**SAMPLE OF DEMAND LETTER**

Ref. No.:

 Date:

M/S ……………………………… (P.) Ltd. (Name of the Manpower Supplying Agency in Nepal)

P. O. Box……….

Kathmandu

Nepal

**Demand Letter**

Dear Sir,

With reference to the 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 | Monthly Basic | Period of | Gender | Remarks |
|  |  | Workers | Salary (KD) | Contract |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**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, ID cost: Provided by the company

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

Medical and Insurance: Provided by the company

Workmen's compensation insurance: Insured by the Company

Local transportation: Provided by the company

Service/Agency fee: Provided or Not by the company (mention one

 option)

Right to retain employee’s Passport Employee

Annual paid Leave 30 days in a year (or as per Labour Laws of Host

 Country)

Other benefits such as annual leave, over time, sick leave etc. should be in accordance with the labour laws of …………(Name of Country)

 Seal of the company

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

Signature

Name:

Designation:

**SAMPLE OF POWER OF ATTORNEY**

I ................,....................................................., in my capacity as ........................................................................... of .................................................................................. (Name of the employer Company) duly registered under the laws of the (Name of host country) with postal address of P.O. Box ...................................., , do hereby appoint ........................ (Name of Nepalese Manpower Supplying Agency), P.O. Box No. ........................ Kathmandu, Nepal having License No. ....................................... issued by the Department of Foreign Employment, 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 (Name of Host Country). This Power of Attorney shall remain valid for …(Months/Years) from the date of its issuance.

Yours truly,

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

Signature:

Name:

Position:

Date:

Office Seal

**SAMPLE OF SERVICE AGREEMENT**

This agreement is made and entered into between ........................ (Name of the employer Company), P. O. Box No. ........................, (Name of Host Country) hereinafter called the "First Party” represented by Mr./Ms. ........................ and M/S .................................. (Name of the Manpower Supplying Agency), 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 the 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.

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1. The Second Party hereby agrees to replace any worker found unsuitable or unfit for the job or found medically unfit free of cost within the probationary period of 3 months.
2. 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.
3. The First Party agrees to bear the cost of the return air ticket and send the employees back to Nepal in case the employer fails to fulfill the terms and conditions mentioned in the employment contract; if the family member of the employee has serious health problem and the employee himself/herself is unable to continue the job due to his/her health problem prior to the expiry of the employment contract in coordination with the Second Party.
4. The First Party will pay/will not pay service charge to the Second Party for this recruitment.
5. The First Party will bear all the expenses, in case of death of a worker, to repatriate the remains of the deceased worker to Nepal.

For

.................. ....................

(Name of the Company in (Name of Host Country) (Name of the Manpower Supplying Agency in Nepal)

Signature and Seal of the First Party Signature and Seal of the Second Party

**GUARANTEE LETTER**

Date:

The Director General

Department of Foreign Employment

Ministry of Labour and Employment

Kathmandu, Nepal

Re: GUARANTEE LETTER

Dear Sir,

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 letter is for our Company only and the workers will be working in our Company situated in (Name of Host Country). We also assure you that these workers will not be sent out of (Name of Host Country) and they will be provided a safe, hygienic and convenient accommodation.

For female workers, we provide safe and convenient accommodation exclusively for them. (or We provide accommodation allowance of ….. 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

 **SAMPLE OF EMPLOYMENT CONTRACT**

Employer’s Name:

Employee’s Job Title: As Per Demand Letter

1. Basic Salary: ………. (As Per Demand Letter)

2. Food: Provided by the company

3. Accommodation: Provided by the company

4. Working hours and days: 8 hours per day and 6 days per week

5. Joining and returning air ticket cost: Provided by the company

6. Visa, medical test, Civil ID cost: Provided by the company

7. Medical and Insurance: Provided by the Company

8. Place of Work: (Name of Host Country)

9. Transportation: Provided by the Company

10. Overtime allowance: As per the Law of (Name of Host Country)

11. Duration of Contract: 2 Years and renewal

12. Probation Period: 3 months from the date of joining

13. Right to retain employee’s Passport: Employee

14. Annual (Paid) Leave 30 Days

15. Other Benefits: As per the labour lawd of (Name of Host Country)

Signature and seal with complete address of the sponsor

For ‐‐‐‐‐‐‐‐‐‐‐‐‐‐ (Name of Employer Company)

Name of the Authorized Person .............................. ............................ Employee’s Name:

Signature: ........................ ........................ (Signature of Employee)

Position: ........................ ....................... (Address in Nepal with Phone No.)

Date: ........................