

DEMAND LETTER

Date: **Today date**

To,
High Quality Overseas Pvt. Ltd.
Govt. Licence No : 1269/074/75
Saudi ID : 630
Samakhusi, Town Planning, Kathmandu, Nepal
+9779840386641
Tel : +977-1-4984853, +977-1-4957168

Dear Sir,

With reference to our Power of attorney executed by us in your favor, we hereby request you to kindly supply the following categories of Nepal Personnel for our group of companies as per the terms mentioned below;

SL. No	Categories / Job Title	Number of persons	Basic/ Salary (Dhs)	Food Allowance	Period of Contract	Working hours	Holiday
1	Please Write categories as per visa approval - Male			400 Dhs	2 years renewable	8 Hours/day	1 Day per week
2	Please Write categories as per visa approval - Female						

Terms and Conditions

Contract Period : 2 years
Probation Period : 6 months
Food/allowance : Provided by company
Accommodation/allowance : Provided by company
Air Tickets (Joining and Return) : Provided by company
Visa, Medical Test, Emirates ID Cost: Provided by company
As per labour laws of the
Working hours and days : UAE
Medical and Insurance : Provided by company
Workmen's Compensation & Insurance : Provided by company
Local Transportation Facility : Provided by company
As per labour laws of the
Annual leave : UAE
Service/Agency/Broker Fee : Provided by company
Right to retain employee's Passport : Employee

Other benefits such as annual leave, over time etc will be in accordance with the labour laws of the United Arab Emirates.

Yours Sincerely,
For (**Please write your company name**)

Name : Mr. (PLEASE WRITE YOUR DIRETOR NAME)
Designation : Director

Today date

**To
The Director General
Department of Foreign Employment
Kathmandu, Nepal**

Dear Sir,

Ref: GUARANTEE LETTER

We have sent a Demand Letter for Nepali workers to **M/s. High Quality Overseas Pvt. Ltd., a Nepalese Manpower agency having License No. 1269/074/75** for numbers mention in demand letter 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 UAE .We also assure you that these workers will not be sent out of the United Arab Emirates.

For female workers, we provide safe and convenient accommodation exclusively.

Yours Sincerely

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

Name : Mr. (PLEASE WRITE YOUR DIRETOR NAME)
Designation : Director

INTER-PARTY AGREEMENT

This agreement has been made on the day of **Please Write Today date** between(Compnay Name)..... UAE (herein after called the first party) and **M/s. High Quality Overseas Pvt. Ltd. (License No: 1269/074/75)**, Nepal (herein after called the second party)

Whereas the second party agrees to process the recruitment as per the government rules and regulations & deploy suitable workers from Nepal to the first party's work site in Dubai - UAE under the following **terms & Conditions:**

1. The second party will forward the personnel data for **workers** from Nepal as per the detailed position, salary, other facilities etc, mentioned in the demand letter of first dated **Write today date** within 15 days after the completion of selection & interview procedures by the first party.
2. The first party has agreed & promised to provide all the facilities to the workers, which is duly mentioned in the Demand Letter & Employment Contract, if not the first party will be responsible for all the expenses.
3. If because of any reason, the First Party need to terminate the hired worker then the First Party need to pre-inform the Second Party about the genuine reason for terminating the worker.
4. First party pays service charge to second party for the deployment.
5. The second party shall be responsible for the late deployment, expiry of visa and cancellation.
6. This agreement is valid for 2 year from the date of issue and renewable upon satisfactory service on either side. Both parties can break the contract sending formal notice mentioning reason.
7. The First Party agrees to help in getting compensation amount from Insurance Company in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to Nepal as per the labors law of country concerned.
8. If by the way any type of political activities, war, civil war, natural calamities, or any other crisis happen in the Country of The Employer Company (First Party), then the First party is liable of taking care of the hired workers and has to rescue the workers to their respective country (i.e. Nepal) as soon as possible, by studying the situation of the country.

The First Party and the Second party certify that they have read the agreement and that they fully understand its terms and condition together with its application. In witness where of the parties have here into voluntarily signed and subscribed their name below herein:

For & on behalf of the First Party

For & on behalf of the Second Party

**Mr. (PLEASE WRITE YOUR DIRETOR NAME)
Director**

**Mr.Padam Banjade
Director**

Dated: **Today date**

Dated: _____

SPECIMEN EMPLOYMENT CONTRACT

Date:

Name of the Employee:

Passport No:

We undertake to provide the following terms and condition to the above mentioned employee.

1. Employees Name : _____
2. Passport No : _____
3. Employees Job Title : _____
4. Basic Salary : AED _____
5. Over Time : As per Company Rules & will be provided when required.
6. Accommodation : Provided by the Company
7. Food : Allowance 400 AED provided
8. Transport : Provided by the Company
9. Working Days : 6 days a week
10. Working Hours : 8 hours
11. Duration of Contract : 2 Years
12. Emirates ID / Employment Visa : Provided by the Company
13. Medical Treatment : Provided by the Company
14. Insurance : Provided by the Company
15. Air Tickets : Provided at cost of the company (Joining and return after 2 years)
16. Other Benefits : As per UAE Law
17. Probation Period : 6 Months from the date of Joining

Signature of Employer

Signature of Employee:

**(PLEASE WRITE YOUR DIRETOR NAME)
DIRECTOR**

Passport No:

Date:

