

SAMPLE OF DEMAND LETTER

(By the company to the Recruiting Agency)

Date:

The(P.) Ltd.

P.O.Box, Kathmandu,

Nepal.

Demand Letter

Dear Sir/Madam,

With reference to our Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following category of manpower to work in our Company/institution:

S.N.	Job Category	No. of Workers	Gender	Basic Salary (AED per month)	Remarks
Total					

Terms and Conditions

Contract Period	:	2 years
Probation Period	: months
Food/allowance	:	Provided by company / cash
Accommodation/allowance	:	Provided by company / cash
Air Tickets (Joining and Return)	:	Provided by company
Visa, Medical Test, Emirates ID Cost	:	Provided by company
Working hours and days	:	8 hours/day and 6 days/week
Medical and Insurance	:	Provided by company
Workmen's Compensation & Insurance	:	Provided by company
Local Transportation Facility	:	Provided by company
Annual leave	:	30 days
Service/Agency/Broker Fee	:	Provided by company
Right to retain employee's Passport	:	Employee

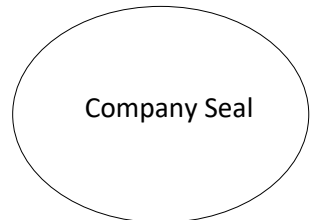
Other benefits such as annual leave, over time etc will be in accordance with the labour laws of the United Arab Emirates.

For (Name of the Company).....

Signature:.....

Name:.....

Position:.....



Company Seal