



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Governing Law

The Referral Scheme Terms and Conditions shall be governed by and construed in accordance with the laws of Singapore.