

# Candidate Referral Agreement — Agencies

EP-AG-1.1 · 2026-10-25

## Candidate Referral Agreement — Agencies

*The Agency hires, employs and pays the workers*

EP-AG-1.1-EN

BETWEEN: Enterpoint Recruiting Agency, entrepointsmontreal@gmail.com, WhatsApp 416-254-4071 ("Enterpoint");

AND: the agency identified below, with its NEQ and, if it holds one, the number of the permit issued to it by the CNESST (the "Agency"), represented by the signatory identified below, who declares being authorized to bind it.

### The Agency

|                                                |  |
|------------------------------------------------|--|
| Agency legal name                              |  |
| NEQ                                            |  |
| Agency's CNESST permit number, if it holds one |  |
| Address                                        |  |
| City                                           |  |
| Province                                       |  |
| Signatory (full name)                          |  |
| Signatory title                                |  |
| Work email — the signing link is sent there    |  |
| Phone                                          |  |
| Roles and sectors needed                       |  |

### 1. Purpose

Enterpoint finds, pre-screens and refers candidates to the Agency, with each candidate's written consent for that Agency and that role. Enterpoint is not the employer, assigns no workers and invoices none of the Agency's clients.

### 2. Employer

The Agency hires, employs and pays the candidates it retains: employment contract, wages, deductions, CNESST, training, health and safety and invoicing of its clients are the Agency's alone.

### 3. No fees to candidates

Neither party charges any fee, in any form, to a candidate or worker.

### 4. Fees

The Agency pays Enterpoint a fee per worker who starts, agreed in writing with each agency: \_\_\_\_\_ \$ per worker, plus applicable taxes once Enterpoint's numbers are confirmed. "Starts" = completed \_\_\_\_ paid shifts. Due once per candidate.

## 5. Payment

Enterpoint invoices once the start condition is met. Payment by direct deposit only, within 15 days of the start. Banking details appear only on the invoice and never change by email. Interest: 1.5% per month (18% per year) on any late balance.

## 6. Replacement guarantee

If a referred candidate leaves or is dismissed for cause within 90 days of starting, Enterpoint refers a replacement at no extra fee, once per position, if the original invoice was paid when due.

## 7. 12-month protection

For 12 months after a referral, engagement of the candidate by the Agency or one of its clients, in any form, entitles Enterpoint to the fee.

## 8. Personal information

The parties protect candidate information under the Act respecting the protection of personal information in the private sector and use it only for this agreement.

## 9. Compliance

Each party holds the permits the law requires for its own activities and notifies the other without delay of any suspension or expiry; the agreement may then be ended immediately.

## 10. Term

Indefinite term; termination on 30 days' written notice. Fees already earned remain payable.

## 11. Electronic signature

The parties agree to contract electronically; the electronic signature has the same value as a handwritten one (Act to establish a legal framework for information technology).

## 12. Language and governing law

The French version was provided first; the English version binds the parties only if the Agency expressly chose it. Laws of Québec; judicial district of Montréal.

*For the Agency: drawn electronic signature, name, title, date and time shown on the signed copy.*

*For Enterpoint Recruiting Agency: Ali Manish — fee entered and agreement sent for signature by Enterpoint.*

### SIGNATURE

Name \_\_\_\_\_

Title \_\_\_\_\_

Date and time \_\_\_\_\_

Reference \_\_\_\_\_

\_\_\_\_\_  
Authorized representative signature