

**Date:** .....

**M/S. Al Khaleej Recruiting Services Pvt. Ltd**  
**Foreign Employment Consultants**  
**Govt. License No. 1114/073/074,**  
**Maharajgunj-03, Kathmandu, Nepal**

## **Demand Letter**

Dear Sir,

We would like to inform you that we have requested our agent, Al Khaleej Recruiting Services Pvt. Ltd. to recruit below mentioned manpower for our project in UAE, as follows:

S. No.	Category/Job Title	No. of Workers	Monthly Basic Salary (AED)	Period of Contract	Gender	Remarks
1.	Furniture Carpenter	20	AED 1300	2 YEARS	MALE	
2.	Spray Painters	10	AED 1300	2 YEARS	MALE	
3.	Helpers	10	AED 1100	2 YEARS	MALE	

**Terms & Conditions:**

Visa : Free  
Duration of Contract : 2 years, Renewable  
Probationary Period : 3 Months  
Service Charges : Not Provided  
Food & Accommodation : Provided by the Company  
Transportation : Provided as per company policy  
Working Hours : 8 (Eight) hours a day  
Working Days : 6 (Six) days a week  
Air-Ticket : Free Joining Air-Ticket and Round trip ticket to the country of origin.  
Annual leave : 21 days annually, deserve at the end of the contract  
Medical/ Insurance : Provided as per company policy

Sincerely yours,

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**Name of the authorized person**  
**(Designation)**  
**Company Name**

**Date:** .....

## **Power of Attorney**

Know all men by these present that M/S. CR NO: .....,  
P.O.Box:....., UAE, a Company organized under the Law of UAE do hereby appoint **M/S. Al Khaleej Recruiting Services Pvt. Ltd., License No. 1114/073/074**, Kathmandu, Nepal to their true lawful attorney and agency in Nepal in respects of handling all the affairs with the protector of emigrants, Government of Nepal and sign all recruitment of said persons as per Demand Letter issued on date **Date: 21/12/2017** against visas as per the list attached for employment with us and to arrange all matter relating their emigration etc.

Thanking you,

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**Name of the authorized person**  
**(Designation)**  
**Company Name**

Date: .....

## MANPOWER SUPPLY AGREEMENT

This agreement is entered on **Date: .....** in to between **Company Name.** UAE, herein called the “**First Party**” and **M/S. Al Khaleej Recruiting Services Pvt. Ltd.**, License No. 1114/073/074, Kathmandu, Nepal herein “**Second Party**” under the following terms and conditions.

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 to the relevant visas issued by the authorized government department.
4. The second party will deploy the selected workers as per the requirement of the first party.
5. The first party will fulfill all the conditions agrees upon by both the parties regarding food, accommodation, salary ,working hours, Overtime and other conditions and make sure that the recruited workers are paid their monthly salary in time on a 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 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 cost within the probationary period of three months.
8. Both the parties hereto have discussed all the above matters in detail and agree to all the terms and conditions in this agreement and put their signature in two identical original one to be kept by each party.

For and on behalf of First Party

For and on behalf Second Party

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**(Insert Authorized person Name,  
Position, and signature and stamp)**  
**Company Name.**

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**Mohan Basnet**  
**Managing Director**  
**Al Khaleej Recruiting Services Pvt. Ltd.**

**Date:** .....

## **Employment Contract**

This deed of agreement executed on **Date: 21/12/2017** Between M/S **Company Name** CR NO: ..... P.O.Box....., UAE, herein called the "First Party" and Mr. .... holding Passport #.....herein called the "Second Party" regarding the acceptance of the offer to work with above mentioned Company under the terms and conditions mentioned below:

1. The Second Party accepted to work in the position of ..... under the management of the First Party & accepted to undergo a 3 months probationary period. After successfully performing in the probationary period, the contract will be extended for two years renewable including three months probationary period.
2. In case the Second Party fails to provide his professional work, the First Party can terminate his contract if the Second Party found neglecting his duties, slowing down his own production which caused loss to his employer, he will be sent back to his Country in his own expenses in addition to paying amount of his tickets.
3. The First Party shall provide a monthly salary of .....**AED** for 8 (Eight) hour's duty & 6 (Six) days a week. Any extra hour of the work will be compensated as per the Company policy.
4. The First Party shall provide Free Joining Air Ticket and both ways Air Tickets.
5. The First Party also will provide free Food, Bachelor housing, medical treatment, insurance, uniform & transportation to and from residence from the working site. The Second Party is entitled to get days paid leave after completion of Two Years Contract.
6. In case the Second Party wants to come back to Nepal for any reasons, he would give the written notice to the Management before one month. For this reason, the First Party will not bear any traveling expenses. In case the First Party wants to send back the Second Party for any other reason other than the bad performance/health of the Second Party, all expenses will be borne by the First Party.
7. The First Party shall bear Government Fees like exit and re-entry cost, Iqama & other taxes but not responsible for the wrong conduct of misbehavior. He should abide by all rules and regulations of UAE.
8. Both parties have read, understood, accepted & signed this agreement with above mentioned terms and conditions with full mental sense.

Employer

Employee

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**(Insert Authorized person Name,  
Position, and signature and stamp)**  
**Company Name**

**Date: .....**

**The Director General  
Department of Foreign Employment  
Tahachal, Kathmandu, Nepal**

**Sub: Clarification on Workers Placement**

Dear Sir,

We, M/s **Company Name**. are pleased to inform you that we have appointed **M/S. Al Khaleej Recruiting Services Pvt. Ltd, holding License No. 1114/073/074**, under the Ministry of Labor & Transportation Management, Nepal to act on our behalf for the recruitment of personnel from Nepal.

And therefore, we hereby give the full assurance that the workers recruited by **M/S. Al Khaleej Recruiting Services Pvt. Ltd.**, to aforesaid Company will be appointed to their assignment within and only in the Kingdom of UAE and we also fully guarantee that the said workers will not be supplied to any foreign countries by us.

We will remain obliged for your kind co-operation and necessary actions in this regard so as to make the deployment soonest possible.

Yours Faithfully,

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**Name of the authorized person  
(Designation)  
Company Name**