

Embassy of Nepal

Doha, State of Qatar

APPLICATION FORM FOR DEMAND LETTER ATTESTATION

1. Details of Employer Company in Qatar: بيانات الشركة

Name: _____
Address: Doha, Qatar, Tel: _____, Fax: _____ Website: _____
Email: _____, Name of Sponsor: _____
Name of HR. Manager _____, Mobile: _____

2. Sponsor's Contact Number رقم اتصال الخاصة بالكفيل: -.....

3. Details of License Holder Agency of Nepal: بيانات وكالة الاستقدام بالنيبال

Name: Three Brothers Human Resource Pvt. Ltd.
Address: Battisputali-09, Kathmandu, Nepal. License No: 713/064/065
Tel (landline): +977-1-4565394, 4565494 Fax: +977-1-4565243 Website: www.threebrothersnepal.com
Email: threebrothershr@gmail.com Owner's Name: Mr. B.R. Timalcina (Binay) Mobile: +977-9818338386

4. Details of Documents Submittant: بيانات مقدم الطلب

Name:.....Qatari ID No.:Passport No.:
Nationality:Position at Company:Mobile:Email:.....

5. Submitted Documents: [Please prepare the document, according to the order as follows and put Tick (√) mark against each attached document. visit Embassy Website: www.qa.nepalembassy.gov.np زوروا موقع السفارة النيبالية]

SN	Required Attachments	المرفقات المطلوبة	م
1.	Valid Computer Card - (Copy)	صورة من بطاقة قيد منشأة "سارية المفعول"	1
2.	Valid Visa Approval - (English Copy)	صورة موافقة لجنة الاستقدام "سارية المفعول"	2
3.	Commitment and guarantee letter for female & driver (Original)	كتاب ضمان وتعهد للاناث والسائق " أصل"	3
4.	Guarantee Letter & undertaking addressed to the Embassy- (Original)	كتاب ضمان وتعهد من الشركة موجهة للسفارة " أصل"	4
5.	Commitment regarding to the submission of documents	كتاب الالتزام فيما يتعلق بتقديم الوثائق	5
6.	Demand letter - (Original & Copy)	كتاب طلب عمالة (أصل و صورة)	6
7.	Power of attorney - (Original and Copy)	كتاب تفويض الوكالة (أصل و صورة)	7
8.	Interparty agreement between the Nepali and recruitment agency (Original & Copy)	اتفاقية استقدام العمال بين الشركة ومكتب الاستقدام بالنيبال (أصل و صورة)	8
9.	Letter of guarantee addressed to the Department - (Original & Copy)	كتاب ضمان موجهة للإدارة (أصل و صورة)	9
10.	Separate employment contract - (Original & Copy)	عقد العمل (أصل و صورة)	10
11.	Agreement between the company and the other party - (Copy)	نسخة من عقد الاتفاقية بين الشركة والآخر.	11
12.	Copy of ID card of the sponsor and submittant	صورة من بطاقة مقدم الطلب والمستقدم	12
13.	Company's commercial registration Card- (Copy)	صورة من السجل التجاري	13
14.	Nepali recruitment agency's valid license- (Nepali Copy)	صورة من رخصة وكالة الاستقدام بالنيبال	14
15.	Last three month's salary sheet of Nepali workers-(Copy), (WPS based)	كشف الرواتب WPS للعمال النيبالين لآخر 3 شهور	15
16.	Name List of Nepali workers currently being employed along with their QID Number and Medical ID, as prescribed (to be send to Embassy Email: qa.nepalembassy@mofa.gov.np)	كشف يتضمن الأسماء و الأرقام بطاقات الشخصية والصحية للعمال الذين يعملون حالياً بالشركة. " كما هو محدد" يرسل إلي البريد الإلكتروني الخاص بالسفارة :- Email: qa.nepalembassy@mofa.gov.np	16
17.	Letter from the Sponsor/ Company authorizing the other agency to recruit Nepali workers, if applicable	كتاب من الكفيل/ الشركة يفوض فيه وكالة الاستقدام الأخرى لاستقدام العمال النيبالين " إذا كان معمول به"	17
18.	Letter from the Sponsor/Company designating the HR Officer/PRO to submit/receive Demand Letter to/from the Embassy	كتاب من الكفيل/ الشركة تعين فيه مدير الموارد البشرية/ المندوب لتقديم/ إستلام طلب العمالة من السفارة.	18

6. Description of Demand: وصف الطلب

S. N.	Profession/Position	Number			Salary/Allowance			Visa Approval Status			Remarks
		Male	Female	Total	Basic	Food	Total	Total	Used	Remaining	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
Total											

I hereby declare that the aforementioned information is true and correct to the best of my knowledge. I would like to ensure that after the arrival of the Nepali workers as per this demand application, their name list and details of their Qatari ID and Medical Card issued duly as per the Qatar's Labour Law, will be submitted to the Embassy of Nepal at the earliest possible. I would submit further details, if required.

Name of the Authorized Person of the Company: اسم صاحب الشركة

Designation: مرتبته في الشركة

Signature of the Authorized Person: توقيعه

Name of the Company: اسم الشركة

Seal of the company: ختم الشركة

Date: التاريخ

For Official Use Only

Receipt No.: Reg. No.: Registered by:

.....
Verified by Submitted by

.....
Approved by

Details of Nepali Workers تفاصيل العمال النيباليين

[Add Pages as required اضع الصفوف او الصفحات حسب المطلوب]

S. N.	Name of the Worker	Job Category	Salary			Passport No.	QID No.	Medical Card No.	Contact No Mobile
			Basic	Food+ Others	Total				
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
24.									
25.									
26.									
27.									
28.									
29.									
30.									

Date: _____

To,
H.E Ambassador,
Embassy of Nepal,
Doha, Qatar

Subject: Commitment and gurantee Letter

1. With reference to our demand to recruit **driver** from Nepal, the company is committed that it will not deduct any cost from the Nepalese drivers resulting from the vehicular accident resulting under any circumstances
2. We, (Name of the Company), P.O. Box: _____, Doha-Qatar hereby guarantee that Nepalese Male/Female workers will be working in our company in Doha, Qatar throughout their contract period and after two months of the joining at our company we will Submit salary sheet and I'D copy of Male/Female workers at the Embassy, we will pay the salary as per employment contract.

We further guarantee that these workers will not be sent to work in any other establishment or supply in house and another company during their contract. If found so, we will bear all the responsibility according to labour law of Qatar.

Thank you for your kind co-operation.

Contact:

Land line & Mobile no.:

Fax:

P.O. Box:

Location: Doha, Qatar

Sponsor's QID No.:

Signature:

Application for Guarantee and Undertaking

H.E. Ambassador,
Embassy of Nepal
Doha, Qatar

I, the Owner, of the *(Name of the Company)*, (company registration card attached herewith), authorized legally to decide and sign this undertaking hereby declare the following:

1. The attached Demand letter, power of Attorney, agency Agreement, Employment contract and all other documents submitted herewith are the part of this undertaking.
2. Embassy of Nepal shall be informed of the arrival of the employees within three months their profession, salary, status of residence permits.
3. Embassy of Nepal and its officials can have the access to the accommodation of the employees and office for the purpose of inspection.
4. The salary of the employees shall be given within two weeks of the completion of every working month. The employees shall not be deprived of basic salary in case of failure to provide them employment by the employer even for a short period.
5. All the Employees shall be provided with time-card for calculation of overtime allowance.
6. The employees once recruited directly by the company or through its authorized recruiting agency, will not be relegated or downgraded in terms of position, salary, benefits and work at any cost. The position and category of the employees shall be decided only prior to selection and recruitment.
7. The photocopy of the employment contract issued by the company and certified with original sign and stamp with authorized recruiting agent at the time of departure from Nepal will be considered as legally valid contract for the purpose of clause no. 6 mentioned above and no contract shall be made with less salary and benefits after arrival.
8. Fees/ cost of residence permit, medical, electricity, water, and accommodation shall be solely born by the employer. Employer shall also bear the fines, if any, because of the delay in the processing of above cases.
9. The employees shall be repatriated within one month after the completion of the contract with all his rights except in the cases mutually agreed to stay longer.
10. Employer shall be fully responsible for the salary and other facilities of employees even if they are supplied to other employer/s.
11. In case of any misunderstanding/ dispute between employer and the employee/s, Embassy of Nepal shall be contacted first for the amicable settlement of the grievances.
12. All other terms and conditions not mentioned herein shall be subject to the legal provisions of the State of Qatar.

Signature of Employer:

Full name:

ID No:

Tel:

Fax:

Date:

Doha, Qatar

Date: _____

His Excellency
Embassy of Nepal
Doha Qatar

Subject : Commitment regarding to the submission of documents

Excellency,

With reference to above mentioned subject, I would like to request that Mr MD/General Manager/Public Relation Officer has been designated to submit Demand letter to the Embassy of Nepal in Doha. I would like to further request that I will submit the following documents hard copies in person or scanned in pdf format via Embassy's email: qa.nepalembassy@mofa.gov.np as soon as possible after the arrival of the worker from Nepal to Qatar.

- 1) List of the newly arrived workers from Nepal to Qatar.
- 2) Copies of air tickets provided to the worker by the company.
- 3) Valid employment contract of each worker.
- 4) Official transaction of service charge after recruiting.

Thank you for your kind co-operation.

Managing Director/General Manager

Name of the company:

Post box:

Tel:

Date: _____

M/S Three Brothers Human Resources Pvt. Ltd.

License Number: 713/064/065

Kathmandu, Nepal.

Demand Letter

Dear Sir/Madam,

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:

No.	Category	Male	Female	Salary QR. (digit)	Salary QR. (in words)
01.					
02.					
03.					
04.					
05.					
06.					

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

1. Period of employment : Two years (Renewable)
2. Place of Employment : Doha, Qatar
3. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
4. Over time : As per Qatar Labour Law.
5. Joining & Return Ticket : Joining Ticket Provided and Return Ticket after the completion of Contract Period
6. Probation Period : 90 days from Date of Entry into Qatar
7. Visa & Resident permit : Provided by the company free of cost.
8. Accommodation : Free bachelor accommodation (Provided by the company)
9. Water, electricity & gas : Provided by the company
10. Food : Free Food or QR. 300 Provided by the company for Food.
11. Medical / Insurance : Provided by the company
12. Transportation (Bus) : Provided by the company (to & from the work site)
13. Uniform, and safety Materials : Provided by the company
14. Service Gratuity and Leave pay : Provided by the company as per Qatar Labour Law.
15. Service Charge : Provided by the company,
16. Other Term & Conditions : As per Qatar Labour Law.

Yours truly,

M/s (Name of the Company)

Signature: _____

Name:

Position:

Office Seal

Date: _____

Power of Attorney

I, Mr. _____, in my capacity as _____, Authorized Signatory of M/s (Name of the Company), duly registered under the laws of Qatar with postal address of P.O. Box: _____, Doha, Qatar do hereby appoint M/s **Three Brothers Human Resource Pvt. Ltd.**, P.O. Box: **3607**, 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 off, This Power of Attorney shall remain valid for Twenty-Four (24) months from the date of issued.

Yours Truly,

M/s *(Name of the Company)*

Signature: _____

Name:

Position:



Date: _____

Inter party Recruitment Agreement

This agreement is made and entered into between M/s (Name of the Company), P.O. Box No. - _____, Doha, Qatar, hereinafter called the "First Party" represented by Mr. _____, in his capacity as _____ and M/s **Three Brothers Human Resource Pvt. Ltd.**, P.O. Box: **3607**, Kathmandu, Nepal, having Government of Nepal License No 713/064/065, (hereinafter called the "Second Party") represented by **Mr. BR Timalsina (Binay)**, in his capacity as **Chairman**.

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 such as 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 Doha-Qatar 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 all 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 Law of the state of Qatar & its own rules.
7. The First party will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labor Law of the State of Qatar.
8. FIRST PARTY will make all the arrangements to receive all the selected workers within 25 days of issuing them the entry visa to Qatar.
9. FIRST PARTY will provide free visa, free ticket, and service charge to SECOND PARTY.
10. This agreement takes effect upon signing thereof by both the parties concerned.

M/s (Name of the Company),

Signature and Seal of the First Party _____

M/s Three Brothers Human Resource Pvt. Ltd.

Signature and Seal of the Second Party _____

Date: _____

Guarantee Letter

The Director General
Department of Foreign Employment
Ministry of Labour and Transport Management
Kathmandu, Nepal

Dear Sir,

Re: Guarantee Letter

We, between M/s (Name of the Company), P.O. Box No. _____, Doha-Qatar hereby guarantee that all Nepalese workers recruited through our Nepalese Recruiting **Agency M/S Three Brothers Human Resource Pvt. Ltd.** having License No. **713/064/065**, P.O. Box No **3607**, Kathmandu, Nepal will be working in our company in Doha, Qatar 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 paid of contract.

Thank you for your kind co-operation.

M/s (Name of the Company)

(Signature)

Name: **Mr.**

Position:

Office Seal

EMPLOYMENT CONTRACT

On the 20XX/XX/XX
This agreement between

Mr. _____

Capacity: _____

Address: Doha, Qatar

Living in Doha Qatar

Street Name

Building No.

Area name:

Electricity No:

(First Party)

With

Mr.

Capacity:

Address in Nepal

Nepalese Agency: Three Brothers Human Resource Pvt. Ltd.

Area Name: Kathmandu

License No.: 713/064/065

Kathmandu

(Second Party)

The two parties agreed on the following:

The second Party agrees to work for the First Party in the occupation of **(Post & Salary)** in the State of Qatar

1. DURATION OF CONTRACT

- A. The duration of this contract is **two** Years commencing from the date of departure from the point of origin. The first three months will be considered a probation period during which the First Party has the right to terminate the contract by giving the Second Party three days prior notice. The first party shall bear repatriation expenses of the Second Party. If the probationary period is satisfactorily completed, the contract shall be in force for its unexpired term.
- B. The contract expires at its expiry date without further notification. However, if the First Party wishes to continue contracting, he should notify the Second Party in writing about his desire for renewal (30) thirty days at least before the expiry date of the contract period.
- C. The contract may not be cancelled before its termination without the consent of the two parties and the Second Party will have to pay before he finally leaves work all his debts payable to the First Party.

عقد عمل

أنه في يوم الموافق 2021/00/00م

تم الاتفاق بين كلا من

السادة/

ويمثلها/الكفيل

وعنوانه: كطرف اول

و

السيد /

حامل جواز سفر:

وتأشيرة رقم:

والمقيم بالعنوان التالي:

اسم الشارع:

رقم السكن:

اسم المنطقة:

رقم الكهرباء:

كمستخدم أو طرف ثاني

اتفق الطرفان علي مايلي:

وافق الطرف الثاني علي ان يعمل لدي الطرف الاول بمهنة :

..... وراتب شهري أساسي ريال قطري.

1. مدة العقد

(أ) مدة العقد سنتين من تاريخ مباشرة الطرف الثاني لعمله في دولة قطر وتعتبر الأشهر الثلاثة الأولى فترة اختبار يجوز للطرف الأول خلالها إنهاء العقد بإخطار الطرف الثاني بذلك قبل ثلاثة أيام من تاريخ الانتهاء، ويتحمل الطرف الأول تكاليف إعادته إلي بلده، فإذا اجتاز العامل فترة الاختبار بنجاح اعتبر العقد سارياً للمدة المتبقية منه.

وينتهي العقد بانتهاء مدته دون حاجة إلي إخطار سابق وإذا رغب الطرف الأول في استمرار التعاقد وجب عليه إخطار الطرف الثاني كتابة برغبته في التجديد قبل موعد نهاية العقد بثلاثين يوماً علي الأقل.

(ب) لا يجوز إنهاء العقد قبل انتهاء مدته إلا بموافقة الطرفين، كما يجب علي الطرف الثاني قبل ترك العمل الوفاء بجميع ديونه المستحقة للطرف الأول.

2. TRAVEL EXPENSES

A. The First Party shall bear the travel expenses of the Second Party from the city of NEPAL to the work place in the State of Qatar, as well as the costs of the return passage. The First Party shall also bear the round-trip travel costs of the Second Party on the leave periods as provided in the employment contract. These expenses shall not cover costs of acquiring a passport or payments against any guarantees.

B. The First Party shall be exempted from payment of return expenses of the worker in the following two cases:

- 1) In case of resignation before the expiry date of the contract.
- 2) In the event he commits a breach resulting in his dismissal without notice and without a service gratuity in accordance with the provision of the Qatari Labour Law.

3. ADVANCES

A. The First Party shall pay to the person of the second party, if he/she desires an advance of ----- in ----- currency (about the salary of one month) before his traveling from-----to Qatar for one time and to be deducted from the dues of the Second Party by monthly installments to the amount of 10% (Ten Percent) of the basic salary.

B. The deduction of installments shall take effect from the salary of the month following the start of the work of the Second Party.

C. The preceding two terms are applicable to loans paid to the Second Party in Qatar Currency.

4. SALARY AND GRATUITY

A. For daily and monthly workers: The basic pay is QR per month against the basic hours of work per day 8 hours (48 hours per week) and the Second Party shall be entitled a paid weekly rest-day every week. He shall also receive cash payments against overtime worked in accordance with the provisions of the Qatari Labour Law.

B. For workers of production or piece work or task work: the basic pay is QR.....against a daily performance rate according to the trade or occupation as follows:

Additional pay shall be paid against the volume of work accomplished by the Second Party over the daily performance rate as follows.....

In the event of absence of any production work the wage of the Second Party shall be QR.-----

2. نفقات السفر

(أ) يتحمل الطرف الأول نفقات سفر الطرف الثاني من مدينة نيبال إلى مكان العمل بدولة قطر وكذا نفقات عودته إليها. كما يتحمل الطرف الأول كذلك نفقات سفر الطرف الثاني ذهاباً وإياباً أثناء فترة الإجازة المنصوص عليها في عقد العمل. ولا تشمل هذه النفقات تكاليف استخراج جواز السفر أو دفع اية تأمينات.

(ب) يعفي الطرف الأول من تحمل نفقات العودة في الحالتين التاليتين:

1- في حالة الاستقالة قبل انتهاء مدة العقد.

2- في حالة ارتكاب العامل خطأ يترتب عليه فصله من العمل بدون إنذار ودون منحة مكافأة نهاية الخدمة طبقاً لأحكام قوانين العمل القطري.

3. القروض:-

(أ) يدفع الطرف الأول للطرف الثاني قرضاً شخصياً قيمته..... بالعملة..... قبل سفره إذا رغب في (حدود آخر شهر واحد) يخصم من مستحقات الطرف الثاني علي اقساط شهرية بواقع 10% (عشرة في المائة) من الراتب الأساسي الشهري.

(ب) يبدأ خصم اقساط القرض من اجرة الشهر التالي لبدء عمل الطرف الثاني.

(ج) تسري علي القروض الأخرى التي تدفع للطرف الثاني بالعملة القطرية احكام الفقرتين السابقتين.

4. الأجر والمكافأة

1) لعمال اليومية والشهرية الأجر الأساسي قيمته:..... ريال قطري شهرياً مقابل 8 ساعات يومياً العمل الأساسية (48) ساعة أسبوعياً ويحصل الطرف الثاني علي راحة أسبوعية مدفوعة الأجر، في يوم واحد كل أسبوع كما يحصل علي مقابل نقدي لساعات العمل الإضافية وفقاً لأحكام قانون العمل القطري.

(ب)- لعمال الانتاج أو القطعة:- الأجر الأساسي قيمته..... مقابل انجاز معدل اداء يومي حسب الحرفة أو المهنة كما يلي:.....ويدفع أجر اضافي عن حجم العمل الذي ينجزه الطرف الثاني زيادة عن معدل الاداء اليومي السابق كما يلي:..... وفي حلة عدم وجود عمل بالانتاج يكون أجر الطرف الثاني هو.....ريال.

(ج) يتعهد الطرف الأول باثبات ساعات العمل اليومية الإضافية وفقاً للفقرة (أ) من هذا البند أو كمية العمل المنجز يومياً وفقاً للفقرة (ب)

C. The First Party hereby undertakes to enter the overtime as provided for in Para (a) or the quantity of work completed per day according to Para (b) in a special card to be delivered at the end of the working day to the First Party for registration.

من هذا البد في بطاقة خاصة تسلّم في نهاية اليوم للطرف الاول للتسجيل.

5. END OF SERVICE GRATUITY

5. مكافأة نهاية الخدمة

The End of Service Gratuity will be provided by First Party after the successful completion of one year as per Qatari labour law (*Three weeks' leave pay per year up to five years and four weeks' leave pay per year for more than five years; and including three weeks' wages per year up to five years and four weeks' wages per year for more than five years*).

يمنح الطرف الأول مكافأة نهاية الخدمة بعد إستكمال مدة سنة وذلك حسب قانون العمل القطري .

6. ACCOMMODATION AND DAILY LIVING:

6. السكن والمعيشة اليومية:

A) The First Party undertakes to provide a free and appropriate bachelor accommodation for the use of the Second Party to be equipped with beds & suitable bathrooms including Air conditioning in accordance with the appropriate sanitary & health conditions.

(أ) يتعهد الطرف الأول بتدبير سكن مناسب لأعزب مجاناً للطرف الثاني وأن يزوده بالأسرة ودورات المياه المناسبة وفقاً للشروط الصحية.

B) The First Party undertakes to supply the Second Party with cold fresh drinking water and food.

(ب) يتعهد الطرف الأول بتوفير مياه باردة وصالحة للشرب للطرف الثاني.

7. TRANSPORTATION

7. التنقل

The First Party shall provide the Second Party a free transport from his accommodation to the work place and back.

يوفر الطرف الأول للطرف الثاني وسيلة المواصلات المناسبة من السكن الى مكان العمل وبالعكس.

8. MEDICAL & SOCIAL CARE

8. الرعاية الطبية والاجتماعية:

A. The First party shall provide the Second Party with the required medical treatment in accordance with the rules and regulations in force in the State of Qatar.

يوفر الطرف الأول للطرف الثاني العلاج علي التعويض المستحق له عن اصابات العمل والعجز والوفاة التي تنشأ عن العمل أو بسببه طبقاً للقوانين القطرية في هذا الشأن.

B. The First Party undertakes that the Second Party will receive his payable indemnity for labour injuries, disability or death during work or arising there from according to Qatari Laws in this regard.

9. LEAVES:

9. الاجازات:

A) The Second Party is entitled for a normal yearly paid leave not less than three weeks.

(أ) للطرف الثاني الحق في إجازة سنوية عادية لا تقل مدتها عن ثلاث أسابيع بأجر كامل.

B) The Second Party shall receive full pay during the following official holidays:

(ب) يحصل الطرف الثاني علي أجر كامل في الإجازات الرسمية الآتية:

- Eid Al-Fitre (Three Working Days)
- Eid Al-adha (Three working days)
- National day (One working day)

- عيد الفطر (ثلاثة أيام عمل)

- عيد الأضحى (ثلاثة أيام عمل)

- اليوم الوطني (يوم واحد عمل)

كما يحصل الطرف الثاني علي ثلاثة أيام عمل بأجر كامل خلال العام وهذه الأيام يقررها صاحب العمل للعمال جميعاً.

The second party is also entitled for three working days leave with full pay during the year. These days are decided by the First Party for all workers.

C. The Second Party is entitled for sick leave with pay after three months of continuous service with the First Party in accordance with the Qatari Labour Law.

10. Resident Permit:

Resident permit will be provided by the First Party free of the cost.

General Provisions:

- A. The Second Party undertakes to perform his/her duties in accordance with the average rates of daily performance known in his occupation. In the event the Second Party failed to do so, he/she shall be subject to the table of penalties in this respect,
- B. The Second Party is not permitted, during the contract period, to work for others, and the First Party shall not have the right to engage the Second Party in any work with other employer unless in cases permissible by Qatari Laws;
- C. The Second Party shall undertake to refrain from interfering or involving himself/herself in any political or religious affairs and he/she should observe and respect the local customs and traditions;
- D. The Provisions of this contract agreement are governed by the rules set upon by the Qatari Labour Law No. 14 of the year 2004 and its executive decisions, and as such they constitute the basis to resort to in the event of any dispute arising between the two parties unless the conditions of contract include more favorable advantages to the Second Party.
- E. This contract shall come into force after ratification of competent authorities in the two countries.
- F. This contract is made and issued in three original copies. One copy shall be kept by the employer and one copy shall be given to the worker, the third Copy shall be filed at the Ministry of Labour.

First Party – Employer

Second Party - Employee

(ج) يستحق الطرف الثاني اجازة مرضية مدفوعة الاجر بعد مضي ثلاثة أشهر متصلة في عمله لدي الطرف الاول وتحسب الاجازة المرضية وفقاً لأحكام قانون العمل.

10. تصريح الإقامة:

يتحمل الطرف الأول النفقات الخاصة بإصدار تصريح الإقامة للموظف.

أحكام عامة

(أ) يتعهد الطرف الثاني باداء عمله طبقاً لمتوسطات ومعدلات الاداء اليومية في نفس مهنته وفي حالة عدم ادائه لمعدلات الاداء اليومية تطبق عليه لائحة الجزاءات في هذا الشأن.

(ب) لايجوز للطرف الثاني خلال مدة التعاقد اشتغال لدي الغير كما لايجوز للطرف الاول تشغيل الطرف الثاني لدى الغير الا في الأحوال التي يجيزها قانون العمل.

(ج) يتعهد الطرف الثاني بعدم التدخل في الشؤون السياسية او الدينية وعليه مراعاة التقاليد والعادات المحلية واحترامها.

(د) يعتبر قانون العمل القطري الصادر بالقانون رقم (14) لسنة 2004م والقرارات المنفذة له الأساس القانوني لنصوص هذا العقد، ويتم الرجوع إليه في أي نزاع ينشأ بين الطرفين ما لم تكن شروط هذا العقد تتضمن مزايا أفضل للطرف الثاني.

(ه) يصبح هذا العقد نافذ المفعول بعد تصديق السلطات المختصة علي في الدولتين.

(و) تحرر هذا العقد من ثلاثة نسخ اصلية يحفظ صاحب العمل بحداها وتلم الثانية للعالم وتودع الثالثة إدارة العمل بوزارة العمل.

الطرف الاول- صاحب العمل

الطرف الثاني - المستخدم