

Date:

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

Our block visa below :

1. Visa No. Issue date Expiry date:

S N	Profession	المهنة	Number of workers			Salary (SR)	Salary (in words)	Food Allowance
			Male	Female	Total			
								Free or SR.300

The following Terms & conditions shall be included in the contract

- 1) Period of Employment: Two years(renewable)
- 2) Place of employment: (type name of the city) KSA.
- 3) Air Ticket: Air ticket will be provided by company for joining the Company for the first time (KTM-KSA) and & returning home after contract completion.
- 4) Visa charge is borne by Company itself and will not be deducted in workers' salary
- 5) Working Hours: 8 hrs per day, 6 days per week (48 hrs per week)
- 6) Over time: Minimum 1.5 times of the salary per hour
- 7) Probation Period: 90 days from date of entry into KSA
- 8) Resident Permit: Resident Permit will be provided by the company free of cost
- 9) Accommodation: Free bachelor accommodation should be provided by the company
- 10) Water, Electricity & gas: should be provided by the company
- 11) Medical Insurance: provided by the company
- 12) Transpiration: Provided by the company
- 13) Uniform, and Safety Materials: provided by the company
- 14) Annual paid Leave: minimum 21 days per year
- 15) Trip Allowance (for Heavy Driver)
- 16) Other Terms & Conditions: As per Saudi Labor Law

Name:

Designation:

Signature:

Date:

POWER OF ATTORNEY

Know all men by these presents, That we, ...company name and city...Kingdom of Saudi Arabia, a company dully organized and existing under and by virtue of the laws of Kingdom of Saudi Arabia with Registration. No. ...CR... Do hereby appointed **Three Brothers Human Resource Pvt. Ltd.**, Kathmandu, Nepal, a recruitment Agency approved by the Government of Nepal, Ministry of Labor and Transport Management, with Registration No **713/064/065** to be our true Lawful attorney and Agent in Nepal 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 **XX** Persons against visas as per attached list for Employment with us to arrange all matters related to Emigration, etc.

This power of attorney is made in relation to our demand letter. It shall be valid up to two years from the date of issue unless earlier terminated by us.

Our block visa below:

- 1/ Visa No.
- 2/ Visa No:.....

Name :
MD/CEO/HR

Date:

ACTUAL EMPLOYMENT CONTRACT

Visa No:
Issue Date:
Expiry Date:.....

This agreement is made and entered into ...**type date...** ,
Ms.**type name of the company** **type postal address, type name of the city**, Kingdom of Saudi Arabia, (herein called the company as First party) through our lawful attorney present in Nepal and

Mr.:

Nationality : Nepali

Passport No :

Place of issue :

Date of issue :

In his capacity as the Second Party hereby agreed the following terms and conditions.

- 1- The SECOND PARTY agreed to work with the first party as: type job title with the basic salary of Saudi Riyal SR. (in words) and free food or SR. 300 for food per month.
- 2- Period of Employment: Two years (Renewable)
- 3- Place of employment: type city name KSA
- 4- Air Ticket by company: for joining the company for the first time (KTM-KSA) and returning after contract completion.
- 5- Visa charge is borne by Company itself and will not be deducted in workers' salary
- 6- Working Hours: 8 hours per day, 6 days per week (48 hours per week)
- 7- Over time: Minimum 1.5 times of the salary per hour.
- 8- Probation Period: 90 days from date of entry into KSA.
- 9- Resident permit: Resident permit will be provided by the company free of the cost.
- 10- Accommodation: Free Bachelor accommodation should be provided by the company.
- 11- Water, Electricity & Gas: Should be provided by the company
- 12- Medical and Work Insurance: Provided by the company.
- 13- Transportation: Provided by the company
- 14- Uniform, and Safety Materials: Provided by the Company
- 15- Annual paid Leave: minimum 21 days per year.
- 16- Trip allowance (for heavy driver)
- 17- In case of death of the applicant during the contract period, the First Party shall agree to repatriate the remains of the deceased at the expense of the company. Both in the case of death and injury, compensation shall be paid according to the Labor Law of the host country.
- 18- Other Terms & Conditions: as per Saudi Labor Law

Our block Visa below

Visa No:..... Issue date:.....Expiry Date:.....

First Part

Name:

Designation :

Signature

Second Party

Name:

Designation :

Signature :

Date:

INTER PARTY RECRUITMENT AGREEMENT

This agreement is made and entered into by and between M/s**Company name**.....
Registration No..**CR**..... duly registered under the laws of Kingdom of Saudi Arabia and represented by
Mr...owner's name.....business address at ...**Postal address**....., **Name of the City**, in his capacity as
...designation.... hereinafter referred to as the **FIRST PARTY** and

M/s Three Brothers Human Resource Pvt. Ltd.,

License No.: 713/064/065, Kathmandu, Nepal

A company dully registered to deploy manpower from Nepal and existing under the laws of Nepal, represented by
Mr. **B.R. Timalsina (Binay)** in his capacity as **Chairman**, herein after referred to as the **SECOND PARTY**.

TERMS & CONDITIONS

1. **The SECOND PARTY** will make all the arrangement to supply manpower from Nepal, as per the request and specifications of First Party.
2. **The FIRST PARTY** will recruit workers from Nepal through the **SECOND PARTY** for his company.
3. The **FIRST PARTY** will agree to appoint the **SECOND PARTY** as its legal representative in **Nepal** for the purpose of supplying manpower (Nepalese workers) for his company and will provide all the required documents such as **Power of Attorney, Demand Letter** and **Employment Contract** for the selected workers.
4. **The SECOND PARTY** will be completely responsible to bring selected manpower from Nepal to **Kingdom of Saudi Arabia** and will guarantee for three months. During this period if any one of the deployed workers found to be medically unfit, refused to work and got homesick, Second Party will bear all expenses for repatriating the said workers back to his/her home county and make replacement free of charges
5. **The FIRST PARTY shall** make arrangements to make visa for all the selected workers
6. **The FIRST PARTY** shall provide free accommodation & transportation for the selected workers here in the Kingdom of Saudi Arabia as per prevailing Labour Law of the Kingdom of Saudi Arabia & 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 Labour Law of the Kingdom of Saudi Arabia.
8. In case of death of the applicant during the contract period, the First Party shall agree to repatriate the remains of the deceased at the expense of the company. Both in the case of death and injury, compensation shall be paid according to the Labour Law of the host country.

This Agreement takes effect upon signing thereof by the both parties concerned.

Our block Visa below

Visa No:.....
Issue date:.....
Expiry Date:.....

First Part

Name:

Designation:

Signature

Second Party

Name: Mr. B.R. Timalsina (Binay)

Designation : Chairman

Signature:

Date :

LETTER OF GUARANTEE

The Director General

Department of Foreign Employment
Kathmandu, Nepal

Dear sir,

We, **...company name.....** Registration No...**cr** .. P.O.Box:, **...City..** Kingdom of Saudi Arabia hereby guarantee that all **... (No of workers)** Nepalese workers as per our Demand Letter (**Date.....**).... recruited through our agent M/s Three Brothers Human Resource Pvt. Ltd., Post. Box No. 3607, Kathmandu, Nepal will be working in our company in (**Name of city**)..... in the Kingdom of Saudi Arabia only throughout their contract period.

Our Block Visa below:

1. Visa No:.....
2. Issue:.....
3. Expiry date:.....

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.

Name :

General Manager :

Company :

Date :

UNDERTAKING LETTER

**His Excellency Ambassador,
Embassy of Nepal
Riyadh, Saudi Arabia**

I, (...Name ...)the sponsor/employer/owner/Director/General Manager/Personnel Manager of the**Company name**
authorized legally to decide and sign this undertake hereby declare the following:

1. The attached Demand letter, Power of Attorney, Agency Agreement, Employment contract, Guarantee letter 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 permit.
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 the every working months. 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. The (.Number) workers mentioned in our demand letter dated reference no..... will be deployed only in our company throughout their contract period.
6. All the employees shall be provided with time card for calculation of overtime allowance.
7. The employees once recruited directly by the company though 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.
8. The photocopy of the employment contract issued by the company and certified with original signature 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.
9. 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.
10. 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.
11. Employer shall be fully responsible for the salary and other facilities of employees even if they are supplied to other employer/so
12. In case of any misunderstanding/dispute between employer and the employees/, Embassy of Nepal shall be contacted first for the amicable settlement of the grievances.
13. All other terms and conditions not mention herein shall be subject to the legal provisions of the Kingdom of Saudi Arabia.

Signature of the sponsor/employer/owner/Director/General Manager/Personnel Manager

Full Name:

ID No. :
Contact No. :
Fax No. :
Email: :