**AGENCY AGREEMENT**

This Agreement is made and entered into on this **[Insert Date]**, between:

**Company Name**: [Insert Name of Malaysian Company]  
**Located at**: [Insert Address]  
(Hereinafter referred to as the “**First Party**”)

**AND**

**Recruitment Agency**: [Insert Name of Nepali Recruitment Agency]  
**License No.**: [Insert License Number]  
**Located at**: [Insert Address, Kathmandu, Nepal]  
(Hereinafter referred to as the “**Second Party**”)

**WHEREAS**, the First Party requires foreign workers for employment in Malaysia, and the Second Party is licensed to recruit workers from Nepal;

**NOW, THEREFORE**, the parties agree as follows:

**1. Vacancy Details**

The First Party shall provide detailed job categories and the number of workers needed through a demand letter. The Second Party will source suitable candidates accordingly.

**2. Candidate Sourcing**

The Second Party will provide qualified and medically fit candidates as per the required job categories.

**3. Visa Arrangements**

The First Party shall provide the Second Party with all necessary documents and visas issued by the authorized Malaysian government authorities.

**4. Deployment**

The First Party shall ensure timely deployment and proper placement of selected workers upon their arrival in Malaysia.

**5. Employment Terms**

The First Party agrees to provide accommodation, salary, working hours, overtime, and other employment terms as mutually agreed. Monthly salary shall be paid on time.

**6. Medical Fitness**

The Second Party shall ensure all candidates undergo a medical check-up by a certified doctor to confirm their fitness and freedom from infectious diseases.

**7. Replacement Clause**

If any worker is found unfit or unsuitable within six (6) months of employment, the Second Party shall replace the worker free of cost.

**8. Service Charge**

The First Party agrees to pay the recruitment service charge to the Second Party as mutually agreed in the demand letter or contract.

**9. Governing Terms**

Both parties shall adhere strictly to the terms and conditions mentioned in the Demand Letter and all supporting documents.

**IN WITNESS WHEREOF**, the parties have executed this Agreement in two originals, each party retaining one copy.

**For the First Party**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Company Stamp:**

**For the Second Party**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_