

Date: 16-Sep-25
High Quality Overseas Pvt. Ltd., (Lic. 1269/074/075)
Saudi Id No. 630
Samakhusi, Kathmandu, Nepal
+977 9840386641

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:
Sponsor ID:
Visa Date:

SN	Profession	Number of workers			Salary (SR)	Salary (In words)	Food Allowance
		Male	Female	Total			
1.	Please Write categories as per visa approval	0	/SAR	Free or SR.300

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 KSA.
2. Air ticket will be provided by company for joining the Company (KTM-KSA) and returning home after the completion of contract.
3. Visa charge is borne by Company.
4. Working hours will be 8 hrs. per day, 6 days per week (not exceeded than 48 hrs. per week).
5. Over time will be minimum 1.5 times of the salary per hour.
6. Probation period will be of 90 days from date of entry into KSA.
7. Resident permit (**Iqama**) and **Medical Insurance** will be provided by the company. Workers will not pay any fees.
8. 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.
9. Annual paid leave will be minimum 21 days per year. (In case of emergency, emergency leave will be provided).
10. Service Charge not provided.
11. Other Terms & Conditions: As per Saudi Labor Law.

For (**Please write your company name**)

Name : Mr. (PLEASE WRITE YOUR DIRETOR NAME)

Designation : Director

Company Registration Number:

Date: 16-Sep-25

POWER OF ATTORNEY

PoA date of issue: **today date**

PoA date of expiry: **after 2 years date**

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.**, do hereby appointed **High Quality Overseas Pvt. Ltd., (Lic. 1269/074/075) Kathmandu, Nepal, a recruitment Agency approved by the Government of Nepal, Ministry of Labor, Employment and Social Security, with Registration No. 168558/73/074** 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 1 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.

Our block visa below:

Visa No:
Sponsor ID:
Visa Date:

For (**Please write your company name**)

Name : Mr. (PLEASE WRITE YOUR DIRETOR NAME)
Designation : Director
Company Registration Number:
Date: 16-Sep-25

INTER PARTY RECRUITMENT AGREEMENT

This agreement is made and entered into by and between **M/s Company Name** Registration No.duly registered under the laws of Kingdom of Saudi Arabia and represented by Mr. **Owner Name** business address at **Company Address** , in his capacity as **Director** hereinafter referred to as the **FIRST PARTY** and **M/s High Quality Overseas Pvt. Ltd., License No.: 1269/074/075 Kathmandu, Nepal** a company dully registered to deploy manpower from Nepal and existing under the laws of Nepal represented by Mr. **Padam Banjade** in his capacity as **Director** 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** within three months of 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:

Sponsor ID:

Visa Date:

For & on behalf of the First Party

For & on behalf of the Second Party

Mr. (PLEASE WRITE YOUR DIRETOR NAME)

Director

Dated: Today date

Mr.Padam Banjade

Director

Dated: _____

Date: 16-Sep-25

LETTER OF GUARANTEE

The Director General

Department of Foreign Employment

Kathmandu, Nepal

Dear sir,

We, **Company Name Registration No. P.O.Box:, Kingdom of Saudi**

Arabia hereby guarantees that all Nepalese workers as per our Demand Letter

Today date (No. & professions) recruited through our agent **M/s High Quality Overseas Pvt. Ltd., (Lic. 1269/074/075) Post. Box No.2234 Kathmandu, Nepal** will be working in our company in the Kingdom of Saudi Arabia only throughout their contract period.

Our block visa below:

Visa No:

Sponsor ID:

Visa Date:

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.

For (**Please write your company name**)

Name : Mr. (PLEASE WRITE YOUR DIRETOR NAME)

Designation : Director

Company Registration Number:

Date: 16-Sep-25

UNDERTAKING LETTER

**His Excellency Ambassador,
Embassy of Nepal
Riyadh, Saudi Arabia**

I,owner Name..... the Manager/CEO of the **Company Name** having **CR No.;**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 other documents submitted herewith are the part of this undertaking.
2. Our company is fully committed to implement the terms and conditions including the mandatory minimum basic salary of Nepali workers of different job categories as decided by the Government of Nepal in 2018 and working hours as mentioned in the demand letter and employment agreement.
3. The Embassy of Nepal will be informed about the Nepali employees including their profession, salary and status of residence permit within three months of their arrival.
4. The Embassy of Nepal and its officials can have the access to the accommodation and work place of the employees and office for the purpose of inspection/discussion and meeting. The company will also provide Nepali workers' lists with their contact number, payroll slip, bank Statement, Contract Paper and GOSI as and when requested by the Embassy of Nepal.
5. The salary of the employees will be provided within one week of the completion of every working month through bank and time card will be provided for calculation of overtime allowance.
6. The employees shall not be deprived of basic salary in case of failure to provide them employment even for a short period of time.
7. The (....) workers mentioned in our demand letter dated **Today date** reference no **(Demand ID)** will be deployed only in our own company/client companies throughout their contract period.
8. The employees once recruited directly by the company 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 prior to selection and recruitment.
9. Salaries, benefits and other facilities mentioned in the demand letter attested by the embassy shall prevail for legal proceedings and no contract will be made with less salary and benefits after their arrival
10. Fees/cost of residence permit, medical expenses, electricity, water, gas and human standard accommodation will be solely born by the employer. Employer will also bear the fines, if any, because of the delay in the processing of above cases.
11. The employees will be repatriated within one month after the completion of the contract with all his rights. The company will invariably allow workers, if they wish, to return home once their contract of two years ends. If they wish to renew the contract, the contract will be renewed upon obtaining their written consent.
12. If the worker faces problems such as loss of family members, serious sickness and other family problems in home, the company will allow the emergency vacation to worker to go home on re-entry visa on his own expenses without any pre conditions such as deposit of money, replacement of worker any other guarantee etc. The company will also see the possibility to send such worker in early vacation on company's expenses.
13. In case of any misunderstanding/dispute between employer and the employees, the Embassy of Nepal shall be contacted first for the amicable settlement of the grievances.
14. All other terms and conditions not mention herein shall be subject to the legal provisions of the Kingdom of Saudi Arabia.

We would like to reiterate that our company is fully committed to implement the Labor Reform Initiative -LRI (effective from 14 March 2021) of the Government of KSA and will not breach our commitment expressed by this letter regarding the recruitment of Nepali workers. If the Embassy finds that company breached the commitment, company will accept any penalties as per Saudi labor Law.

Signature of the Manager/CEO

Full Name: Majd Humud Almohammadi Seal of Company:

Our block visa below:

Visa No:

Sponsor ID:

Visa Date:

Name of Company : Company Name

Contact No.: Company Registration number :

Email: