**Public offer**

This document is an official offer of Job For Arabists Recruitment Agency LLC, legal address: 127106, Moscow, Altufevskoe highway, 27, 4th floor, office 4390/1, represented by the general director Eliseev Vyacheslav Sergeevich, acting under the Charter (hereinafter referred to as the "Contractor") to the address registered on the website www. jobforarabists.ru Internet users (hereinafter referred to as the “Customer”) enter into a service agreement (hereinafter referred to as the “Agreement”) on the conditions specified below (hereinafter referred to as the “Offer”).

In accordance with Clause 2 of Article 437 of the Civil Code of the Russian Federation (Civil Code of the Russian Federation), if the conditions set forth below and payment for services are accepted, the entity or individual making the acceptance of this offer becomes the Customer (in accordance with Clause 3 of Article 438 of the Civil Code of the Russian Federation, acceptance of the offer is equivalent to conclusion of an agreement on the conditions set forth in the offer).

1. **Definition of terms**

1.1. Public offer (hereinafter referred to as the “Offer”) is this document posted on the website www.jobforarabists.ru

1.2. Customer – is a person who has accepted the offer, and who is thus the Customer of the Contractor's services under the concluded contract.

1.3. A recruitment agency – is an organization that selects personnel for third parties.

1.4. Parties – are the Contractor and the Customer at the joint mention.

1.5. “Acceptance” – is full and unconditional acceptance by the Customer of the terms of the Agreement.

**2. Subject of the Agreement**

2.1. The subject of this Offer is the provision of services to the Customer (on a reimbursable basis) for the search, selection of specialists with knowledge of the Arabic language (as well as other services provided for by this agreement) in accordance with the terms of this Offer, the Rules of the Site and the current Price list of the Contractor.

2.2. A full list of services is given in the appendix.

2.3. The Customer undertakes to pay for the services of the Contractor in the manner and terms established by this Agreement.

3. General provisions

3.1. This Agreement is considered concluded from the moment of acceptance - full payment for services. Payment is made in the amount of 100% prepayment.

3.2. The Contractor has the right to amend the offer at any time at its discretion. The publication of these changes is carried out 10 calendar days before their entry into force.

3.3. The Contractor provides complete information about the services, the procedure and terms for the performance of services.

**4. Cost of services and settlement procedure**

4.4. The cost of paid services is indicated on the website www.jobforarabists.ru in the section:

- to employers: <http://jobforarabists.ru/employers/>

- to applicants: http://jobforarabists.ru/candidates/

4.2. Payment is made by bank transfer, using one of the methods indicated on the website www.jobforarabists.ru. The date of payment shall be the date of receipt of funds to the account of the Contractor.

**5. The service delivery procedure**

5.1. Services are provided on the basis of applications sent through the site www.jobforarabists.ru.

5.2. Vacancies are published within 24 hours of the approval of the text of the vacancy of the Customer.

5.3. CV screening starts the day after the employer provides a complete list of key requirements for candidates, the number of CVs. The term for the service delivery is at least 3 days.

5.4. The selection of a specialist is carried out from the moment the user provides vacancy requirements. The term for the service delivery is at least 14 days. An additional written contract is concluded for this service.

5.5. The examination is carried out within 3 days from the moment the employer submits contact details (for the company to conduct oral testing) or written testing by a candidate whose Arabic language knowledge needs to be checked will contact the Contractor.

5.6. Consultation via Skype is carried out at a time agreed between the Customer and the Contractor, the consultation lasts up to 60 minutes. As part of the consultation, a discussion is held on the main aspects of the specifics of compiling a professional CV, the stages and aspects of preparing for an interview with the employer, as well as a discussion of any other issues that relate to employment issues.

5.7. Acts on the service delivery are sent to legal entities, individuals - upon request. After signing the act on the service delivery, claims for their quality are not accepted.

5.8. If the Customer refuses to sign the act without good reason, he is considered to be signed unilaterally and has legal force.

**6. Rights and obligations**

**6.1. The Contractor undertakes:**

- provide access to the site [www.jobforarabists.ru](http://www.jobforarabists.ru)

- search and select Specialists in accordance with the requirements of the Customer, provide other services specified by the list.

- provide complete information about the services, the cost of services, the procedure and deadlines.

**6.2. The Contractor has the right:**

- to receive the necessary and reliable information from the Customer in order to fulfil this Agreement

- to suspend the service delivery unilaterally in case of violation by the Customer of the provisions of this Agreement

**6.3. The customer undertakes:**

- provide the Contractor with Application (s) indicating the selected service

- provide the Contractor with reliable information in order to implement this Agreement

- pay for services in accordance with the provisions of the Agreement.

**6.4. The customer has the right:**

- receive all necessary information and services under this Agreement

- get advice

**7. Personal data**

7.1. By accepting the terms of the Agreement, the Customer agrees to the collection and processing of personal data, namely: first name, last name, patronymic, date of birth, gender, address, telephone, email address, position, as well as other necessary information for the purpose of fulfilling this Agreement.

7.2. Customer’s personal data are processed in accordance with the Federal Law “On Personal Data” No. 152-FZ.

7.3. The Contractor undertakes to ensure the confidentiality of the Customer’s personal data in accordance with the legislation of the Russian Federation.

7.4. The processing of personal data is understood to mean any action (operation) or a set of actions (operations) performed using automation tools or without using such tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (including transfer to third parties, not excluding cross-border transfer, if the need arose during the performance of obligations), depersonalization, blocking, deletion, destroyed of personal data.

**8. Responsibility of the Parties**

8.1. For failure to fulfil or improper fulfilment of obligations under this public offer, the Parties shall be liable in accordance with the current legislation of the Russian Federation.

8.2. The Parties are exempted from liability for non-performance or improper performance of obligations under the Agreement for the period of force majeure. Force majeure means emergency and force majeure circumstances, given the circumstances, hindering the fulfilment of their obligations by the Parties under this Offer. These include natural disasters (earthquakes, floods, etc.), circumstances of public life (military operations, emergency situations, major strikes, epidemics, etc.), prohibitive measures of state bodies (transportation prohibition, currency restrictions, international sanctions ban on trade, etc.). During this time, the Parties have no mutual claims, and each Party assumes its own risk of the consequences of force majeure.

8.3. The Contractor is not responsible for the delay in the performance or non-performance of obligations under this Agreement that arose due to the fault of the Customer.

8.4. All disagreements and disputes that may arise between the Parties from this Agreement and in connection with it will be resolved through negotiations. If it is impossible to resolve differences through negotiations, all disputes between the Parties shall be resolved in court.

9. Validity of the offer

9.1. This Public Offer comes into force from the moment of its acceptance by the Customer, and is valid until the withdrawal of the acceptance of the Public Offer.

10. Details

Job For Arabists Recruitment Agency Limited Liability Company

Legal address: 127106, Moscow, Altufevskoe highway, 27, office 4390/1

TIN: 7722372667 IEC: 772201001

PSRN: 1167746761269

Account: 40702810801270009437 Bank: POINT OF PJSC BANK OTKRITIE FC:

TIN: 7706092528 Transmission: 775043002

BIC: 044525999

Moscow city

C / a: 30101810845250000999

IN BANK OF RUSSIA GENERAL DIRECTORATE IN THE CENTRAL FEDERAL DISTRICT

Email: info@jobforarabists.com

Tel +7 (499) 769-58-15