

## **RECRUITMENT FROM NEPAL**

### **Demand Process**

#### **Checklist for Online Demand Attestation Process**

1. Company Registration for Creating New Labour Demand
2. Demand Letter
3. Power of Attorney
4. Guarantee Letter
5. Service Agreement
6. Employment Contract
7. Application for Guarantee and Undertaking
8. Cover Letter

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#### **Company Registration for Creating New Labour Demand**

Companies are requested to register through the official website: <https://demand.nepalconsular.gov.np>

#### **Important Notice Related to Online Demand Attestation**

This is to inform all concerned that the Embassy of Nepal in the Kingdom of Bahrain will introduce the online Demand Attestation process soon.

For this, the user registration process in the Kingdom of Bahrain will commence on 8 July 2024 through the official website: <https://demand.nepalconsular.gov.np>.

The Embassy will soon enable the user registration login and notify the commencement of the online Demand Attestation process.

Demand user manual for company registration is available at: <https://legal.nepalconsular.gov.np/images/DemandUserManual.pdf>

The demand document set sample is available at: <https://bh.nepalembassy.gov.np/content/8/demand-set/>

Embassy of Nepal

Manama, Kingdom of Bahrain

5 July 2024

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**DEMAND SET**

الطلب مجموعة

<b>1. Demand Letter</b> To be attested from Bahrain Chamber of Commerce and Industry (BCCI) of the Kingdom of Bahrain.	رسالة الطلب أن يشهد من غرفة التجارة وصناعة من مملكة البحرين
<b>2. Power of Attorney</b> To be attested from Bahrain Chamber of Commerce and Industry (BCCI) of Kingdom of Bahrain.	التوكيل لتكون يشهد من غرفة التجارة و صناعة من مملكة البحرين.
<b>3. Guarantee Letter</b> To be attested from Bahrain Chamber of Commerce and Industry (BCCI) of the Kingdom of Bahrain.	رسالة ضمان موجهة إلى إدارة العمالة الأجنبية من النيبال ، ليتم إرفاقها من الغرفة التجارة والصناعات من مملكة البحرين.
<b>4. Service Agreement</b> To be attested from Bahrain Chamber of Commerce and Industry (BCCI) of the Kingdom of Bahrain.	اتفاقية الخدمة بين شركة ووكالة التوظيف من نيبال، ليتم إرفاقها من الغرفة التجارة والصناعات من مملكة البحرين.
<b>5. Employment Contract</b> To be attested from Bahrain Chamber of Commerce and Industry (BCCI) of the Kingdom of Bahrain.	عقد العمل موثق من غرفة التجارة والصناعة من مملكة البحرين .
<b>6. Application for Guarantee and Undertaking</b> (BCCI attestation not needed <b>X</b> )	الضمان والتعهد
<b>Company Profile</b>	ملف الشركة
<b>CR Copy of the Company</b>	نسخة من الشركة CR
<b>CPR Copy of the Sponsor</b>	نسخة من الكفيل CPR
<b>Bahrainization Calculator</b>	حاسبة البحرين

**IMPORTANT NOTE:**

- The Embassy shall not accept the documents if the Demand set contain any hand-written correction or use of correcting fluid on it.
- On the page of the Employment Contract, the details regarding the Second Party (Employee) should be left blank.
- The names of the Company mentioned on the letter head and that in the stamp have to match.
- The profession mentioned in the demand letter should exactly be in the Visa.
- The date must be the same in all documents.
- If the Company has already recruited Nepali workers, the following details must be filled (**Mandatory**) in company letter head:

S.N	Name	CPR No	Passport No.	Contact No.	Salary of the recent three months(BD)				Remarks
					Basic	Month/1	Month/2	Month/3	

- Aforementioned document can be downloaded from Embassy website: [www.bh.nepalembassy.gov.np](http://www.bh.nepalembassy.gov.np)  
(<https://bh.nepalembassy.gov.np/demand-set/>)

Ref. No.:

Date:

M/s The ..... (P.) Ltd.  
License No.....P.O.Box.....  
Kathmandu Nepal

### Demand Letter

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S. No.	Category/Job Title	No. of Workers			Monthly Basic Salary (BD)		Working Hours (per day)	Holiday (per week)
		Male	Female	Total	In digits	In words		
1							8 hrs/day	1 Day
<b>Total</b>								

#### Terms and Conditions

1. Place of Employment: Kingdom of Bahrain
2. Period of Employment: Two years
3. Air passage: Joining and Return air ticket every two years will be provided by the company
4. Accommodation: Provided by the company
5. Food: Provided by the Company or monthly allowance .....BD.
6. Local transportation: Provided by the company
7. Medical Insurance: Yes
8. Probation period: Three months
9. Employment Visa & Resident permit: Provided at the cost of the Company
10. Workmen's Compensation Insurance: Insured by Company
11. Other benefits such as annual leave, over time, leave salary, service indemnity etc., shall be subject to the Labour Laws of the Kingdom of Bahrain.

Yours truly,

For ..... (Name of the  
Company)

Signature:

Name:

Position:

Office Seal



Date:

**Power of  
Attorney**

I, -----in my capacity as ----- of ----- (Name of the Company) duly registered under the laws of Kingdom of Bahrain with postal address of P.O. Box -----, Bahrain, do hereby appoint ----- (Name of the Recruitment Agency), P.O. Box No. ----- Kathmandu, Nepal having License No. ----- issued by the Department of Foreign Employment, Ministry of Labour, Employment and Social Security, Government of Nepal to be our true and lawful attorney in Nepal in respect of recruiting Nepali workers required by us from Nepal and handling of all the affairs concerning recruitment, entering into contract with the selected employees, payment of fee etc. to the Government of Nepal, signing of all necessary documents in connection with the recruitment, obtaining permission from the Department of Foreign Employment of Nepal and to arrange endorsement of all papers.

In witness whereof, I/ have executed this deed on this day of (date) ----- in the Kingdom of Bahrain.

This Power of Attorney shall remain valid for Two (2) Years from the date of issue unless terminated by the competent authority earlier.

You  
rs  
Trul  
y,

For -----  
---- (Name of the  
Company)  
Sign -----  
-- Name:  
Position:

Office Seal



Date:

The Director General  
Department of Foreign Employment  
Ministry of Labour, Employment and Social Security  
Kathmandu, Nepal

Dear Sir,

Re : Guarantee Letter

We have sent a demand letter for Nepali workers to M/s----- a Nepali recruitment agency having License No. ----- for ----- number of Nepali workers for our company. In this regard, we wish to assure you that this demand is for our company only and the workers will be working in our company situated in Bahrain. We also assure you that these workers will not be sent out of Bahrain.

For female workers, we provide safe and convenient accommodation exclusively for them. We assure that we will provide accommodation to the workers besides basic salary and all of the facilities are as mentioned in the Demand Letter.

For (Company Name)

\_\_\_\_\_  
(Sign)

Name: Position:

Office Seal



Date:

**Service**  
**Agreement**

This agreement is made and entered into between ----- (Name of the Company), P. O. Box No. -----Bahrain herein after called the "First Party" represented by Mr./Ms.----- .

AND

M/s ----- (Name of the Recruitment Agency), Kathmandu, Nepal having Government of Nepal License No. --  
----- (hereinafter called the "Second Party") represented by Mr./Ms. -----  
on (date) .....

1. The First Party will specify the vacancies to the Second Party in detail and the Second Party will source the most suitable candidates to work as per the demand letter.
2. The Second Party will provide suitable candidates for all the required categories.
3. The First Party will make available to the Second Party all the relevant visas issued by the authorized government department.
4. The Second Party will deploy the selected workers as per the requirement of First Party.
5. The First Party will fulfill all the conditions agreed upon by both the parties regarding accommodation, salary, working hours, overtime, and other conditions and make sure that the recruited workers are paid their monthly salary in time on regular basis.
6. The Second Party shall furnish medical report from a qualified doctor for the selected candidate certifying that the candidate is in good health and is free from all infectious diseases.
7. The Second Party hereby agrees to replace any workers found unsuitable or unfit for the job or found medically unfit free of cost within the probationary period of **Three (3)** Months.
8. Both the Parties hereto have discussed all the above matters in detail and agreed to all the Terms and conditions in this agreement and put their signature in two identical originals one to be kept by each Party.

-----  
(Name of the Company in Bahrain)  
Signature and Seal of the First Party

-----  
(Name of the Recruitment Agency in Nepal)  
Signature and Seal of the Second Party  
Date:

Date:

**Employment Contract/Agreement**

This is to state that Mr. /Ms....., bearer of Nepali Passport No. .... has been offered a job (.....) 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 or monthly allowance .....BD.
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**

Name:  
Signature:  
Designation:  
Name and Seal of the Company :  
CR/CPR No.:  
Telephone No.:  
Mobile No.:

**Employee**

Name:  
Signature:  
Address:  
Passport No. :  
Citizenship No.  
Telephone No. :

Date:

**Application for Guarantee and Undertaking**

I, (Position)..... of the....., (Company Name) authorized legally to decide and sign this undertaking hereby declare the following:

1. The attached Demand Letter, Power of Attorney, Agency Agreement, Employment Contract, Guarantee letter and all the other documents submitted herein are the part of undertaking.
2. Embassy of Nepal shall be informed of the arrival of the employees within three months about their profession, salary, status of residence permits.
3. Embassy of Nepal and its officials can have the access to the accommodation of the employees  
And office for the purpose of inspection.
4. The salary of the employees shall be given within two weeks of the completion of the every working month. All the employees shall be provided with time -card for calculation of overtime allowance.
5. The employees once recruited directly by the company or through its authorized recruiting Agency, will not be relegated or downgraded in terms of position, salary, benefits and work at any cost. The position and category of the employees shall be decided only prior to selection and recruitment.
6. The photocopy of the employment contract issued by the company and certified with original sign and stamp with authorized recruiting agency at the time of departure from Nepal will be considered as legally valid contract for the purpose of clause no.5 Mentioned above and no Contract shall be made with less salary and benefits after arrival.
7. Fees/ cost of residence permit, medical, electricity, water, and accommodation shall be solely born by the employer; Employer shall also bear the fines, if any, because of the delay in the processing of above cases.
8. The employees shall be repatriated within one month after the completion of the contract with all his rights either for vacation or termination.
9. Employer shall be fully responsible for the salary and facilities of employees even if they are supplied to other employers. Salary shall be paid by bank account..
10. In case of any misunderstanding /dispute between employer and the employee, Embassy of Nepal shall be contacted first for the amicable settlement of the grievances
11. All other terms and conditions not mentioned herein shall be subject to the legal provisions of the kingdom of Bahrain.

**Mandatory Information**

Total Number of the Staff(currently employed):		
Total Number of Nepali Staff(Existing) :		
Office Address:		
Accommodation Address:		
Signatory Full name:		
Designation in the company:		
CPR No.:	Mobile No:	
Company CR No:		
Email:	Website:	
Telephone No.	Fax.:	Post Box No:
Company Type:		
Signature:		



Date:

To:  
Embassy of Nepal, Manama  
Kingdom of Bahrain

**Ref:- Request for the Attestation of Demand Documents**

Dear Sir/Madam,

With respect to demand of Nepali workers for our company under various categories, I, undersigned, hereby request for attestation of following demand documents:

- 1. Demand Letter**
- 2. Power of Attorney**
- 3. Guarantee Letter**
- 4. Service Agreement**
- 5. Employment Contract**
- 6. Application for Guarantee and Undertaking**

I also would like to express my consent that the company shall bear all the expenses relating to health protocol and job and occupational safety requirements made mandatory by the Government of Kingdom of Bahrain and undertake to provide facilities and benefits as per the Labour Law of Kingdom of Bahrain.

Name:

Designation:

CR Number:

Mobile:

Date:

On behalf of -----Company  
(Seal and Signature)