**Embassy of Nepal, Kuala Lumpur**

Wisma Paradise, 63, Jalan Ampang  
50450 Kuala Lumpur

Subject: Acknowledgement of Rights and Responsibilities Towards Nepali Employees

I, the Director of **…………………………………… SDN BHD**, hereby acknowledge the rights and privileges of the Nepali employees recruited by our company from Nepal. We are fully aware of and committed to complying with the provisions outlined in the Demand Letter and Employment Contract submitted to the esteemed Embassy.

Our company will bear all recruitment-related expenses, including the cost of flight tickets and service charges, payable to the concerned Nepalese recruitment agency. We will provide the Embassy with proof of these payments.

All accommodation facilities provided to the workers will meet the legal standards set by the Government of Malaysia. Employees will receive their salaries and any applicable overtime payments on time, directly into their respective bank accounts.

Nepali employees will not be deployed to any clients or sites other than those specified in **Appendix A** attached herewith. Regardless of their work location, our company will remain fully responsible for all matters concerning the Nepali employees.

Furthermore, we assure the Embassy that details of all incoming workers will be submitted within **three (3) months** of their arrival in Malaysia.

Sincerely,

Signature of Employer:

Full name:

NRIC No:

Tel:

Email:

Date:

Adress:

Appendix A

**List of Clients**

(Contracted to Deploy Nepali Employees)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Name of the Client Company: | Number of Employees: | Address: | Contact Person Name | Contact Number | Signature | Company Stamp |
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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.*