

Date: \_\_\_\_\_

**POWER OF ATTORNEY**

Know all men by these presents we **M/s.** \_\_\_\_\_, P.O. Box – \_\_\_\_\_, \_\_\_\_\_, Kingdom of Saudi Arabia., CR. No. \_\_\_\_\_ Do hereby appoint **M/S. ARMAN CONSULTANTS**, having its office at Room No. 1., 1st Flr, Shustry Bldg., S.V.P Road, Opp: Fire Brigade, Mumbai 400009, Maharashtra, India, approved b the Government of India, Ministry of Overseas Indian Affairs, New Delhi, vide Registration No.000140/BOM/PROP/1000+/3/436/84 valid until 06.08.2018, to be our lawful attorney and agents in India for recruitment and deployment of \_\_\_\_\_ Indian Personnel vide our Block Visa No. \_\_\_\_\_, Dated \_\_\_\_\_.Hegira

That this POWER OF ATTORNEY is given to them to Act on our behalf in the following manners.

- To Recruit and Deploy Indian Personnel to work for our company in \_\_\_\_\_, Kingdom of Saudi Arabia on terms and conditions as mentioned in the Demand Letter issued.
- To Act on behalf of the Employers in respect of Selection and travel matters pertaining thereto including dealing with the Protector General of Emigrants, The Royal Saudi Arabian Consulate and any other Government Agencies as and when required on our behalf.

That this **POWER OF ATTORNEY** has been issued at \_\_\_\_\_, Kingdom of Saudi Arabia and shall come into effect immediately and shall be in force till revoked by us.

That whatsoever mention above is executed by us and has been signed by our Authorized Signatory \_\_\_\_\_ in the Capacity of the \_\_\_\_\_ of our company and under our seal.

**For** \_\_\_\_\_

**Name**

**Designation**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**DEMAND LETTER**

To,  
**ARMAN CONSULTANTS**  
Room No. 1., 1st Flr,  
Shustry Bldg., S.V.P Road,  
Opp: Fire Brigade, Mumbai 400009,

Dear Sir,

We hereby authorize you as per **POWER OF ATTORNEY** dated \_\_\_\_\_ issued in your favor to recruit the following Indian Professional for \_\_\_\_\_, P.O. Box – \_\_\_\_\_, \_\_\_\_\_, Kingdom of Saudi Arabia  
Vide our Block Visa No. \_\_\_\_\_, Dated \_\_\_\_\_.Hegira

NO	CATEGORIES	QTY	SALARY
01			
02			
03			
04			
05			
06			
07			

**OTHER TERMS AND CONDITIONS**

WORKING HOURS	: 08 Hours per day / 6 Days per week
PERIOD OF CONTRACT	: 2 Years
FOOD / ALLOWANCE	: Provided by Company
IQAMA	: Provided by Company
TRANSPORTATION	: Provided by Company
ACCOMODATION	: Provided by Company
MEDICAL BENEFITS	: Provided by Company
AIR TICKETS	: Provided by Company
VACATION PERIOD	: 15 Days Per Year
OTHER UNMENTIONED TERMS	: As Per Saudi Arabian Labour Laws.

**For** \_\_\_\_\_

**Name**

**Designation**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Specimen Agreement (Employment Agreement)**

This agreement was made in \_\_\_\_\_ on dated \_\_\_\_\_ between:

**First Party** : Name of Employer M/s. \_\_\_\_\_,  
P.O. Box – \_\_\_\_\_, Kingdom of Saudi Arabia

**Second Party** : Name of Employee \_\_\_\_\_ Nationality **Indian**  
Passport No \_\_\_\_\_ Issued at \_\_\_\_\_ on \_\_\_\_\_

**Both the parties agreed on the following Terms and condition**

Both the parties agreed on the following Terms and Condition			
1.	Profession	:	As per Demand Letter
2.	Salary / Remuneration	:	As per Demand Letter
3.	Period of Contract	:	2 Years
4.	Daily Working Hours	:	8 hours per day / 6 Days per week
5.	Air Tickets from India to place of work	:	Provided by the Company
6.	Transportation	:	Provided By the company
7.	Place of Employment	:	Kingdom of Saudi Arabia
8.	Food Allowances provisions	:	Provided by the Company
9.	Conditions for the termination of Employment and final settlement	:	As Per Saudi Arabian Labour Law
10.	Leave benefits/ Medical settlement	:	<b>As</b>  <b>Per</b>  <b>Saudi Arabian</b> <b>Labor</b>  <b>Law</b>
11.	Provision in regards to renewal of contract	:	
12.	Occupational safety provision including		
13.	Social Security provision including compensation injury and death		
14.	Mode of settlement of dispute		
15.	Provision in regard to disposal and transportation of dead body of the emigrant		
16.	Employee will not immigrate to any other Country from place of “Employment”		
17.	This agreement is issued in duplicate one for each party and should be signed upon agreed in the country of employment.		
18.	The passport of the worker, being the property of the Government of India, shall be made available to the worker any time on demand. In case of dispute Indian Mission shall decide the subject matter		
19.	The employer will be responsible for obtaining valid entry permit for the employee, and in case the employee is refused continuation of employment in the country, the Employer shall repatriate the worker to his home country by Air Passage provided by them and shall pay the worker all his dues till the date of his departure.		
20.	Payment of compensation to the employee in case of disability permanent injury arising of and incurred while on duty will be provided for in accordance with the local labor laws. In the event of death of the employee, the Employer will make suitable arrangements for disposal of the dead body and for sending his personal belongings, dues, and legitimate saving to his dependent relatives in India at Employer’s cost.		

Signature

First Party: Employers

For \_\_\_\_\_

Signature

Second Party : Employee

**Name of Employee** \_\_\_\_\_

**Profession** \_\_\_\_\_

**Passport No.** \_\_\_\_\_

**NAME**

**Designation**

Place : \_\_\_\_\_

Date : \_\_\_\_\_