

COMPREHENSIVE COLLABORATION PROCESS GUIDE: SLOVAKTRANSLINE & BOAZ PERSONAL

Dear Partner,

This document serves as an exhaustive operational manual designed as an **essential bridge between our initial commercial proposal (One-Pager) and the full Brokerage & Placement Agreement**. Its objective is to explain transparently, thoroughly, and unambiguously every phase of the recruitment, immigration approval, and deployment process for Indian workers destined for your business operations in the Hellenic Republic.

This international project is strategically directed by **SlovakTransLine** and executed in full legal and operational synergy with the **fully licensed European recruitment agency BOAZ Personal, s. r. o.** This partnership guarantees that all sourcing, visa processing, relocation, and placement procedures are strictly compliant with Greek, European, and international labor migration laws.

1. Initial Phase: Requirements Definition & Mandatory Due Diligence

Prior to deploying our recruitment infrastructure in India, it is imperative to precisely define the job profiles and **conduct a thorough due diligence check of your enterprise**. Greek migration legislation strictly requires that any employer petitioning for third-country workforce demonstrates tax compliance, social security clearance, and proven financial standing. This preliminary verification protects both parties from administrative delays or rejection by Greek regional directorates and ministries.

Step 1.1: Completion of the Employer Requirements Form (Annex 1)

The cornerstone of candidate sourcing is the accurate completion of the "Employer Requirements Form" (Annex 1 to the Agreement). This document serves as the **binding specification for our sourcing team in India and our Greek legal counsel** when drafting employment contracts. It covers:

- **Employment Category and Volume:** Defining whether the positions require standard permanent/long-term contracts (Residence Permit Type E.4) or seasonal labor (Residence Permit Type E.5/E.6).

- **Mandatory Qualifications:** Required technical skills, years of verified experience, equipment certifications (e.g., heavy machinery), and language proficiency.
- **Contractual Labor Conditions:** Gross monthly salary (**which must under no circumstances be lower than the statutory Greek national minimum wage**), standard weekly working hours, shift patterns, and rest schedules.
- **Logistics & Welfare:** Clear specification of employer-provided accommodation (exact address, capacity, and housing type), meal allowances, and local daily transport to work sites.
- **Agricultural Quotas (Agro-sector only):** For seasonal agricultural positions, documentation confirming cultivated land area, crop types, and integrated system registration numbers (OSDE/MAE) to determine legal hiring quotas.

Step 1.2: Employer Eligibility Verification Before Public Authorities

In parallel, our Greek legal team conducts an official pre-screening to verify your company's standing before state bodies. The employer must provide the following documentation:

- **Tax & Social Security Clearance:** Certificates of fiscal clearance (AADE) and social security compliance (e-EFKA), or an active, officially approved debt settlement plan in good standing.
- **Corporate Registry Records:** Recent General Certificate and Certificate of Representation from the General Commercial Registry (G.E.MI.).
- **Financial Viability:** Income tax returns and latest financial statements demonstrating operational solvency and capacity to meet payroll obligations.

Why is this step critical? If an enterprise appears on public blacklists or has unresolved compliance flags, Greek immigration authorities will automatically reject the application. This pre-screening safeguards our joint timeline and the upfront capital we invest on your behalf.

2. Legal Framework: Agreement with BOAZ Personal

Once candidate specifications are locked and corporate eligibility is confirmed, formal legal authorization is established. This phase empowers our licensed agency to represent your company before all relevant Greek ministries and consular offices, **while maintaining zero upfront financial risk for your company.**

Step 2.1: Formal Mandate & Brokerage Agreement Execution

The client executes the standardized Brokerage Agreement with **BOAZ Personal, s. r. o.** This document establishes the operational obligations, warranties, and legal boundaries of both parties:

- **Exclusive Sourcing Mandate:** BOAZ Personal is granted the official mandate to source, vet, screen, and present qualified Indian candidates strictly adhering to Annex 1 specifications.
- **Legal Representation in Greece:** An integral part of the contract is the Power of Attorney authorizing our designated Greek immigration lawyer to assemble, submit, and oversee immigration petitions before the Decentralized Administrations and ministries.
- **Guaranteed Zero Upfront Risk:** The agreement explicitly confirms our primary business advantage: **the client pays zero upfront retainer, reservation, or administrative fees.** All upfront capital risk is fully absorbed by the agency.
- **Direct Employment Relationship:** BOAZ Personal operates strictly as a licensed recruitment and placement intermediary—not as a temporary staffing agency. The employment contract is entered into **directly between your company and the worker** under Greek labor law.

3. Sourcing & Immigration Processing (Fully Managed by Us)

Upon contract signing, our teams assume full operational and financial responsibility for candidate selection and complex cross-border immigration management, allowing you to focus uninterruptedly on your daily business.

Step 3.1: Active Sourcing & Pre-screening in India

Leveraging state-approved recruitment access in India with a dedicated pool of over 3,000 pre-screened workers, our sourcing cycle is completed rapidly in just **1 to 2 weeks**:

- **Comprehensive Skills Screening:** Verification of past employment records, practical trade testing, and technical background checks.
- **Background & Medical Checks:** Collection of police clearance certificates and comprehensive pre-departure medical assessments.
- **Employer Video Interviews:** At the client's request, live video interviews can be conducted with shortlisted candidates prior to formal administrative filing.

Step 3.2: Greek Administrative Filing & Government Fees

Our Greek legal counsel prepares and submits the complete administrative application dossier on your behalf:

- **We Cover State Filing Fees:** The statutory Greek government fee (€200 per worker) is **paid 100% in full by BOAZ / SlovakTransLine. The client pays nothing.**
- **Contract Drafting:** Our legal team drafts compliant employment contracts that mirror both Greek statutory requirements and your Annex 1 specifications.

Step 3.3: Visa Issuance & International Deployment

Following approval by the Greek Decentralized Administration (timing varies by administrative region):

- **National Visa (Visa D) Issuance:** Candidates attend the Greek Consular Office in India with the approved state authorizations to receive their official National D-Type Visas.
- **Flight Costs Fully Covered:** SlovakTransLine coordinates and **fully covers 100% of the international flight tickets from India to Greece.** (Total transit timeline from government approval to arrival in Greece is typically 1 to 2 months).
- **Ground Coordination:** We coordinate arrival logistics from the international airport to your designated facility or pre-approved housing location.

4. Onboarding, 1-Month Trial Period & Final Settlement

Our performance model is built on client satisfaction: our placement fee is triggered **only after the employee has completed a full trial month on site** and has proven their capability in practice.

Step 4.1: Official Onboarding & Employer Compliance

Upon physical arrival at the workplace, the client assumes full statutory responsibilities as the direct employer under Greek labor regulations:

- **Contract Execution:** Signing the official Greek employment contract prepared during the filing process.
- **Statutory Registrations:** Mandatory timely notification of hiring in the ERGANI information system and enrollment in e-EFKA social insurance from day one of work.
- **Compensation & Living Standards:** Providing agreed accommodation (if specified in Annex 1) and paying wages meeting or exceeding statutory legal minimums.

Step 4.2: 1-Month Trial Guarantee (Risk-Free Performance Window)

We provide a complete **30-day on-the-job trial period** to evaluate worker competence, attendance, and work ethic.

Replacement & Fee Waiver Policy: If during this first month the worker demonstrably fails to meet agreed qualification standards, breaches discipline, or fails to report for duty (no-show),

you owe zero placement fee to the agency. Furthermore, BOAZ is obligated to initiate a replacement search at our own expense. (This guarantee does not apply if the worker is dismissed due to internal business restructuring or redundancy).

Step 4.3: Final Invoicing & Settlement

Only after the worker successfully completes the 1-month trial and you decide to retain them does BOAZ Personal issue the placement invoice:

Worker Category	One-Time Placement Fee
Standard Full-Time Employee (Permit Category E.4) Long-term employment contracts.	€500
Seasonal Worker (Permit Category E.5 / E.6) Time-limited seasonal placements (agriculture, tourism).	€250

- **Tax Treatment:** Invoiced without VAT under the EU cross-border B2B Reverse Charge mechanism (Article 196, Directive 2006/112/EC).
- **Payment Terms:** Standard net 14 calendar days from invoice date.
- **Strictly One-Time Fee:** This is an exclusive, single placement payment. **There are zero ongoing monthly agency fees, retainer retainers, or salary percentage deductions.**