

Ref .No.....

Date: 16-Sep-25

M/s High Quality Overseas (P) Ltd.

License No 1269/074/75

Regd. No 168558/073/75

DEMAND LETTER

Dear Sir/Madam

We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

No.	Category of Employees	No. of Employees	Basic Salary (in digit)	Basic Salary (in words)	Food/Other Allowances	Remarks
01.	-----	-----	-----	-----	-----	
02.	-----	-----	-----	-----	-----	
03.	-----	-----	-----	-----	-----	

The following Terms & conditions shall be included in the contract.

1. Period of employment : Two years (renewable)
2. Place of Employment : Sultanate of Oman
3. Air Ticket : For Joining the Company for the first time (KTM-MCT) and then Up & down air ticket will be provided after the completion of two years of contract.
4. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
5. Over time : As per Omani Law.
6. Probation Period : 90 days from date of entry into Oman
7. Resident permit : Resident permit will be provided by the company free of cost.
8. Accommodation : Free bachelor accommodation shall be provided by the company
9. Water, electricity & gas : Provided by the company
10. Free Food : Provided by the company
11. Medical / insurance : Provided by the company
12. Transportation : Provided by the company (to and from the work site)
13. Uniform and safety materials : Provided by the company
14. Service gratuity and leave pay : Provided by the company as per Omani Labour Law.
15. Other Term & Conditions : A per Omani Labour Law.
16. Service fees and Visa Costs : Provided by company

Name.....

General Manager/ Managing Director

Inter party Recruitment Agreement

This agreement made and entered into by and between **M/s.**, duly registered under the laws of Sultanate of Oman, with business address at P.O.Box:, Sultanate of Oman and represented by **Mr.** in his capacity as herein after referred to as the FIRST PARTY.

AND

M/s. High Quality Overseas (P) Ltd A Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at **Kathmandu, Nepal** ,and represented by **Mr. Lokendra Bahadur Ranabhat** in his capacity as **Managing Director** herein after referred to as the SECOND PARTY.

TERMS & CONDITIONS.

1. That the SECOND PARTY will make all the arrangement to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
2. FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3. FIRST PARTY will agree 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. FIRST PARTY shall make arrangements to make visa for all the selected workers.
5. FIRST PARTY will provide free accommodation & transportation for the selected workers here in Oman as per the prevailing Labour Laws of the Sultanate of Oman & its own rules.
6. 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 Sultanate of Oman.
7. FIRST PARTY will make all the arrangements to receive all the selected workers within 25 days of issuing
8. them entry visa to Oman.
9. This agreement takes effect upon signing thereof by both the parties concerned.

FIRST PARTY

(Seal of the Company)

And signature of authorized person

M/S High Quality Overseas (P.) Ltd..

Name:Lokendra Bahadur Ranabhat

Designation: Managing Director

Signature:

(Seal of the Company)

Date: 16-Sep-25

The Director General
Department of Foreign Employment
Kathmandu, Nepal

Subject : Letter of Guarantee

Dear Sir,

We, P.O.Box: Postal Code...., Muscat, Sultanate of Oman hereby guarantee that all Nepalese workers recruited through our authorized agent M/S **High Quality Overseas (P.) Ltd. Metropolitan Kathmandu, Kathmandu, Nepal** License no:(1269/074/75), Kathmandu, Nepal will be working in our company in, Sultanate of Oman only throughout their contract period.

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.

Mr.....

General Manager

Company.....

(Duly signed and sealed)

POWER OF ATTORNEY

BEING FULLY AWARE BY THESE PRESENTS:

That we,.....with postal address at Post. Box. No... Postal Code..... Muscat, Sultanate of Oman a company duly organized and existing under and by virtue of the laws of Oman with License No..... do hereby appoint M/S **High Quality Overseas (P.) Ltd. Kathmandu, Nepal**, a recruitment agency approved by the Government of Nepal Ministry of Labour and Employment vide Registration No.168558/073/75 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 ofpersons 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 dated Date: 16-Sep-25

Reference No.....and expire on **Date after 2 years**

In witness whereof, we have executed this power of attorney on this day, Date: 16-Sep-25

in the presence of the subscribing witnesses.

1. NameAddress.....Signature
2. Name.....Address.....Signature

For and on behalf of

Name.....

MD/ CEO/ HR

Company Letter Head

Date: 16-Sep-25

Sample Employment Contract

To,

Mr.....

PP No.....

Post.....

With Reference to our demand order, we have pleasure in offering you an employment on the following terms and conditions:

Terms and Conditions:

1. Monthly Basic Salary : Omani Rial
2. Working Hours : 8 hrs./day, 6 days per week
3. Overtime : As per Omani Labour Law
4. Accommodation : Provided by the company
5. Food : Food provided by the Company
6. Transportation : Provided by the Company
7. Probation period : 90 days from initial day of joining the company
8. Contract Period : 02 Years
9. Medical/Insurance : Provided by the company
10. Leave :
11. Other Terms and Conditions : As per Omani Labour Law
12. Ticket : Joining and Returning ticket after completion of contract
provided by the company
13. Visa : Provided by the company

Please address your signature of acceptance below;

Yours Faithfully,

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(Seal and Signature of Authorized person/company)