

Date:

M/s Rotary Overseas Pvt. Ltd.
License No.562/062/063
Basundhara-3, 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	Basic Salary SR
1				

Visa No..... DT..... ID No.....

TERMS AND CONDITIONS:

- a) **Food, Accommodation and Transportation will be provided by the company.**
- b) **Working 6 days a week and 8 hours per day as per Saudi Arabia Labour Law.**
- c) **Company will pay residence permit fees, Medical benefits and the Insurance.**
- d) **Contract duration is 2 years renewable and vacation entitlement is 42 days paid leave after the completion of continuous 2 years contract Period.**
- e) **Free Visa with Joining & returning ticket will provide by the company.**
- f) **Agency service charge will not provide by the company.**
- g) **Other terms and conditions will be as per Saudi Arabia Labour Law.**

Thanking you in advance.

Sincerely yours,

For.....

.....
General Manager

Date:.....

Power of attorney

Known all man by these present that we, M/s....., P.O. Box:,Saudi Arabia do here by appoint with, M/s Rotary Overseas Pvt.Ltd. Basundhara-3, Kathmandu, Nepal, Nepal Govt. License No.562/062/063 ,Here by appoint them to be our lawful attorney and agent to handle all necessary work involve including deposit of registration fees etc with the emigrant govt. of Nepal signing all documents for their passports & passage.

We do understand that the conferring of this Power of Attorney shall give our Recruitment Agency M/s Rotary Overseas Pvt. Ltd., the ability to recruit candidates on our behalf for our project in Saudi Arabia Under no condition this Power of Attorney shall be understood as an exclusive right given to the Recruitment Agent to represent us in Nepal.

Visa No..... DT..... ID No.....

Thanking you,

For M/s.....

.....
General Manager

Prem Prasad Dulal
Director

Date:

To:

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

Sub: GUARANTEE FOR NEPALESE WORKERS

Respected Sir,

We M/s.....,P.O.Box:.....,Saudi Arabia, hereby guarantee that all Nepalese Workers recruited through our M/s Rotary Overseas Pvt.Ltd. Basundhara-3, Kathmandu, Nepal, Nepal, Nepal Govt. License No. 562/062/063, will work in our Company in Saudi Arabia 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.

Visa No..... DT..... ID No.....

Thanking you,

For M/s.....

.....
General Manager

Prem Prasad Dulal
Director

Date:

INTER PARTY RECRUITMENT AGREEMENT

This agreement is entered into dated between M/s.....,
P.O.Box:....., Saudi Arabia (here in after called “first party”)

And

M/S Rotary Overseas Pvt. Ltd. Basundhara-3, 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.
8. Visa No..... DT..... ID No.....

M/s.....

Rotary Overseas Pvt. Ltd.

.....
General Manager

.....
Director

Date:

EMPLOYMENT AGREEMENT

First party: M/s.....,

P.O.Box:....., Saudi Arabia

And

Second party: Name:**P.P NO**.....

Profession: Cleaner Nationality: Nepali. Both parties are agreed on the following points and undertake to implement accordingly.

1. The first party will pay an amount of SR...../- **(Free Food)** to the second party as his/her monthly salary.
2. First party will provide the second party with free accommodation, medical and insurance facilities.
3. Free Visa with Joining & returning ticket will provide by the company.
4. Working hours will be 8 hours per day, 48 hours per week and overtime as per Saudi Arabia Labour Law.
5. The vacation period of the second party will be paid by the first party.
6. First party shall have the right to send back the second party if he/she is medically unfit, unsuitable for the job on his/her own expense.
7. In case the second party becomes ill or gets injured during the course of work and the illness is due to his/ her job then first party will bear all charges for his/her medical treatment and insurance recovery etc so long as this is valid or shall arrange to send him/her back to his/her country.
8. If the first party desires to close the work of the establishment then all relevant expenses for the second party shall be an account of the first party.
9. The period of this agreement is 2 years starting from the first day of arrival of second party.
10. The first party will provide the second party necessary insurance cover for workers compensation benefit for work-related injuries or work related death as per Saudi Arabia Labour Law.
11. Regarding all other matters not covered by the above provisions the Saudi Arabia labor law and standard rules of Saudi Arabia shall apply.
12. Visa No..... DT..... ID No.....

First party

Second party

For M/s.....

General Manager