



### Offboarding Fees List – Annex to EOR Order for Services Form

Offboarding Type	Fee	Scope
Employee Resignation	£500 Flat fee per employee	<ul style="list-style-type: none"><li>• Deregister with local authorities.</li><li>• Issue leaver paperwork where legally required.</li></ul>
Client contract terminations	£500 flat fee per employee.	<ul style="list-style-type: none"><li>• Deregister with local authorities.</li><li>• Issue leaver paperwork where legally required.</li></ul>
Client driven Transfer of employment	£350 per hour + external legal fees.	<ul style="list-style-type: none"><li>• Creation and/or review of legal documentation.</li><li>• Meetings/consultations with employees to explain legal obligations.</li><li>• Transfer of any mandated data.</li><li>• Calculation of final payroll including any mandated accrual and/or severance payments.</li></ul>
Mutual Termination Agreement	£350 per hour + external legal fees.	<ul style="list-style-type: none"><li>• Creation and/or review of legal documentation.</li><li>• Meetings/consultations with employees to explain legal obligations.</li><li>• Transfer of any mandated data.</li><li>• Calculation of final payroll including any mandated accrual and/or severance payments.</li></ul>
Any other type of exit	To be agreed via addendum to services.	We cannot facilitate all types of offboarding in all countries therefore there will be variations required per country and depending on the reason for termination it will need to be agreed in more detail.

**Notice:** In addition to the Offboarding Fees, please be aware that Ad-Hoc fees may also apply. These fees reflect any services outside the standard scope that are requested in writing by the client. This may include, but is not limited to, administrative costs such as managing and terminating specific benefits or insurance required as part of the services, as well as fees associated with termination of travel/work permits, and the management of visa applications for the client’s consultants when necessary.