

Date:

Recruitment agency's name, address, license number, contact number and official email.

DEMAND LETTER

Dear Sir /Madam

We request you to select and recruit the following suitable persons for our company from Nepal as per the details given below

Our block visa below:

Visa No. Issue date Expiry date:

S N	Profession	Job Description	Number of workers			Salary (SR)	Salary (In words)	Food Allowance	Indoor/Outdoor/ Both
			Male	Female	Total				
								Free or SR.300/500	

The following Terms & conditions shall be included in the contract

1. Period of Employment will be Two years (renewable upon employee's written consent) and place of employment will be in (type name of the city) KSA.
2. Air ticket for joining the Company (KTM-KSA) and returning home after the completion of contract will be provided by company.
3. Working hours will be 8 hrs. per day, 6 days per week (not exceeded than 48 hrs. per week).
4. Over time will be 1.5 times of the salary per hour.
5. Probation period will be of 90 days from date of entry into KSA.
6. Visa charge, Resident permit (Iqama), GOSI and Medical Insurance will be provided by the company. Workers will not pay any fees.
7. Human standard accommodation including Utilities (Water, Electricity and Gas), Local Transportation, Uniform, and Safety Materials and Trip Allowance (for Heavy Driver) will be provided by the company.
8. Annual paid leave will be minimum 21 days per year. (In case of emergency, emergency leave will be provided).
9. The facilities and services including basic salary, food allowance and others will be counted and provided from the same day of their arrival. In case the company is not able to provide job the stated basic salary and food allowance will be provided.
10. Other Terms & Conditions: As per Saudi Labor Law.

Name:

Designation:

Signature:

Company Name:

Company Registration Number:

Date:

ACTUAL EMPLOYMENT CONTRACT

Visa No:

This agreement is made and entered into ...type date..., type name of the company, .. company registration number, ... type postal address, type name of the city, Kingdom of Saudi Arabia, (herein called the company as First party) through our lawful attorney present in Nepal and

Mr.: Nationality: Nepali Passport No:

Nature of job: Please specify; Indoor/Outdoor/Both

Job description as per the profession: Please specify.....

In his/her capacity as the Second Party hereby agreed the following terms and conditions.

1. The Second Party agreed to work with the First party as: type job title with the basic salary of Saudi Riyal **SR.(In words)** and **free food or SR.** for food allowance per month.
2. The First party will provide the facilities and services including basic salary, food allowance and others as mentioned in the demand letter from the same day of arrival. In case the first party is not able to provide job to the second party, the stated basic salary, accommodation including **Utilities** and food allowance will be provided.
3. Period of Employment will be **two years (renewable upon second party's written consent)** and place of employment will be in **type name of city..... KSA** and nature of work is Air Ticket for joining the company (KTM-KSA) and returning (KSA-KTM) after the completion of contract should be provided by the first party.
4. **Visa charge is borne by the first party** itself and will not be deducted in the second party's salary.
5. Working hours will be **8 hours per day, 6 days per week (not exceeded than 48 hours per week)**.
6. Over time will be minimum **1.5 times of the salary per hour** and probation Period will be of **90 days** from date of entry into KSA.
7. **Resident permit (Iqama), GoSI and Medical Insurance will be provided by the first party.** Second party will not pay any fees.
8. Comfortable and human standard accommodation including **Utilities** (Water, Electricity and Gas), **Transportation, Uniform, and Safety Materials and Trip Allowance** (for Heavy Driver) will be provided by the first party.
9. In case of death of any worker, the First Party will repatriate the remains of the deceased at the expense of the company. Both in the case of death and injury, compensation shall be paid according to the Labor Law of the host country.
10. Annual paid Leave will be minimum **21 days** per year. (In case of emergency, emergency leave will be provided).
11. The first party shall be responsible to upload this contract in the QIWA Platform not differing the terms, facilities and conditions mentioned in this contract. This contract shall be accepted by both the parties to be equally valid in the competent authorities of Saudi Arabia.
12. Other Terms & Conditions: as per Saudi Labor Law.

First Party

Name:
Designation:
Signature
Date:

Second Party

Name:
Signature:
Date:

POWER OF ATTORNEY

Date of issue:

Date of expiry:

Know all men by these presents, That we, ...company name.....Kingdom of Saudi Arabia, a company dully organized and existing under and by virtue of the laws of Kingdom of Saudi Arabia with Registration. No. ...CR... Do hereby appointed ...manpower office in Nepal.... Kathmandu, Nepal, a recruitment Agency approved by the Government of Nepal, Ministry of Labor, Employment and Social Security, with Registration No.... ...License no.... to be our true Lawful attorney and Agent in Nepal respect of handling all the affairs with the protector of emigrants, Government of Nepal and sign all required documents by the said officers in connection with the recruitment of.... Persons against visas as per attached list for Employment with us to arrange all matters related to Emigration, etc.This power of attorney is made in relation to our demand letter.

Visa No: Issue Date: Expiry Date.....

Name:

Designation: (must be CEO/Owner)

Signature:

Company Name:

Company Registration Number:

Date:

INTER PARTY RECRUITMENT AGREEMENT

This agreement is made and entered into by and between M/s**Company name**....

Registration No..**CR**..... duly registered under the laws of Kingdom of Saudi Arabia and represented by **Mr...owner's name**.....business address at ...**Postal address**....., **Name of the City**, in his capacity as ...**designation**.... hereinafter referred to as the **FIRST PARTY** and

M/s.....**Manpower office name**....., License No.:. **No**....., Kathmandu, Nepal

A company dully registered to deploy manpower from Nepal and existing under the laws of Nepal, represented by Mr. **...owner**.....in his capacity as...**designation**... herein after referred to as the **SECOND PARTY**.

TERMS & CONDITIONS

1. **The SECOND PARTY** will make all the arrangement to supply manpower from Nepal, as per the request and specifications of the First Party.
2. **The FIRST PARTY** will recruit workers from Nepal through the **SECOND PARTY** for his company.
3. The **FIRST PARTY** will agree to appoint the **SECOND PARTY** as its legal representative in **Nepal** for the purpose of supplying manpower (Nepalese workers) for his company and will provide all the required documents such as **Power of Attorney, Demand Letter and Employment Contract** for the selected workers.
4. **The SECOND PARTY** will be completely responsible to bring selected manpower from Nepal to the **Kingdom of Saudi Arabia** after demand attestation from the Embassy. During the probation period if any of the workers is found to be medically unfit, refused to work and got homesick, Second Party will bear all expenses for repatriating the said workers back to his/her home county and make replacement with free of charges.
5. **The FIRST PARTY** shall make arrangements to make visa for all the selected workers.
6. **The FIRST PARTY** will provide all the facilities to all the selected workers incorporated in the Demand Letter and as per the prevailing Labour Law of the Kingdom of Saudi Arabia.
7. In case of death of the worker during the contract period, the First Party will repatriate the remains of the deceased at the expense of the company. Both in the case of death and injury, compensation shall be paid according to the Labour Law of the host country.

This Agreement takes effect upon signing thereof by the both parties concerned.

Our block Visa below

Visa No..... Date of issueDate of expiry

First Party

Name:

Designation:

Signature

Second Party

Name:

Designation:

Signature:

Date:

LETTER OF GUARANTEE

The Director General

Department of Foreign Employment

Kathmandu, Nepal

Dear sir,

We, ...**company name**....**Company Registration No**....**P.O.Box**:, ...**City**.. Kingdom of Saudi Arabia hereby guarantee that all ... **(No of workers)** Nepalese workers as per our Demand Letter (**Date**....) **(No & category)** recruited through our agent M/s (**Licensed No**.....), Post.Box No. Kathmandu, Nepal will be working in our company in **(Name of city)** in the Kingdom of Saudi Arabia only throughout their contract period.

Our Block Visa below:

1. VisaNo..... Date of issue.....Date of expiry

We further guarantee that these workers will not be sent to work in any other establishment or any third country during the period of contract.

Thank you for your kind co-operation.

Name:

General Manager:

Company:

Date: