



NIP THE FRAUD IN THE BUD

EMPLOYEE BACKGROUND CHECK PROPOSAL

A woman with voluminous curly brown hair, wearing a bright blue button-down shirt and a pearl necklace, is smiling warmly at the camera. She is reaching out her right hand towards the viewer in a welcoming gesture. The background is plain white.

Welcome



Our road map to greater efficiency





INTRODUCTION TO THE PROPOSAL

In recent times, employment background screening has become common practice in organizations of all sizes and in nearly all industries.

Employees are the face of the organization to both customers and to the world, and high-caliber employees who deliver on their commitments are a keystone of building great organizations. Creating employee teams that work well together is requisite in creating a world class organization. Effective hiring practices, including screening, are an investment in growing a successful and efficient organization and may help prevent future issues.



WHAT WE ARE OFFERING YOUR ORGANIZATION

Primex Background Check is well placed to offer the following services that allow your organization to mitigate risk and hire with confidence; with a view to boosting your efficiency.

- i) **Pre/post employment Screening:** This is used to verify the accuracy of an applicant's claims as well as to discover any possible criminal history, workers' compensation claims or employee sanctions

- ii) **Education Verifications:** We validate your candidate's academic credentials. Most times job responsibilities and compensation packages are based on academic qualifications. An Education Verification confirms

school(s) attended, diplomas, degrees & certificates awarded, dates of attendance, and additional information as maybe required.

iii) Driver's License Verification: Reviewing an applicant's Motor Vehicle Record is an important search for those required to operate a company or personal vehicle for business purposes. Records will highlight driving history over the past 3-7 years or as maybe demanded. It reveals the license status.

iv) Criminal Record Check: We conduct a thorough criminal records search which allows you to identify any convictions and/or infractions that belong to your candidate. This enable organizations to exercise critical due diligence and avoid unnecessary risk in the workplace.

v). Address Confirmation: We certify if applicants actually live in the residence they claim to live in..

vi). Guarantors Check: Are the guarantors ready to indemnify the applicant? We help to get their consent. and status

vii) Previous/Current Employment History Check: Don't be fooled by a pleasant appearance or even a fine resume. Validate employment information provided by your applicant.

viii) Spouse Check: How much of him or her do you know before and after you tie the knot

ix). Reference Interviews: We contact former co-workers, supervisors or friends. This helps you gain additional insight on your applicant's work ethic, abilities, accomplishments, past performance and reliability.

xi). Professional License Verification & Certifications: This confirms your candidates' representations about their qualifications.





OUR METHODOLOGY

On site physical visitation: We are highly mobile. With our team of retired military personnel, we visit all information sources no matter how remote because we are indigenous and we understand the terrains.

Not by phone or correspondence: We do not use any form of correspondence either by phone or email or letters to conduct our screening as this can be intercepted or exposed to undue influence.

Collaboration with foreign affiliates for foreign screening: We use collaborative efforts with reputable foreign background screening agencies overseas to carry out screening outside Nigeria. Co-operation with registrars of higher institutions of learning in Nigeria: We have on-going working relationship with many notable Nigerians educational institutions; while we keep working at extending our frontiers to as many institutions as possible. This initiative has greatly helped to put us in a good stead to generate speedy responses from these institutions when needed.





OUR BILLING POLICY AND CHARGES

We collaborate with you to ascertain your specific organizational needs and thereafter draw up an appropriate contract and terms of agreement. Large scale projects are estimated with regards to the number of personnel required for the job; with the billings based on approved payment time lines. However, this attracts volume discounts.

Pay-as-you-go payment structure is available for short-term contract or one-off job requirements.





WHY YOU NEED US

The fact that people lie on job applications should not come as surprise to any employer. The most astonishing however is that fudging credentials on the application is on the rise because of the saturated unemployment market. But, many business owners do not understand what background screening is all about. Infact, some query the relevance of this service to a person's competence. Though there may not be a visible immediate danger as it seems, but it is more effective to prevent an occurrence than to grapple with its resultant effects.

Employment Background Checks minimizes hiring and retention risks. You can conduct checks on potential employee to determine whether or not the employee has a criminal record. This is especially important if the employee is going to be handling financial issues or working closely with customers. Our smart innovative solutions provide you with the benefits of enhanced security, reduced liability, improved stability, increased productivity and cost savings in your candidate selection and hiring/retention process.





BUSINESS IMPACT OF EMPLOYEE SCREENING

Integrity

Applicants tend to stretch the truth. Background screening is a window to the integrity level of the applicant. For instant, an applicant that falsifies result to meet with the demand of the marketplace will also commit a larger fraud if the opportunity arises. Background screening makes sure that the people you hire can be trusted. They can also be trusted to deal with the public and interact well with other employees. Without background screening it is very difficult to find out if these applicants actually posses the kind of class of degree they claim.

Attitude towards work/ethics

In today's Nigerian business environment there are rampant case of theft, violence, false workers' compensation claims and poor performance at the workplace, employers must protect themselves, their employees, their clients, customers and





the public from potential employees who can cause them harm.

Background screening is an effective risk-management tool for companies when used appropriately and to its full extent. You can only hire with confidence if you have background knowledge of the applicants attitude to work and ethics.

Attitudes towards reliability People who write resume are trying to market themselves. For positions with access to personnel or client data, security and confidentiality are crucial issues; company must ascertain the reliability status of the person to hold such sensitive position.

Occupational Interest

Employee turnover can be reduced to the barest minimum by verifying whether potential employees meet your job qualifications and are actually interested in the job or they want to use your company as a stopgap measure until a better job offer turns up. Lack of interest in the job can lead to lackadaisical performance in the workplace.

Return on Investment

There is a reduced turnover by hiring the right applicant. When integrity levels of staff members are established you can almost guarantee to a fault their characters and attitude. A trust worthy workforce would reduce loss from theft and increase productivity. This is because honest employees have a higher work ethics.





WHAT'S IN OUR OFFER FOR YOUR ORGANIZATION?

By choosing to partner with Primex Background Check for your HR Management and Business Solutions, you can be confident you are working with one of the best organizations in the industry.

Our partnership guarantees that your organization enjoys the following benefits amongst others:

- Guaranteed peace of mind and absolute value for money
- Customized packages to meet and exceed your expectations.





- Dedicated customer care with uncomplicated and reliable service delivery.
 - Unrelenting commitment to exceeding industry standards; raising the bar on high accuracy, reliable and compliant data.
 - Competitive, client-friendly pricing regardless of your company's size or volume.
- We are flexible in tailoring our employment screening and other solutions to fit both your organization's budget and needs.
- Employing the latest technology and the most extensive research resources available, Primex Background Check provides one of the fastest turnaround times in the industry.

We educate our client on an on-going basis with regards to emerging trends and legislative changes and sundry issues





OUR DUE DILIGENCE SCOPE

Registration Information

1. Full name of company
2. Current/previous name
3. Full name of owners/age on registration
4. Organizational chart
5. Board of Directors make up
6. Date of company registration
7. Country of Registration
8. Registration number



9. Share capital base on registration
10. Share capital distribution among business owners
11. Current Share capital base
12. Current address
13. Previous address
14. Business type on registration
15. Current business activity(ies)

I. Financial Information

A. Annual and quarterly financial information for the past three years

1. Income statements, balance sheets, cash flows, and footnotes
2. Planned versus actual results
3. Management financial reports
4. Breakdown of sales and gross profits by: a. Product Type b. Channel c. Geography
5. Current backlog by customer (if any)
6. Accounts receivable aging schedule

B. Financial Projections

1. Quarterly financial projections for the next three fiscal years a. Revenue by product type, customers, and channel b. Full income statements, balance sheets, cash
2. Major growth drivers and prospects
3. Predictability of business
4. Risks attendant to foreign operations (e.g., exchange rate fluctuation, government instability)
5. Industry and company pricing policies
6. Economic assumptions underlying projections (different scenarios based on price and market fluctuations)
7. Explanation of projected capital expenditures, depreciation and working capital arrangements
8. External financing arrangement assumption

C. Capital Structure

1. Current shares outstanding



2. List of all stockholders with shareholdings, options, warrants, or notes
3. Schedule of all options, warrants, rights, and any other potentially dilutive securities with exercise prices and vesting provisions.
4. Summary of all debt instruments/bank lines with key terms and conditions
5. Off balance sheet liabilities

D. Other financial information

1. Summary of current federal, state and foreign tax positions, including net operating loss carry forwards
2. Discuss general accounting policies (revenue recognition, etc.)
3. Schedule of financing history for equity, warrants, and debt (date, investors, dollar investment, percentage ownership, implied valuation and current basis for each round)

II. Products

A. Description of each product

1. Major customers and applications
2. Historical and projected growth rates
3. Market share
4. Speed and nature of technological change
5. Timing of new products, product enhancements
6. Cost structure and profitability

III. Customer Information

- A. List of top 15 customers for the past two fiscal
- B. years and current year-to-date by application (name, contact name, address, phone number, product(s) owned, and timing of purchase(s))
- B. List of strategic relationships (name, contact name, phone number, revenue contribution, marketing agreements)
- C Revenue by customer (name, contact name, phone number for any accounting for 5 percent or more of revenue)
- D. Brief description of any significant relationships severed within the last two years. (name, contact name, phone number)
- D. List of top 10 suppliers for the past two fiscal years and current year-to-date with contact information (name, contact name, phone number, purchase amounts, supplier agreements)



IV. Competition

A. Description of the competitive landscape within each market segment including:

1. Market position and related strengths and weaknesses as perceived in the market place
2. Basis of competition (e.g., price, service, technology, distribution)

V. Marketing, Sales, and Distribution

A. Strategy and implementation

1. Discussion of domestic and international distribution channels
2. Positioning of the Company and its products
3. Marketing opportunities/marketing risks
4. Description of marketing programs and examples of recent marketing/product/public relations/media information on the Company

B. Major Customers

1. Status and trends of relationships
2. Prospects for future growth and development
3. Pipeline analysis

C. Principal avenues for generating new business

D. Sales force productivity model

1. Compensation
2. Quota Average
3. Sales Cycle
4. Plan for New Hires

A. Ability to implement marketing plan with current and projected budgets

VI. Research and Development

A. Description of R&D organization

1. Strategy
2. Key Personnel
3. Major Activities

B. New Product Pipeline

1. Status and Timing



2. Cost of Development
3. Critical Technology Necessary for Implementation
4. Risks

VII. Management and Personnel

- A. Organization Chart
- B. Historical and projected headcount by function and location
- C. Summary biographies of senior management, including employment history, age, service with the Company, years in current position
- D. Compensation arrangements
 1. Copies (or summaries) of key employment agreements
 2. Benefit plans
- E. Discussion of incentive stock plans
- F. Significant employee relations problems, past or present
- G. Personnel Turnover
 1. Data for the last two years
 2. Benefit plans

VIII. Legal and Related Matters

- A. Pending lawsuits against the Company (detail on claimant, claimed damages, brief history, status, anticipated outcome, and name of the Company's counsel)
- B. Pending lawsuits initiated by Company (detail on defendant, claimed damages, brief history, status, anticipated outcome, and name of Company's counsel)
- A. Description of environmental and employee safety issues and liabilities
 1. Safety precautions
 2. New regulations and their consequences
- D. List of material patents, copyrights, licenses, and trademarks (issued and pending)
- E. Summary of insurance coverage/any material exposures
- F. History of Stock Exchange or other regulatory agency problem, if any.



YOUR NEXT MOVE?

Take a proactive stance today. Don't get caught in the web of hiring misfit, improper employee management, ineffective internal communications programs or building dysfunctional teams; while you can minimize the risks and avoid the damage in the first instance.

Our innovative solutions can help your organization significantly enhance security, reduce liability and improve productivity while saving costs.

Please, call or visit us for an appointment with any of our Client Relationship Managers and let's partner with you in fostering greater efficiency for your organization.

Suit 14 (Middle Floor) Cross Town Mall, 75, Iju Road, Lagos.
0809 805 2911, 0812 779 7402

Website: www.primexbc.com

e-mails: contact@primexbc.com,
primexconsulting.ng@gmail.com





Suit 14 (Middle Floor) Cross Town Mall, 75, Iju Road, Lagos.

0809 805 2911, 0812 779 7402, 08032067341

Website: www.primexbc.com

e-mails: contact@primexbc.com, primexconsulting.ng@gmail.com