Date: ………………….

KIND ATTENTION:

**Professional Manpower Services Pvt. Ltd**

Government License No. 431/060/061

Kathmandu, Nepal

**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/S …………………………….., State of Kuwait.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N** | **CATEGORY** | **Gender** | **Qty** | **Duty Hours** | **BASIC SALARY** |
|  |  | Male |  | 08Hrs 26Days |  |
|  |  | Male |  | 08Hrs 26Days |  |
|  |  | Male |  | 08Hrs 26Days |  |

**TERMS AND CONDITONS:**

1. Period of Employment: 2 Years and renewable
2. Probation Period: 90 Days
3. Place of Employment : KUWAIT
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 KUWAIT 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
11. Local Transportation : Provided By The Company
12. Food & Accommodation: Provided by the company
13. Uniform: Provided By The Company
14. Medical and 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 KUWAIT and other relevant laws.

Thanks and best regards,

**......................**

**Managing Director/Owner**

**State of Kuwait**

Date: …………………

**Power of Attorney**

All known by present us, **M/S …………………………., State of Kuwait** with **Commercial License No:** **204974** hereby appoints  **M/S. Professional Manpower Services Pvt. Ltd, P.O.Box: 8356, Kathmandu, Nepal, 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 Calender years of Demand Date.

Thanking You,

Yours truly

**......................**

**Managing Director/Owner**

**State of Kuwait**

Date: …………………..

**Agency Agreement**

All known by present, it is agreed between **M/S ………………………….., State of Kuwait, Managing Director** (Hereinafter **called Employer) and M/S. Professional Manpower Services Pvt. Ltd P. O. Box No.8356, 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 Services Pvt. Ltd, Govt. License no. 431/060/061, P. O. Box: 8356, 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.

|  |  |
| --- | --- |
| **................................****Managing Director/Owner****State of Kuwait** | **………………………………..****Mr. Kamal Bahadur Darlami Magar, Executive Director****Professional Manpower Services 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 …………………., State of Kuwait** 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 Services Pvt. Ltd. Govt. Approved Recruiting License No. 431/060/061, P. O. Box: 8356, Kathmandu, Nepal.**

Your kind consideration will be highly appreciated,

Yours Faithfully

…………………………..

**Managing Director/Owner**

**State of Kuwait**

Date: …………………

**Employment Contract**

This agreement is made and entered **M/S ……………………………, State of Kuwait** (Hereinafter called the Employer).

And **………………………**

Nationality: Nepali

Passport Number: …………………………….

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

The Employee agreed to work with employer as**…………………….**with the basic salary of KD**………………** 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 : State of Kuwait
4. Visa: Free (Provided by Company)
5. Working Hours: 8 Hours Per Day
6. Working Days: 6 Days Per Week
7. Overtime: As Per Kuwait 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

…………………………………… ……………………………..

**Managing Director/Owner Signature of Worker**

**State of Kuwait**