



Notice for Company Registration and Institutional Demand Attestation

In view of worker's increasing complains with new and supply companies regarding the salary payments, accommodation arrangement, food provision and worker's welfare, the Consulate General notifies all the companies in Dubai and the Northern Emirates of the UAE to mandatorily submit the following documents for company registration through online portal and submit the documents as per the checklist for online demand attestation. Failure to submit the complete set of documents the Consulate General will not be compelled to register the company and approve the demand letters.

A. For Company Registration:

- Prepare an **application letter** addressing the Consulate General of Nepal Dubai (**Signed by authorized person and stamped**):
Letter should mention:
 - ✓ Company's Name, Complete Address, Email, and Contact Details (Active landline phone number to ensure the reliability of the Company, Group of Companies with same owner can use any phone number of Group Company)
 - ✓ Updated Website of the Company
 - ✓ Owner's Name, Email, Contact Number (Mobile Number) and Emirates ID No.
 - ✓ Manager's Name, Email, Contact Number (Mobile Number) and Emirates ID No.
 - ✓ Login Email ID (Official or as mentioned in trade license)
 - ✓ Trade License No.
 - ✓ Registration No.
 - ✓ Company Code No/MOHRE Code No.
 - ✓ If the Company is Semi-Government or Free zone based, need to clarify it in the letter.
- Fill online form with all details as mentioned above: *link: [https:// demand.nepalconsular.gov.np/](https://demand.nepalconsular.gov.np/)*
- Upload the application letter, trade license/professional license/Commercial license/VAT registration, Ejari/Tenancy Contract of the office and any other required documents making a single pdf file.
- Upload pdf copy of Owner's and manager's Emirates ID in related field
- Ensure that all details in your request letter and online form are complete and correct
- Company should mention a landline telephone number in Company contact and the mobile numbers of the Owner and Manager in the related field
- Dubai-based companies with annual rental agreement below 30000 AED and Northern Emirates-based companies below 20000 AED annual rent will be verified with additional checklist as Camp Ejari/Camp Agreement, Company/Camp visit or advise the Company owner/Manager clarify about the Company related matters in the Consulate Office, Quota verification etc.
- Supply Company especially facility management, technical services, construction workers etc. will be cross checked both in registration and demand attestation.
- If company owner's Emirates ID does not represent him as company Owner, additional verification will be done to check the genuineness and credibility of the Company.
- The Consulate General may visit the Company/Accommodation or advise the Company representative to visit the Consulate Office for the purpose of clarification about the company and demand conditions.



B. Documents required for Institutional Recruitment Submission Through Online Portal

The Consulate General of Nepal, Dubai notifies all the recruiting Companies in Dubai and the Northern Emirates of the UAE to follow the following checklist of documents while submitting documents through the online portal for institutional recruitment of Nepali workers.

Major Five Documents for demand approval

1. Standard Demand Letter: signed and stamped
 - Duly attested by the Chamber of Commerce
 - For government company: Attested by the UAE Ministry of Foreign Affairs (MOFA)
2. Power of Attorney (Demand Side): signed and stamped
3. Guarantee Letter (Demand Side): signed and stamped
4. Service Agreement/Two-Party Agreement (Demand Side): signed and stamped by both parties
5. Standard Employment Contract (Demand Side) : Signed, stamped and Duly attested by the Chamber of Commerce

The online demand form should be filled accurately, and documents should be uploaded properly without mismatch with each other.

Other Documents:

Based on the Company type/Status, the following additional documents must be uploaded in the Other Documents section of the online portal.

1. Authentic Quota Paper
 - Recent quota document from MOHRE UAE showing available quota status for the company
 - For government, semi-government, free-zone or other zone companies that do not fall under MOHRE, attach a quota letter verifying the company's status and availability of quota (The Consulate General may ask for next 6 months' projection of required Nepali worker as and when required)
2. If the Company has Nepali Workers working in the Company, **List of all Nepali Workers** Employed in the Company must be uploaded in the '**Nepali Workers**' section of the online portal.
 - Must include **name, passport number, Emirates ID number, position, salary, joining date and contact numbers**
 - If no Nepali workers are currently employed, upload a letter confirming the same (especially for first-time hiring)
3. If the Company has Nepali Workers working in the Company, Salary Slips/WPS of bank Transfer Reports (recent months) must be uploaded in the '**Nepali Workers**' section of the online portal.
 - Attach WPS-generated or bank-issued salary slips for Nepali Workers
4. Tenancy Contract (Ejari) and Ejari/agreement for accommodation
 - Required to upload in the online portal.
 - A Guarantee Letter must also be attached, confirming proper accommodation for the workers
5. Guarantee Letter Requirements
 - For Security Companies: The cost of security training and licensing must be fully borne by the company. Additionally, workers must not be assigned to carry any weapons or arms under any circumstances.
 - For driver Positions: the cost of driver training and licensing must be fully borne by the company
 - Visa and Emirates ID fees must be fully borne by the company
 - A Guarantee Letter should be attached, confirming proper accommodation for workers
 - No amount of salary should be withheld from the workers as a security deposit. And no deductions will be made from workers' salaries for those expenses under and circumstances
6. Copy of ID of the Authorized Person (Owner/HR Manager/PRO) of the company or Authorization letter to submit and collect the documents.
7. Skill-based basic salary threshold as decided by the Government of Nepal is mandatory. The Consulate will check with the WPS and any other related documents to verify the salary payments.
8. Any other document can be required to verify the demand letter and demanded quota like project agreement, contract, subcontract, attested copy of group of company letter.
9. The Consulate General may visit the Company/Accommodation or advise the Company representative to visit the Consulate Office to make clear on demand conditions.

Notes:

- The contact details, Emails and Emirates ID of the Owner and Manager should be accurate and be uploaded as required
- Additional documents may be requested based on the specific status or nature of the company
- The company must ensure all information is complete and valid to avoid delays demand attestation process.
- Multiple documents can be merged into single PDF file and uploaded with an appropriate title.
- All copies of the documents need to be self-attested by authorized submitter.
- For more details: <https://dxb.nepalconsulate.gov.np/content/26/institutional-aspiration-attestation/>

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