

SWIFTPASS GLOBAL LLC (USA)

EIN: 98-1841660

A Delaware-registered Limited Liability Company

U.S. HQ: 131 Continental Dr, Suite 305, Newark, DE 19702, United States

Kenya Branch: 7th Floor, Unit 11, IPS Building, Kimathi Street, Nairobi. Kenya.

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1. AGREEMENT DATE

Effective Date:

2. PARTIES TO THE AGREEMENT

This legally binding Work Visa Service Agreement ("Agreement") is entered into by and between SwiftPass Global LLC ("Service Provider"), a Delaware-registered limited liability company, and the undersigned individual ("Applicant") seeking professional job search and visa facilitation services. This Agreement supersedes all prior representations, verbal discussions, or informal understandings.

3. SERVICE PACKAGE & FEE STRUCTURE

Total Service Fee: USD \$385 (or equivalent in KES at prevailing exchange rate)

Authorized Payment Channels:

- **M-PESA PayBill:** 400200 | Account Number: 44821 | Account Name: SwiftPass Global
- **Kenya Bank Transfer:** Co-Operative Bank of Kenya | Acc. No: 01100423832001 | Name: SwiftPass Global
- **International USD Wire:** Bank: Co-Operative Bank (Kenya) | SWIFT: KCOOKENA | Acc. No: 01100423832001
- **USD Transfers via Wise:** Wise US Inc | SWIFT: TRWIUS35XXX | Routing No: 101019628 | Acc. No: 219891953399 | Name: SwiftPass Global LLC

Payment Terms: 100% of the fee is payable upfront. No services will commence until full payment is received and confirmed.

4. SCOPE OF SERVICE

Upon confirmation of full payment and receipt of required documentation, SwiftPass Global LLC will:

- Review and assess Applicant's provided documents and CV
- Identify matching job roles based on Applicant's qualifications and stated preferences
- Apply for relevant positions where permitted or practical
- Provide advisory on required documentation and immigration strategy

SwiftPass Global LLC does not guarantee:

- Employer interest or job offer
- Interview invitations or final selection
- Embassy approvals, visa issuance, or processing timelines

The Service Provider operates as a third-party strategic support firm — not as a recruiter, employer, or licensed employment agency.

5. APPLICANT OBLIGATIONS

The Applicant agrees to:

- Submit complete, accurate, and truthful documentation
- Include CV/resume, academic credentials, testimonials, and valid identification
- Provide a cover message stating preferred job sectors, titles, or industries
- Cooperate with all procedural requests and communication within reasonable timeframes
- Bear all third-party, embassy, relocation, or compliance-related costs not covered by this Agreement

Failure to comply with the above may result in delays, suspension of services, or termination without refund.

6. SUBMISSION REQUIREMENTS

To activate processing, the Applicant must submit:

- Signed and dated copy of this Agreement
- Proof of full payment
- Full legal name + desired job sector(s)
- Updated CV or résumé
- Educational certificates and transcripts
- Professional endorsements, licenses, or testimonials (if applicable)
- Cover note specifying roles of interest and country/sector preferences

All documents must be submitted in clear digital format (PDF, JPEG, DOCX). Illegible or incomplete files will not be processed.

7. NON-REFUNDABLE FEE & LIMITATION OF LIABILITY

All payments made under this Agreement are strictly non-refundable, including but not limited to cases of:

- Client withdrawal, silence, or change of mind
- Employer disinterest, disqualification, or silence
- Embassy or immigration denial or delay
- Failure to submit required documents in full or on time

Refunds are only considered in the event that SwiftPass Global LLC fails to initiate any reasonable effort to fulfill the defined scope of service within 30 calendar days of receiving all client documents.

SwiftPass Global LLC shall not be liable for:

- Loss of opportunity, income, or employment
- Delays caused by embassies, immigration authorities, or employers
- External disruptions including force majeure events

The Applicant hereby releases and indemnifies SwiftPass Global LLC and its agents from any and all claims arising from use of the services provided.

8. CONFIDENTIALITY & DATA PROTECTION

All data received from the Applicant will be handled in accordance with:

- U.S. Federal Data Protection Standards
- Kenya's Data Protection Act (2019)
- Applicable international privacy and cybersecurity protocols (e.g., GDPR)

No data will be shared externally without written consent unless required by law. Data may be retained for compliance, audit, or internal defense purposes.

9. GOVERNING LAW & DISPUTE RESOLUTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Delaware, United States.

All disputes shall be resolved exclusively by the courts of Delaware. Both parties irrevocably waive any objection to venue, jurisdiction, or enforceability of this clause.

10. FINAL DECLARATION & SIGNATURES

By signing below, I confirm that I have read and fully understood this Agreement, including the non-refundable nature of the payment and the scope and limitations of the services provided. I accept all terms voluntarily and without coercion.

11. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes any prior representations, promises, or communications, whether oral or written. No amendment shall be valid unless signed by both parties in writing. Digital signatures and scanned copies of this Agreement shall be deemed legally binding and enforceable as originals.

Applicant Name:
Passport/ID Number:
Email:
Phone:
Signature:
Date:

Authorized SwiftPass Global LLC Rep:

JD Hawthorn

Position: Director Of Immigration Services

Signature:

