

SAMPLE OF DEMAND LETTER

Ref. No.:

Date:

M/s The(P.) Ltd.
P.O.Box....., Kathmandu
Nepal

Demand Letter

Dear Sir,

With reference to our Power of Attorney executed by us in your favour, 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 (AED)	Period of Contract	Gender	Remarks

Terms and Conditions

Food: Provided by the company

Accommodation: Provided by the company

Joining and return air ticket cost: Provided by the company

Visa, medical test, Emirates ID cost: Provided by the company

Working hours and days: 8 hours/day and 6 days/week

Medical and Insurance: Provided by the company

Workmen's compensation insurance: Insured by the Company

Local transportation: Provided by the company

Service/Agency/Broker fee: Provided by the company

Right to retain employee's Passport Employee

Other benefits such as annual leave, over time, etc. should be in accordance with the labour laws of United Arab Emirates

Seal of the company

For (Name of the Company).....

Signature

Name:

Position:

POWER OF ATTORNEY

I, ----- in my capacity as ----- of ----- (name of the Company) duly registered under the laws of -----, U.A.E. with postal address of P.O. Box ----- Abu Dhabi/Dubai/Sharjah/ -----, UAE, do hereby appoint ----- (name of Nepalese manpower agency), P.O. Box No. ----- Kathmandu, Nepal having License No. ----- issued by the Department of Labour, 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 of ----- in Abu Dhabi/Dubai/ -----, UAE. This Power of Attorney shall remain valid for six (6) month from the date of issue.

Yours Truly,

For ----- (Name of the Company)

Signature:

Name:

Position:

Date:

Office Seal

SERVICE AGREEMENT

This agreement is made and entered into between ----- (name of the Company) , P. O. Box No. ----- U.A.E. hereinafter called the "First Party" represented by Mr./Ms. ----- and M/s -----, Kathmandu, Nepal having Government of Nepal License No. ----- , (hereinafter called the "Second Party") represented by Mr./Ms. ----- 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 ----- 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.
9. The First Party agrees to pay AED...../person as service charge to the Second Party.

For----- (Name of the Company in the UAE). ----- (Name of the Company in Nepal)

Signature and Seal of the First Party

Signature and Seal of the Second Party

**SAMPLE OF EMPLOYMENT CONTRACT
(For Group Recruitment)**

Employee's Name:

Passport No.:

Employee's Job Title:

1. Basic Salary : AED.....
2. Food: Provided by the company
3. Accommodation: Provided by the company
4. Working hours and days: 8 hours/day and 6 days/week
5. Joining and returning air ticket cost: Provided by the company
6. Visa, medical test, Emirates ID cost: Provided by the company
7. Medical and Insurance: Provided by the Company
8. Place of work: UAE
9. Transportation: Provided by the Company
10. Overtime allowance: As per UAE Law
11. Duration of Contract: -----Years
12. Probation Period: ----- months from the date of joining
13. Service/Agency/Broker fee: Provided by the company
14. Right to retain employee's Passport Employee
15. Other Benefits: As per UAE labor law

Signature and seal with complete address of the sponsor

For ----- (Name of Employer Company)

Signature: ----- (Signature of Employee)

Position: ----- (Name of Employee)

Date: ----- (Address in Nepal with Phone No.)

Company's Seal

**SAMPLE OF GUARANTEE LETTER
(For Group Recruitment)**

Date:

The Director General
Department of Foreign Employment
Ministry of Labour and Transport Management
Kathmandu, Nepal

Dear Sir,

Re : GUARANTEE LETTER

We have sent a demand letter for Nepalese workers to M/S. ----- a Nepalese Manpower agency having License No. ----- for ----- 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 UAE. We also assure you that these workers will not be sent out of the United Arab Emirates.

For female workers, we provide safe and convenient accommodation exclusively for them. (or We provide accommodation allowance AED to the workers besides basic salary and food allowance as mentioned in the Demand Letter and/or sample employment contract.

For (Company Name)

Name:

Position:

(Sign)

Date:

Office Seal