Date:

H.E. The Ambassador

Embassy of Nepal

Manama, Kingdom of Bahrain

This is to state that Mr./Ms …………………………………………………………… bearer of Nepali passport No……………………………………………….. has been offered a job as………………………………………………… in my company……………………………………………… In this regard, we assure that the company will take full responsibility of the worker as mentioned in contract, while working in our company in the Kingdom of Bahrain.

I would like to request you to kindly extend necessary cooperation to the above mentioned worker to assure/resume work in our company.

Thanking You,

Company Name:

Name:

Position:

CPR No:

Contact No:

Signature and Company Seal:

1. **Required document to be submitted in the Embassy (for Bahraini Experience)**

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| --- |
| 1. Citizenship Certificate (Copy)   ( नागरिकताको कपी) |
| 1. Passport (Copy of Page No. 2,3,31)   (पासपोर्टको कपी)   1. Old Bahraini CPR Copy   (सिपिआर कपी)   1. Old work residence permit (Copy)   (पुरानो भिषा स्टिकर कपी)   1. Old Foreign Employment Permit sticker   (पुरानो श्रम स्टिकर कपी)   1. Other related Document (Driving License, Experience Certificate etc.)  |  | | --- | | 1. **Company related Documents** | | 1. Employment Contract/Agreement (Embassy format in company letterhead ) attested by **Bahrain Chamber of Commerce** | | b. New Visa Copy | |  | | c. CR copy of Company | | d. Sponsor’s CPR copy |   e. Request letter (As Above in company letterhead ) |

**#The Embassy shall not accept the documents if the contract/letter contain any hand-written details or use of any correcting fluid on it.**

**Further information: Embassy of Nepal**

**Telephone No: 17725583**

**Email: eonmanama@mofa.gov.np**

Date:

**Employment Contract/Agreement**

This is to state that Mr./Ms………………………………………., bearer of Nepali Passport

No. ……………………. has been offered a job as a…………………. in my company

……………………………… under the following terms and conditions.

1. Designation for the job:

2. Basic Salary : BD

3. Working Hours : 8 hours per day and 6 days a week.

4. Over Time : In accordance with the Labor Law of the Kingdom of Bahrain.

5. Probation Period : Three months (As per the Law of the Kingdom of Bahrain).

6. Annual Leave : All employees will be entitled to 30 days annually (i.e. 2 ½ days per month)

7. Food : Provided by the Company/Employer or provided allowance ------

8. Accommodation : Provided by the Company/Employer.

9. Workmen's Compensation Insurance: Provided by the Company at its cost

10. Transportation : Provided by the Company/Employer.

11. Air Passage : Joining and return ticket provided by the company

12. Visa & Others fees : Provided by the Company/Employer.

13. Medical : Provided by the Company.

14. Period of Contract : Two Years (Renewable).

15. Other terms and conditions such as leave salary, indemnity etc shall be subject to the Labour Law of the Kingdom of Bahrain.

**Employer**  **Employee**

Signature : Signature: Name : Name: Designation: Address: Name of the Company and Seal : Passport No. :

CR/CPR No.: Citizenship No. Telephone No.: Telephone No. : Mobile No. :