**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 | Working Hours | Holiday (per week) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Terms and Conditions

Food: Self/ Provided or monthly AED ….. provided

Accommodation: Provided or AED ……. Provided

Air passage: Return air ticket every two years

Local transportation: Provided

Medical Insurance: Yes

Workmen's Compensation Insurance: Insured by Company

Employment Visa: Provided at the cost of the Company

Working hours: 8 hours/day, 6 days per week

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

Yours truly,

|  |
| --- |
|   Office Seal |

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)

Sign ------------------------------

|  |
| --- |
|   Office Seal |

Name:

Position:

**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.

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 :
2. Food: Provided or AED ………. provided/Not Provided
3. Accommodation: Provided or Dh …….. paid
4. Working Hours: ….. hours a day
5. Working Days: ……. days a week
6. Medical Treatment: Provided at the cost of the Company
7. Workmen's compensation Insurance: Provided by the Company at its cost
8. Overtime allowance: Provided
9. Transportation: Provided by the Company
10. Duration of Contract: ----- Years
11. Air Passage: -------
12. Probationary Period: ---------- months from the date of joining
13. Other Benefits: As per UAE labor law

Place:

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 )

|  |
| --- |
|   Office Seal |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (sign)

Name:

Position: