



MEMORANDUM

October 21st, 2011 through November 20th, 2011

To:
ALL EMPLOYEES

EMPLOYEE REFERRAL PROGRAM

You can help VisionSoft Inc , a friend , yourself by participating in the VisionSoft Inc employee Referral Program. If you are an eligible employee, **you can earn a cash award of \$500** if you refer an external applicant who is hired for the jobs advertised in the careers section of company website(www.visionsoft-inc.com)

The Employee Referral Program is open to all regularly employed staff. VisionSoft Inc. The Employee Referral Form below or a copy of it must be filled out completely. The applicants you refer must have this form attached to the resume. You can't refer anyone who has already applied to this office for the position, anyone who already works at VisionSoft Inc or anyone has worked in the last twelve months. The hiring department will pay you a cash award of \$500(Subject to applicable taxes) if the person you referred is hired for a position and completes six months of continuous employment. You must be employee of VisionSoft Inc at that time to collect payment.

The hiring department notes in the appropriate box on the requisition for the personnel when a position is to be included in the Employee Referral Program. The department may include a position when it is first available or at a later date; however, once included, a position may not be withdrawn from program.

In order to be eligible for a cash award, the referral form which can be downloaded from careers section of company website(<http://visionsoft-inc.com/images/ReferralForm.pdf>) must be completed, signed and attached to the original resume or application prior to submission to the corporate office.