

**CAMG Services Sdn. Bhd.**  
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# **Freelance Accountant Agent Scheme**

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Presented by: CAMG Services Sdn. Bhd.  
Date: 31 October 2015

We are pleased to share with you CAMG’s **Freelance Accountant Agent Scheme** upon the terms and conditions as follows:-

**1. About CAMG Services Sdn. Bhd. (“CAMG” or “the Company”)**

CAMG was founded by a group of qualified and experienced accountants to bridge the small and medium enterprises (“SMEs”) with freelance accountants. We aim to develop a large client base in various industries.

**2. Agent**

The Company is looking for accounting profession who is interested to develop freelance accounting career. The agents are classified into two (2) categories:-

- (a) Engagement Manager; and
- (b) Engagement Agent.

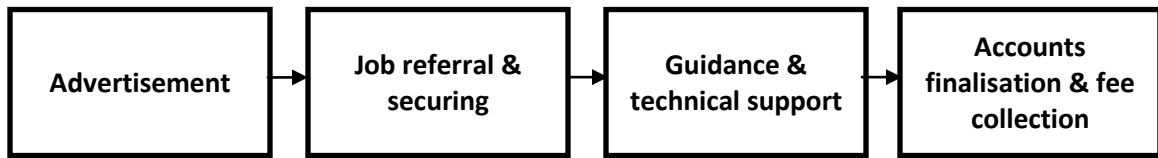
Experienced and highly skillful accounting profession will be considered as Engagement Manger to review and lead Engagement Agent to complete the job assigned.

**3. Agent’s duties and responsibilities**

The duties and responsibilities of agents are tabulated below:-

Description of Works	Engagement Manager	Engagement Agent
Lead and manage engagement agent in preparing full set accounts	√	
Ensure compliance of applicable Financial Reporting Standards	√	
Ensure and advise client on timely submission of annual return, tax filing, etc.	√	
Ensure proper filing of documents and high accuracy accounting transactions input		√
Maintain good relationship with client and ensure on time collection of accounting fee	√	√

#### 4. CAMG's support and services



##### 4.1 Advertisement

The Company will continue to promote and enhance its services and image through various media, such as newspaper, magazine, company websites and Facebook.

##### 4.2 Job referrals and securing

The Company will secure clients for the agents and negotiate for a reasonable fee.

##### 4.3 Guidance and technical support

An Engagement Manager will be assigned to each job to provide guidance to the Engagement Agents. Besides, the Company has a team of experienced professionals to update the agents on the latest development of Financial Reporting Standards, tax and GST rules and regulations and provide accounting software training through the Company's website, monthly newsletter and workshop.

##### 4.4 Accounts finalisation and fee collection

The Engagement Manager and Agent will be responsible to finalise the accounts and ensure timely collection of accounting fee. The accounting fee with out of pocket expenses shall be payable to the Company. Agents are responsible to follow-up and collect from client.

The profit sharing scheme can be referred to Note 6 below.

#### 5. Name card and email account

All agents will be given name card and one (1) company email account.

**6. Profit sharing scheme**

CAMG offers an attractive Profit Sharing Scheme to agents and job referrals:-

Type of Job	Engagement Manager	Engagement Agent	Job Referral
Accounting	20-30% of gross fee to person who reviews and monitors the engagement.	40-50% of gross accounting fee to person who perform the task.	5% of gross fee to person who bring in the job.
Audit/Taxation/ Company Secretary	n/a	n/a	60% of total referral commission

The Company allocates 70% of gross accounting fee to reward the Engagement Manager and Engagement Agent based on the predetermined ratio. The percentage (%) of gross fee entitlement for Engagement Agent shall be based on the quality of work delivered by them.

The job referral fee to person who introduces the client to the Company shall be continuously until termination of services by the client.

**7. Payment of accounting fee to agent**

The Company shall within seven (7) working days pay the agents based on agreed Profit Sharing Scheme upon clearance of the accounting fee received from clients.

**8. Annual agent fee**

For all the jobs referral, services and technical support provided by CAMG, an annual fee will be charged to all agents as below:-

Period of Join	Annual Fee (RM)
Sign up before 30 <sup>th</sup> June	RM500
Sign up after 30 <sup>th</sup> June	RM250

The renewal of annual fee shall be payable by 15<sup>th</sup> January of each calendar year.

**9. Accounting software arrangement**

Agents shall use his/her own accounting software in the preparation of accounts for client.

**10. Workplace**

The agents are allowed to work from home subject to approval from client and Engagement Manager.

**11. Working hours**

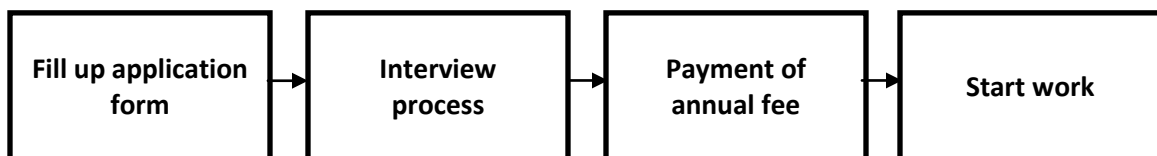
CAMG offers flexible working hours to all agents. The agent may choose a different work schedules to meet personal or family needs while ensuring quality works are delivered on time.

**12. Confidentiality of information**

The agent is required to observe the strictest secrecy of all information, affairs, interest and transaction of any client.

**13. Application Process**

The application process as the Company’s agent is illustrated below:-



**14. Termination**

The Company shall be entitled to terminate the contract without notice, indemnities and compensation in the following events:-

- (a) if the agent shall in the opinion of the Company be guilty of dishonesty, misconduct or negligence in the performance of duties;
- (b) if the agent deal directly and/or indirectly with CAMG’s client without written consent from CAMG;
- (c) if the agent revealed matters related to client’s business, including operations, financial position, business development, future plan, etc.;
- (d) if the agent use of CAMG as platform for personal gain, such as securing client for own benefit; and
- (e) if the agent has been found to have committed any serious breach or continual material breach of any of his/her duties or obligations under the agency contract.

**15. Refund of annual fee**

The Company shall refund the annual fee in full to the agent if the Company fails to secure any job for the agent within one (1) year period. The refund shall be made within seven (7) working days upon request by the agent.

Note: CAMG reserves the right to change or update the above terms and conditions without prior notice.