

Ref. No.....

Date: _____

M/s. Three Brothers Human Resource Pvt. Ltd.
License No: 713/064/065
Kathmandu, Nepal

DEMAND LETTER

Dear Sir/Madam,

We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

No.	Category of Employees	No. of Employees	Salary (digit)	Salary (in words)	Food/Other Allowances	Remarks
01.						
02.						

The following Terms & conditions shall be included in the contract.

1. Period of employment : Two years (renewable)
2. Place of Employment : Muscat, Sultanate of Oman
3. Air Ticket : Joining Ticket will be Provided by Company & Up-Down ticket will be provided after the completion of 2 years contract.
4. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
5. Over time : As per Omani Law.
6. Probation Period : 90 days from date of entry into Oman
7. Resident permit : Resident permit will be provided by the company free of cost.
8. Accommodation : Free bachelor accommodation shall be provided by the company
9. Water, Electricity & Gas : Provided by the company
10. Food : Provided by the company
11. Medical / Insurance : Provided by the company
12. Transportation : Provided by the company (to and from the work site)
13. Uniform & safety materials : Provided by the company
14. Service gratuity & Leave pay : Provided by the company as per Omani Labour Law.
15. Service Charges : Not Provided by the Company
16. Other Term & Conditions : As per Omani Labor Law.

Thanking You,

Name: _____

General Manager/ Managing Director
M/S (Name of the Company)

Date: _____.

Inter party Recruitment Agreement

This agreement made and entered into by and between *M/S (Name of the Company)*, duly registered under the laws of Sultanate of Oman, with business address at **P.O. Box: _____, Postal Code: _____, Muscat, Sultanate of Oman** and represented by **Mr. _____**, in his capacity as **General Manager/ Managing Director**, herein after referred to as the FIRST PARTY.

AND

M/s. Three Brothers Human Resource Pvt. Ltd. (License No: 713/064/065), company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at **Battisputali-9, Kathmandu, Nepal**, and represented by **Mr. B.R. Timalisina (Binay)**, in his capacity as **Chairman**, herein after referred to as the SECOND PARTY.

TERMS & CONDITIONS.

1. That the SECOND PARTY will make all the arrangement to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
2. FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3. FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents like Power of Attorney, Demand Letter & Contract Agreement for the selected workers.
4. SECOND PARTY will be completely responsible to bring selected manpower from Nepal to Oman and will guarantee for three months. During this period if any of the deployed workers found to be medically unfit, refused to work and got homesick, SECOND PARTY will bear all the expenses for repatriating the said workers back to his/her home country and make replacement free of charges.
5. FIRST PARTY shall make arrangements to make visa for all the selected workers.
6. FIRST PARTY will provide free accommodation & transportation for the selected workers here in Doha as per the prevailing Labour Laws of the Sultanate of Oman & its own rules.
7. FIRST PARTY will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labor Laws of the Sultanate of Oman.
8. FIRST PARTY will make all the arrangements to receive all the selected workers within 25 days of issuing them entry visa to Oman.
9. FIRST PARTY will provide free visa & free ticket but not service charge to SECOND PARTY.
10. This agreement takes effect upon signing thereof by both the parties concerned.

FIRST PARTY

SECOND PARTY

Name: _____
General Manager/ Managing Director
M/S (Name of the Company)

Mr. B.R. Timalisina (Binay)
Chairman
Three Brothers Human Resource Pvt. Ltd.

Date: _____.

The Director General,
Department of Foreign Employment,
Kathmandu, Nepal.

Subject: Letter of Guarantee

Dear Sir,

We, *M/S (Name of the Company)*, duly registered under the laws of Sultanate of Oman, with business address at **P.O. Box: _____, Postal Code: _____, Muscat, Sultanate of Oman**, hereby guarantee that all Nepalese workers recruited through our authorized agent **M/S Three Brothers Human Resource Pvt. Ltd. (Lic. No: 713/064/065), P.O. Box: 3607, Battisputali-9, Kathmandu, Nepal**, will be working in our company in Muscat, Sultanate of Oman only throughout their contract period.

We further guarantee that these workers will not be sent to work in any other establishment or any third country during the period of contract.

Thank you for your kind co-operation.

Yours Faithfully,

Name: _____
General Manager/ Managing Director
M/S (Name of the Company)

Date: _____.

Power of Attorney

BEING FULLY AWARE BY THESE PRESENTS:

That we, *M/S (Name of the Company)*, duly registered under the laws of Sultanate of Oman, with business address at **P.O. Box: _____, Postal Code: _____, Muscat, Sultanate of Oman**, a company duly organized and existing under and by virtue of the laws of Oman with **License No. _____**, do hereby appoint **M/S. Three Brothers Human Resource Pvt. Ltd. Kathmandu, Nepal**, a recruitment agency approved by the Government of Nepal Ministry of Labour and Foreign Employment License No: **713/064/065** to be our true lawful attorney and agent in Nepal in respect of handling all the affairs with the protector of emigrants, Government of Nepal and sign all required documents by the said officers in connection with the recruitment of _____ **persons** against visas as per attached list for employment with us and to arrange all matters relating to emigration, etc.

This power of attorney is made in relation to our Demand Letter dated _____.
Reference No.....and expire on _____ (**Two years**).

In witness whereof, we have executed this power of attorney on this day, _____ in the presence of the subscribing witnesses.

1. Name: _____
Address.....
Signature

2. Name: _____
Address.....
Signature

For and on behalf of *M/S (Name of the Company)*

Name: _____
General Manager/ Managing Director

Date: _____

Employment Contract

This agreement is made and entered in _____,

M/S (Name of the Company), duly registered under the laws of Sultanate of Oman, with business address at **P.O. Box:** _____, **Postal Code:** _____, **Muscat, Sultanate of Oman** (herein called the company as First Party) – Employer through our lawful attorney present in Nepal.

And

Mr. _____ Nationality: Nepalese, Passport No. _____, in his capacity as the Second Party hereby agreed to work with the First Party as _____ with the monthly basic salary of Omani Riyal (OR) _____ .

The following Terms & conditions shall be included in the contract.

1. Period of employment : Two years (renewable)
2. Place of Employment : Muscat, Sultanate of Oman
3. Air Ticket : Joining Ticket will be Provided by Company & Up-Down ticket will be provided after the completion of 2 years contract.
4. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
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8. Accommodation : Free bachelor accommodation shall be provided by the company
9. Water, Electricity & Gas : Provided by the company
10. Food : Provided by the company
11. Medical / Insurance : Provided by the company
12. Visa : Provided by the company
13. Transportation : Provided by the company (to and from the work site)
14. Uniform & safety materials : Provided by the company
15. Service gratuity & Leave pay : Provided by the company as per Omani Labour Law.
16. Service Charges : Not Provided by the Company
17. Other Term & Conditions : As per Omani Labor Law.

Second Party

First Party

Name: _____
General Manager/ Managing Director
M/S (Name of the Company)

Employee