

**DEMAND LETTER**

Date: \_\_\_\_\_

M/S Three Brothers Human Resource Pvt. Ltd.  
License No. 713/064/065  
Battisputali-9, Kathmandu, Nepal

**Demand Letter**

Dear Sir,

With reference to the 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/Job Title | No. of Workers | Monthly Basic Salary (KD) | Gender | Remarks |
|-------|--------------------|----------------|---------------------------|--------|---------|
|       |                    |                |                           |        |         |
|       |                    |                |                           |        |         |
|       |                    |                |                           |        |         |

**Terms and Conditions**

- 1 Food : Provided by the company
- 2 Accommodation : Provided by the company
- 3 Joining and return air ticket cost : Provided by the company
- 4 Contract Period : Two Years (Renewable)
- 5 Visa, medical test, Kuwait's Civil ID Cost : Provided by the company
- 6 Working hours and days : 8 hours per day and 6 days per week
- 7 Medical and Insurance : Provided by the company
- 8 Workmen's compensation insurance : Insured by the Company
- 9 Local transportation : Provided by the company
- 10 Service/Agency fee : Provided by the company
- 11 Right to retain employee's Passport : Employee
- 12 Annual paid Leave : 30 days in a year

Other benefits such as annual leave, over time, etc. should be in accordance with the labor laws of the State of Kuwait

Seal of the company

For..... (Name of the Company of Kuwait)

Signature

Name:

Designation:

Date: \_\_\_\_\_

**POWER OF ATTORNEY**

I ....., in my capacity as ..... of ..... (Name of the Company of Kuwait) duly registered under the laws of the State of Kuwait with postal address of P.O. Box ....., the State of Kuwait, do hereby appoint **M/S Three Brothers Human Resource Pvt. Ltd., Battisputali-9, Kathmandu, Nepal** having **License No. 713/064/065** issued by the Department of Foreign Employment, 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.

This Power of Attorney dated on \_\_\_\_\_ will remain valid until \_\_\_\_\_ (Two Years)

Yours truly,

For ..... (Name of the Company of Kuwait)

Signature:

Name:

Position:

Date:

Office Seal

Date: \_\_\_\_\_

**SERVICE AGREEMENT**

This agreement is made and entered into between ..... (Name of the Company), P. O. Box No. ...., State of Kuwait hereinafter called the "First Party" represented by Mr./Ms. .... 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") represented by **Mr. B.R. Timalcina (Binay)**

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 the 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 worker found unsuitable or unfit for the job or found medically unfit free of cost within the probationary period of 3 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.
9. The First Party agrees to bear the cost of the return air ticket and send the employees back to Nepal in case the employer fails to fulfill the terms and conditions mentioned in the employment contract; if the family member of the employee has serious health problem and the employee himself/herself is unable to continue the job due to his/her health problem prior to the expiry of the employment contract in coordination with the Second Party.
10. The First Party will pay any service charge to the Second Party for this recruitment.

**The first party**

*Name of the Company of Kuwait*

.....

**Mr .**

Post:

**The Second Party**

**Three Brothers Human Resource Pvt. Ltd.**

.....

**Mr. B.R. Timalcina (Binay)**

Chairman

**GUARANTEE LETTER**

Date: \_\_\_\_\_

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

**Re: GUARANTEE LETTER**

Dear Sir,

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 the State of Kuwait. We also assure you that these workers will not be sent out of the State of Kuwait and they will be provided a safe, hygienic and convenient accommodation.

For female workers, we provide safe and convenient accommodation exclusively for them. (or We provide accommodation allowance KD ..... to the workers besides basic salary and food allowance as mentioned in the Demand Letter and/or sample employment contract.)

For (Company Name)

Name:

Position:

\_\_\_\_\_

(Sign)

Office Seal

Date: \_\_\_\_\_

**EMPLOYMENT CONTRACT**

Employer's Name: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

Basic Salary: \_\_\_\_\_KD (As Per Demand Letter)

- |  |                                       |
|--|---------------------------------------|
| 1. Food:                                       | Provided by the company               |
| 2. Accommodation:                              | Provided by the company               |
| 3. Working hours and days:                     | 8 hours per day and 6 days per week   |
| 4. Joining and returning air ticket cost:      | Provided by the company               |
| 5. Visa, medical test, Kuwait's Civil ID cost: | Provided by the company               |
| 6. Medical and Insurance:                      | Provided by the Company               |
| 7. Place of Work:                              | State of Kuwait                       |
| 8. Transportation:                             | Provided by the Company               |
| 9. Overtime allowance:                         | As per the Law of the State of Kuwait |
| 10. Duration of Contract:                      | 2 Years                               |
| 11. Probation Period:                          | 3 months from the date of joining     |
| 12. Right to retain employee's Passport:       | Employee                              |
| 13. Annual (Paid) Leave                        | 30 Days                               |
| 14. Other Benefits:                            | As per the law of the State of Kuwait |

Signature and seal with complete address of the sponsor

For ----- (Name of Employer Company)

Name of the Authorized Person ..... \_\_\_\_\_ Employee's Name:

Signature: ..... \_\_\_\_\_ (Signature of Employee)

Position: ..... \_\_\_\_\_ (Address in Nepal)