

Non-Staff 'New Business' Referral Scheme

Terms & Conditions

The individual who provides the referral (the 'Referrer') must be over 18 years of age, a UK resident, and is not a Director of SMC Premier Group.

The referral must be given by the Referrer on the Referral Form on the SMC Premier website and contain the following information: -

- **Their details** - First & Last Name, telephone number, email address and Company name of the person you are referring
- **Which of our services you think they would be interested in.**
- **Are they expecting our contact?** Yes/ No
- **Do you have permission from them to give us their details?** Yes/No
- **Your details** - Your First & Last Name, telephone number, email address & Company you work for

The referral must give rise to SMC Premier Group receiving a Purchase Order or written instruction (work instruction) to carry out Services to the value of at least £5000 (not including VAT) from a UK registered Company.

The reward will be given to the individual Referrer within 60 days of when the corresponding SMC Premier Group Limited sales invoice for the above work instruction has been paid in full.

Only one referral will be accepted per UK Company so SMC Premier Group Ltd will notify the Referrer if the UK Company has already been referred.

If a referred Company has multiple referrals then whichever Referrer submitted the referral first and all these Terms & Conditions have been satisfied, will be deemed as the Referrer.

Referrals will be deemed ineligible if an existing client refers their own Company.

Referrals will be deemed ineligible if the Company referred is an existing client.

There is no limit to the number of referrals an individual can refer as long as all these terms & conditions are met.

No alternatives will be provided to the existing reward of £250 as a gift card/ vouchers. SMC Premier Group Limited reserve the right to change the gift card/ voucher supplier at any time.

In the event of any disputes regarding this scheme, then the decision of SMC Premier Group Limited is final. SMC Premier Group Ltd reserve the rights to withdraw the scheme at any time.

Any rewards should be declared in your annual tax return or declared to HMRC as a benefit in kind.

In the event of a Referrer not receiving a referral fee, a claim must be submitted to referral@smcpremier.co.uk within 90 days of the referral form submission.

All referrals that do not become clients within 12 months will not be eligible for a referral fee.

If you require any further information in regards to this scheme please email referral@smcpremier.co.uk

