Date: ……………………..

KIND ATTENTION:

**Professional Manpower Services Pvt. Ltd**

Government License No. 431/060/061

Kathmandu, Nepal

**Visa No: ……………………………**

**Sponsor ID: ……………………………**

**Visa Date: ……………………………**

**SUBJECT: DEMAND LETTER**

Dear Sir,

You are hereby requested to source, select and arrange for mobilization the following demand of personnel with **M/S. Professional Manpower Services Pvt. Ltd** through over here **M/…………………………………………………………………………., KSA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N** | **CATEGORY** | **REQUIRED NO.** | **GENDER** | **BASIC SALARY (SR)** |
|  |  |  |  |  |

**TERMS AND CONDITONS:**

1. Period of Employment: 2 Years and renewable
2. Probation Period: 90 Days
3. Place of Employment : KSA
4. Visa: Free Visa (Provided by Company)
5. Working Hours: 8 Hours Per Day
6. Working Days: 6 Days Per Week
7. Overtime: As Per KSA Labour Law
8. Residence Permit: Provided By The Company
9. Air Tickets: Two Way Tickets provided By The Company
10. Vacation: 42 days paid vacation(21 Days Per Year)
11. Local Transportation : Provided By The Company
12. Food & Accommodation: Provided By the Company
13. Uniform: Provided By The Company
14. Medical & Insurance: Provided By The Company
15. Service Charge Not Provided By Company.

All other terms and conditions shall be in accordance with the prevailing labour law of KSA and other relevant laws.

Thanks and best regards,

…………………………….

**General Manager/Owner**

**M/s …………………………………………………….., KSA**

Date: ……………………

**Visa No: ……………………………**

**Sponsor ID: ……………………………**

**Visa Date: ……………………………**

**Power of Attorney**

All known by present us, **M/s …………………………………………………., KSA,** hereby appoints  **M/S. Professional Manpower Services Pvt. Ltd, Govt. License No.** 431/060/061 to be our lawful and authorized recruiting agency in Nepal in respect of handling all the affairs concerning recruitment entering into employment contracts with the selected employees, completion of immigration formalities including deposit of security, registration fee, etc with ministry of labor and signing all necessary documents required by the said office behalf and arrange their air passage, passport, medical examination, trade test, signing the service agreement with the employees. It is also certified that the employment contract signed by the office will be the only the contract for this employment and no contract will be prepared after the workers arrival in placed of hire, same will be fully honored by our company. Therefore, please do needful co-operation and oblige. **This Power of attorney will expire on two calendar years of date of Demand Letter.**

Thanking You,

Yours truly

**…………………………**

**General Manager/Owner**

**M/s ……………………………………………………………, KSA**

Date: ……………………

**Agency Agreement**

All known by present, it is agreed between **M/s …………………………………………., KSA.** (Hereinafter **called Employer) and M/S. Professional Manpower Services Pvt. Ltd. Kathmandu, Nepal, Govt. License No.** 431/060/061 **represented by Mr. Kamal Bahadur Darlami Magar , Executive Director** (hereinafter **called Recruiting Agency**).

1. The Employer hereby agrees to appoint **M/S. Professional Manpower Pvt. Ltd, Govt. License no. 431/060/061, Kathmandu, Nepal,** for the recruitment of Nepalese workers.
2. The recruiting Agency shall send the required personnel at the earliest possible and strictly according to merits, qualification and experiences as required by the Employer.
3. The category, salary and all other benefits will be as per the Demand Letter and the Employment Contract.
4. The Agency must medically examine each candidate and ensure that the holds valid passport.
5. Any dispute between the two parties the same shall be settled mutually and amicably.

|  |  |
| --- | --- |
| **................................**  **General Manager/Owner**  **M/s ………………………………………., KSA** | **………………………………..**  **Mr. Kamal Bahadur Darlami Magar, Executive Director**  **M/S. Professional Manpower Pvt. Ltd, Kathmandu, Nepal** |

Date: …………………

To,

The Director General

Department of Foreign Employment

The Ministry of Labour and Foreign Employment,

Government of Nepal,

Kathmandu, Nepal

**Guarantee letter**

Dear Sir,

With due respect we, **M/s ……………………………………………………………………, KSA,** are glad to notify you that the recruited all the workers to our organization, will fully safe and we will take the complete protection as well as help by any cases or conditions and they will work in our same company which we are issuing the formal documents. So, we would like to request you to allow us the permission to recruit the Nepalese Workers for our organization through **M/S. Professional Manpower Pvt. Ltd, Govt. Approved Recruiting License No.** 431/060/061 **Kathmandu, Nepal.**

Your kind consideration will be highly appreciated,

Yours Faithfully

…………………………..

**General Manager/Owner**

**M/s ……………………………………………., KSA**

Date: …………….

**Employment Contract**

This agreement is made and entered **M/s ………………………………………., KSA** (Hereinafter called the Employer).

Name: …………………………………………..

Passport Number: …………………………….

Nationality: Nepali

Post: Factor

Salary: SR ……..

And place of Issue: Nepal (Hereinafter will call Employee)

The Employee agreed to work with employer as**…………………….**with the basic salary of SR**………………** per month.

**The terms and conditions of contract are as follows.**

1. Period Of Employment: 2 Years and renewable
2. Probation Period: 90 Days
3. Place Of Employment : KSA
4. Visa: Free (Provided by Company)
5. Working Hours: 8 Hours Per Day
6. Working Days: 6 Days Per Week
7. Overtime: As Per KSA Labour Law
8. Residence Permit: Provided By The Company
9. Air Tickets: Two way Tickets provided By Company
10. Vacation: 42 days paid vacation(21 Days Per Year)
11. Local Transportation : Provided By The Company
12. Food & Accommodation: Provided by the company
13. Uniform: Provided By The Company
14. Medical & Insurance: Provided By The Company

**Signature of Employer Signature of Employee**

Company’s Seal & Stamp Name & PP#...........................................