

Date: _____

M/s THREE BROTHERS HUMAN RESOURCE PVT. LTD.

License Number: 713/064/065

Tel: +977-1-4565394, 4565494

Email: threebrothershr@gmail.com

Kathmandu, Nepal.

Demand Letter

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, 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	Working Hours	Working day (per week)
01	Labour	1000	Euro 400	8 hours	6 days

Terms and Conditions

Food : Provided by the company
Accommodation : Provided by the company
Air passage : Joining Air ticket Provided & Air ticket will be provided after Completion of contract.
Local transportation : Provided by the company
Medical / Insurance : Provided by the company
Employment Visa : Provided at the cost of the Company
Working hours : 8 hours per day, 6 days per week (48 hours per week)
Period of Contract : 2 Years (renewable)
Place of employment : _____
Other benefits such as annual leave, over time, etc. in accordance with the labour laws of _____

Yours truly,

Company Name

Signature:

Owner Full Name

Position: **Owner**



Date: _____

Power of Attorney

I, **Owner Name**, in my capacity as **Owner, Authorized Signatory of Company Name duly** registered under the laws of _____, with postal address of **P.O. Box: , _____, Country Name**, do hereby appoint **M/s Three Brothers Human Resource Pvt. Ltd.** Post Address of Kathmandu, Nepal. having License No. 713/064/065 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 where of, This Power of Attorney issued on _____ will remain valid till _____ (Twenty-Four (24) months) from the date of issue.

Yours Truly,

Company Name

Sign -----

Owner Name:

Position: **Owner**



Date: _____

Inter party Recruitment Agreement

This agreement is made and entered into between **Company Name, Country** hereinafter called the "First Party" represented by **Owner Name** and **M/s Three Brothers Human Resource Pvt. Ltd.** Post Address in Kathmandu, Nepal, having Government of Nepal License No 713/064/065, (hereinafter called the "Second Party") represented by **Mr. B. R. Timalcina (Binay)**.

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 3 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.
9. The first party provided free visa and free ticket but not provided Service charges to Second party.

Company Name

Signature and Seal of the First Party

M/s Three Brothers Human Resource Pvt. Ltd.

Mr. B. R. Timalcina (Binay)

Date: 26/09/2018

Employment Contract

Employee's Name: Mr.....

Passport No.:.....

Employee's Job Title:

- 1. Basic Salary : _____ /- per month.
- 2. Food : Provided by the Company
- 3. Accommodation : Provided by the Company
- 4. Working Hours : 8 hours per day (48 hours per week)
- 5. Working Days : 6 days per week
- 6. Medical / Insurance : Provided by the Company
- 7. Overtime allowance : As per _____ Labour Law.
- 8. Transportation : Provided by the Company.
- 9. Employment Visa : Provided at the cost of the Company
- 10. Duration of Contract : 2 Years (renewable)
- 11. Air Passage : Joining ticket & Air Ticket will be provided after completion of 2 years.
- 12. Probationary Period : 3 months from the date of joining
- 13. Place of Employment : _____
- 14. Other Benefits : As per _____ labor law.

Signature and seal with complete address of the sponsor

Company Name

Croatia

Signature: ----- (Signature of Employee)

Position: ----- (Name of Employee)

Date: ----- (Address in Nepal with Phone)



Date: _____

Guarantee Letter

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 Three Brothers Human Resource Pvt. Ltd.** a Nepalese Manpower agency having License No. 713/064/065 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 _____. We also assure you that these workers will not be sent out of _____.

For Female workers, we provide safe and convenient accommodation exclusively to the workers besides basic salary as mentioned in the Demand Letter and/or employment contract.

Company Name

(Signature)

Owner Name:

Position: **Owner**

Office Seal