

Date:

M/s Rotary Overseas Pvt. Ltd.
License No.562/062/063
Kathmandu, Nepal

Dear Sir,

Subject: Demand Letter

We hereby request you kindly to recruit the following suitable workers from Nepal on behalf of our company as per details given below.

S.N.	Category	Gender	Quantity	Salary/ Month
1				

TERMS AND CONDITIONS:

- a) **Accommodation and food will be provided by the Employer .**
- b) **Period of contract will be 2 year (Renewable).**
- c) **Visa and Free two way Air Ticket will be provided by the Employer.**
- d) **Working hours: 8 hours/day, 6 days/ week.**
- e) **Medical Insurance will be provided by Employer.**
- f) **Free Medical check-up will be provided as per Cyprus Labor Law.**
- g) **Place of Work: Cyprus.**
- h) **28 Days will be Annual vacation**
- i) **Service charge will not provided by the Employer.**

Other terms and conditions is not covered by this demand letter will be as per Cyprus Labor Law.
Looking forward for your kind co-operation and prompt action in this matter.

Thanking you in advance.

For M/s
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Mr.
Managing Director

Date :

Power of Attorney

M/s Rotary Overseas Pvt. Ltd.
License No.562/062/063
Kathmandu, Nepal

This is to confirm that we, M/s Employment Agency, Cyprus hereby appoint company **M/s. Rotary Overseas Pvt.Ltd, Gov License No. 562/062/063**, under Nepal Government - Department of Labor, 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 labor, 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.

In witness whereof, I/We have executed this deed on this day of in, . . ., Cyprus. This Power of Attorney shall remain valid Since from the date of issue.

Thanking You.

For:

Mr.
Managing Director

Date:

To:

The Director General
Department of Labor & Employment Promotion
Tahachal, Kathmandu, Nepal

Sub: LETTER OF . GUARANTEE

Respected Sir,

We M/s M/s Employment Agency ,, Cyprus, hereby guarantee that all Nepalese Workers recruited through our M/s Rotary Overseas Pvt.Ltd. , Kathmandu, Nepal, Nepal Govt. License No.562/062/063, will work in our Company in Cyprus only throughout their entire contract period.

We further guarantee that these workers will not be sent to work in any other establishment or any other country.

Thanking you,

For M/s
.....

Mr.
Managing Director

Date: 19.09.2021

AGENCY AGREEMENT

This agreement is entered into dated between M/ M/s Ltd.
Employment Cyprus (here in after called “first party”)

And

M/S Rotary Overseas Pvt. Ltd. , Kathmandu, Nepal, Nepal Govt. License No.562/062/063 (Here in after called “second Party” have agreed to work under the following term and conditions.

1. The second party will forward the personal data, - medical reports (copy), photos and passport copy for the total of selected workers mentioning height and weight from Nepal as per first requirements.
2. The first party will send FREE VISA of the workers to the second party.
3. The second party will deploy the selected workers as per the requirement of the first party (Within 30 days from the date of issuance of the visa).
4. The first party will fulfill all the conditions agreed upon by both parties regarding accommodation, salary, working hours, overtime and other conditions and make sure that the required workers are paid their monthly salary in time on regular basis.
5. The second party shall finish medical checkup& report from authorized medical council for all selected candidate certifying that the candidates are in good health and are free from all infectious diseases.
6. The second party hereby agrees to send back any workers found medically unfit, unsuitable for the job on his own cost within the probationary period.
7. Both of the parties here to 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.

For M/s
....., Cyprus

Mr.
Managing Director

Rotary Overseas Pvt. Ltd.

Director

EMPLOYMENT AGREEMENT

Date:

- 1. Employee’s Name :
- 2. Passport Number :
- 3. Employee’s Job Title : DOMESTIC WORKER
- 4. Basic salary : 314 EURO
- 5. Overtime : As Per Company Rules
- 6. Annual Vacation : 28 Days
- 7. Food / Accommodation : Provided by the company
- 8. Local transport : Provided by the company
- 9. Workings days : 6 days a week
- 10. Working hours : 8 hours a day
- 11. Medical Treatment : Provided by the company
- 12. Insurance : Provided by the company
- 13. Duration of contract : 2 years
- 14. Visa / Joining Ticket : Provided by the company “FREE”
- 15. Other benefits : As per Cyprush labours law
- 16. Probationary Period : Six months from the date of joining

(First Party)

(Second Party)

For M/s
....., Cyprus

Mr. Costakis Zachariou
Managing Director
