### 11th June 2018

### DEMAND LETTER

**To,**

**M/s. Manaslu International Services Pvt. Ltd.**

**License No: 151/056/057**

**Dhumbarahi height, Kathmandu, Nepal**

**Tel No: +977-01-4425081**

Dear Sir,

We are pleased to inform you that we need to recruit Nepalese workers through your agency on the following terms and conditions:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Category** | **No’s** | **Basic Salary (DHs.)** |
| 1 | Profession | 00 | XXX |

**TERMS AND CONDITIONS**

1. Accommodation : Provided by the Employer
2. Transportation : Provided by the Employer
3. Medical and Insurance : Provided by the Employer
4. Food : Free Provided by Employer
5. Uniform : Provided by Employer
6. Over Time : As per Company rules
7. Joining Air Ticket : Provided by Employer
8. Return Air Ticket : Provided by Employer
9. Working Hours : 8 hrs/day, 6 days/week
10. Period of Contract : 2 Years
11. Leave : 21 days/year Or as per Company Policy
12. Probationary Period : 6 Months
13. Visa : Free provided by the Employer
14. Service Charge : Provided by Company
15. Right to Retain Passport : Employee :
16. Other Benefits : As per U.A.E Labor Law

## Yours Sincerely

## (Company name).

**(Name of HR)**

**HR & Administration Manager**

### 11th June 2018

**AGREEMENT**

This agreement is executed between **M/s (Company name) UAE**, **(Hereinafter called Employer)** and **Manaslu International Services Pvt. Ltd. Lic. No 151/056/057** **(Hereinafter called Recruiter)** to recruit manpower from Nepal for employment in UAE under the terms and conditions mentioned below:

1. The profession, salary and all other benefits of the recruited person/s will be as per the Demand Letter and Employment Contract.
2. The person/s engaged will be required to perform duties as mentioned in the agreement.
3. The duration of the contract will be for a period of 2 (two) years.
4. The working hours will be 8 (eight) hours per day & 6 (six) days per week.
5. Overtime will be paid for extra hours other than 8 hours/day as per company rule. The first party provide visa in free of cost and two way return ticket for the second party and the consultant fee for Nepal recruitment agency should not bear by employer.
6. Accommodation with Air condition, Medical care, transportation, insurance, uniform shall be provided free of cost by the Employer.
7. The recruiter will undertake to ensure that all applicants selected by them will be fit for the job and shall be guaranteed for a period of 90 days from the date of departure from Nepal.
8. The Employer will be responsible for all complaints made by the employees and will take necessary steps to eliminate the problems that occurred.
9. In case , if the candidates have to be returned back to Nepal due to the local strike, political war natural calamities, civil war occurred in the country than the company will be responsible to manage the return air ticket to Nepal expenses and additional 6 months’ salary as the compensation for the candidate.
10. In case of death of the employee during the contract period, the company shall agree to repatriate the remains of the deceased along with the personal belongings and savings at the expenses of the company. Both in case of death and injury, compensation shall be paid according to Labour Laws of the employed country.

EMPLOYER (Authorized Person) RECRUITER (Authorized Person)

Name: Name:

Designation: Designation:

Signature: Signature:

Company Stamp: Company Stamp

### 11th June 2018

## TO WHOM IT MAY CONCERN

We, **M/s (Company name)**  hereby appoint **M/s. Manaslu International Services Pvt. Ltd.,** Nepal, and License No.151/056/057 to handle for us all the affairs concerning the recruitment of manpower from Nepal. They are authorized to do all the necessary documentation with the Government of Nepal on our behalf for this purpose.

All concerned are kindly requested to assist the above-mentioned agency in this matter. This **Power Of Attorney** will remain in force for 2 year from the date of execution.

## Yours Sincerely

## (Company name)

**(Name Of HR)**

**HR & Administration Manager**

### 11th June 2018

**To,**

**The Director General,**

**Department of Foreign Employment,**

**Tahachal, Kathmandu, Nepal**

#### SUBJECT: GUARANTEE

Dear Sir,

We have sent the demand of Lifeguards to M/s. Manaslu International Services Pvt. Ltd., License No.151/056/057 of 00 workers for M/s (Company name). 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 at UAE. We also assure you that these workers will not be sent out of the country for employment.

## Yours Sincerely

## (Company name)

**(Name Of HR)**

**HR & Administration Manager**

### 11th June 2018

Employment Contract

1. Employee’s Name : …………………………………………………….

2. Passport Number : …………………………………………………….

3. Employee’s Job Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Basic salary : AED…………../-

5. Overtime : As Per Company Rules

6. Accommodation : Provided by the company

7. Food : Provided by the company

8. Local transportation : Provided by the company

9. Workings days : 6 days a week

10. Working hours : 8 hours a day

11. Medical Treatment : Provided by the company

12. Insurance : Provided by the company

13. Duration of contact : 2 years

14. Visa : Free Provided by Company

15. Joining Ticket & Returning Ticket: Provided by the company “FREE”

16. Other benefits : As per UAE labors law

17. Probationary Period : Six months from the date of joining

18. Vacation : 21 Days per Year

## First Party: Second Party:

## (Company Name)

**Signature …………………**

**(Name Of HR)**

**HR & Administration Manager Name:**