

The following documents are required to be uploaded to the Demand Portal of the [Department of Consular Services](#)

Phase one: Company registration

(Download and read all the details mentioned in user manual available in the link above)

1. Applicants are advised to carefully review and verify all information and uploaded documents before submitting the application.
 2. The complete address of the company must be provided, including the building name/number and floor number.
 3. The company license number entered in the application must exactly match the number stated on the Arabic copy of the Company License, including the year.
 4. Under Company Registration Certificate, the following documents must be combined and uploaded as one single PDF file:
 - (i) The Company License (English Translation) must be duly attested by the Ministry of Justice and the Ministry of Foreign Affairs (MOFA).
 - (ii) Latest Authorized Signatory Paper: Both the Arabic and English Translation must be submitted.
 - (iii) 'Login Email': must be authorized Valid email ID of the company (do not use personal or other email as Login Email ID!): Attach the User ID request letter mentioning 'Login Email ID'!
 5. The company owner and manager must be two different individuals, with separate and valid contact details.
- A total of three separate phone numbers and three separate email addresses are required for:
- Company Login
 - Company Owner
 - Company Manager
6. If the manager holds **Visa 18**, please ensure the Civil ID translation is updated. If the profession differs, an updated Undertaking Letter for the managerial role must be provided.

Phase 2

Demand application

1	Demand Letter "To be attested by the Kuwait Chamber of Commerce and Industry and the Ministry of Foreign Affairs of Kuwait"
2	Power of Attorney "To be attested by the Kuwait Chamber of Commerce and Industry and the Ministry of Foreign Affairs of Kuwait"
3	Sample Employment Contract for each category to be Attested by the Kuwait Chamber of Commerce and Industry OR Ministry of Foreign Affairs of Kuwait"
4	Letter of Guarantee "to be Attested by the Kuwait Chamber of Commerce and Industry and Ministry of Foreign Affairs of Kuwait"
5	Recruitment Agreement between the Kuwait Employer and the Nepali Recruitment Agency from Nepal. To be "Attested by the Kuwait Chamber of Commerce and Industry and Ministry of Foreign Affairs of Kuwait"
6	Guarantee and Undertaking addressed to the Embassy of Nepal (additional guarantee letter for non-deployment of female/male workers in the domestic sector)
7	Work permit (quota paper both in Arabic and English printed within three (3) months prior to the application) from the Ministry of Labour (PAM)
8	Copy of the sponsor's valid Civil ID.
9	Updated Copy of Commercial Registration (authorized signatory paper with English translation)
10	If Nepali workers are already employed by the company, provide salary details for the preceding three months.
11	List of Nepali workers with Passport details and mobile number.

DEMAND LETTER

Ref. No.: _____

Date: _____

Dear Sir/Madam,

We request you to recruit the following qualified personnel from Nepal for employment in our company in the State of Kuwait under the following terms and conditions.

S.N.	Job Title	Number of Worker		Basic Salary (Figures)	Basic Salary (Words)	Allowance	Indoor/Outdoor /Both	Duties and responsibilities (Job Description)
		Male	Female					
1								The company shall clearly describe the duties and responsibilities of each job title.
2								

Terms and Conditions

Period of Employment		Two (2) years, (renewable upon employee's written consent)					
Place of Employment		State of Kuwait (Type Name of city of Kuwait).					
Food		food allowance of KD ____ per month, or Free food provided by company					
Working hours per day	Position 1	outdoor		indoor		total	
	Position 2	outdoor		indoor		total	
Weekly leave		 day					
Overtime		As per the Labour Law of Kuwait.					
Air Ticket		Joining ticket (KTM–KWT) and return ticket after completion of every two-year contract.					
Probation Period		90 days from date of arrival.					
Residence Permit/Civil ID		provided by company.					
Visa fee		provided by the company					
Accommodation Water, Electricity, Transportation and Gas		Provided by the company.					
Medical and Life Insurance		Provided by the company.					
Right to retain the passport		Employee					
Uniform and Safety Materials		Provided by the company.					
Service Gratuity/end of service benefits		will be provided by company as per Kuwait Labour Law					
Annual Leave		Minimum 30 days per year (In case of emergency, emergency leave will be provided)					
Other Terms and Conditions		As per the Labour Law of Kuwait.					

Signature:

Name:

Designation:

Company Name:

C.R. Number:

Company seal:

Date :

POWER OF ATTORNEY

BEING FULLY AWARE BY THESE PRESENTS:

That we,.....with postal address at Post. Box. No... Postal Code....., State of Kuwait a company duly organized and existing under and by virtue of the laws of Kuwait with License No..... do hereby appoint M/S..... Kathmandu, Nepal, a recruitment agency approved by the Government of Nepal Ministry of Labour and Employment with Registration No..... to be our true lawful attorney and agent in Nepal in 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 and to arrange all matters relating to emigration, etc.

This power of attorney is made in relation to our Demand Letter and valid for 2 years.

Power of attorney start date:

Power of attorney expiry date:

Signature:

Name:

Designation:

Company Name:

C.R. Number:

Company seal:

Date :

The Director General
Department of Foreign Employment
Kathmandu, Nepal

Subject : Letter of Guarantee

Dear Sir,

We, P.O.Box: Postal Code..., Kuwait, State of Kuwait, hereby guarantee that all Nepalese workers recruited through our authorized agent M/S..... (License No.....), Post Box No..... Kathmandu, Nepal will be working in our company in, State of Kuwait only throughout their contract period.

We further guarantee that these workers will not be transferred, assigned, or sent to work for any other establishment or in any third country during the period of their employment contracts.

The workers will be provided with the duties and employment conditions specified in the approved demand documents. The company undertakes to provide all workers with a safe, dignified, hygienic, and suitable working environment and accommodation, in accordance with the applicable laws and regulations of the State of Kuwait.

Thank you for your kind co-operation.

Signature:

Name:

Designation:

Company Name:

C.R. Number:

Company seal:

(Duly signed and sealed)

Date:

Inter party Recruitment Agreement

This agreement made and entered into by and between:

M/s., a company duly registered under the laws of State of Kuwait, having its business address at P.O.Box:, State of Kuwait, represented by in his capacity as hereinafter referred to as the **FIRST PARTY**.

AND

M/s., a Company duly registered and licensed under the laws of Nepal to recruit and deploy manpower from Nepal, having its registered office at, Katmandu, Nepal, and represented by Mr. in his capacity as hereinafter referred to as the **SECOND PARTY**.

TERMS & CONDITIONS.

1. That the SECOND PARTY will make the necessary arrangements for the recruitment and supply of manpower from Nepal, as per the request and specification of FIRST PARTY.
2. The FIRST PARTY will recruit Nepali workers from Nepal through the SECOND PARTY for his company in accordance with the approved Demand Letter and applicable laws and regulations of Kuwait and Nepal.
3. The FIRST PARTY agrees to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement for the selected workers.
4. The FIRST PARTY shall make arrangements to arrange the required employment visa/entry permits for all the selected workers.
5. The FIRST PARTY shall provide the workers with salary, accommodation, transportation, food/food allowance, medical insurance, air tickets and other benefits stated in the approved Demand Letter and Employment Contract, in accordance with applicable Kuwait Labour Law.
6. The FIRST PARTY will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labor Laws of the State of Kuwait.
7. The FIRST PARTY will make all the arrangements to receive all the selected workers in Kuwait within 25 days of issuance of their entry visas, subject to applicable circumstances.
8. This agreement shall come into effect upon signing by both the parties concerned.
9. The Service charge for the SECOND PARTY will be provided by the company or will not be provided by the company

FIRST PARTY

(Seal of the Company)

And signature of authorized person

SECOND PARTY.

Name:

Designation

Signature:

(Seal of the Company)

SAMPLE EMPLOYMENT CONTRACT

Employee Name: _____

Passport No.: _____

Nationality: Nepali

Job Title: _____

Terms and Conditions

Clause		Details					
Job Title		_____					
Monthly Basic Salary		KD _____ (In Words: _____)					
Job Nature (Duties and Responsibilities)		The company shall clearly describe the duties and responsibilities of the job. Include the main tasks and any other duties related to the position.					
Place of Employment		State of Kuwait (Type Name of city of Kuwait).					
Contract Period		Two (2) years, (renewable upon employee's written consent)					
Probation Period		90 days from the date of joining.					
Food		Free food provided By company OR food allowance KD _____ per month.					
Accommodation		provided by company					
Transportation		Provided by the company.					
Working Hours	Position1	Indoor		Outdoor		total	
	Position 2	Indoor		Outdoor		total	
Weekly leave		Minimum One (1) day per week					
Overtime		As per the Labour Law of Kuwait.					
Medical & Life Insurance		Provided by the company.					
Annual Leave		30 days per year (In case of emergency, emergency leave will be provided)					
Air Ticket		Joining (KTM-KWT) and return ticket after completion of each contract.					
Residence Visa/Civil Id		Provided by the company.					
Uniform & PPE		Provided by the company					
End of Service Benefits		Provided by company as per the Labour Law of Kuwait.					
Right to retain the passport:		Employee					
Other Terms and conditions		As per the Labour Law of Kuwait.					

Frist Party

Signature: _____

Name: _____

Designation: _____

Company Name: _____

C.R. Number: _____

Company seal: _____

Second Party

Signature: _____

Name: _____

Passport Number: _____

Date: _____