

Talent Referral Scheme

Talent Referral Incentive

BIPO Employment and Internal Referral Scheme		
Job Level	Referral Bonus (Tier 1 Countries/Jurisdictions)	Referral Bonus (Tier 2 Countries/Jurisdictions)
General Staff	USD 1000	USD 800
Supervisor to Assistant Manager	USD 1500	USD 1200
Manager to Senior Manager level	USD 2000	USD 1500
Director Level	USD 3000	USD 2000
Remarks:		
1. Tier 1 Countries/Jurisdictions refer to China Mainland, Hong Kong, Macau, Taiwan, Japan, Korea, Singapore, Australia, America and West European Countries;		
2. Tier 2 Countries/Jurisdictions refer to Malaysia, Indonesia, Philippine, Vietnam, Thailand, Myanmar, Cambodia, Laos, India, Sri Lanka, Bangladesh, Mexico, etc.		
3. Referrals will be paid out after success completion of probation and it is subject to deduction of income tax and other governmental tax or expenses if any;		
4. Each referral will be valid for 6 months which means if a referral is made and such talent is hired within 6 months, the referral bonus will be applied.		
5. Referral bonus will not be applied to direct manager or manager of direct manager, country leader, Corporate Functional head and Regional Head.		
6. Relative or any other sensitive relationship (such as manager and subordinate relationship) shall be reported in written at all times to Country Manager/Regional Director/CEO. And such relationship shall be reported in a referral case when the referral is submitted. Direct relative relationship, such as siblings, couples, cousins should not be referred in the same function or having a direct supervisor-subordinate relationship in the position that is being referred to.		
7. Before the system becomes more user-friendly for employees to register the referral, the referral program will be conducted on a manual basis through email.		

THANKS

