

Demand letter

Date:

Sun Ray Global Overseas Pvt Ltd License no. 918/067/068 Ministry of Labour Employment
(Department of Foreign Employment)
Kalimati dole, near Airport
Kathmandu, Nepal

Sir/s

Please arrange to recruit Nepalese nationals for our company as per the details given below, against the following terms and conditions.

SN	Profession	Quantity	Basic Salary per month
	Total		

Total number of workers.....only.

Others terms and conditions

1. Contract for : 2 years
2. Duty hours : 8 hrs a day, 6 days a week
3. Food : provided by the company.
4. Accommodation : provided by the company
5. Transportation : provided by the company
6. Medical & insurance: provided by the company
7. Air ticket : Joining ticket provided by the company and 2 way return ticket after completion of contract period.
8. Service Charge : Not Provided By the company.
9. Annual leave : 30 days per year
10. Visa : FREE
11. Probation Period : 90 Days from date of Entry into UAE

All the others terms and conditions as per the UAE Labour law.

Thanking you.

Signature

Authorized Person Name:-

Position:-

Power of attorney

Date:

Vastu Management Service Pvt Ltd

License no. 918/067/0688 Ministry of Labour and Employment

(Department of Foreign Employment)

Sinamangal 9 tara hall chowk kathamandu Nepal

his is to confirm that we having its registered office at PO BOX..... , UAE, Tel:- hereby appoint m/s Sun Ray Global Overseas PVT.LTD, Sinamangal, Kathmandu Nepal, tel no 014560974/+9779801119786, having license no.918/067/068 under ministry of labour and employment, department of foreign employment, as our true and lawful attorney and agent in nepal in respect of handling all the affairs concerning recruitment and passage of manpower such as registration of the demand with the department of labour, permission and clearance, etc. From the same department and to sign all the necessary documents required for the purpose of recruitment and passage of the required personnel and arranging their passports, visas and passage, etc.

This power of attorney is valid only for the requirement of the said demand letter (.....) and expires on the completion of this recruitment.

Thanking you,

Signature

Authorized Person Name:-

Position:-

Guarantee letter

Date:

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

sub: **Guarantee for local employment**

Dear Sir,

M/s Sunray Global Overseas Pvt Ltd., Sinamangal 9 tara hall chowk

kathamandu Nepal, tel no +9779801119786/014560974, license no.918/067/068 Ministry of Labour and Employment, Department of Foreign Employment is our true and lawful recruiting agent in nepal for arranging and deployment of selected candidates from nepal.

We hereby confirm and guarantee giving same work, salary and benefits to our employees as stated in the demand letter and also guarantee not to deploy to any third parties or companies.

Thanking you,

Signature

Authorized Person Name:-

Position:-

Date:

Agreement of Manpower mobilization

This agreement has been made on the day ofBetween m/s we having its registered office at PO BOX:, UAE, Tel:- ,(herein after called the first party) and m/s Sunray Global Overseas Pvt Ltd., Sinamangal 9 tara hall chowk, tel no 9779801119786/014560974, having license no.918/067/068 ministry of Labour and employment, Department of Foreign Employment, Nepal (herein after called the second party) on the following terms and conditions, in connection to the mobilization of manpower in UAE.

1. The second party agrees to deploy totalNepalese workers (as per the demand letter dated) Nepalese workers to the first party.
2. The first party should provide the necessary documents like demand letter, power of attorney, employment agreement paper etc. to the second party.
3. The first party should provide all the facilities mentioned in the demand letter to the workers, throughout the contract period. The first party will be fully responsible for the safety of workers that are working with or under it in accordance with UAE Labour Law.
4. The second party will be responsible for all the expenses in the following cases:
 - i) Visas expired
 - ii) Workers are proved inefficient (within 3 months' probation period)
 - iii) Workers are medically unfit to work (within 3 month)
5. Agreement will be in force since while signed by both parties and end with the two years' contract period of the mobilized workers.
6. Service fees **NOT PROVIDED BY THE COMPANY.**
7. All the other terms and conditions are as per the labour law of the concerned country.
8. Free Visa provided by the company.

The first party

The second party
Vastu Management Service

Signature

Authorized Person Name:-

Position:-

Man B. Mahara Chairman

Employment contract letter

Date:

This contract of employment is executed and entered into by and between:

- 1. Employer: [REDACTED]
 - 2. Employee: Mr/Ms.....
holder of passport no
- both of whom voluntarily bind themselves to the following term and conditions;

Basic Term of Contract:

- 3. Employee job title or position:
- 4. Basic monthly salary:
- 5. Duration of contract: 2 years
- 6. Air ticket: Joining ticket provided by the company and 2 way return ticket after (free of cost) completion of contract period.
- 7. Transportation: provided by company during working hours.
- 8. Accommodation: the employer will provide suitably furnished accommodation at free of cost. In case of working in a community where lodging can be rented and employer wishes to pay cash in lieu of rent, it shall be paid at a rate suitable to the locality.
- 9. Food: Provided free of cost by employer.
- 10. Working days and working hours: normal working days shall be six days per week and one day paid holiday per week and working hour shall be 8 hours per day, 48 hours per week.
- 11. Overtime: in case the employer requires the worker to work overtime or on holidays, the employer shall pay for overtime or holiday work as per the rate of UAE labor law.
- 12. Leave benefit: the employer shall clearly state the weekly holidays, annual holidays and annual vacation specifying number of days, payment or wages or other compensation, which shall be according to the laws of the country of the employment.
- 13. Medical treatment: the employer shall provide free medical services, including medicines.
- 14. Insurance: Provided By the Company.

15. Renewal of contract: the contract is renewable with mutual agreement of both the employer and employee.
16. Other terms and conditions: other terms and conditions favorable of the employee not covered herein and which the laws of country of employment provide, shall apply and form part of this contract.

The first party

the second party

Authorized Person Name:-

Position:-

signature of employee,

Date