

Date:

Demand Letter

M/s Alkhaleej Recruiting Services Pvt. Ltd
Govt. Lic no. 1114/073/074
Maharajgunj-03, Kathmandu, Nepal

Dear Sir,

This is to request you to recruit the following Nepali workers for employment on the behalf of our company and alias with the relevant authorities concerning recruitment under following terms and conditions. The visa no is sponsor id and visa date is

S. No.	Category	Quantity	Salary per Month
1	Profession		

Terms & Conditions:

Food	:	Provided by company
Accommodation	:	Provided by company
Medical & Insurance	:	Provided by company
Uniform	:	Provided by company
Transportation	:	Provided by company
Over time	:	As per Saudi Labor Law
Working hours/days	:	8 hours/Day (6 Days a week)
Period of Contract	:	2 Years
Leave	:	21 days/year OR as per company policy
Joining Air Ticket	:	provided by company
Return Air Ticket	:	Provided by Company (After completion of contract)
Residential Permit	:	Provided by the company
Visa charge	:	Free of Cost
Service Charge	:	Not provided by the company

All other conditions of service shall be in accordance with Saudi Labor Laws,

For, Company Name

.....
Mr. Authorized Name
Managing Director
(Company Seal)

Date:

Power of Attorney

We do hereby appoint **M/s AL Khaleej Recruiting Services Pvt. Ltd**, Nepal (*Foreign Employment Consultant*), licensed by Department of Foreign Employment with license No.**1114/073/074**, to be our true and lawful attorney and recruiting agent in Nepal for the purpose of handling all the affairs associated with the recruitment of workers and to sign all the necessary documents required for the purpose of recruitment under the laws and regulations of Nepal on behalf of our company.

Visa no

Sponsor id

Visa date

.....
Mr. Authorized Name
Managing Director
(Company Seal)

Date:

Guarantee Letter

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

Dear Sir,

We are pleased to inform you that we have appointed **M/s Al Khaleej Recruiting Services Pvt. Ltd**, Kathmandu, Nepal, license No. **1114/073/074**, under the **Department of Foreign Employment, Ministry of Labour & Transport Management**, Nepal, to act on our behalf for the recruitment of personnel from Nepal.

And therefore, we hereby give full assurance that the workers recruited by **Company Name**, to the aforesaid company will be appointed to their assignments only within Kingdom of Saudi Arabia and we also fully guarantee that the said workers will not be supplied to any other foreign countries.

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

Thanking You & Best Regards,

For, **Company Name**

.....
**Mr. Authorized Name
Managing Director
(Company Seal)**

Work Agreement

This agreement was made on day..... Dated between:

1st Name of the Employer : **Company Name**

..... (Address of the company)

2nd Name of the Employee :

: Nepal Passport No.

1	Profession	:	As per the demand letter (Visa profession will be subject to availability of profession in the ministry of labour book.
2	Basic Salary	:	As per demand Letter
3	Period of Employment	:	2. Years (Renewable)
4	Probation Period	:	Three months from the date of joining
5	Working hours	:	8 hours per day - 6 days a week
6	Food	:	Provided by the company
7	Accommodation / Transportation	:	Provided by the Company
8	Medical / Sick Leave	:	As per Saudi Labor Law
9	Leave Benefit	:	As per Saudi Labor Law
10	Condition for the termination of employment and final settlement	:	As per Saudi Labor Law
11	Provisions in regard to renewal of contract	:	As per Saudi Labor Law
12	Provision in regard to compensation for injury and death. Disposal and transportation of dead body of the immigrations.	:	As per Saudi Labor Law
13	Arbitration / Mode of Settlement of disputes	:	As per Saudi Labor Law
14	Joining & returning air ticket after completion of contract	:	Provided by the company
15	Insurance	:	Provided by the company

All other conditions of service shall be in accordance with Saudi Labor Law.

For, **M/s Four Horizons Contracting Est.**

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Mr. Authorized Name

Managing Director

(Company Seal)

Date:

EMPLOYMENT AGREEMENT
BETWEEN
M/s Company Name
AND
Al Khaleej Recruiting Services Pvt. Ltd

This agreement signed between **M/s Company Name**. Hereinafter referred as the "First Party" and **Al Khaleej Recruiting Services Pvt. Ltd.**, hereinafter referred to as the "Second Party". By this agreement both parties do hereby agree the terms and conditions mentioned below for the supply of Nepalese workers in K.S.A.

The First Party hereby confirms that they have appointed the Second Party to be their legal agent in Nepal for recruiting (quantity) Nepalese worker to KSA.

The second Party hereby agrees to take all responsibility under the law of Nepal Government and to recruit and deploy (as per demand quantity) workers to the First Party on the terms and conditions mentioned in the Demand Letter and Power of Attorney issued by the First Party.

For, **M/s Company Name.**

For, **Al Khaleej Recruiting Services
Pvt. Ltd.**

.....
Mr. Authorized Name
Managing Director
(Company Seal)

.....
Mohan Basnet
Managing Director
(Company Seal)