

Date:

To,

[Nepal agency]

[Address]

Sub:DEMAND LETTER

We are intending to recruit following manpower from NEPAL through **M/s. Al Najma Al Fareeda International Employment Agency, Approved by Ministry of UAE** vide **License No. 714297**, Dubai-UAE, do hereby appoint **[Nepal Agency]. (License No.....)** act as **Recruitment Agent at Nepal**, on the below specified categories;

S. No.	Category	Qty	Salary (QR)

Terms & Conditions:

1. Place of Employment : UAE
2. Period of Contract : 2 (Two) years
3. Probation Period : 6 (six) months
4. Working Hours : 8 hrs per day 6 days per week.
5. Accommodation : Provided by the company
6. Transportation : Provided by the company
7. Leave Benefit : As per UAE Labour Law
8. End of Service Benefits : As per UAE Labour Law

9. Medical : As per UAE Labour Law
10. Overtime : As per UAE Labour Law
11. Air Ticket : Free Air ticket provided by the company
11. Resident Permit Cost : Provided by the company
12. All other terms & conditions : As per UAE Labour Law

The individual employment contracts will be signed after obtaining the employment visa only;

For M/s.

Authorized Signatory

Full Name:

Date:

TO WHOM IT MAY CONCERN

KNOWN ALL MEN BY THESE PRESENTS that **M/s. [Client]** , do hereby appoint [**Nepal Agency**]. (**License No.....**) a sole Nepal Agent of **M/s. Al Najma Al Fareeda International Employment Agency, Approved by Ministry of UAE** vide **License No. 714297**, Dubai-UAE to be our lawful attorneys and agents in Nepal in respect of handling all the affairs concerning recruitment, entering into contracts with these selected employees, completion of Immigration formalities including deposit of securities, registration fee etc. with the protector of Emigrants, Government of Nepal and signing of all necessary documents required by said office in connection with the recruitment of persons for services with the said company and to arrange their passports, passages etc. The authorization of these 5 legal documents will be valid for three years from date of issue.

For M/s. Client Name

Authorized Signatory

Full Name:

Date:

MANPOWER RECRUITMENT AGREEMENT

This agreement signed between **M/s. Client name,[country].....** herein after referred to as First Party with **M/s. [Nepal Agency]. (License No.....)** a sole Nepal Agent of **M/s. Al Najma Al Fareeda International Employment Agency, Approved by Ministry of UAE vide License No. 714297, Dubai-UAE** herein after referred to as Second Party hereby agree the terms and conditions mentioned-below for the supply of Nepalese workers in UAE.

Basic Salary	:	As per demand letter
Place of employment	:	UAE
Category	:	As per demand letter
Probation Period	:	6 months
Contract Period	:	2 Years
Working Hours	:	8 Hours per day 6 days per week
Overtime	:	As per UAE Labour Law
Accommodation, Transportation & Food	:	Provided by Company
Medical facilities	:	Provided by Company
Air Ticket	:	Free Air Ticket Provided by the company

For M/s [client name],

Authorized Signatory

For: M/s [Nepal Agency]

Full Name:

Date:

Ref. No.:

Mr.

Passport No.....

Nepal.

Dear Mr.....

SUB: EMPLOYMENT CONTRACT

Further to your application, we are pleased to appoint you as “.....” in our company as per terms and conditions given below.

Basic Salary : As per demand letter

Place of employment : UAE

Probation Period : 6 months

Contract Period : 2 Years

Working Hours : 8 Hours per day 6 days per week

Overtime : As per UAE Labour Law

Food ,Accommodation&Transportation: Provided by Company

Medical facilities : Provided by Company

Air Ticket : After completion of Contract

Food : Included in salary

For [Client name],

Authorized Signatory

For: Signature of Employee.

Full Name:

Date:

To,

Department of Foreign Employment

Ministry of Labour

Kathmandu, Nepal

SUB: GUARANTEE LETTER

Dear Sir,

With due respect, we hereby guarantee that we will provide employment to all Nepalese workers being recruited for the position of as per demand letter by our local agent **M/s [Nepal Agency] (License No.....)** a sole Nepal Agent of **M/s. Al Najma Al Fareeda International Employment Agency, Approved by Ministry of UAE** vide **License No. 714297**, Dubai-UAE in our company M/s[client name] in the territory of UAE during their Contract Period of 2 years.

For M/s : [Client Name]

Authorized Signatory

Full Name: