

FG BUSINESS PARTNER AGREEMENT

This FG BUSINESS PARTNER AGREEMENT (hereinafter referred to as the "Contract") made and entered into this _____ day of _____ 2026 in Manila City, Metro Manila, Philippines by and between:

FIL-GLOBAL IMMIGRATION SERVICES CORPORATION, a corporation duly organized and existing virtue of the laws of the Republic of the Philippines with office address at **5th Floor, Times Plaza Bldg., U.N. Avenue cor. Taft Avenue, Ermita Manila, Philippines** represented herein by its **MANAGING DIRECTOR, NAOMI CHELO ELEMIA**, hereafter referred to as **FIL-GLOBAL**,

-- and --

_____, Filipino, of legal age, with residence at _____, hereinafter referred to as the "BUSINESS PARTNER".

a. WITNESSETH : That

WHEREAS, **FIL-GLOBAL IMMIGRATION SERVICES CORPORATION** is engaged in the business of offering immigration, internships, and university placements in Canada, Australia, and many others.

WHEREAS, FIL-GLOBAL needs the services of a Business Partner who will perform such functions and duties under the terms and conditions stated in this Contract;

WHEREAS, the Business Partner is willing and desires to accept this Contract on terms and conditions stipulated herein;

NOW THEREFORE, in consideration of the above premises and the covenants, stipulations and conditions hereinafter set forth, the parties to this Contract hereby agree as follows:

1. RELATIONSHIP

It is clearly understood that the relationship between the parties shall be that of a principal and agent, and not that of an employer and employee. Business Partner shall present himself as a representative or agent, of FIL-GLOBAL.

Business Partner also hereby confirms and acknowledges that they knowingly and voluntarily entered into this Contract without any force, duress or improper pressure, or any other circumstances vitiating Business Partner's consent, and that Business Partner dealt with for this Contract on more or less equal terms, without any moral dominance being exercised over Business Partner by FIL-GLOBAL.

2. TERM

This Contract shall be from _____ until _____ unless Business Partner is notified in writing that their services will be discontinued, or have not met the minimum standards required as an FG Business Partner, under the terms and conditions reflected in the written agreement of the parties.

3. SCOPE OF SERVICES

Business Partner shall perform the functions, duties and obligations as **BUSINESS PARTNER** for which responsibilities include but are not limited to:

1. Social Media Content - FG BUSINESS PARTNERS are responsible for creating and managing content on their social media channels to promote Fil-Global Immigration Services Corporation. This content should highlight the services offered, success stories, and other relevant information to attract potential clients.

2. Client Engagement - When an inquiry is received, FG BUSINESS PARTNERS guide prospective clients to visit the Fil-Global website and encourage them to watch the free orientation session available. They assist clients in accessing valuable information about the immigration and educational services offered.

3. Consultation and Program Guidance – FG BUSINESS PARTNERS consult with clients to understand their immigration and educational goals. They provide initial guidance and assess the client's needs. If required, they endorse the client to a PC (pathway consultant) for further consultation and the signing of an information package (infopack).

4. Membership Endorsement - FG BUSINESS PARTNERS facilitate the enrollment of clients into Fil-Global's membership programs, which may include Silver, Bronze, and Platinum packages. They explain the benefits of each package and assist clients in selecting the most suitable option.

5. Visa Processing Assistance - FG BUSINESS PARTNERS assist clients throughout the Visa Processing phase. They guide clients through the necessary documentation, requirements, and procedures. When appropriate, they endorse clients to the DO Documentation Officer to ensure a smooth application process.

6. Lead Generation - Actively seek and generate leads through various means, such as networking events, referrals, and online platforms.

7. Orientation Sessions - Organize and conduct orientation sessions, webinars, or workshops to educate potential clients about immigration processes, educational opportunities, and Fil-Global's services.

8. Feedback Collection - Gather feedback from clients regarding their experiences and services. Use this feedback to continually improve the client experience and Fil-Global's offerings.

9. Compliance - Ensure adherence to all relevant laws, regulations, and company policies in the execution of tasks and interactions with clients.

10. Training and Development - Participate in training and development programs provided by Fil-Global to enhance product knowledge, sales skills, and client engagement techniques.

Other conditions:

- **Optional** onsite work at Fil-Global HQ and shall focus on achieving sales outputs;
- Equipment such as laptop and mobile phone will not be provided by Fil-Global;

- If inactive for three (3) consecutive months, BP shall be downgraded to a Marketing Agent (MA) with commission of P4,000.00 per successful referral.

4. TERMINATION

Either party may terminate this Contract for any cause by giving the other party written notice of not less than **(15) Fifteen days** from intended date of termination. During this period, Part-Timers shall continue to render the Services and ensure a proper turn-over of all works, including company records, documents, properties, equipment and other materials in their possession and custody.

5. FEES AND COMMISSIONS

- FG Business Partner shall receive a commission of **P10,000.00** per paid Silver Member
- The standard release of BP Commissions shall be every **30th of the following month** of the period covered. (ex: March 1-31 – commissions shall be released on **April 30**). Commission request must be done between **5th to 20th of the month**.
 - Commissions however, may be requested earlier provided the following conditions are met:
 - New member proof of payment should be uploaded to the website and duly-validated by the accounting department;
 - Proper endorsement of the new member to the Documentation Officer;
 - Client support group chat created should include the MD (Managing Director), PL (Programmes Lead) and DO (Documentation Officer);
 - Commissions will not be released if there is no proper endorsement.

The foregoing fees and commissions are strictly confidential between the Business Partner and FIL-GLOBAL, and shall not discuss it with anyone except the appropriate members of management and through appropriate procedures.

Business Partners fully understand that as a sales agent, they are not entitled to the benefits reserved to the full-time employees of FIL-GLOBAL under the law and existing company policies.

6. REPRESENTATIONS

Business Partner is aware that this Contract is made on the express condition that:

- a. The Business Partner has the required qualifications and can serve as BUSINESS PARTNER for FIL-GLOBAL.
- b. The Business Partner is not suffering from any disqualification or prohibition either by reason of law, regulations or policies, or by contract to serve as BUSINESS PARTNER for FIL-GLOBAL.

Any misrepresentation by Business Partner on their qualifications and competence shall cause the immediate termination of this Contract.

7. MISCELLANEOUS

- a. Confidentiality, Non-disclosure and Non-competition

Business Partner shall not, without approval in writing of FIL-GLOBAL publicize this Contract or submit for publication for use in a lecture or presentation, any information gained from this Contract or from documents prepared pursuant to this Contract.

Any and all information acquired by the Business Partner about the business of FIL-GLOBAL and its affiliates or business partners, including, but not limited to manner of operation, plans, processes, or data/information of any kind which Business Partner acquired, learned and received during and by reason of this Contract, shall be treated by the Business Partner in strict confidence. Business Partner shall not make any unauthorized disclosure or reproduction of the same at any time during or after the termination of this Contract. Business Partner shall take all reasonable precautions to prevent any unauthorized reproduction, disclosure or use of any information provided by FIL-GLOBAL, its affiliates or business partners.

Business Partner shall not keep, copy from company files and records and/or download from FIL-GLOBAL computer systems any of the foregoing information upon termination of engagement from the Company for whatever cause.

Business Partner agrees that all records and all documents or properties of FIL-GLOBAL and/or its clients in Part-Timer's custody or control shall be immediately surrendered to FIL-GLOBAL if required during the term of this Contract. Business Partner agrees not to remove, deface or destroy any copyright, patent notice, trademark, service mark, other proprietary markings placed on or within confidential information.

During the term of this Contract and for a period of six (6) months from the expiration of this Contract, Business Partner shall refrain from engaging in any business or activity which is or may be prejudicial to the interest of FIL-GLOBAL or which will interfere with Business Partner's performance of functions and duties, whether within or outside working hours, without the prior written consent of FIL-GLOBAL.

b. Undertaking

Business Partner undertakes not to do anything prejudicial to the interests of FIL-GLOBAL, its affiliates and business partners and further agrees that even after the termination of this Contract, and whenever so requested by FIL-GLOBAL, without expectation of any compensation, Business Partner will assist FIL-GLOBAL in a reasonable manner that may be requested of the Business Partner relative to any matter which Business Partner has personal knowledge by reason of this Contract, and Business Partner shall render every cooperation necessary and shall turn over and account for all records, books, properties and assets of FIL-GLOBAL, its affiliates or business affiliates which may be in Business Partner's possession

c. Indemnification

Business Partner shall indemnify and hold FIL-GLOBAL harmless from and against any claims, demands, loss, damage or expense (i) related to bodily injury or death of any person or damage to property resulting from any act or omission constituting negligence or willful misconduct or breach of fiduciary duty on Business Partner's part, (ii) resulting from any claim that Business Partner is not an independent contractor, (iii) incurred by FIL-GLOBAL based on any claim that any deliverable or other materials delivered under this Contract or use thereof FIL-GLOBAL infringes any copyright, trade secret or other proprietary right of any third party, or (iv) resulting from Business Partner's breach of the terms and conditions of this Contract including, without limitation, Business Partner's obligations and covenants under this Contract and in relation to the payment of taxes and compliance with the law.

8. AMENDMENTS/WAIVER

No amendment or modification or waiver of any provisions of this Contract shall be valid and binding upon FIL-GLOBAL unless made in writing and signed by its Human Resources Head.

9. ENTIRE AGREEMENT

This Contract contains the entire agreement and understanding between the Business Partner and FIL-GLOBAL on this subject matter and supersedes all prior commitments, representations, writings and discussions between them.

10. SEPARABILITY

If any provision of this Contract is held to be invalid, illegal, or unenforceable, the remaining provisions of this Contract will not in any way be affected or impaired, and the invalid, illegal or unenforceable provision will be restated to reflect the original intentions of the parties under this Contract as nearly as possible in accordance with applicable laws.

11. ASSIGNMENT

No party shall assign, change or otherwise deal with this agreement or its rights or obligations thereunder in any way without the prior written approval of the other party.

12. APPLICABLE LAW

This agreement shall be governed by the laws of the Republic of the Philippines.

13. VENUE

Any dispute regarding the interpretation or implementation of this contract shall be brought exclusively in the courts of Manila City.

IN WITNESS WHEREOF, the parties have signed this Contract on the date and at the place first above written.

BUSINESS PARTNER

FIL-GLOBAL IMMIGRATION SERVICES CORP.

NAOMI CHELO ELEMIA

DATE: _____

DATE: _____

SIGNED IN THE PRESENCE OF:
