



210 Celebration Place Suite 400 Kissimmee, FL 34747 United States

JOB REF NUMBER: ST230675409/CHP

## OFFICIAL LETTER OF APPOINTMENT

**EMPLOYEE: LERATO RAMALATSO**

**1. EXECUTIVE SUMMARY: DISNEY CRUISE LINE, KISSIMMEE, FL UNITED STATE OF AMERICA** seeks to employ your service in our Company and this document embodies the approved terms for the purpose of this contract and hereby congratulates you on your successful emergence based on detailed recruitment by our HR DIRECTOR. Further details are as follows:

**2. POSITION: WAITER**

You will serve the above position for the requirements of **DISNEY CRUISE LINE USA** with ten month Contract Duration which is renewable after the end of the contract.

**3. RESUMPTION DATE:** You would be expected to resume work on the **30th of JAN 2023**, resumption date can be extended.

**4. SALARY: \$3,500 UNITED STATES DOLLAR (TAX FREE MONTHLY SALARY)**  
Salary shall be paid on monthly bases. Work time shall be 10 hours per day, amount of over time pay is depend greatly on the job or wage of the crew members position.. salary shall also be liable to increment with time and employees' official promotion in service.

**5. ENTITLEMENTS:**



All salary and expense figures shall be in United State Dollar (USD) or equivalent depending on employee home country or salary preference (if employee prefers currency on his/her local/home currency).

Prior to resumption as inscribed above, efficiently start your job processes by acquiring and procuring your necessary Employment Visa Entry permits and Health Insurance Authorization Papers with the ( **UNITED STATE CITIZENSHIP AND IMMIGRATION SERVICE** ) on its earliest acquisition. you will receive all your due entitlements/emoluments prior to resumption of duty to enable you settle all domestic necessities before embarking on project trip and avoidance of excuses leading to delays on your side

**6. CONSULTING PERSONNEL:**

You shall be expected to work lead a team of prime experienced personnel with the mandate to provide excellent services.

**7. EXPENSES:**

Expenses incurred by the employee related to job before commencement of duties will be substantiated with receipts and the employer will reimburse the employee not later than Three (3) working days after submission of employee's expense report and receipts.

Accommodations will be provided for employee. Accommodation shall be of first class international standard same as accommodates DISNEY CAREER, expatriate senior and management staff. Employer shall also pay for and provide complete meals for employee / (Family) as deem appropriate for period of contract.

**8. TRAVEL:**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

However, for the purpose of commencement, the cost of travel ticket shall be paid in addition to travel/entertainment allowance. Cost shall be substantiated and shall be the rate charged at the Period/time of purchase. Employer shall also take care of employees' travel ticket including that of employees' family only on employees' early notification to employer that he /she is coming with their family and as shall be requested by employee.

**9. MEALS:**

This will be taken care of by us (employer) DISNEY CRUISE LINE

**10. MOVING EXPENSES:**



It's essential that you ratify your valid Employment Visa Entry permit and Health Insurance Authorization Papers on or before due time as stipulated above for your job resumption with the DISNEY CRUISE and also to enable you receive your first one-month salary upfront including your due entitlements/emoluments prior to your departure for services with the DISNEY CRUISE LINE

The employee will be reimbursed by the employer for reasonable moving expense incurred only as a result of relocation or early termination of leases, storage charges; procurement of travel documents, immunizations etc. Reimbursements shall be paid not more than three (3) Working days on arrival after submission of report/and receipts as proof of payments.

#### **11. MEDICAL EXPENSES:**

Employer will provide the employee with comprehensive health care for the term of contract, and follow-on care (if injured) during the term of contract for employee and family.

#### **12. OTHER ALLOWANCES AND/OR BENEFITS:**

This shall be provided for as deemed appropriate, and will be paid by employer. Quality single or family housing, personal effects shipment and excess baggage allowances, free medical care for you and your family through the duration of contract.

\*Relocation Allowance: USD15,500 (This amount will be pay to you before coming to USA with your upfront salary after completion of your traveling documents as directed)

\*Car Maintenance: USD 1000 (Monthly)

\*Travel allowance of USD 13,000.00 (Yearly)

\*House & Furnishings: USD 32,000.00 (Yearly)

\*Free Education for Employees children (Only if Employee is coming as a family)

\*Free Medicals care for Employee/Family (Only if Employee is coming as a family)

#### **13. VACATION/ ANNUAL LEAVE:**

There are holiday entitlement, but you can decide to choose when to take your six to eight week that automatically comes with longer contract.

employer will pay for travel expenses (i.e. flight tickets) and flat Rate travel allowance of 6000 USD

#### **14. UPFRONT PAYMENT OF SALARY:**



The first one-month salary shall be after your arrival on journey to resume duty. with a refund is to enable you settle all domestic needs in your country after arrival . As such no excuses will be entertained on assumption of duty relating to default.

Employees are to note that you are pay a service charge to the agency that will process your travel Document Employment Visa Entry Permits and Health Insurance Authorization Papers through **PRIMESECS TRAVELS & TOURS U.S.A** and submit it to our Human Resources Department for Verification. All payment of Salary after assumption of duty in USA.

### **15. TERMINATION:**

Termination, Employee may terminate this agreement without cause upon thirty (30) days prior written notice to the Employer. You will immediately give up to the Company all correspondence, belonging to the Company or relating to its business.

### **NON-USA RESIDENTS:**

It is official that any expatriate coming to the USA to work in **DISNEY CRUISE LINE** as a new employee, must first contact our Home Office Immigration Law Firm Representative to process his/her Employment Visa Entry Permit and Health Insurance Authorization Papers and you will fully pay all your immigration processing fees through **PRIMESECS TRAVELS & TOURS USA**, to handle the documents processing in our local immigration.

The agreement hereby binds Employer and Employee in re-imbursements of the Immigration processing fees will be made fully to Employees upon presentation of Expense Reports and Receipts of Expenses.

### **15. JOB PROCESSING/ PROCEEDINGS:**

For easy acquisition of valid USA Employment Visa Entry Permits and Health Insurance Authorization Papers, please contact **PRIMESECS TRAVELS & TOURS U.S.A** with the address given below for directives and assistance on the acquisition and procurement of all essential documents:

### **PRIMESECS TRAVEL & TOURS U.S.A**

**CONTACT PERSON:** BARRISTER. Alex (ESQ)

**DESIGNATION:** SENIOR LEGAL CONSULTANT

**ADDRESS:** Newyork NY 11429 United State America.

**E-mail:** [Primesecstravels@usa.com](mailto:Primesecstravels@usa.com)

**CONTRACT MANDATORY POLICY – PLEASE READ BEFORE SIGNING:**



Any candidate that accepts this offer will have to contact the Immigration Attorney in charge of processing all documents/permits for selected candidates (**PRIMESECS TRAVELS & TOURS U.S.A**). He or She will shoulder all the expense for the processing, procurement and acquisition of their necessary permits' clearance papers with the MINISTRY and the Company will be reimbursing back the expense after 3 working days on arrival

**CONTRACT ACCEPTANCE PAGE**

CONGRATULATIONS ON YOUR SUCCESS,



**ENG. OLIVER WILLS ALEXSANDRA / HR MANAGER  
DISNEY CRUISE LINE**



Please Print, Fill, Sign and Send Back This Last Page direct to the Processing Agent by  
Send Copy to Us for record purpose

Are you relocating to USA with your family OR you're coming alone?

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

NATIONALITY \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

EMPLOYEE SGNATURE \_\_\_\_\_ PASSPORT NUMBER \_\_\_\_\_

Officially Endorsed By



U.S. Citizenship  
and Immigration  
Services

