*Letter Head*

**Embassy of Nepal, Kuala Lumpur**

Wisma Paradise, 63, Jalan Ampang

50450 Kuala Lumpur

I, the Director of the ……………….………………………. SDN BHD, acknowledge the rights and privileges of the Nepali employees that we recruit from Nepal. We are fully aware and committed to the provisions of the Demand Letter and Contract of Employment submitted to the esteemed Embassy.

My company will be paying all the recruitment related expenses, including the flight ticket and Service charge, to the concerned Nepal Agency and will be sharing the proof of the transfer to the Embassy. All the accommodation facilities provided will be according to the legal standards set by the Government of Malaysia. The Employees will be paid their salary and overtime on time through their bank account.

The employees will not be deployed to the clients other than those mentioned in the **Appendix A** attached herewith. Wherever the Nepali employees are deployed, my company will be fully responsible for all the matters related to the Nepali employees. We would also like to assure that all the incoming worker’s detail will be provided to the Embassy within 3 months of their arrival.

**Signature of Employer:** *(To be signed at the Embassy of Nepal)*

**Full name:**

**NRIC No:**

**Tel:**

**Email:**

**Date:**

**Kuala Lumpur, Malaysia**

Appendix A

**List of Clients**

(Contracted to Deploy Nepali Employees)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SN | Name of the Client Company: | Number of Employees: | Address: | Contact Person | Contact Number |
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Note: *In case of addition of the Clients on this list, the Embassy of Nepal Kuala Lumpur will pe informed prior to the deployment of the Nepali employees.*