

# Demand Letter

Date: .....

To,  
M/s.Rotary Overseas Pvt.Ltd.  
License No. 562/062/063  
Basundhara-03, Kathmandu  
Nepal

Dear Sir,

We M/s ..... located in Dhabi UAE hereby appoint your company M/s. Rotary Overseas Pvt.Ltd, having License No. 562/062/063, Nepal , hereby place on order to select and recruit the following Nepali workers on behalf of our company for our projects, as detailed below:

S N	CATEGORY	MALE	FEMALE	Basic Salary (AED)
1				

## TERMS AND CONDITIONS:

- |   |                                    |
|---|------------------------------------|
| 1. Accommodation                          | Provided by the Company            |
| 2. Food                                   | Provided by the Company or AED 300 |
| 3. Two ways Air Ticket                    | Provided by the company            |
| 4. Local Transportation                   | Provided by the company            |
| 5. Medical/Insurance                      | Provided by the company            |
| 6. Workmen Compensation Insurance         | Provided by the company            |
| 7. Employment Visa                        | Provided by the company            |
| 8. Emirates ID                            | Cost to be paid by the Company     |
| 9. Job Duration                           | 8 hours per day, six days per week |
| 10. Right to retain of Employees Passport | Employee                           |
| 11. Service/ Agency/ Broker's fee         | Provided by the company            |
| 12. Annual Leave                          | 30 days                            |
| 13. Probation period                      | 108 days from date of entry in UAE |
| 14. Period of employment                  | 2 years (renewable)                |
| 15. Other Terms and conditions            | As per UAE labour law              |
| 16.visa                                   | proved by the company              |

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**Managing partner**  
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Date:  
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## Service Agreement

This agreement is entered into ....., herein called the "First Party" and **M/sRotary Ovrseas Pvt. Ltd, Kathmandu, Nepal Government License No: 562/062/063 Kathmandu, Nepal.** Herein called "The second Party". On 26/08/2021

1. The first party will specify the vacancies to the second party in detail and second party will source the most suitable candidates to work as per demand letter.
2. The second party will provide the suitable candidates for all the required categories.
3. The first party will make available to 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 condition agreed upon by both parties accommodation, salary, workings hours, overtime and other condition and make sure that the recruited workers are paid their monthly salary in time on a regular basic.
6. The second party shall furniture medical report from a qualified doctor for the selected candidates certifying that the candidates is in good health and is free from all the infections diseases.
7. The second party hereby agrees to replace any workers found unsuitable or unfit for job or found medically unfit free of cost within the probationary period of 3 months.
8. Both the party here to have discussed all the above matters in details and agreed to all the term and condition in this agreements and put their signature in two identical originals one to be kept by each party.
9. This contract is valid for a period of 2 Years and shall be null and void after the validity period.

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**Managing partner**

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**Prem Prasad Dulal**  
**Director**

Date: .....

## **To Whom IT May Concern**

we do hereby appointed **Rotary overseas (Pvt) Ltd** , Kathmendu, Overseas Employment Agency Licensed by the Government of Nepal Ministry of Labor No **562/062/ 063** to be our true and handling all the affairs concerning recruitment, entering into a contract with the selected employees, payment of fees 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.

In witness whereof, I / we have executed this deed on this day ..... in UAE . This power of attorney shall remain valid till .....

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**Managing partner**

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**The Director General**  
Department of Labor , Nepal,  
Kathmandu, Nepal

## **Sub: Guarantee for Local Employment**

Dear Sir,

**We would like to inform you that our “ Demand Letter” dated ..... as attested by Dubai Chamber of Commerce & Industry” provided to**

**“M/s Rotary Overseas Pvt. Ltd., Government License No. 562/062/063” is for the Nepalese workers to work at our Company at UAE.**

**We would like to assure and guarantee you that, the above mentioned Nepalese Workers will work in the UAE for 2 (two) years contract period (renewable) and other conditions as mentioned in our demand letter.**

Yours truly,

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**Managing partner**

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## **EMPLOYMENT AGREEMENT**

- 1. Name : .....
- 2. Passport Number : .....
- 3. Designation : .....
- 4. Basic salary : .....
- 5. Accommodation : Provided by the company
- 6. Transportation : Provided by the Company
- 7. Food : Provided by the company
- 8. Medical : Provided by the company
- 9. Insurance : Provided by the company
- 10. Duration of contact : 2 years
- 11. Working hours : 8 hours a day
- 12. Workings days : 6 days a week
- 13. Annual Leave : 30 days in a year
- 14. Emirates Id : Cost to be paid by the company.
- 15. Air Ticket : Joining ticket and return ticket will be provided by the company
- 16. Right To Retain of Employee Passport: Employee
- 17. Service / Agency / Broker's fee : Provided by the Company
- 18. Other facilities : As per the Labor Law of the UAE
- 19. visa : provided by the company

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**Managing partner**  
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**Name of the employee**