SAMPLE OF REQUIRED DOCUMENTS

COMPANY LETTERHEAD

Date: .....

M/S. Rove International (P) Ltd.
Recruiting License No. : 1033/071/072
Kathmandu-Nepal.

Human Resources Demand Letter

Dear Sir,

We hereby authorize you to recruit on our behalf the under mentioned categories of personnel under the following the terms & conditions:

(BLOCK VISA NUMBER AND VISA ISSUED DATE MUST BE MENTIONED HERE AS PER THE WAKALA IN CASE OF KINGDOM OF SAUDI ARABIA)

S. N.	Category	Req. No	Salary Per Month(SR/QR/AED/BD/KD/RO)
01.			
02.			

The following terms and conditions shall be included in the contract:

a) Duration of Employment : Two Years (renewable)
b) Place of employment : **KSA/UAE/QATAR/OMAN/KUWAIT/BAHRAIN**
c) Air Ticket : i) For Joining the Company for the first time by Employer.
: ii) Up and Down Air Ticket should be provided by employer only if employment is renewed else only COUNTRY-KTM one way Air ticket will be provided.
d) Working Hours : 8 Hours per day, 6 days per week. (48hrs per Week)
e) Probation Period : 90 Day from the date of entry in **KSA/UAE/QATAR/OMAN/KUWAIT/BAHRAIN.**
f) Residence Permit : Will be provided by company free of cost.
g) Accommodation : Bachelor Sharing Accommodation provided by the company free of cost.
h) Water, Electricity and Gas : Provided by the Company free of cost.
i) Food : **Provided by the Company free of cost**
j) Visa, Medical and Insurance : Provided by the Company free of cost.
k) Work Related Transportation : Provided by the Company free of cost.
l) Uniform & Safety Materials : Provided by the company free of cost.
m) Annual Paid Leave : 30days per year.
n) Service Gratuity : 21 days per year.
o) Recruit are not allowed to violate discipline of the company by making groups, union, misbehaviors with others worker strikes etc, in case such behavior found, company would terminate the candidates with immediate effects and all necessary cost spent for recruit like residence permit fees, Medical, Insurance and deportation tickets etc, must be recovered from the candidates.
p) The company would pay salary in regular basis every month, In case company failed to employee the candidates for the period of employment i.e. 2 years due to shortage of projects or any organization related issues and have to deport the candidates, the company would compensate the candidates before sending the candidates back to Nepal.
q) Service charge: Provided or not provided by the company to the recruiting agency must be specify.

All other terms & conditions as per KSA/UAE/QATAR/OMAN/KUWAIT/BAHRAIN Labour laws.

For and on behalf of:

NAME & STAMP OF THE COMPANY
.....
Name of Authorized person

Designation

COMPANY LETTERHEAD

Date: .....

Power of Attorney

KNOWN ALL MEAN BY THESE PRESENTS

That we, **M/S. ..... (Company Name)....., P.O. Box..... Kingdom of Saudi Arabia/UAE/OMAN/KUWAIT/BAHRAIN** A company duly organized and existing under and by virtue of the laws of **KSA/UAE/OMAN/KUWAIT/BAHRAIN** with **C.R. NO. .....** do hereby appoint **M/s: "Rove International (P) Ltd"** Kathmandu(Nepal), a recruitment company approved by Government of Nepal Ministry of Labor and Promotion, Department of Foreign Employment, valid **Recruiting License No: 1033 / 071/072** to be our true lawful attorney And recruitment 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 ..... persons** against visas as per attached list for employment with us and to arrange all matters relating to emigration, etc.

This power of attorney is valid for the recruitment of ..... Nepali labours.

(BLOCK VISA NUMBER AND VISA ISSUED DATE MUST BE MENTIONED HERE AS PER THE WAKALA IN CASE OF KINGDOM OF SAUDI ARABIA)

In witness whereof, we have executed this power of attorney on this day in the presence of the subscribing witnesses.

For and on behalf of

NAME & STAMP OF THE COMPANY
.....
Name of Authorized person

Designatioe

COMPANY LETTERHEAD

Date: .....

To,
The Director General,
Department of Labour and Employment Promotion,
Tahachal, Kathmandu,
Nepal.

Letter of Guarantee.

Dear Sir,

We have sent a Demand Letter for Nepalese Workers to **Rove International Pvt. Ltd. Recruiting License No: 1033/071/072**, Tilganga, Kathmandu (Nepal) for .....numbers of Nepalese workers for our company. We hereby confirm that all the workers we demanded will be given the exact job as well as the accurate salary and other facilities as per the demand letter. We further guarantee that these recruit won't be sent to work in any third countries during the period of contract. We the company will take full guarantee for all the workers in case if we fail to meet the above criteria.

Hope you will take proper consideration in granting permission and approve the documents and visa for the further proceed.

Your timely co-operation and support on this regard is highly appreciated.

Thank you
For and on behalf of

NAME & STAMP OF THE COMPANY
.....

COMPANY LETTERHEAD

Date: .....

Inter Party Recruitment Agreement

This Agreement made and entered into by and between **M/s. .....(Company Name)** duly registered under the laws of **KSA/UAE/OMAN/KUWAIT/BAHRAIN**, with business **Phone NO.:....., C.R.NO....., KSA/UAE/OMAN/KUWAIT/BAHRAIN** and represented by **Mr. .....(Name of Authorized Person)** as **..... (Designation)** in his/her capacity as Sponsor herein after refered to as the **First Party.**

AND

M/s. Rove International (P) Ltd, a company duly registered to operate recruiting business to provide employment opportunities and place human resources in overseas countries under the laws of Nepal, with business address at Tilganga, Kathmandu, (Nepal) and represented by **Mr. Heera Lal Shah** in his capacity as **Chairman,** here in after referred to as the **second party.**

1) That the SECOND PARTY will make all the arrangement to provide human resources from Nepal, as per the request and specification of FIRST PARTY.
2) FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3) FIRST PARTY will agree to appoint SECOND PARTY as legal representative in Nepal for the purpose of Nepalese Human Resources Recruitment for his company and will provide all the required recruiting documents such as Requirement Letter, Power of attorney And Employment Agreement for the selected workers.
4) SECOND PARTY will be sole responsible to bring selected human resources from **Nepal to KSA/UAE/OMAN/KUWAIT/BAHRAIN** and will guarantee for three months. During this period if any of the recruit found to be medically unfit, refuse to work and got homesickness, the SECOND PARTY will bear all the repartition expenses of the said recruit to his home country and make replacement free of charge to FIRST PARTY.
5) FIRST PARTY shall make arrangements to make visas of the all selected workers.
6) FIRST PARTY will provide free residence permit, accommodation, Insurance and Transportation for the recruited human resources here in **KSA/UAE/OMAN/KUWAIT/BAHRAIN** as per the prevailing Labor laws of **KSA/UAE/OMAN/KUWAIT/BAHRAIN** and its own rules.
7) FIRST PARTY will provide all the facilities incorporated in the Human Resources Requirements Letter to the entire recruit as per the prevailing labor laws of the **KSA/UAE/OMAN/KUWAIT/BAHRAIN.**
8) FIRST PARTY will make all necessary arrangements to recruit entire selected human resources within 25days of issuing them the entry visas to **KSA/UAE/OMAN/KUWAIT/BAHRAIN.**
9) This agreement takes effect upon signing thereof by the both parties concerned.
10) **Service charge: Provided or not provided by the company to the recruiting agency must be specify.**

By the First Party **By the second party**

.....
NAME & STAMP OF THE COMPANY
Name of Authorized Person

(Designation)

.....
M/S. Rove International (P) Ltd.
Mr. HEERA LAL SHAH

(Chairman)

COMPANY LETTERHEAD

Date: .....

EMPLOYMENT CONTRACT
(For Nepalese Recruit)

This agreement is made and entered into ----Day of ----2015, **M/S. ..... (Company Name) (Phone NO.: ..... and postal address ....., C.R. NO. ....., KSA/UAE/QATAR/OMAN/KUWAIT/BAHRAIN, herein called the company as First Party) through our lawful "Rove International Pvt. Ltd." present in Nepal.**

Mr. ----------Nationality: Nepali, Pasiport No: ----------Place of Issue:----------is his capacity as the Second Party hereby agreed the following terms & conditions.
The second party agreed to work with the first party as ---------- with the basic salary of **(SR/QR/AED/BD/KD/RO)** ...../- per month. The terms and conditions of the contract are as follows:

The following terms and conditions shall be included in the contract:

a) Duration of Employment : Two Years (renewable)
b) Place of employment : **KSA/UAE/QATAR/OMAN/KUWAIT/BAHRAIN**
c) Air Ticket : i) For Joining the Company for the first time by Employer.
: ii) Up and Down Air Ticket should be provided by employer only if employment is renewed else only COUNTRY-KTM one way Air ticket will be provided.
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g) Accommodation : Bachelor Sharing Accommodation provided by the company free of cost.
h) Water, Electricity and Gas : Provided by the Company free of cost.
i) Food : **Provided by the Company free of cost**
j) Visa, Medical and Insurance : Provided by the Company free of cost.
k) Work Related Transportation : Provided by the Company free of cost.
l) Uniform & Safety Materials : Provided by the company free of cost.
m) Annual Paid Leave : 30days per year.
n) Service Gratuity : 21 days per year.
o) Recruit are not allowed to violate discipline of the company by making groups, union, misbehaviors with others worker strikes etc, in case such behavior found, company would terminate the candidates with immediate effects and all necessary cost spent for recruit like residence permit fees, Medical, Insurance and deportation tickets etc, must be recovered from the candidates.
p) The company would pay salary in regular basis every month, In case company failed to employee the candidates for the period of employment i.e. 2 years due to shortage of projects or any organization related issues and have to deport the candidates, the company would compensate the candidates before sending the candidates back to Nepal.

All other terms & conditions as per KSA/UAE/QATAR/OMAN/KUWAIT/BAHRAIN Labour laws.

.....
NAME & STAMP OF THE COMPANY
Name of Authorized person

Designation

Name of Recruit: Mr. .....

Signature of Recruit: .....

Source: www.roveintl.com