

Demand Letter

Date:

M/s Three Brothers Human Resource Pvt. Ltd.

License Number: 713/064/065

Kathmandu, Nepal.

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. N	Category	Gender	No. of Workers	Salary (AED)
1				
2				
3				
4				

Terms and Conditions

Food : Provided by the company
Accommodation : Provided by the company
Contract Period : Two years (Renewable)
Probation Period : Three months from date of joining
Joining and return air ticket cost : Provided by the company
Visa, medical test, Emirates ID cost : Provided by the company
Working hours and days : 8 hours/day and 6 days/week
Medical and Insurance : Provided by the company
Workmen's compensation insurance : Insured by the Company
Local transportation : Provided by the company
Service/Agency/Broker fee : Provided by the company
Right to retain employee's Passport : Employee

Other benefits such as annual leave, over time, etc. in accordance with the labour laws of United Arab Emirates.

Yours truly,

For (Name of the Company)

Signature

Name:

Position:

Date:

POWER OF ATTORNEY

Known by us all present those we (**Name of the Company**), P.O. Box, License No:, Dubai UAE, do hereby appoint M/S **Three Brothers Human Resource Pvt. Ltd.** 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 whereof, we have executed this deed on this day of Date: in UAE, This Power of Attorney shall remain valid for 2 Years from the date of issue.

Yours Truly,

For (Name of the Company)

Signature

Name:

Position:

Date:

SERVICE AGREEMENT

This agreement is made and entered into between (Name of the Company), Dubai, U.A.E hereinafter called the "First Party" and M/S **Three Brothers Human Resource Pvt. Ltd.**, Kathmandu, Nepal having Government of Nepal License No.713/064/065, hereinafter called the "Second Party".

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 6 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.

M/S (Name of the Company)

Three Brothers Human Resource Pvt. Ltd.

Signature and Seal of the First Party

Signature and Seal of the Second Party

Date:.....

EMPLOYMENT CONTRACT

Employee's Name:

Passport No.:

Employee's Job Title:

1. Basic Salary :
2. Food: Provided by the Company
3. Accommodation: Provided by the Company
4. Working Hours: 8 hours a day
5. Working Days: 6 days a week
6. Medical Treatment: Provided by the Company
7. Workmen's compensation Insurance: Provided by the Company
8. Overtime allowance: As Per UAE Law
9. Transportation: Provided by the Company
10. Duration of Contract: 2 Years
11. Air Passage: Joining Air ticket & every 2 years provided by Company
12. Other Benefits: As per UAE labor law

Signature and seal with complete address of the sponsor

M/S (Name of the Company)

Signature: -----

----- (Signature of Employee)

Position: -----

----- (Name of Employee)

Date:.....

GUARANTEE LETTER

The Director General
Department of Foreign Employment
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 UAE. We also assure you that these workers will not be sent out of the United Arab Emirates.

M/S (Name of the Company)

Signature: _____

Name:

Position: