

Demand Letter

To,

Dear Sir,

This is to request you to select and recruit the below mentoined categories of workers on behalf of company at given below terms and conditions.

S.No.	Category	Required Nos	Salary/Month
1.			
2.			
3.			

Terms & Conditions:

1. Place of employment :
2. Duration of Contract : 2 years
3. Working Hours and Days : 8hours/day & 6 days in a week
4. Holidays : One day in a week
5. Accomodation : Provided by the company
6. Food : Provided by the company
7. Local Transport : Provided by the company
8. Medical & Insurance : Provided by the company
9. Annual Leave : 30 days
- 10 Visa & ID : At the cost of Company
11. Round Trip Ticket : Provided by the company
12. Service Charge : Not provided by the company
13. Others : As per Law

Thanking you

Name & Signature of Authorised Person
Company's Seal

Attested
The Chamber of Commerce
Nepalese Embassy

Employment Contract Letter

This Contract of Employment is executed and entered into by and between.

1. Employer, M/,

2. Employee, Mr., of M/s Pvt. Ltd,
Lic. No. Kathmandu, Nepal Having Passport No. both
of whom voluntarily bind themselves to the following terms and conditions

3. Job Title :

4. Basic Salary :/months

Terms & Conditions:

1. Place of employment :
2. Duration of Contract : 2 years
3. Working Hours and Days : 8hours/day & 6 days in a week
4. Holidays : One day in a week
5. Accomodation : Provided by the company
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.....
For Employee Signature

.....
Name and Signature
Company Seal

Attested
The Chamber of Commerce
Nepalese Embassy

Guarantee Letter

To,
The Director General
Ministry of Labor and Transport management
Department labor and Employment Promotion
Maharajgunj, Nepal
Nepal.

Re : Guarantee Letter

Dear Sir,

We do confirm to recruit ... nos. Nepalese workers through
M/S Pvt. Ltd. Lic. No.
Kathmandu, Nepal for our Company only under our
management.

We shall guarantee you for these recruited workers who will
not be transferred to any other company/ Country beside our
Company as they will be working with us according to
Company's Agreement at all.

Thanking You.

.....
Name & Signature
Company's Seal

Attested
The Chamber of Commerce
Nepalese Embassy

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Thanking You.

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Name & Signature
Company's Seal

Attested
The Chamber of Commerce
Nepalese Embassy

Agency Agreement

This agreement has been made on day of between M/S (herein after called the first party) and M/S Pvt. Ltd. Lic. No.
Kathmandu, Nepal (herein after called Second party).

Whereas the second party agrees to process the recruitment as per the government's rule and regulations & suitable workers from Nepal to the first party's work site under the following terms and conditions.

1. The second party will forward the personal data and passport copies of total workers from Nepal as per their details position, salary, other facilities etc. mentioned in the Demand Letter of first party dated ... within ... days after receiving the original document by the first party.
2. The first party has agreed & promised to provide all the facilities to the workers, which is duly mentioned in the Demand Letter & Employment Contract, if not the first party will be responsible for all the expenses.
3. The second party shall be responsible for the late deployment, expiry of visa & cancellation.

The First Party and Second Party certify that they have read the agreement and that they fully understand its terms and conditions together with its application. In witness where of the parties have their voluntarily signed and subscribed their names below herein.

For First Party,

For Second Party,

.....
Company's Name
Company's Seal

.....
Pvt. Ltd.
Company's Seal

Attested
The Chamber of Commerce
Nepalese Embassy

Power of Attorney

To,

M/s

Pvt. Ltd.

Kathmandu, Nepal.

Know by all these present that M/s, appoints M/s
Pvt. Ltd., Lic No.

P.O.Box: Kathmandu, Nepal, approved by the Govt. of
Nepal, Ministry of Labor and transport management,
department of labour and employment promotion under Regd.
Lic No. to be our true and lawful attorneys and
agent in Nepal with respect to handling all the affairs
concerning recruitment, completion of immigration formalities,
including deposits of security, registration fees etc. with the
protector of immigrants required by the said office in connection
with the requirement of persons for the service in the above
said company as also to arrange their passport, passage and
other such formalities.

In witness are having executed this agreement dated ... in the
presence of the subscribing witness.

Thanking you.

Name & Signature of Authorised Person
Company's Seal

Attested
The Chamber of Commerce
Nepalese Embassy