

NEPAL

نيپال



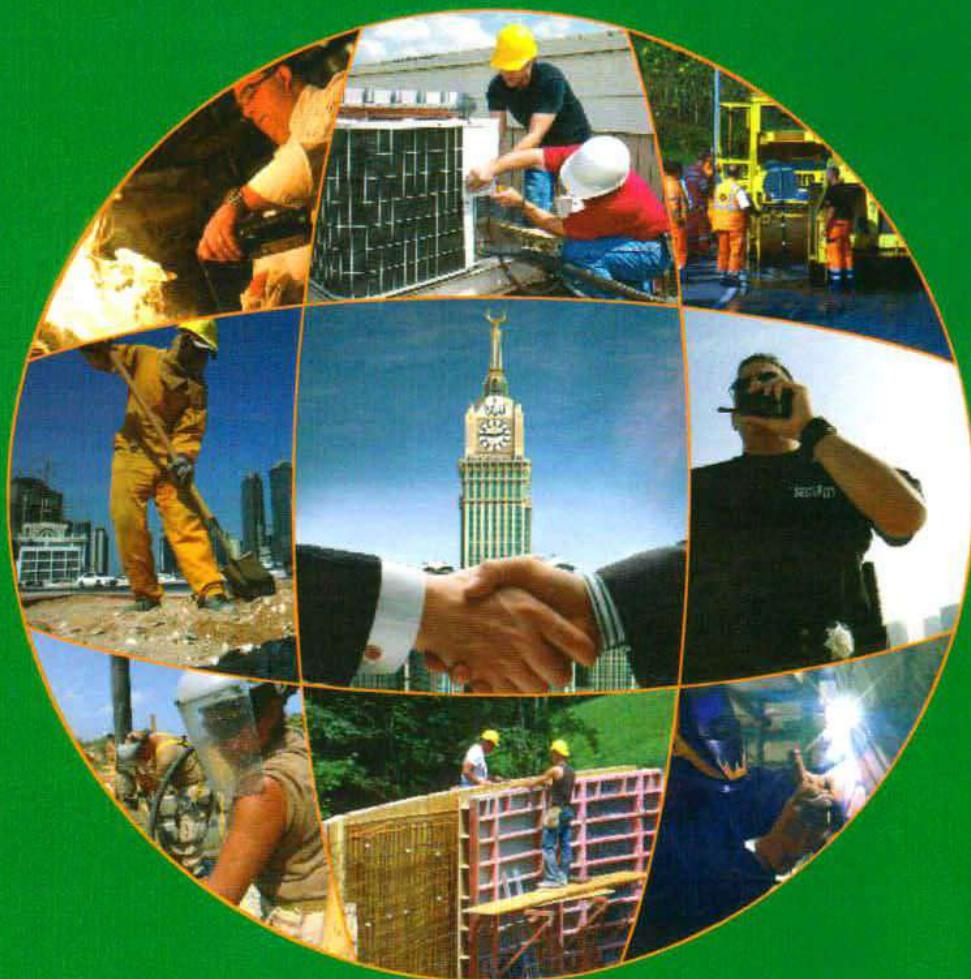
إيس إيل دي إنترناشناال المحدوده

رقم الترخيص: ٦٧٢/٠٦٣/٦٤

SLD INTERNATIONAL (P) LTD.

License No.: 672/063/64

Manpower Recruitments



KSA

Qatar

Bahrain

UAE

Kuwait

Oman

Malaysia

Basundhara , Kathmandu, Nepal

Helpline No: +977 9818628448

Tel: 977-1-5902823 , 5902824

E-mail: sldinternational.np@gmail.com

Website: www.sldinternational.com



SLD International (P) LTD.

Permanent Account Number(PAN)Certificate.

Nepali/English Translation
Regd. No.: 14173

Coat of
Arms of
Nepal

Government of Nepal
Ministry of Finance
Inland Revenue Department
Office Seal Affixed

Photograph
Sd.

Permanent Account Number (PAN) Certificate

PAN:
Taxpayer service Office:

3	0	2	5	4	0	2	4	0
Maharajgunj								

Income Tax
VAT
Exercise Duty

Date		
19	01	2007
Day	Month	Year

Transaction's Name: **S.L.D. International Pvt.Ltd.**

Taxpayer's type: Private Limited

Address: Ward No.8, Dhapasi
V.D.C.: Dhapasi
Kathmandu

Business Transactions: Foreign Employment

Sd.
Taxpayer's Signature

Sd.
Tax Officer's Signature

Duties to be fulfilled by the taxpayer

- While carrying out any transaction, invoice should compulsorily be carried out.
- The taxpayer registered for VAT purpose should submit VAT return and pay VAT amount within 25 days from the end of related tax period (monthly, bi-monthly or quarterly).
- Unless otherwise provided, the taxpayer carrying out the transaction which is subject to excise duty should submit the monthly return and pay the amount of excise duty within 25 days from the end of each month.
- The financial statements should be submitted by the month of *Ashoj* (September 16) in each fiscal year.
- Interest, fee and penalty shall be applicable if the return and the tax amount is not submitted within the time period.
- This certificate should be kept in the place of business/principle place of business in such manner that it can be seen.
- In the case of any query, please contact the Office.

Translated by Notary Public Office, Anamnagar, Kathmandu, Nepal
Contact No.9751089776, 9841321391 E-mail:notary.regmi@gmail.com

"The Translation Copy is True and Verified"

Signature: <i>Tika Ram Regmi</i>
Name: Tika Ram Regmi
Date: 05/08/2018
Certificate Number of the Notary Public: 1817
Date of Expiry of Certificate: Dec.20, 2018 AD
Seal of the Notary Public





SLD International (P) LTD.

→ Permanent Account Number(PAN) Certificate.

नेपाल सरकार
अर्थ विभाग
आन्तरिक संस्थान विभाग
प्रमाण पत्र

स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

स्थायी लेखा नम्बर : ३०२५४०२४०
करदाता देवा कार्यालय

प्राप्ति नम्बर : महाराजगंज

दर्ता मिति : ०५ दिसेम्बर २०१३
मु. अ. कर : अन्तर्राष्ट्रीय
जनरल्स

दिन महिना साल

कारोबारको नाम : एस.एल.डि. इन्टरनेशनल प्रा.लि.

करदाताको प्रकार : पाइसेट लिमिटेड

ठेगाना : वाई न. ८, यापासी
गा.वि.सा. : यापासी,
काठमाडौं

करदाताको कारोबारको ठेगाना : बैंकेश्वर रोजगार

करदाताको दस्तखत : *[Signature]*

कर अधिकारीको दस्तखत : *[Signature]*
कर अधिकारी : *[Signature]*

करदाताको उल्लेख उल्लेखन :

- कारोबार गर्ने व्यक्तियां तथा विवेक वारी नमुनाहरै।
- मुझ करदाता बता हुन्ने व्यक्ति कर अधिकारी (प्राप्ति नम्बर का उपायिक वा भीमार्ग) उपराह भएसो २५ विमित दूरीकर विवरण तथा यसका रूपानुसार राख्नु पर्छ।
- सम्पर्क जाति वारीका तरीको व्यवस्था राखेकोमा वाईक उपयोग भएका समान भएसो २५ विमित मात्राकोरी र अन्तर्राष्ट्रीय रूपानुसार राख्नु पर्छ।
- यसको विवरण र यसका रूपानुसार यात्रा यात्रा र विवरण तथा यसका रूपानुसार राख्नु पर्छ।
- यस उल्लेखन देखिए गर्नी कारोबार तथा यात्रा यात्रा र विवरण तथा यसका रूपानुसार।
- यस उल्लेखन देखिए गर्नी कारोबार तथा यात्रा यात्रा र विवरण तथा यसका रूपानुसार।



SLD International (P) LTD.

Company Registration Certificate.





SLD International (P) LTD.

Japan International Trainee & Skilled Worker Cooperation Organization (JITCO) Certificate.

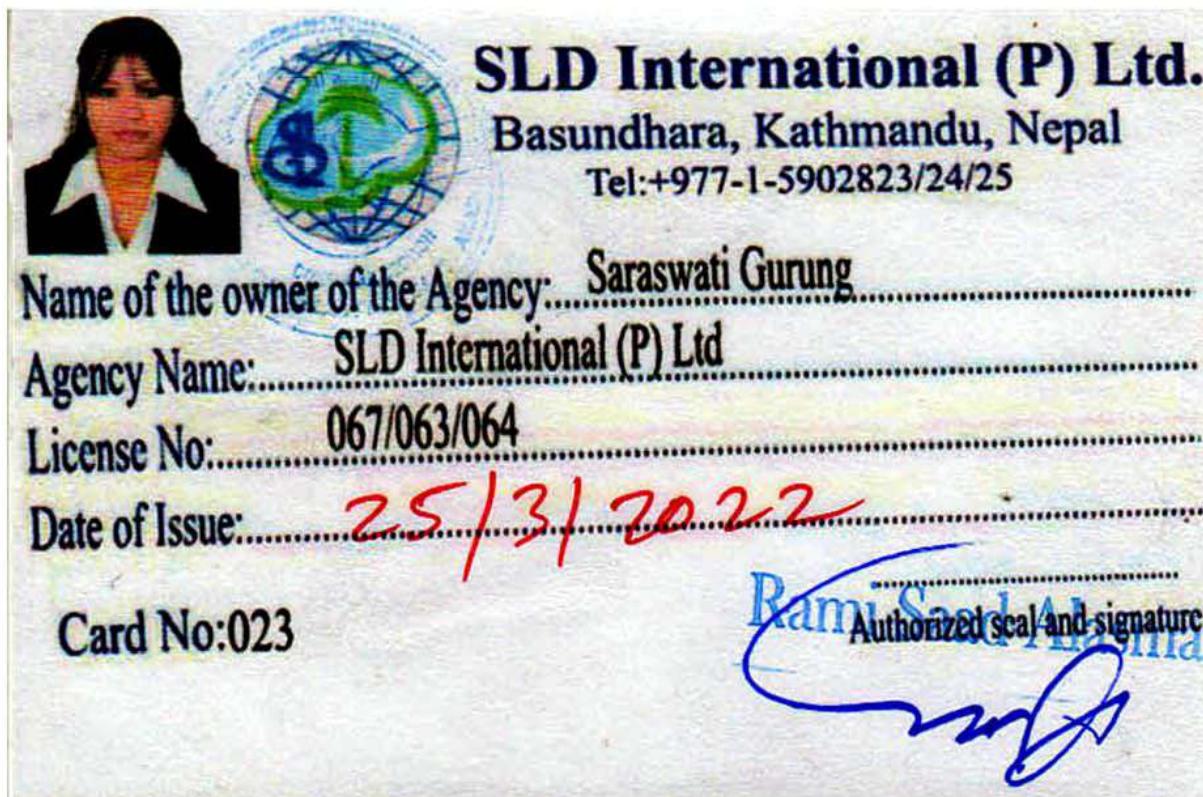




SLD International (P) LTD.



Saudi Arabia Representative ID



Card Number: 023

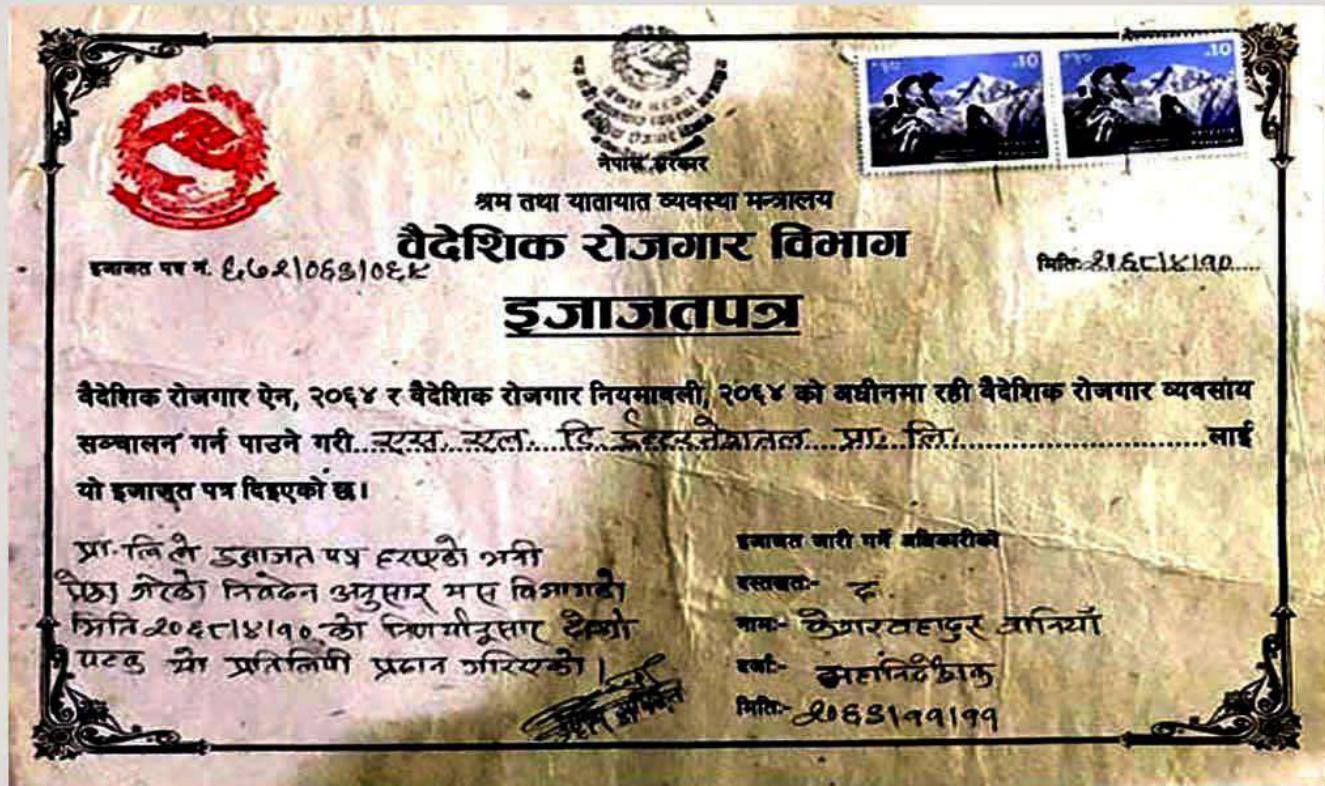
Signature (official Use)





SLD International (P) LTD.

LICENCE



Government of Nepal
Ministry of Labour and Transport Management
Department of Foreign Employment

License No.: 672/063/064

Date: 2068/04/10 B.S.

(July 26, 2011 A.D.)

LICENCE

This License has been issued to S. L. D. INTERNATIONAL PVT. LTD., to operate the Foreign Employment Services subject to the provision of Foreign Employment Act, 2064 (2007 A.D.) and Foreign Employment Regulation 2064 B.S. (2007 A.D.), respectively.

This copy has been issued second time as per the decision of 2068/04/10 (July 26, 2011)

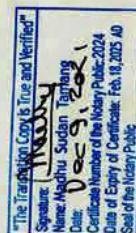
License Issuing Authorities',
Signature: Sd.
Name: Keshar Bahadur Baniya
Post: Director General
Date: 2063/11/11 (February 23, 2007)

Date of Renewal	Date of Validity	Renewal fee	Signature of Renewal Official
2078/03/29 B.S. (July 13, 2021 A.D.)	Until the end of Ashad 2081 (July 15, 2024)	Rs. 30,000/-	Sd. Section Officer

Conditions

1. No work shall be carried out by opening branch Office without obtaining approval.
2. No work shall be done through agent.
3. No worker shall be sent on any condition to other country except in than the permitted countries.
4. Directions issued from time to time by His Majesty's Government shall be followed in addition to the provisions mentioned in prevailing acts and rules.

Distributed by:
Nepal Notary Public Council
S.N.





► CHAIRPERSON'S MESSAGE



'SLD International (P). Ltd.' takes pride in being the leading organization of outsourced manpower and wants to humbly thank all its national and international associates and clients, who trusted us enough to make this possible.

Having ingenious quality, we built a glorious reputation providing a total co-operations & services to our valued & respected clients promptly, efficiently, and providing more workers as required by the principal. We always keep our client's interest in the highest priority in order to place the workers. We used to recruit manpower as professionals, Highly Skilled, Skilled, Semi-Skilled, Unskilled workers having knowledge of English & Hindi speaking within shortest possible time as required.

Having been in the industry for over working years, we envision global prosperity as well as mutual welfare of both skilled Nepalese manpower and overseas businesses deprived of such talent. It is well equipped with modern communication system and proficient professionals and personnels. SLD International (P). Ltd. is committed to provide efficient, sincere and professional service to our valued clients.

You may contact us on any business day for any inquisition regarding the further information about our organization and services.

Thanking You,

Sara Gurung
Chairperson
SLD International (P). Ltd
Mob.: +977-9851047365
+977-9818628448

تعزز شركة إس إل دي انترناشونال الخاصة المحدودة بأنها واحدة من رواد إيجاد العمالة وتتقىم بخالص الشكر لكل شركاتها وعملائها الوطنيين والعالميين الذين أولئك نفّهم لنصل إلى ما وصلنا إليه.

اهتمامنا البالغ بالجودة مكنتنا من بناء سمعة جيدة كأحد أفضل الموفرين للخدمات والتعاون مع عملائنا الكرام بصورة تجمع بين الفورية والكفاءة وتتوفر أي عدد من العمالة حسب طلب صاحب العمل. نضع مصلحة عملائنا دائمًا في أعلى مستويات الأولوية لتوفير العمالة. نستقدم كافة أنواع العمالة مثل المهنيين المتخصصين ، والعمالة عالية الماهرة والماهرة وشبه الماهرة وغير المهرة من يتحدثون اللغة الانجليزية والهندية في أقصر وقت ممكن حسب رغبة العميل.

خبرتنا الطويلة جعلتنا نضع تصوّرًا للرافاهية الدولية وكذلك مصلحة العمال النيباليين المهرة إلى جانب حاجة أصحاب العمل العالميين لمثل هذه المهارات. لدينا تجهيزات لاتصالات حديثة وأخصائيين ذوي خبرة. نلتزم إس إل دي انترناشونال الخاصة المحدودة بتوفير خدمات ذات كفاءة ومحلاصة ومتخصصة لعملائنا الكرام. يمكنكم الاتصال بنا خلال أي يوم عمل للرد على أي استفسار أو معلومات إضافية عن شركتنا وخدماتها.

وشكراً

سرا غورونغ

رئيس مجلس الإدارة

جوال: +٩٧٧-٩٨٥١٠٤٧٣٦٥
+٩٧٧-٩٨١٨٦٢٨٤٤٨



SLD International (P) LTD.

► ABOUT SLD



KABINDRA SHAHI

SLD International (P). Ltd., a group of Nepalese entrepreneurs working in the field of foreign employment committed to bridge the aspirations of both the Nepalese human resources of various categories and foreign employers residing especially in Gulf region and Malaysia, has been officially registered in Department of Foreign Employment under Government of Nepal, Ministry of Labor and Transport Management, with License No. 672/063/064. Also, it has already been affiliated with Nepal Association of Foreign Employment Agencies (NAFEA) as a general member.

SLD International (P). Ltd. has been established with the clear objective to support Government of Nepal in diagnosing the root causes of escalating unemployment problems; and addressing those by exploring massive employment opportunities abroad for large number of unemployed people. The dream strongly maintains connection with realization that the unemployment is posing a serious threat for the country's future.

SLD International (P). Ltd. holds a well structured form of company comprising a visionary management and much dedicated and competent team members to meet the demand for the supply of quality manpower in the International labor market. This would reciprocate the interests of employee and the employer in benefit of both.



SLD International (P) LTD.

► PROFILE

Name of Company : SLD International (P). Ltd.

Govt. Licence No : 672/063/64

Founder Members

Chairman	: Sara Gurung
Contact	: Mobile: +977- 9851047365
Address	: Basundhara, Kathmandu, Nepal
Telephone	: +977-01-5902823/5902825
Helpline	: +977-9818628448
Email	: sldinternational.np@gmail.com
Webpage	: www.sldinternational.com



Office of Company registrar : 43619/063/064

PAN (Department of Internal Revenue) : 302540240

Banker : Standard Chartered Bank, Rastriya Banijya Bank

Nepal Association of Foreign Employment Agency (NAFFA) as a Member

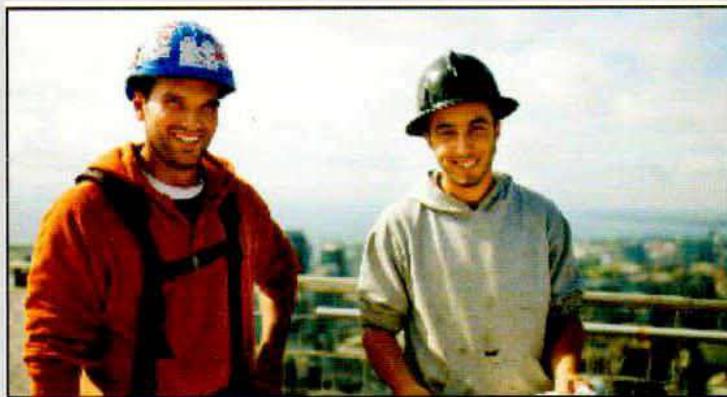
Working Countries : Malaysia, Qatar, UAE, Saudi Arabia, Oman, Kuwait,

Bahrain, Macau, Hong Kong, South Korea, Japan





→ CATEGORIES



SKILL & UNSKILLED LABOUR

- Laundry & Iron Man
- Welders
- General Labour
- Beautician
- Scaffolder
- Cleaner & Sweepers
- Construction Labour
- Garbage Man
- Gardener

SUPERVISOR

- Land Surveyor
- Mechanical Supervisor
- Electrical Supervisor
- Civil Supervisor
- Agriculture Supervisor
- Security Supervisor

ADMINISTRATIVE CLERICAL

- Manager
- Administrative Officer
- Accountant
- Camp Boss
- Administrative Assistant
- Store Keeper
- Computer Operator
- Clerk / Typist
- Time Keeper

PROFESSIONALS

- Engineer
- Architect
- Auditor
- Doctor
- Teacher

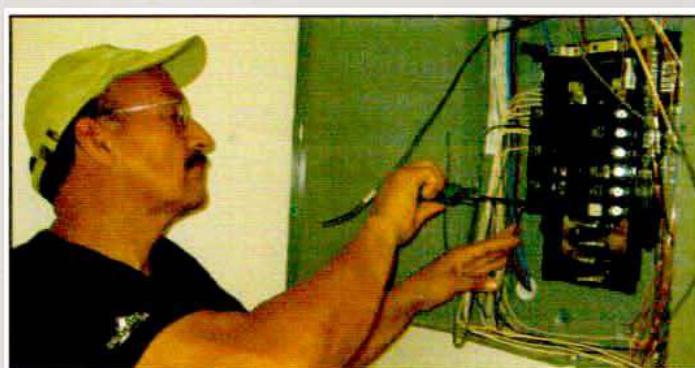
SUPER MARKET

- Cashier
- Storekeeper
- Salesman
- Cleaner



VEHICLE/ HEAVY EQUIPMENT OPERATOR

- Light Vehicle Drivers
- Car/ Van/ Minibus Drivers
- Heavy Equipment Operators
- Trailer/ Forklift/ Crane Drivers
- Grader/ Roller Operators
- Bulldozer/ Scraper Operator
- Auto, Diesel Machine Mechanics
- Heavy Duty Mechanic
- Wireless Technician, Bar Benders





► CATEGORIES

HOTEL AND CATERING STAFF

- Cook (Continental, Chinese, Indian and Arabic)
- Waiters
- Stewards
- Kitchen Helpers
- Dishwasher men
- Laundrymen, Pressmen



SECURITY

- Civil Security Guards
- Ex-army security Guards
- Ex-police security Guards
- Ex-British Gurkhas
- Watchman



AGRICULTURAL & FARMING GROUP

- Engineer Landscaping
- Engineer Irrigation
- Supervisors
- Foremen
- Gardeners
- Farmers

MASONRY WORK

- Marble / Chips
- Brick / Block / Plaster
- Steel Fixer

PIPING WORK

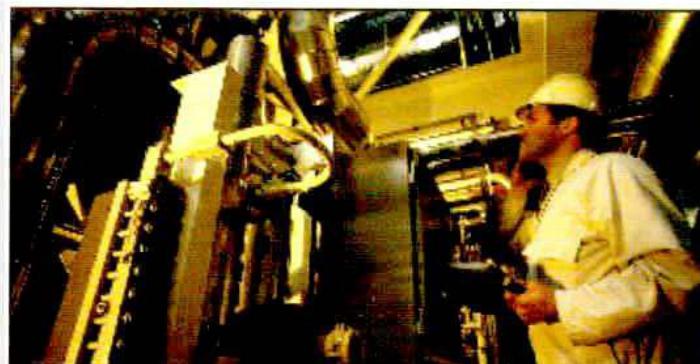
- Plumber Industrial
- Plumber Building

CARPENTRY WORK

- Furniture Carpenter
- Joinery / Assembler
- Shuttering Carpenters
- Helpers

INFORMATION TECHNOLOGY

- Computer Engineer
- System Administrator
- Software Engineers
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks





► RECRUITMENT

Recruitment Authorization

The recruitment company of Nepal applies in Department of Foreign Employment, Nepal for authorization after getting legal documents from the concerned employing company. The Department of Foreign Employment will grant the permission on being satisfied about the credibility of the demand; its terms and conditions offered and makes conformity with the Government regulations. The permission allows the recruitment company to advertise the demand in local and national newspapers and also allows starting the recruitment process.

Selection of Candidates

The recruiting company maintains up-to-date bank of potential candidates with his full personal information of his skill, qualification, experience and other essential information. The advertisement of demand in the National News Papers and Television allows the candidates do free competition for the post. The recruiting company holds the Pre-scanning of the candidates and fixes the date of the final interview. The final interview for pre-scanned candidates is conducted by the employer or his representative or the recurring company on employer behalf. The selection is made purely on merit basis and not on racial, secretarial or considered action. The company is confident that the personnel selected by the selection committee will fulfill the employers' need and earn reputation and appreciation from the employer.

Medical Check Up

Only selected candidates will be sent to an authorized hospital or clinic for a full medical examination. The candidate, only who is fit medically and physically for employment will be eligible to sign the employment contract.



Issuance of Visa

The concerned abroad company applies for the visa on behalf of SLD International (P) Ltd. and sends it back to our company.

Orientation

Prior to the departure of workers, the orientation briefing is organized to make all workers fully aware of the employment country's laws and orders, immigration policy and maintain understanding and cordiality among themselves and aims at the particular activity of the individuals. The orientation takes special care in briefing them to strictly abide by the guide-line in the field of their employment and direct them to maintain good circumstances and motivates them to their duties and responsibilities. The orientation classes are held by the authorized departments under the permission of the Department of Foreign Employment, Nepal.

Permission from the DOFE, Nepal

In order to recruit the Nepalese worker for the Foreign Employment, the Recruiting Agency of has to get the final permission from the Department of Foreign Employment under the legal provisions.



Traveling Arrangements

The air tickets can be provided either by PTA or local purchase to avoid delay. In all case, we sent all the Visa endorsements, passport to the concerned Airlines to confirm the schedule flight from Nepal to the nearest airport of the working site. PTA may be sent to any Airlines operating from Kathmandu under intimation to us. The Company provides the Airport assistance in Nepal for departing candidates and informs the employer of their departure through fax, email or telephone 12 to 24 hours before the departure.



► ABOUT NEPAL

Capital	: Kathmandu
Area	: 147,181 Sq KM
Population	: 30.5 Millions
GDP per capita	: US \$ 1328 (2011)
National Language	: Nepali (Official)
Unit of Currency	: NRs
Head of State	: Nepal Government
Time Zone	: +5.45 (GMT)

Climate

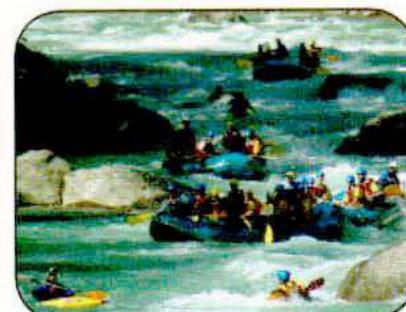
- (1) winter: December – February,
- (2) Spring: March – May,
- (3) Summer: June – August
- 4) Autumn: September – November.

Religion

Hindu(80.6%), Buddhist(10.7%),
Muslim(4.2%), Other (4.5%)

Major Industries

Tourism, Handicraft, Agriculture and Water Resources



REQUIRED DOCUMENTS FOR SAUDI

Date: _____
 Recruitment Agency in Nepal: SLD International Pvt. Ltd.
 Address: Basundhara, Kathmandu, Nepal.
 License No.: 672/063/064
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

Via No. _____ Issue Date: _____ Expiry Date: _____

SN	Profession	Number of workers:		Salary (SR)	Salary (in words)	Food Allowance
		Male	Female			
				Free or SR.500.000		

The following Terms & conditions shall be included in the contract

- Period of Employment will be Two years (renewable upon employee's written consent) and place of employment will be in **type name of the city** KSA.
- Air ticket for joining the Company (KITM-KSA) and returning home after the completion of contract will be provided by company.
- Working hours will be 8 hrs. per day, 6 days per week (not exceeded than 48 hrs. per week).
- Overtime will be 1.5 times of the salary per hour.
- Probation period will be of 90 days from date of entry into KSA.
- Visa charge, Resident permit (Iqama), GoSI and Medical Insurance will be provided by the company. Workers will not pay any fees.
- Human standard accommodation including Utilities (Water, Electricity and Gas), Local Transportation, Uniforms, and Safety Materials and Trip Allowance (for Harry Drive) will be provided by the company.
- Annual paid leave will be minimum 21 days per year. (In case of emergency, emergency leave will be provided).
- The facilities and services including basic salary, food allowance and others will be counted and provided from the same day of their arrival. In case the company is not able to provide job the stated basic salary and food allowance will be provided.
- Other Terms & Conditions:** As per Saudi Labor Law.

Name: _____
 Designation: _____
 Signature: _____
 Company Name: _____
 Company Registration Number: _____
 Date: _____

Date: _____

LETTER OF GUARANTEE

The Director General
 Department of Foreign Employment
 Kathmandu, Nepal
 Dear Sir,
 We, company name, Company Registration No. P.O Box: _____ City, Kingdom of Saudi Arabia hereby guarantee that all _____ (No of workers) _____ Nepalese workers as per our Demand Letter (Date: _____) (No & category) _____ recruited through our agent Mr. SLD International (P) Ltd. (Licensed No 672/063/064) Basundhara, Kathmandu, Nepal will be working in our company in _____ (Name of city) _____ in the Kingdom of Saudi Arabia only throughout their contract period.

Our Block Visa Below:

1. Visa No. _____ Date of issue: _____ Date of expiry: _____

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.

Name: _____
 General Manager: _____
 Company: _____
 Date: _____

POWER OF ATTORNEY

Via No. _____ Issue Date: _____ Expiry Date: _____

Know all men by these presents, That we, **company name**, Kingdom of Saudi Arabia, a company duly organized and existing under and by virtue of the laws of Kingdom of Saudi Arabia with Registration No. **CR**. Do hereby appoint SLD International Pvt. Ltd. Basundhara, Kathmandu, Nepal, a recruitment Agency approved by the Government of Nepal, Ministry of Labor, Employment and Social Security, with Registration No 672/063/064 to be our true Lawful attorney and Agent in Nepal respect of handling all the affairs with the protector of emigrant, Government of Nepal and sign all required documents by the said officers in connection with the recruitment of ... Persons against us 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.

Via No: _____ Issue Date: _____ Expiry Date: _____

Name: _____
 Designation: (must be CEO Owner)
 Signature: _____
 Company Name: _____
 Company Registration Number: _____

His Excellency Ambassador,
 Embassy of Nepal
 Riyadh, Saudi Arabia

I, (_____**Name**) the owner CEO of the **name of Company** having (_____**Company registration number**) authorized legally to decide and sign this understanding hereby declare the following:

- The attached Demand letter, Power of Attorney, Agency Agreement, Employment contract, Overseas letter and all other documents mentioned hereon are the part of this understanding.
- 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 2015.
- The Embassy of Saudi Arabia will be informed about the Nepali employees including their profession, salary and status of residence permit within three months of their arrival.
- The Embassy of Saudi 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' list with their contact number, payroll sheet, Bank Statement, Company Paper and GOSS etc. as when requested by the Embassy of Saudi.
- The salary of the employees will be provided within one week of the completion of every working month through bank and time card to the employees.
- The company will provide the facilities and services including basic salary, food allowance and others as mentioned in the Demand letter from the same day of arrival. In case the first party is not able to provide job to the second party, the stated basic salary and food allowance will be provided.
- The (_____**Name**) workers mentioned in our demand letter dated _____ reference to Demand **CR**, will be displayed only as our own company client company and will not be supplied again to any other supply company throughout their contract period.
- The company can receive remittance directly by the company through its authorized account. Remittance will not be reduced or deregistered in case of any deduction.
- Workers will be entitled to receive their salary and other allowances as per the contract.
- Salaries, benefits and other facilities mentioned in the demand letter annexed by the embassy shall prevail for legal proceedings and no contract will be made with less salary and benefits after their arrival.
- For cost of residence permit, medical expenses electricity, water, gas and internet accommodation will be solely born by the employee. Employee will also bear the fine, if any, because of the delay in the processing of above cases.
- The company can receive remittance directly by the company through its authorized account after the completion of the contract with all its rights. The company will immediately allow workers to go to their home country after the completion of the contract with all its rights. The company will be removed upon obtaining their written consent.
- If the worker faces problem 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 or re-apply visa on his own expenses without any pre conditions such as deposit of money, replacement of worker any other parameter etc. The company will also see the possibility to send such worker in such vacation on company's expenses.
- In case of any disagreement dispute between employee and the employer, the Embassy of Saudi shall be contacted first for the resolution of the dispute.
- All other terms and conditions are mentioned 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 - 4X30 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 our company breached the commitment, company will accept any position as per Saudi labor Law.

Signature of the Owner CEO:

Full Name: _____

ID No.: _____

Contact No.: _____

Email: _____

Seal of Company:

Name of Company: _____

Company Registration number: _____

INTER PARTY RECRUITMENT AGREEMENT

This agreement is made and entered into by and between Mr. **company name** ...

Registration No. **CR** _____ duly registered under the laws of Kingdom of Saudi Arabia and represented by Mr. **owner's name** _____ business address at: **Postal address** _____ **Name of the City**, in his capacity as **designation** hereinafter referred to as the **FIRST PARTY** and

Mr. SLD International Pvt. Ltd.
 Address: Basundhara, Kathmandu, Nepal.
 License No.: 672/063/064

A company duly registered to deploy manpower from Nepal and existing under the laws of Nepal, represented by Mr. **SARASWATI GURUNG SHAHI** in his capacity as **CHAIRPERSON** hereinafter referred to as the **SECOND PARTY**.

TERMS & CONDITIONS

- The **SECOND PARTY** will make all the arrangement to supply manpower from Nepal, as per the request and specifications of the **First Party**.
- The **FIRST PARTY** will recruit workers from Nepal through the **SECOND PARTY** for his company.
- The **FIRST PARTY** will provide the **SECOND PARTY** as its legal representative in **Nepal** for the purpose of selecting workers (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.
- The **SECOND PARTY** will be completely responsible to bring selected manpower from Nepal to the **Kingdom of Saudi Arabia** after demand application 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 Country and make replacement with free of charges.
- The **SECOND PARTY** shall make arrangements to make visa for all the selected workers.
- The **FIRST PARTY** will provide all the facilities to all the selected workers incorporated in the Demand Letter and as per the prevailing Labor Law of the Kingdom of Saudi Arabia.
- In case of death of the worker during the contract period, the First Party will compensate 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.
- Annual paid Leave will be minimum 21 days per year. (In case of emergency, emergency leave will be provided).
- Other Terms & Conditions: as per Saudi Labor Law.

This Agreement takes effect upon signing thereof by the both parties concerned.

Our Block Visa Below:

Via No. _____ Date of issue: _____ Date of expiry: _____

First Party _____ Second Party _____
 Name: _____ Name: **SLD International (P) Ltd.**
 Designation: _____ Designation: **Chairperson**
 Signatures: _____ Signatures: _____
 Date: _____ Date: _____

ACTUAL EMPLOYMENT CONTRACT

Via No: _____

This agreement is made and entered into by **type name**, **type address**, **type name of the city**, Kingdom of Saudi Arabia, (herein called the company as First party) through our lawful attorney present in Nepal and

Mr. _____ Nationality: Nepali Passport No: _____ Nature of job: **Indoor or Outdoor** ...?

Type of Company: **Supply/contracting company or direct company** ...?

Brief job description:

In his capacity as the Second Party hereby agreed the following terms and conditions:

- The Second Party agreed to work with the First party as **type job title** with the basic salary of Saudi Royal SR. **_____ (in words) _____**, and free food or SR. _____ for food allowance per month.
- The First party will provide the facilities and services including basic salary, food allowance and others as mentioned in the demand letter from the same day of arrival. In case the first party is not able to provide job to the second party, the stated basic salary, accommodation including Utilities and food allowance will be provided by the first party.
- Period of Employment will be two years (renewable upon second party's written consent) and place of employment will be **type name of city** KSA and nature of work is Air Ticket for joining the company (KITM-KSA) and returning (KSA-KITM) after the completion of contract should be provided by the first party.
- Visa charge is borne by the first party itself and will not be deducted in the second party's salary.
- Working hours will be 8 hours per day, 6 days per week (not exceeded than 48 hours per week).
- Over time will be minimum 1.5 times of the salary per hour and probation Period will be of 90 days from date of entry into KSA.
- Resident permit (Iqama), GoSI and Medical Insurance will be provided by the first party. Second party will not pay any fees.
- Comfortable and human standard accommodation including Utilities (Water, Electricity and Gas), Transportation, Uniforms, and Safety Materials and Trip Allowance (for Harry Drive) will be provided by the first party.
- In case of death of any worker, 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 Labor Law of the host country.
- Annual paid Leave will be minimum 21 days per year. (In case of emergency, emergency leave will be provided).
- Other Terms & Conditions: as per Saudi Labor Law.

First Party	Second Party	Party
Name: _____	Name: _____	Name: _____
Designation: _____	Designation: _____	Designation: _____
Signatures: _____	Signatures: _____	Signatures: _____
Date: _____	Date: _____	Date: _____

SLD International (P) LTD.

REQUIRED DOCUMENTS FOR QATAR

Date: _____

M/S SLD. International (P) Ltd.
 License No: 672/063/064
 Reg No: 43619/063/064

DEMAND LETTER

Dear Sir/Madam

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

No.	Category	No. of workers	Salary (digit)	Salary (in words)	Air Ticket for joining the company and returning home after completion of contract period
01.		—	—	—	provided by the company
02.		—	—	—	
03.		—	—	—	

Following Terms & conditions shall be included in the contract.

1. Period of employment : Two years (renewable)
2. Place of Employment : _____ Qatar
3. Air Ticket: For joining the Company for the first time (KTM-QATAR) and then Up & down air ticket will be provided after the completion of two years contract.
4. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
5. Over Time : As per Qatar Labour Law.
6. Probation Period : 90 days from date of entry into Qatar
7. Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
8. Accommodation : Free bachelor accommodation should be provided by the company
9. Water, electricity & gas : Provided by the company
10. Food : Provided by the company
11. Medical / Insurance : Provided by the company
12. Transportation (Bus) : 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 Qatar Labour Law.
15. Service Charge : provided by the company
16. Other Term & Conditions : As per Qatar Labour Law.

Name: _____

General Manager/ Managing Director

Date: _____

His Excellency
 Embassy of Nepal
 Doha Qatar

Subject : Commitment regarding to the submission of documents

Excellency,

With reference to above mentioned subject, I would like to request that Mr _____ MD/General Manager/ Public Relation Officer has been designated to submit Demand letter to the Embassy of Nepal in Doha. I would like to further request that I will submit the following documents hard copies in person or scanned in pdf format via Embassy's email: qa.nepalembassy@mfa.gov.np as soon as possible after the arrival of the worker from Nepal to Qatar.

- 1) List of the newly arrived workers from Nepal to Qatar.
- 2) Copies of air tickets provided to the worker by the company.
- 3) Valid employment contract of each worker.
- 4) Official transaction of service charge after recruiting.

Thank you for your kind co-operation.

Managing Director/General Manager

Name of the company:

Post box:

Tel:

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ with postal address at post. Box. No. Doha, Qatar a company duly organized and existing under and by virtue of the laws of Qatar with License No 672/063/064 do hereby appoint M/S SLD. International (P) Ltd., Kathmandu, Nepal, a recruitment agency approved by the concerned authority of the Government of Nepal, vide Registration No 43619/063/064 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 _____ 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 dated _____ Reference No. _____ and expire on _____ (one year/two years).

In Witness whereof, we have executed this power of attorney On this day, _____ in the presence of the subscribing witnesses.

For and On behalf of _____

Name: _____

MD/ CEO/ HR

Ref. No. _____

Subject : Letter of Guarantee

Dear Sir,

We, _____ P.O.Box: _____ Doha-Qatar hereby guarantee that all Nepalese workers recruited through our agent M/S SLD. International (P) Ltd. (License No 672/063/064), Basundhara, Kathmandu, Nepal will be working in our company in Doha, Qatar 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 paid of contract.

Thank you for your kind co-operation.

Mr. _____
 General Manager
 Company: _____

Date: / /

To,
 H.E Ambassador
 Embassy of Nepal
 Doha, Qatar

Application for Guarantee and Undertaking

I, the sponsor / employer / owner / Director / General Manager / Personnel Manager of the _____ Co (company registration card attached herewith), authorized legally to decide and sign this undertaking hereby declare the following:

1. The attached Demand letter, power of Attorney, agency Agreement, Employment contract and all other documents submitted herewith are the part of this undertaking.
2. Embassy of Nepal shall be informed of the arrival of the employees within three months their profession, salary, status of residence permits.
3. Embassy of Nepal and its officials can have the access to the accommodation of the employees and office for the purpose of inspection.
4. The salary of the employees shall be given within two weeks of the completion of the every working month. The employees shall not be deprived of basic salary in case of failure to provide them employment by the employer even for a short period.
5. All the employees shall be provided with time-card for calculation of overtime allowance.
6. The employees once recruited directly by the company or 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 only prior to selection and recruitment.
7. The photocopy of the employment contract issued by the company and certified with original sign and stamp with authorized recruiting agent at the time of departure from Nepal will be considered as legally valid contract for the purpose of clause no. 6 mentioned above and no contract shall be made with less salary and benefits after arrival.
8. Fees/ cost of residence permit, medical, electricity, water, and accommodation shall be solely born by the employer. Employer shall also bear the fines, if any, because of the delay in the processing of above cases.
9. The employees shall be repatriated within one month after the completion of the contract with all his rights except in the cases mutually agreed to stay longer.
10. Employer shall be fully responsible for the salary and other facilities of employees even if they are supplied to other employer/s.
11. In case of any misunderstanding/dispute between employer and the employee/s, Embassy of Nepal shall be contacted first for the amicable settlement of the grievances.
12. All other terms and conditions not mentioned herein shall be subject to the legal provisions of the State of Qatar.

Signature of Employer:

Full name:

ID No:

Tel:

Date:

Subject: Commitment and guarantee Letter

1. With reference to our demand to recruit CATEGORY OF WORK from Nepal, the company is committed that it will not deduct any cost from the Nepalese drivers resulting from the vehicular accident resulting under any circumstances
2. We, _____ P.O.Box: _____ Doha-Qatar hereby guarantee that Nepalese Male/Female workers will be working in our company in Doha, Qatar throughout their contract period and after two months of the joining at our company we will submit salary sheet and I/O copy of Male/female workers at the Embassy, we will pay the salary as per employment contract.

We further guarantee that these workers will not be sent to work in any other establishment or supply in house and another company during their contract. If found so, we will bear all the responsibility according to labor law of Qatar.

Thank you for your kind co-operation.

Contact:

Land line & Mobile no.:

Fax:

P.O.Box:

Location:

Sponsor's QID No.:

Signature:



REQUIRED DOCUMENTS FOR BAHRAIN

DEMAND LETTER																					
Miners SLD INTERNATIONAL PVT. LTD. I/c. No. 472/2063/94 Resundhara Chokti, Chowk, Dhapasi, Kathmandu, Nepal																					
Kindly arrange to select and recruit following workers to work for our various ongoing projects in Bahrain.																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">S. NO.</th> <th style="text-align: center; padding: 2px;">JOB TITLE</th> <th style="text-align: center; padding: 2px;">NO REQUIRED</th> <th style="text-align: center; padding: 2px;">SALARY (BHD)</th> </tr> </thead> <tbody> <tr><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td></tr> <tr><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td></tr> <tr><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td></tr> <tr> <td style="text-align: center; padding: 2px;">TOTAL</td><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td><td style="text-align: center; padding: 2px;"> </td></tr> </tbody> </table>		S. NO.	JOB TITLE	NO REQUIRED	SALARY (BHD)													TOTAL			
S. NO.	JOB TITLE	NO REQUIRED	SALARY (BHD)																		
TOTAL																					
Terms and conditions:																					
<ol style="list-style-type: none"> 1. The place of employment shall be Bahrain. 2. Working hours will be eight (8) hours per day + hours over time, 6 days a week. 3. Resident permit fee will be borne by the employer. 4. Accommodation, Insurance, Medical and Transportation will be provided by the company. 5. Duration of contract will be 2 years. 6. Company will provide round trip ticket upon completion of contract. 7. Other terms as per Bahrain Labour Law. 																					
For [Your Company Name]																					
Name	Date: / / _____																				
Position	The Director General Department of Labour																				
: GENERAL MANAGER																					

		Position : GENERAL
<p>Date: ___/___/___</p> <p>The Director General Department of Labour Kathmandu, Nepal</p> <p>Dear Sir,</p> <p>This letter is to confirm that the recruitment of Nepalese workers which were given to our agent M/S SLD INTERNATIONAL PVT. LTD. Lic. No. 672/063/64 vides our Demand Letter dated _____ is for the Nepalese workers exclusively for Our Company in Bahrain only.</p> <p>We hereby guarantee that these workers will be employed in this company for at least a period of 2 years and will not be assigned job elsewhere other the Bahrain.</p> <p>We would highly appreciate if you kindly release the permission for deployment of workers as per our demand letter at the earliest.</p> <p>Thinking you,</p> <p>Yours faithfully, [Your Company Name]</p> <p>Name : _____ Position : GENERAL MANAGER</p> <p>This employment contract has been party (Employer):</p> <p>Name : _____ Nationality : _____ Address : _____ Tel. : _____</p>		

Date: _____		Yours faithfully, [Your Company Name]	
Name _____		Position : GENERAL MANAGER	
OFFICIAL AGREEMENT			
<p>This agreement has been made on the date _____ between [Your company name]. C.R. NO: _____ having its office in Bahrain. (Here in after called the First Party) and M/S SLD INTERNATIONAL PVT. LTD. Having its office in Kathmandu Nepal (here in after called the Second Party) on the following terms and conditions:</p>			
<ol style="list-style-type: none"> 1. The Second Party agrees to deploy workers to First Party's company based on the Demand Letter dated: _____ 2. The First Party has promised to provide all the facilities to the workers, which is mentioned on the Demand Letter. If not, the First Party will be responsible for all the expenses. 3. The Second Party will be responsible for the following cases if: <ol style="list-style-type: none"> a) Visa expired b) Late Deployments c) Inefficient workers 4. This agreement will be considered valid if both parties will be fully responsible to their commitment. 			
First Party For [Your Company Name] Name : _____ Position : GENERAL MANAGER		Second Party For M/S SLD INTERNATIONAL PVT. LTD. Name : _____ Position : MANAGING DIRECTOR	

Date: / /

EMPLOYMENT CONTRACT

