

Demand Letter

Ref. No.:

Date:

M/s Al Khaleej Recruiting Services Pvt. Ltd.
License No1114/073/074
Kathmandu Nepal

Demand Letter

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S. No.	Category/Job Title	No. of Workers			Monthly Basic Salary (BD)		Working Hours	Holiday (per week)
		Male	Femal	Total	In digits	In words		
1	Carpenter	5		5	120 BD		8 hrs/day	
2	Aluminum fabricator	3		3	120 BD		8 hrs/day	
3	Tile Fixer	2		2	120 BD		8 hrs/day	
4	Light Driver	2		2	140 BD		8 hrs/day	

Terms and Conditions

Period of Employment: Two years
Place of Employment: Kingdom of Bahrain
Food: Self/Provided by the Company or provided allowance monthly ----BD.
Accommodation: Provided by the company
Air passage: Joining and Return air ticket every two years will be provided by the company
Local transportation: Provided by the company
Medical Insurance: Provided by the company
Services Charge: Not provided by the company
Workmen's Compensation Insurance: Insured by Company
Employment Visa & Resident permit: Provided at the cost of the Company
Probation period: Three months
Other benefits such as annual leave, over time, leave salary, service indemnity etc. will be provided as per labour laws of the Kingdom of Bahrain.

Yours truly,

For (Name of the Company)

Signature

Name:

Position:

Office Seal

Power of Attorney

I, -----in my capacity as ----- of ----- (Name of the Company) duly registered under the laws of Kingdom of Bahrain with postal address of P.O. Box -----, Bahrain, do hereby appoint M/S AL KHALEEJ RECRUCITING SERVICES PVT. LTD, Kathmandu, Nepal having License No. 1114/073/074 issued by the Department of Foreign Employment Labor, Government of Nepal to be our true and lawful attorney in Nepal in respect of recruiting Nepalese workers required by us from Nepal and handling of all the affairs concerning recruitment, entering into contract with the selected employees, payment of fee, etc. to the Government of Nepal, signing of all necessary documents in connection with the recruitment, obtaining permission from the Department of Foreign Employment of Nepal and to arrange endorsement of all papers.

In witness whereof, I/we have executed this deed on this day ofin Bahrain.

This Power of Attorney shall remain valid for Six (6) Months for the date of issue.

Yours Truly,

For -----

(Name of the Company)

Sign -----

Name:

Position:
Office Seal

Sample of Guarantee Letter

(For Group Recruitment)

Date:

The Director General
Department of Foreign Employment
Ministry of Labor and Employment
Kathmandu, Nepal

Dear Sir,

Re : Guarantee Letter

We have sent a demand letter for Nepalese workers to M/S. AL KHALEEJ RECRUITING SERVICES PVT. LTD. a Nepalese Manpower agency having License No. 1114/073/074 for 12 number of workers for our Company. In this regard, we wish to assure you that this demand is for our Company only and the workers will be working in our Company situated in Bahrain. We also assure you that these workers will not be sent out of the Bahrain.

For female workers, we provide safe and convenient accommodation exclusively for them. We assure that we will provide accommodation\accommodation allowance provided by company. To the workers besides basic salary and all of the facilities are as mentioned in the Demand Letter.

For (Company Name)

(Sign)

Name:

Position:



Date:

Service Agreement

This agreement is made and entered into between ----- (Name of the Company), P. O. BOX No. -----Bahrain here in after called the "First Party" represented by Mr./Ms.– ----- And M/s AL KHALEEJ RECRUITING SERVICES PVT. LTD., Kathmandu, Nepal having Government of Nepal License No. 1114/073/074 (hereinafter called the "Second Party") represented by Mr./Ms. Mohan Basnet on

1. The First Party will specify the vacancies to the Second Party in detail and the Second Party will source the most suitable candidates to work as per the demand letter.
2. The Second Party will provide suitable candidates for all the required categories.
3. The First Party will make available to the Second Party all the relevant visas issued by the authorized government department.
4. The Second Party will deploy the selected workers as per the requirement of First Party.
5. The First Party will fulfill all the conditions agreed upon by both the parties regarding accommodation, salary, working hours, overtime, and other conditions and make sure that the recruited workers are paid their monthly salary in time on regular basis.
6. The Second Party shall furnish medical report from a qualified doctor for the selected candidate certifying that the candidate is in good health and is free from all infectious diseases.
7. The Second Party hereby agrees to replace any workers found unsuitable or unfit for the job or found medically unfit free of cost within the probationary period of **Three (3) Months**.
8. Both the Parties hereto have discussed all the above matters in detail and agreed to all the Terms and conditions in this agreement and put their signature in two identical originals one to be kept by each Party.

(Name of the Company in Bahrain)
Signature and Seal of the First Party

Al Khaleej Recruiting Services pvt. Ltd.
Mohan Basnet/Managing Director

Date:

Employment Contract/Agreement

This is to state that Mr. /Ms....., bearer of Nepalese Passport No. has been offered a job (.....) in my company (.....) under the following terms and conditions.

1. Designation for the job :
2. Basic Salary : _____BD
3. Working hours : 8 hours per day and 6 days a week.
4. over time : In accordance with the Labor Law of the Kingdom of Bahrain.
5. Probation Period : Three months (As per the Law of the Kingdom of Bahrain).
6. Annual Leave : all employees will be entitled to 30 days annually (i.e. 2 ½ days per month)
7. Food : Self/Provided by the Company or provided allowance monthly ----BD.
8. Accommodation : Provided by the Company/Employer.
9. Workmen's compensation Insurance: Provided by the Company at its cost
10. Transportation : Provided by the Company/Employer.
11. Air Passage : joining and return ticket provided by the company
12. Visa & Others fees : Provided by the Company/Employer.
13. Medical : Provided by the Company.
14. Period of Contract : Two Years (Renewable).
15. Other terms and conditions such as leave salary, indemnity etc shall be subject to the Labour Law of the Kingdom of Bahrain.

Employer

Employee

Signature:

Signature

Name :

Name

Designation:

Address:

Name of the Company:

Passport No. :

CR/CPR No.:

Citizenship No.

Telephone No.:

Telephone No. :

Mobile No.

Application for Guarantee and Undertaking

I,..... (Position)..... of the....., (Company Name) authorized legally to decide and sign this undertaking hereby declare the following:

1. The attached Demand Letter, Power of Attorney, Agency Agreement, Employment Contract, Guarantee letter and all the other documents submitted herein are the part of undertaking.
2. Embassy of Nepal shall be informed of the arrival of the employees within three months about their profession, salary, status of residence permits.
3. Embassy of Nepal and its officials can have the access to the accommodation of the employees And office for the purpose of inspection.
4. The salary of the employees shall be given within two weeks of the completion of the every working month. All the employees shall be provided with time -card for calculation of overtime allowance.
5. The employees once recruited directly by the company or through its authorized recruiting Agency, will not be relegated or downgraded in terms of position, salary, benefits and work at any cost. The position and category of the employees shall be decided only prior to selection and recruitment.
6. The photocopy of the employment contract issued by the company and certified with original sign and stamp with authorized recruiting agency at the time of departure from Nepal will be considered as legally valid contract for the purpose of clause no.5 Mentioned above and no Contract shall be made with less salary and benefits after arrival.
7. Fees/ cost of residence permit, medical, electricity, water, and accommodation shall be solely born by the employer; Employer shall also bear the fines, if any, because of the delay in the processing of above cases.
8. The employees shall be repatriated within one month after the completion of the contract with all his rights either for vacation or termination.
9. Employer shall be fully responsible for the salary and facilities of employees even if they are supplied to other employers
10. In case of any misunderstanding /dispute between employer and the employer/s, Embassy of Nepal shall be contacted first for the amicable settlement of the grievances
11. All other terms and conditions not mentioned herein shall be subject to the legal provisions of the kingdom of Bahrain.

For Information

Total Number of the Staff:

Total Number of the Nepalese Staff:

Office Address:

Accommodation Address:

Signature of the employer:

Full name:

Email:

Designation in the company:

CPR No.:

Tel. Fax.

Address:

Date