



## Referral / Marketing Freelancer Agreement

This Agreement is made on \_\_\_\_\_ between:

### Royal CTA (Accounting & Tax Firm)

Address: #F20 (E1), Street 103R, Sangkat Toul Sangkae II, Khan Russeykeo, Phnom Penh.

Represented by: \_\_\_\_\_

Position: Managing \_\_\_\_\_

(Hereinafter referred to as "Royal CTA")

**And**

### Referrer / Marketing Freelancer (ID: \_\_\_\_\_)

Name: \_\_\_\_\_

Nationality: Khmer

Khmer ID No.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Hereinafter referred to as "Referrer")

Both parties agree as follows:

### 1. Purpose of Agreement

The Referrer agrees to introduce potential clients to Royal CTA for accounting, tax, and related professional services. In return, Royal CTA agrees to pay commission based on successful referrals in accordance with this Agreement.

### 2. Relationship of Parties

The Referrer acts as an **independent marketing freelancer** and is **not an employee, agent, or representative** of Royal CTA.

The Referrer is not authorized to sign contracts or make commitments on behalf of Royal CTA.

### 3. Referral Conditions

A referral will be considered valid only when:

1. The client is introduced by the Referrer **before** the client signs any service agreement with Royal CTA.
2. Referrer has to submit the referral client information to Royal CTA via CTA web portal.

3. The client signs the quotation or service agreement with Royal CTA.
4. Royal CTA issues an invoice and **receives payment** from the client.
5. The referral is recorded through an official referral submission or written confirmation.

Duplicate or false claims will not qualify for commission.

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#### 4. Commission Rate

- Standard commission: **10% of service fee income received** from the referred client.
- Commission does not apply to:
  - VAT, government fees, penalties or interest
  - Discounts, credit notes, or free services
- Commission may be **one-time or recurring** depending on the service engagement between referral client with Royal CTA.

Any change in commission must be approved by Management.

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#### 5. Commission Payment

Commission shall be paid **only after Royal CTA receives payment from the client**.

Payment steps:

1. Commission Calculation Sheet or Payment Voucher prepared by Finance
2. Approval by Authorized Person
3. Payment via bank transfer or other agreed method

Payment is normally made **monthly**.

Referrer's Bank Information:

- Bank Name: \_\_\_\_\_
  - Account Name: \_\_\_\_\_
  - Account Number: \_\_\_\_\_
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#### 6. Tax & Compliance

- If the Referrer is an **individual** → applicable **withholding tax** will be deducted according to Cambodian tax law.



- If the Referrer is a **registered business** → the Referrer must issue a tax invoice to Royal CTA. Royal CTA will retain full supporting documentation for tax and audit purposes.

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### 7. Confidentiality

The Referrer shall keep confidential all business, financial, and client information obtained during and after cooperation and shall not disclose, sharing such information to third parties.

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### 8. Term & Termination

This Agreement becomes effective on **01 Jan 2025** and remains valid until terminated by either party with **written notice**.

Royal CTA may suspend payments in cases of fraud, misconduct, or breach of policy.

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### 9. Governing Law

This Agreement is governed by the laws of the **Kingdom of Cambodia**.

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### Acknowledged & Acceptance

#### Royal CTA (Cambodia) Co., Ltd

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature & Seal: \_\_\_\_\_

Date: \_\_\_\_\_

#### Referrer / Marketing Freelancer

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_