

Over  
**13** Years of  
Excellence

Govt. Licence No.: 713/064/065  
Saudi ID No.: 391



[www.threebrothersnepal.com](http://www.threebrothersnepal.com)

**Three Brothers**  
**Human Resource Pvt. Ltd.**  
*Manpower and Recruiting Company*





## NEPAL IN BRIEF

Nepal, officially the federal Democratic Republic of Nepal, is a landlocked sovereign state located in south Asia. Nepal is situated within latitude 26Degree22' N and longitude 80 4E to 88 12E. With an area of 147181 square kilometer (56,827 sq ML). Its shape is roughly rectangular about 885 km long East to West and about 193 km wide North to South and occupies 0.3 and 0.33% of Asia and the world respectively. Population of Nepal is approximately 30 million, Nepal is the world's 93rd Largest country by land mass and the 41st most populous country. It is located in the Himalayas and bordered to the north by People's Republic of China and to the south, east and west by the Republic of India. Nepal is separated from Bangladesh by the narrow Indian Siliguri corridor. Kathmandu is the nation's Capital and largest metropolis.

### Kathmandu (The Central Capital)

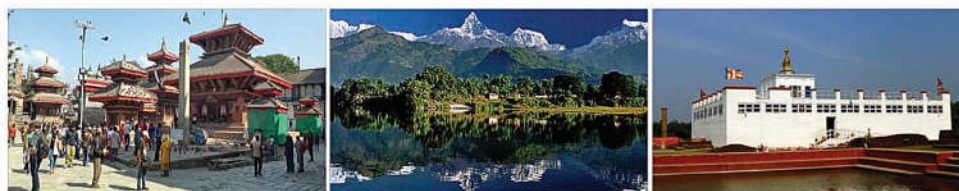
The old city of Kathmandu is located on a bluff at the confluence of the Bagmati and Vishnumati Rivers – an easily defended site with rich soil and a plentiful water supply. The historical places Kathmandu, Bhaktapur and Patan Durbar Square are located in the valley. Other world's heritage places like Swambhunath, Pashupatinath, Changuinara and Bouddhanath also located in the valley. Some old traditional cultures are most attract for Tourist and foreigner.

### Pokhara (The Tourism Capital)

Pokhara is a valley which is surrounded by beautiful, amazing and silent Himalayas in the North and mountains. Pokhara, known as the city of lakes, is decorated by natural lakes and rivers. As Nepal is a religious country. Pokhara has its own religious norms and values.

### Lumbini (Lord Buddha Birth Place)

Lumbini is a Buddhist pilgrimage site in the Rupandehi District of Province No. 5 in Nepal. It is the place where, according to Buddhist tradition, Queen Mahamaya Devi gave birth to Siddhartha Gautama in 563 BCE. Gautama, who achieved Enlightenment some time around 528 BCE, became the Buddha and founded Buddhism. Lumbini is one of many magnets for pilgrimage that sprang up in places pivotal to the life of the Buddha.

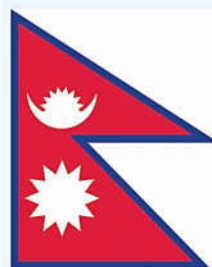


Kathmandu

Pokhara

Lumbini

Federal Democratic Republic of Nepal



Flag



Coat of Arms

**Motto:** जननी जन्मभूमिः स्वर्गं दापि गरियसी  
"Mother and Motherland are Greater than Heaven"

**Anthem:** सयौ थुंगा फूलका हानी  
Made of Hundreds of Flowers



#### Area

147,181 Sq. Kms.

#### Latitude/Longitude

26 degrees 12' and 30 degree 27' North/80 degree 4' and 88 degree 12' East.

#### Capital

Kathmandu.

#### People

120 Ethnic Groups and 70 Spoken Languages.

#### Population

3,000,000 approx.

#### Political system

Federal Democratic Republic

#### Topography

From the world's deepest gorge, Kali Gandaki to highest point on earth The Everest.

#### Weather

Climate ranges from Tropical in the low lands to Arctic in higher altitudes.

#### Seasons

**Summer :** (March – May) 22 – 36 degree C

**Monsoon :** (June-August) 18 – 32 degree C

**Autumn :** (September – November) 10-18 degree C

**Winter :** (December – February) -1 - 15 degree C

**Time :** Nepal time is 5 hours 45 minutes ahead of GMT



# INTRODUCTION



DEAR ALL,  
A VERY NICE AND WARM WELCOME TO YOU ALL.

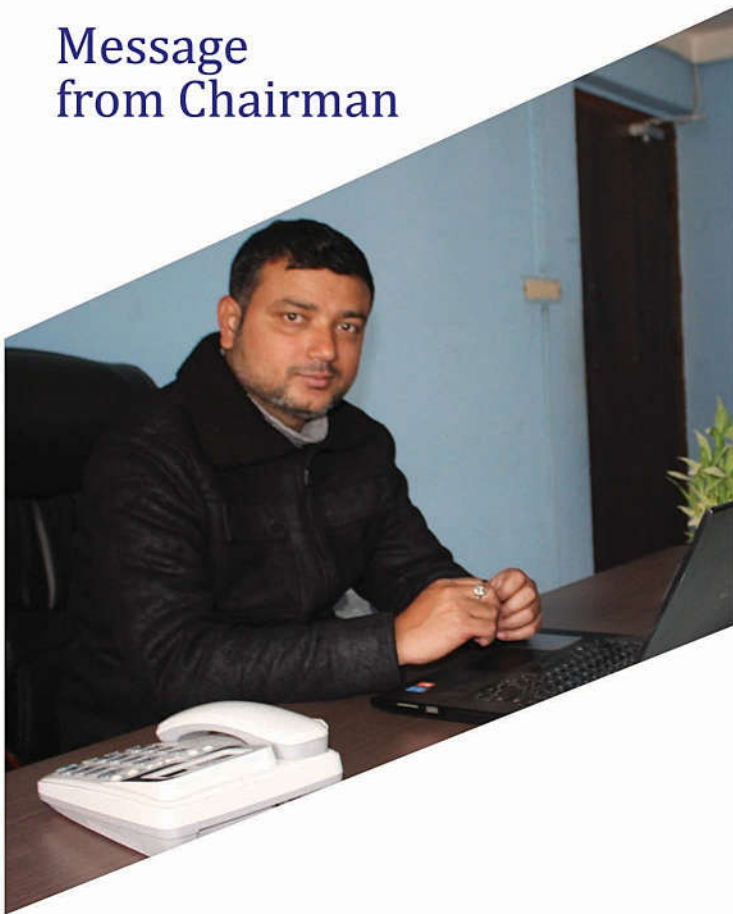
Our organization is an assembly of hardworking, experience, dynamic and dedicated professional working to provide quality and superior business solutions. We strongly stand to mediate between the jobs creators and the job seekers. Our Commitment, to promote close relationship between the employers and the employees makes our organization one of the best to dealwith. We look forward in providing with the best of services to you in days to come.

Thank you for choosing Three Brothers Human Resource pvt. Ltd. as your business partner. we assure you our best of services at all times.

Thanking You !  
Three Brothers Human Resource Pvt. Ltd.



## Message from Chairman



I wish you all the most warm and hearty welcome at our recruiting company. It is a common effort of like minded professional who believe in quality management of quality employment in a good working environment, future, vision and preparation for life in global job market our terms strongly believe that Three Brothers Human Resource Pvt. Ltd. is a world class manpower company.

The best thing about Three Brothers is that you have the advantage of security of our corporate goals through utilization of its resources base professional and strategic alliances we have formed partners from all around the world. Even more concerned on working on behalf of you, we assure you'll find our services unbeatable and second to none.

I assure you that as in the past it will manage everything to meet the set objectives of the company. Accordingly, I am always eager to help and work with all of you.

Thank You !

**B. R. Timalisina (Binay)**  
Chairman

## Message from Managing Director



Three Brothers Human Resource Pvt. Ltd. has been in service of the community at large, where there are skilled and unskilled workmen available, keen to work overseas for furtherance of their prospects. Bringing together the organizations needing such workers for better production and the pool of good skilled, unskilled workers and this gap has been successfully bridged by the services provided by Three Brothers Human resource Pvt. Ltd.

Having been in this field for sufficient experience, I can fore see a bright future in rendering this service of bringing closer the employers and employees for their mutual prosperity.

We do feel that there is ample scope for us to work for you to fulfill your needs in manpower. If necessary we can meet, discuss and finalize other terms and conditions to our mutual business interests.

We can assure you of complete satisfaction with our style of operation, confidentiality as well as fruitful results.

Best Regards

**Gokarna Kumar Thapa**  
Managing Director



## Directors

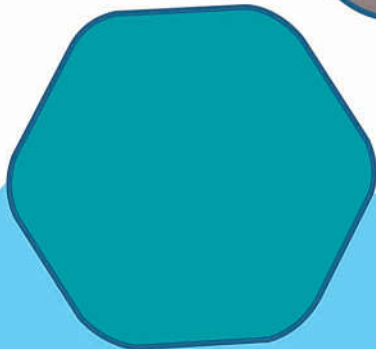


**Raj Kumar Tamang**  
Director

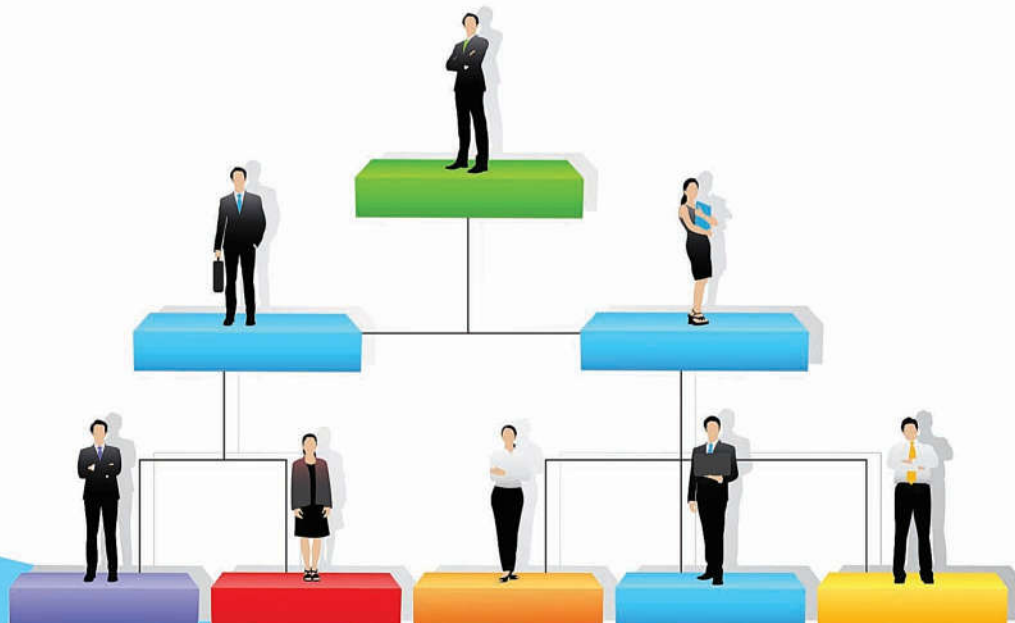
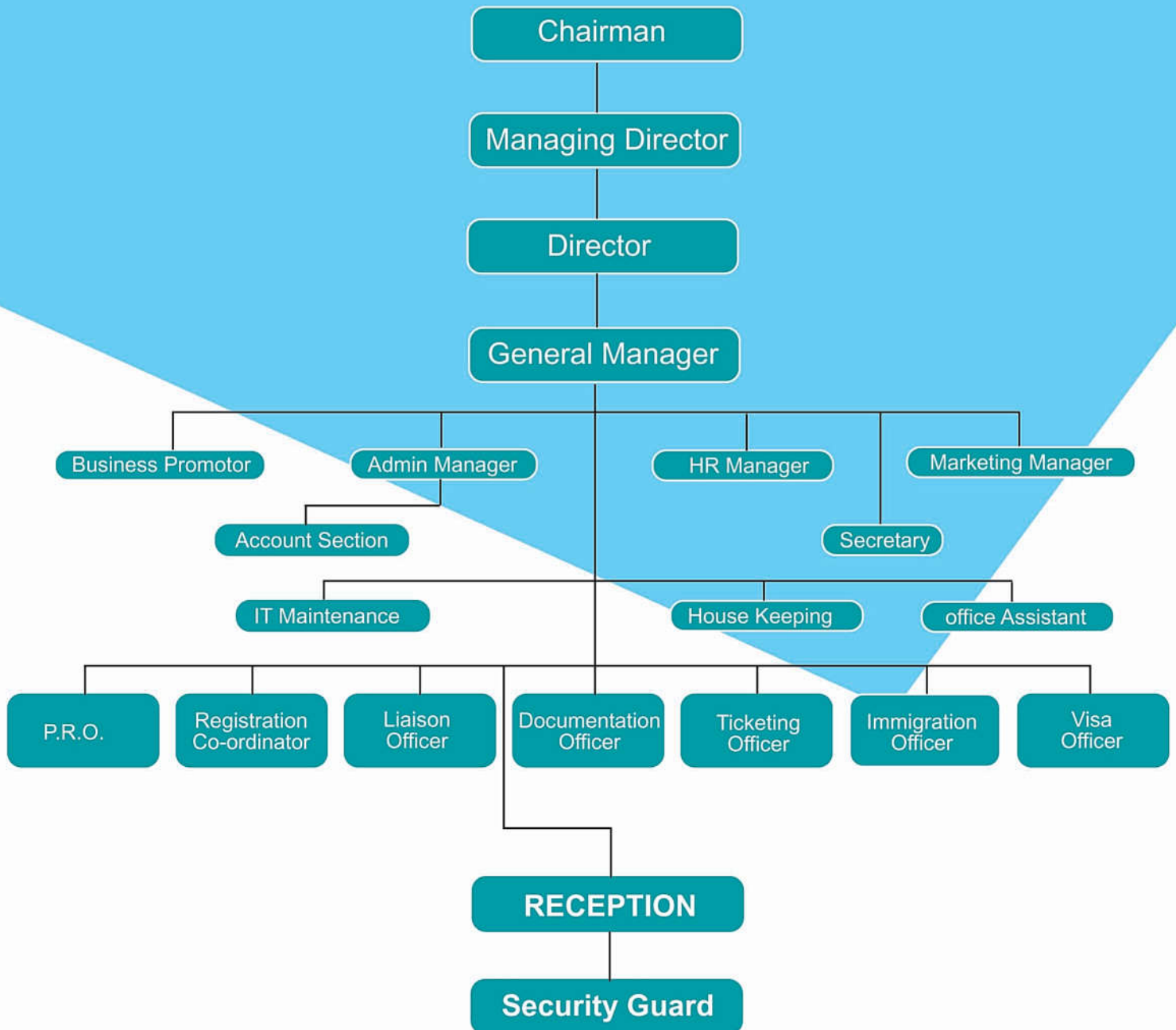


**Dhruba Kumar Shrestha**  
Director

# Office Team



# Company Organization Structure





# Licence & Certificates



नेपाल सरकार

श्रम तथा यातायात व्यवस्था मन्त्रालय

श्रम तथा रोजगार प्रवर्द्धन विभाग

इजाजत नं. ८१३/०६४/०६४



**इजाजतपत्र**

वैदेशिक रोजगार ऐन, २०४२ वैदेशिक रोजगार नियमावली, २०५६ र यस इजाजत पत्रमा लेखिएका शर्तहरूको अधिनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी थि ब्रदर्स ह्यूमन रिसोर्स प्रा. लि. लाई यो इजाजत पत्र जारी गरिएको छ ।

इजाजत जारी गर्ने अधिकारी :

नाम : केशर बहादुर बान्तियाँ

दर्जा : महानिर्देशक

वस्तुतः

मिति

२०७४/०६/१६

Nepali/English Translation  
Regd. No.: 9866

Coat of  
Arms of  
Nepal

Government of Nepal  
Ministry of Labor and Transport Management  
Department of Labor and Employment Promotion

Office Seal Affixed

License Letter No: 713/064/065

## License

This license has been provided to M/S Three Brothers Human Resource Pvt. Ltd. to operate the Foreign Employment Business with under the Foreign Employment Act, 2042 B.S. and Foreign Employment Rule, 2056 B.S.

License Issued Authority's  
Name: Keshar Bahadur Baniya  
Rank: Director General  
Signature: Sd.  
Date: 2<sup>nd</sup> August, 2007 AD.



Translated by Notary Public Office, Anamnagar, Kathmandu, Nepal  
Contact No. 9751089776, 9841321391 E-mail: notary.regmi@gmail.com



नेपाल सरकार

उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय

कम्पनी रजिष्ट्रारको कार्यालय

**कम्पनी दर्ताको प्रमाण-पत्र**

दर्ता नं. ४६२४६/०६४/०६४

श्री थि ब्रदर्स ह्यूमन रिसोर्स प्राइभेट लिमिटेड/पब्लिक लिमिटेड/मुनाफा वितरण नगर्ने कम्पनी सम्बन्ध २०६४ साल जेष्ठ महिना २४ गते रोज ५ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ ।

मिति : २०६४/२/२४/१४

Government of Nepal

Ministry of Industry, Commerce and Supplies

Office of the Company Registrar

Registration No: 46246-063-064

**CERTIFICATE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to M/s. Three Brothers Human Resource Private Limited/Public Limited/Company not Distributing Profit / having incorporated it on the 24<sup>th</sup> day of June 2007 pursuant to sub-section (1) of section 5 of the Companies Act 2006.

Date: 7<sup>th</sup> June, 2007

Registrar

शर्त कम्पनी संस्थापनलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नभएकाले हुनाले कानून अनुसार लिनुपर्ने अनुमति सम्बन्धित निकायबाट लिएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।



# Company Profile

Company Name	: <b>Three Brothers Human Resource Pvt. Ltd.</b>
Company Regd. No.	: 46247/063/064
Govt. Licence No.	: 713/064/065
Company Holders	: <b>Mr. B. R. Timalisina (Binay)</b> - Chairman Cell: +977 9818338386 : <b>Mr. Gokarna Kumar Thapa</b> - Managing Director Cell: +977 9851142164
Member	: Nepal Association of Foreign Employment Agencies
Types of Service	: Manpower Consultant and Recruiting Company
Address	: P.O. Box: 3607, Sinamangal-09, Kathmandu, Nepal
Telephone No.	: +977-1-4465394, 4465494
Fax	: +977-1-4465243
E-mail	: threebrothershr@gmail.com
Website	: www.threebrothersnepal.com
Official Bank	: Prabhu Bank Ltd. / Prime Commercial Bank Ltd.
<b><u>Capital Strategy</u></b>	
Authorized capital	: Rs. 25,000,000.00 (Twenty Five Million)
Paid up Capital	: Rs. 10,000,000.00 (Ten Million)
Issued	: Rs. 15,000,000.00 (Fifteen Million)
<b><u>Sister companies</u></b>	
Training Center	: Binaya Technical Company Pvt. Ltd.
Medical	: Prudential Medical Center Pvt. Ltd.
Orientation	: Power Training Center Pvt. Ltd.
Trading Company	: Brothers Global Trade Pvt. Ltd.
Working Experiance	: Comprehensive background in implementing and accomplishing company's mission by working at extensive level in senior management capacity for years in the national and intenational organizations & overseas employment business fields.

# Mission & Vision

## MISSION

To further enhance our recruitment process, provide excellence customer services and supply quality people with attitude.



## VALUES

To promote integrity, respect, unity, team work within human resource.

## VISION

To exceed our customer expectation by providing value added assistance which will build harmony, fair treatment, respect and create a sound "work of choice" to our clients.



## OUR TEAM

Three Brothers Human Resource Management team is much talented in their respective areas such as communication, public relation, foreign affairs, knowledge and resources. Our management team has good correspondent skill and international experience in the field of professional documentation, Employment contracts, Embassy related issues and Foreign Employment Consultant.

## Our Commitment

This company is fully committed and capable to accomplish certain projects within the allocated time and meet the exact requirement of the clients. This trend has been going on since the very inception and shall carry on forever.

## Our Services

Following are few of our top most services:

- Provide employment opportunity to all the eligible candidates of the country in their respective trades.
- Carry out all necessary procedures for foreign employment.
- Provide proper orientation before departure of the worker.
- Conduct job related training to the workers.
- Try to cater all requirements of the principles abroad.



## We recruit the manpower in the following main categories:

### Hotel & Hospitality Sector

Cleaner  
Waiter  
Baker/Pastry  
Assistant Cook  
Cook  
Commi & Chef  
Kitchen helper  
Kitchen Steward  
Bell boy/ Room boy  
Housekeeping worker  
Front Desk Officer  
Account & Administration worker  
Manager & Asst. Manager  
Parattha Maker  
Dish Washer  
Butcher  
Captain  
Barmen  
Receptionist  
Gardener  
Life Guard



### Security Guards

Ex-British Army  
Ex-Nepalese Army  
Ex-Nepalese Armed Police Force  
Ex- Nepalese Police  
Ex-Singapore Police  
Ex-Indian Army  
Civil Security Guards  
Body Guard  
Security Supervisor  
watch Man



### Construction & Civil/Architecture

Mason (Plaster, Block)  
Mason (Tiles)  
Rod Binder (Steel Fixer)  
Shuttering Carpenter  
Plumbing (Pipe Fitting Sanitary Work)  
Aluminum Fabrication  
Gypsum Ceiling  
Labour  
Civil Engineers  
Electrical Engineers  
Mechanical Engineers  
Electronic enginers  
HVAC Foreman  
HVAC Supervisors  
HVAC Technicians



# We recruit the manpower in the following main categories:

## Manufacturing

Production operator  
General Worker  
Loading-Unloading  
Pattern Makers  
Cutting Masters  
Production Managers  
Supervisors  
Tailors  
Checker Helpers

## Heavy Equipments

Operators – Dozer, Fork lift, Payloader  
Operators – Crane, Roller, Back Hoe  
(Mobile/Crawler/Hydraulic)  
Driver – (Trailer/Heavy & Light vehicles)  
Mechanics – (Heavy/Light Equipments)  
Tyremen  
Denters  
Painters  
Moulders  
Helpers

## Mechanical

Automobile (Diesel & Petrol)  
Auto Electrician  
Machinist (Turner)  
Pipe Fabrication  
Industrial Pipe Fitting  
Steel Fabrication  
Scaffolders

## Service Sector

Doctors  
Nurses  
Teachers  
Caregivers  
Domestic Workers  
Laundry Man  
Baby Care





We recruit the manpower in the following main categories:



### Electrical and Welding

General Electrician (House Wiring)  
Electrical Line Maintenance (Industrial)  
AC & Refrigeration  
Motor Welding  
Normal Welding (Arc & Gas)  
Welding 1G to 4G  
Welding 6G  
Welding TIG  
Welding MIG  
Welding Gas

### Super Market / Hypermarket

Salesman  
Trolley Boys  
Store keeper  
Data Entry  
Sales Manager  
Sales Executive  
Sales Supervisor  
Accountant  
Cashier  
Helper  
Marketing Manager  
Marketing Supervisor  
Marketing executive  
Security Guard  
Drivers  
Loading and Unloading  
office Boys  
Cleaner

### Administration

Project Manager  
Engineers  
Public Relation Manager  
Chartered Accountants  
Accountant/Cashier  
Secretary/Executives  
Clerk/Typist/Receptionist  
Sales Personnel/Store Keeper  
Computer Operator  
Office Boy

### Agriculture & Plantation

Farming  
Livestock  
Fishery  
Poultry  
Bee Keeping  
Floriculture



# Required Documents for the Recruitment

## 1. Power of Attorney

A letter issued by the employer authorizing Three Brothers human Resource Pvt. Ltd. to act on behalf of the employer in recruiting the required number of workers and to carry out all necessary formalities related with the respective Embassy and the related agencies of the government of Nepal.

To be attested by Chamber of Commerce or The Nepalese Embassy or The Government authorities (Notary Public) & Ministry of Foreign Affairs.

## 2. Agency Contract (Agreement) Paper

This agreement is made between Three Brothers human Resource Pvt. Ltd. and the Employer Company on the Employer company's letter head stating clearly and precisely all terms and conditions regarding recruitment of manpower from Nepal.(To be attested by Chamber of Commerce & Ministry of Foreign Affairs. Consular Letter is required only for Saudi Arabia.)

## 3. Demand Letter

A formal letter issued by the employer addressing Three Brothers human Resource Pvt. Ltd. with full detail of the job categories, number of workers, monthly salary, contract period, working hours and all other facilities like food, accommodation medical and air passage.

To be attested by Chamber of Commerce or The Nepalese Embassy or The Government authorities (Notary Public) & Ministry of Foreign Affairs.

## 4. Employment Contract (Agreement) Paper

This agreement is made between the company (Employer) and the Employee on the company's letter head stating clearly and precisely all terms and conditions regarding manpower supply from Nepal.

## 5. Authority/Consular letter/Wakala (For Saudi Arabia Only)

This letter is issued by the employer addressing the Consulate General of the respective Embassy intimating him of appointment of Three Brothers human Resource Pvt. Ltd. as the lawful agent of the employer their authorization to act on behalf of the employers and to carry out all Visa formalities with the Embassy with particular Visa. The Consular letter is applicable in case of issue of original Visa by the employer and in most cases it is applicable for recruitment of Royal Kingdom of Saudi Arabia.(To be attested by Chamber of Commerce & Ministry of Foreign Affairs. Consular Letter is required only for Saudi Arabia only and should be in Arabic Language.)

## 6. Guarantee Letter

This letter is issued by the employer addresssing the Consulate General of the Respective Embassy intimating him of appointment of Three Brothers human Resource Pvt. Ltd. as the lawful agent of the employer their authorization to act on behalf of the employers and to carry out all Visa formalities with the Embassy with particular Visa. The Consular letter is applicable in case of issue of original Visa by the employer and in most cases it is applicable for recruitment of Royal Kingdom of Saudi Arabia.

## 7. Required Documents For Qatar & UAE , Bahrain , Oman , Kuwait to Recruit Manpower From Nepal

A) Demand Letter, B) Power of Attorney, C) Guanrantee Letter, D) Employment Contract, E) Agency Agreement.

## 8. Required Documents For Saudi Arabia to Recruit Manpower From Nepal

A) Visa Slip, B) Consulate Authorization Letter(WAKALA), C) Power of Attorney, D) Commercial Registration. E) Employment Contract, F) Demand Letter, G) Agency Agreement, H) Guarantee Letter.

## 9. Required Documents For Malaysia to Recruit Manpower From Nepal

1. Application letter to the Embassy of Nepal, Kuala Lumpur [Specific Format]
2. Copy of KDN quota approval (Bahasa Malay)
3. Copy of translation of KDN quota approval letter in English (by Dewan Bahasa dan Pustaka /Court interpreter or translator)
4. Demand letter signed by the employer and attested by the Department of Labour of Malaysia and the Consular Division of the Ministry of the Foreign Affairs, Malaysia.
5. Employment Contract signed by the employer [Specific Format]
6. Power of Attorney [Specific Format]
7. List of the existing Nepalese workers with their contact numbers.
8. Demand letter, employment contract and related documents should be strictly signed by the Chief Executive Officer, company director or manager authorised by the company. The documents should be submitted to the Embassy by the CEO or company director or authorised manager. The following documents of the authorised person should be submitted for submission and collection of the documents:
  - Authorization letter
  - Form 9- Company Registration Certificate (SSM)
  - Form 49 – Register of Company Directors
  - Copy of the EPF contribution receipt
  - Copy of NRIC
9. Other relevant documents / Information:
  - Salary slips of latest three months of existing Nepalese workers
  - List of client/s where the Nepalese workers are to be deployed by the company

## 10. Commercial Registration Certificate

## 11. Copy of identity Card / Passport of Employer.



# Sample of Required Documents

## Demand Letter

Date:.....

To,  
M/s Three Brothers Human Resource Pvt.Ltd. (License No. 713/064/065)  
KATHMANDU, NEPAL

Sub: DEMAND LETTER

We require services of following personnel from Nepal as per the detailed terms and Conditions given below:

S.No.	Category	Quantity	Salary
1.	.....	.....	.....
1.	Place of Employment	: ( Country Name)	
2.	Period of Contract	: 2 (Two) years	
3.	Probation Period	: 3 (Three) months	
4.	Working Hours	: 8 hours per day, 6 days per week	
5.	Accommodation	: Provided by the company	
6.	Transportation	: Provided by the company	
7.	Leave Benefit	: As per ..... Labour Law	
8.	End of Service Benefits	: As per ..... Labour Law	
9.	Medical	: As per ..... Labour Law	
10.	Overtime	: As per ..... Labour Law	
11.	Air Ticket	: One Air Ticket every two years	
11.	Resident Permit Cost	: Provided by the company	
12.	All other terms & conditions	: As per ..... Labour Law	
13.	Insurance	: As per ..... Labour Law	

The individual employment contracts will be signed after obtaining the employment visa only;

Yours Truly,

For .....

"First Party"

Date:.....

## POWER OF ATTORNEY

Do hereby appoint **Three Brothers Human Resource Pvt. Ltd.** of Nepal, Overseas Employment Agency Licensed by Govt. of Labour No. 713/064/065, to be true and lawful attorney and recruiting agent in Nepal for the purpose of handling all the affairs associates with recruiting of workers for employment with our company, to sign all necessary documents and employment contracts required by the laws and regulations of Nepal, to arrange for passport and for visa endorsement with the embassy concerned to make arrange for the workers passage to the job side.

The Power of Attorney shall remain valid till the workers arrive our Company in ..... and this power of attorney is non-transferable and irrevocable.

For .....

## Guarantee Letter

To,  
Ministry of Labour Department  
Kathmandu, Nepal

Subject: Guarantee Letter

Dear Sir,

With due respect, we hereby guarantee that we will provide employment to all Nepalese workers being recruited for the position of as per demand letter by our local agent **Three Brothers Human Resource Pvt.Ltd.** (License No.713/064/065), KATHMANDU, NEPAL in our company "Natural Stone & Marble Factory" in the territory of ....., during their Contract Period of 2 years.

For .....

"First Party"

## Agency Agreement

Date:.....

### MANPOWER RECRUITMENT AGREEMENT

This agreement signed between M/s ..... P.O. Box: ....., Tel No. .... Fax No. ...., Sultanate of (Country) herein after referred to as first party M/s **Three Brothers Human Resource Pvt. Ltd.** Govt. of Nepal Ministry of Labour License No.713/064/065) herein after referred to as second party hereby agree the terms and conditions mentioned-below for the supply of Nepalese workers in.....

Basic Salary	: .....
Place of employment	: .....
Category	: As per demand letter
Probation Period	: 3 months
Contract Period	: 2 Years
Working Hours	: 8 Hours per day, 6 days per week
Overtime	: As per .....Labour Law
Accommodation & Transportation	:Provided by Company
Medical facilities	: Provided by Company
Air Ticket	: One Air Ticket every two years
Insurance	: As per ..... Labour Law

"First party"  
Party"

"Second  
Party"

## Employment Contract

Ref. No.:

Mr. ....  
Passport No.....  
Nepal.

Dear Mr.....

Sub: Employment Contract

Further to your application, we are pleased to appoint you as "....." in our company as per terms and conditions given below.

Basic Salary	: ...../-
Working Hours	: 8hours per day, 6days per week
Contract Period	: 2 Years
Probation Period	: 3 months
Overtime	: As per ..... Labour Law
Accommodation & Transportation:	Provided by Company
Medical facilities	: Provided by Company
Insurance	: As per ..... Labour Law
Air Ticket	: One Air Ticket every two years

For .....

"First Party"

Employee

Date:.....

Signature of

# How to Recruit Workers from Nepal ?

You are here: Employer How to Recruit workers from Nepal ?

Ministry of Foreign Employment, Government of Nepal has made has few specific procedures to recruit workers from Nepal by any foreign employers. The recruiting process goes as follos:

## **FORMAL DOCUMENTATION**

The employer/company from the abroad who wants to hire workers from Nepal must issue the following five (5) set of papers on behalf of Three Brothers Human Resource pvt. Ltd. These papers should be printed in company's letter head, duly signed/stamped by authorized person of the company and then should be attested from the Chamber of Commerce and nearest embassy of Nepal.

- Demand Letter
- Power of Attorney
- Guarantee Letter
- Agency Agreement
- Employment Contract

## **AUTHORIZATION OF DOCUMENTS**

On the receipt of original attested papers, we submit these papers to Department of foreign Employment (DOFE), Ministry of Foreign employment, Government of Nepal for taking the Pre labor Approval / Permission to deploy the workers from Nepal. In some cases, the DOFE may directly contact to the employer company, on such occasions, we kindly request you for your co-operation in verification process.

## **VACANCY ANNOUNCEMENT, INTERVIEW AND SCREENING**

Once the permission granted by DOFE the following formal process will go ahead. The vacancy announcement will be published in any authorized national daily newspapers. Pre/Final Interview (direct/online) and Trade Test(if applicable) of potential candidates will be taken by the (Employer).

## **MEDICAL CHECK-UP**

The selected candidates are sent for medical check-up to the authorized medical centers.

## **VISA PROCESS**

Only the candidates who are medically fit and available/ready for travel are processed for visa.

## **FINAL APPROVAL**

On receipt of visa of workers (If visa is not available online, DOFE may ask for original visa), we submit all the necessary documents of each individual visa issued candidate to DOFE in order to get Final Labour Approval. After granting Final Labor Approval, we are legalized to deploy each visa out workers for the Foreign Employment.

## **TRAVEL ARRANGEMENTS AND DEPARTURE**

After confirmation of air ticket, we provide flight details to employer via email or telephone 12/24 hours before the departure. Before, we make them the affidavit to be signed between the worker and the recruitment agency. Finally, we handle them all the documents (Original passport, air ticket, employment agreement etc).

## **ORIENTATION**

Prior to flight, the mobilization staff will orient to each worker about the nature of jobs, safety procedures, the climate conditions, rules and regulations of the country, customs and traditions, place of work and environment before their departure.



# Terms & Conditions

1. The First Party shall issue the Demand letter to the Second Party mentioning the number of workers required , their categories, rate of salary, additional facilities and other conditions for the workers, along with belonging documents of Power of Attorney, Guarantee letter, Manpower Recruitment Agreement and Employment Contract as a Demand Set. This set should be attested by the Chamber of Commerce of Employing Country, Foreign Ministry and Nepal Embassy depending upon the laws of the individual Country.
2. The First Party appoints the Second Party to recruit and expatriate desired workers from Nepal.
3. The monthly payroll of the worker and other service conditions shall be as per the attached demand letter and contract document against each category. The First Party should clearly inform the Second Party about the in hand salary, inclusive or exclusive of any deductions like TAX, or Levy and make it transparent to the employee from the beginning in order to avoid any conflicts in the future.
4. Both Parties herein shall obtain the approval of the respective government to screen, recruit and place the workers as per the rules and regulation of respective countries.
5. The Second Party shall be responsible for the short listing of qualified candidates according to their trade qualifications and experience in conformity with the First Party's requirements. The Second Party should notify the First Party of such short listed qualified candidates who are ready for final interview and selection.
6. The First Party has the leverage to send company's representative or legitimate the Second Party to select the final potential candidates as per the stages of recruitment without any restraints.
7. The First Party when approves the selection via any means of communication will advise the desired mobilization date on the respective site.
8. The Second Party shall assist the workers relating to Nepal Immigration, labor clearance and other Government formalities, Medical tests and Visa stamping from the respective embassy including all other relevant approvals required.
9. The Second Party shall provide Airport assistance to the departing selected workers and inform the First Party on their arrival to the Employer's country.
10. Within the first three months of probation period from the commencement of the job, if the employer finds the deployed worker to be unfit, ineligible to continue the employment, or refuse to the assigned duty, failed the medical tests in that time period, or considered as security threat, the employer may replace the worker. The replacement of the ineligible worker shall be done by the Second Party at the given time and will be responsible to bear the related expenses as in form of the compensation.
11. Departure of the selected candidates will be within one month of the visa issued date. For any further delay, the visas will be cancelled and the Second Party will endure all the Governmental expenses.
12. First Party has to compensate the candidate on their own expenditure if the candidate will not get all facilities proclaimed as per the Employment contract leading the contract to collapse.
13. The First Party will provide free residence permit, bachelor accommodation, life Insurance, and Transportation facility for the deployed workers and other facilities as per the running labor laws of particular country.
14. The First Party agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of the dead body to Nepal as per the labor law of the respective country.



# Our Valuable Clients

## BAHRAIN

- Al Door Excavation & Building Contracting co.
- Al Fakhara Restaurant
- Cine Co Bahrain cinema Company
- Deera Exhibition Wll
- Jawahor Beauty Saloon
- Layla Beauty Saloon
- National Excavation Est. WLL
- Universal Foundation

## KUWAIT

- Al Follah Meat Factory
- Al Moosa Automatic Door Factory
- Beauty Touch Clinic
- Cattle Breeding faisal
- Dr. Nourah Al-Sulaili Medical center
- Gulf Cable & Electrical Industries Co.
- Gulf Industrial System Co.
- Inma pallets Co.
- Just Int'l for Drug & Medical Supply com. WLL
- Saudi FeedMixtures Factory Co. Ltd.
- Sunny Side Up Restaurant Co.
- United Foodstuff Industries Group Co.

## MALAYSIA

- 99 Cleaning Concept SDN BHD
- Aik Bee Garment IND.
- Anggerik Mahir SDN BHD
- Ban Lee Seng Trading Co.
- Be wood Craft SDN BHD
- Bestari
- Chan Mooi Chang
- Cheap Seng Pottery SDN BHD
- Circle Spin Precision Engineering SDN BHD
- Commercial Book Binders SDN BHD
- Evergrow Mushroom Farm SDN BHD
- F.E. Form manufacturer SDN BHD
- Fajar Kerjaya SDN BHD
- G & L Power Three SDN BHD
- Gemalai Plantation SDN BHD
- Gemilang Pesona Enterprise
- GNT Security Services SDN BHD
- Hup Sheng Machinery & Industry SDN BHD
- Kin Heng Nursery
- kukuh Padu Security Services SDN BHD
- LA Corporation SDN BHD
- LHT Gpac Technology (M) SDN BHD
- Maganda Foods SON RHO
- Malforce SDN BHD
- Min Tien & Company SDN BHD
- OP Security Services SDN BHD
- PC Cleaning Services SDN BHD
- Penang One
- Percetakan Rina SDN BHD
- PNE Electric SDN BHD
- PNW Multi Enterprise SDN BHD
- Pop Gift Trading SDN BHD
- Quantum Supplies (M) SDN BHD
- Segamat Yew Seng Plastic Trading SDN BHD
- SNT Alloy SDN BHD
- Soode Enal (M) SDN BHD
- Tan Siang Yong
- U & US Resources
- Wentel corporation SDN BHD
- Wong Sam
- Yew Lee Metal Works SDN BHD



Bahrain



Kuwait



KSA



UAE



Malaysia



Oman



Maldives



Turkey

## KSA

- Ahmed Abdul latif Al-Khofi & Partners Co.
- Al-Armak Cement Product Factory
- Al-Khalij Grill Restaurants Co.
- Al Mamlaka Contracting Est.
- Arabian Integral Ministration Company Aimco
- Bawan Wood Industries Co. Ltd.
- Bawaker Al Wadi for General Contracting
- Fadel Ali Yasin Foundation for Contracting
- Foundation Branch Bawakar Valley General Contracting
- House of Namaria Contracting Est.
- Jassem Hassan Al Yassin Contracting Est.
- Larsen Turbo Arabia LLC
- Mohammed Abdo Sabano Restaurant for Meals
- Mustafa bin Mohammed Al Rbeh Contracting Est.
- Natel Building & Gardens for Contracting Est.
- New Al-Sari Est.
- OBF Contracting Est.
- Olive Flower Restaurant to provide Meals
- Professionals Real Estate Projects Co.
- Sakan Real Estate Company
- Saudi National Steel Factory Co.
- Solaiman Bin Saleh Al-Mohaleb & Sons Holding Com.
- Special Technical Services Co. Ltd.
- Strong Spread for Contracting Company
- United Technology Contracting Co. Ltd.
- West Destination for Transportation Est.
- World Excellence Restaurant

## UAE

- Al Hamad Bldg Cont. Co. LLC
- Aliyas Land transport LLC
- Chhappan bhog
- Focus Star Services LLC
- Metallic Bolts Industries LLC
- Power Point Electrical & Mechanical Works LLC
- Space Edge Interiors LLC
- Toronto Star Cleaning Services LLC

## OMAN

- Bin Rashid International
- General Electric & Trading Co.

## MALDIVES

- EME Solutions Maldives Pvt. Ltd.

## TURKEY

- Tiedh TIC Ltd.
- Yelken Ltd.



# Our Valuable Clients

## QATAR



- Ability Trading Contracting & Hospitality
- Ain Khalid Laundry
- Al-Maram International Co.
- Al Amber Transport
- Al Jassra Readymix
- Al Motwar Projects Co. Wll
- Al Najjar Real Estate
- Al Nehayah Cleaning & Agricultural Services
- Al Njm Al Satta Cleaning Public & Hospitality Services
- Al Safi Contracting, Maintenance & Services
- Al Sahara
- Alawael Cleaning & catering & Pest Control
- Al- Marqab Contracting Services
- Al-Safa Engineering Trading and Contracting
- Ardor Trading & Contracting WLL
- B & S Trading and Contracting WLL
- Bazaar Engineering enterprises
- Bent Al-Doha Cleaning & Hospitality
- Best Western Plus
- Big tree Contracting & Services
- Black Tiger Co. for Transportation
- Blitz Global Logistics
- Bonym AL Fadil for Trading & Construction
- Buildex Trading & Contracting WLL
- Carmel Group WLL
- Carmel Interior Dekors WLL
- Ceylon Restaurant WLL
- City Square Trading & Contracting WLL
- Coastal Steel and Galvanizing WLL
- Coastal Trading & Contracting Co. WLL
- Coastal Trading and Engineering Co. WLL
- Condor Building Contracting
- Copthorne Hotel Doha
- Creative Spaces Trading & Contracting co. WLL
- Deebak Contracting & Services WLL
- Defender Trading & Contracting WLL
- Delwan Qatar WLL
- Detox Contracting
- Dine Smart restaurant
- Doha Forever Cleaning
- Emdad Equipment Leasing Company WLL
- Engineering maintenance Company (EMCO)
- ETA Star Construction WLL
- Everest Services
- Fahad Saif Al Nuaimi Car Repair
- Fahad Saif Al Nuaimi Trading & Contracting
- Fahad Saif General Cleaning
- Fahad Saif Hospitality & Services
- First Choice Company
- Fitout Project Support & Contracting WLL
- Glass Enterprise Contracting
- Gravity Construction Supplies
- Hala for Hospitality & General Services
- Hassa Diesel Pumps
- Hassanesco Concrete Company LLC
- Hatch International WLL
- HATCO Qatar
- Hoi Aste for Technical Engineering WLL
- Holiday Villa Hotel & Residence
- HW Technologies Water & Infrastructure LLC
- Ideal Construction Co. Wll
- Indo Arab Contracting & Trading WLL
- Khalid Cleaning
- Kingsgate Hotel Doha
- Larisa Gardens
- Lord Car Rent A Car
- Lore International WLL
- Maintenance by Creative WLL
- Mazallti Trading
- Meridian Project Services WLL
- Merit Trading & Contracting WLL
- Milky Way Trading Contracting & Services WLL
- Millennium Hotel
- Mix Star General Contracting & Building Materials
- Modern engineering Trading Auto Car
- Much Hospitality & Cleaning Co.
- Nationwide International WLL
- Nashwan Center Accessories Decoration
- Nashwan Glass Center
- Nasser Bin Khaled & Al Mulla Rent A Car Co. WLL
- Networks Electrical & Mechanical Cont. Co.
- Nile palace Hospitality & Cleaning
- One Again Trading and Contracting
- Osool United
- Ozone Trading & Contracting
- Pace Constructions WLL
- Pigeon Engineering Projects Trading & General Services
- Popular Electricals & Trading Co. WLL
- Powerman International WLL
- Prabin Gurung Cleaning & Contracting
- Proz Technologies
- Q-Tec Air Condition WLL
- Q-Tec Electric WLL
- Q-Tec Engineering WLL
- Q-Tec Facilities
- Q-Tec Security Services Est.
- Ramix Concrete Company LLC
- Redco ConstructionAlmana
- Reyo Trading & Serv. Co.
- Scallop Trading & Contracting
- Smeet Precast
- Smeet Readymix WLL
- Snaf Limousine WLL
- Sunrise Engineering Trading & Construction WLL
- Synaxix Ready Mix
- Tamkeen general Contra Contracting
- Taqdeer Trading & Contracting WLL
- Tasneem Hospitality Services
- Tayouneh Concrete WLL
- Technical Company Security Systems
- Teyseer Rebar Contractors
- The Maintaners
- Time Summer Contracting Cleaning & Hospitality WLL
- Tristar Construction & Building Co. WLL
- Universal Rent A Car
- Venessia Petroleum
- Victor Cleaning WLL
- Village Engineering & Transportation
- White Glue Contracting & Service WLL
- White Summer Cont. Cleaning & Hospitality WLL
- Winter Trading Contracting & Services
- WJ groundwater Qatar - QIT LLC
- Yasmin Al-Sham for landscape
- Yemen Hadhramout Restaurant
- Zaroq Guest General Cleaning Est.





## Three Brothers Human Resource Pvt. Ltd.

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