

NEPAL

نپال



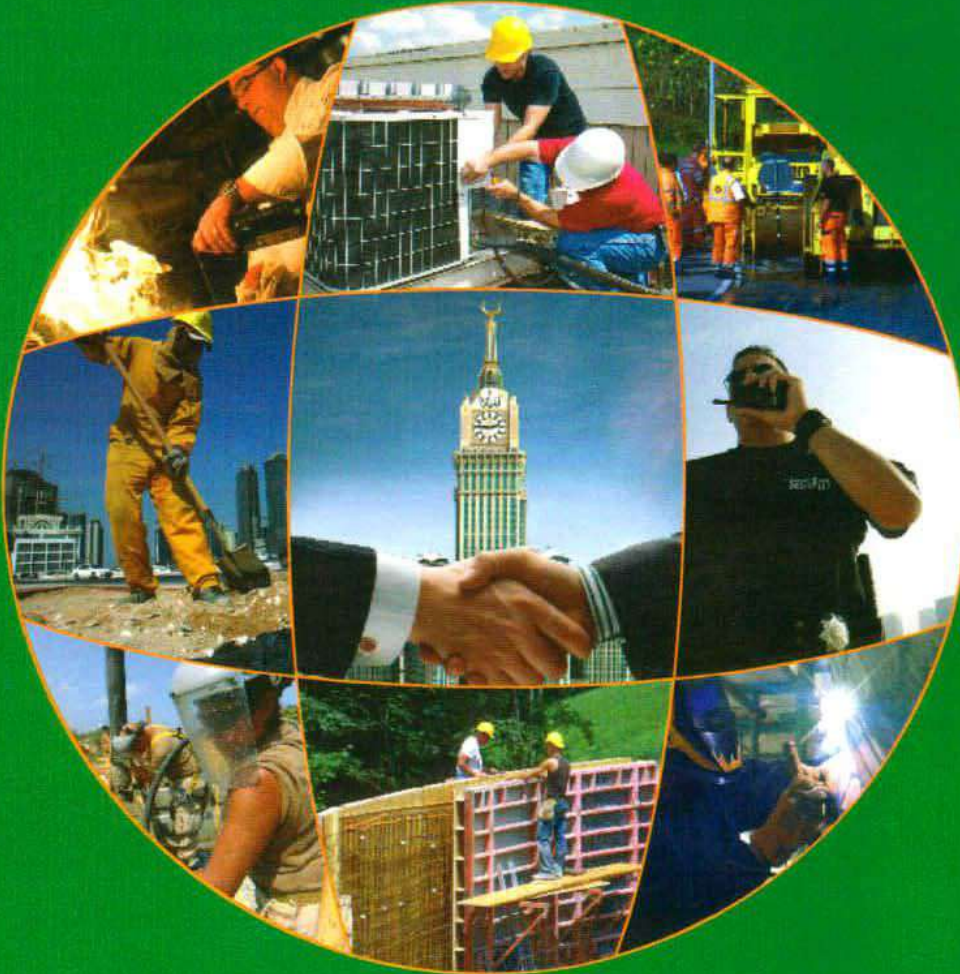
ايس ايل دي انترناشنال المحدوده

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:	3	0	2	5	4	0	2	4	0	Date		
Taxpayer service Office:	Maharajgunj									19	01	2007
										Day	Month	Year

Income Tax
VAT
Exercise Duty

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: *[Signature]*
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 मन्त्रालय
आन्तरिक कर विभाग



स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

स्थायी लेखा नम्बर
करदाता सेवा कार्यालय

३	०	२	५	५	०	२	५	०
महाराजगंज								

दर्ता मिति

आवक :	०५	१०	२०६३
मु. अ. कर :			
अन्तःशुल्क :			
	दिन	महिना	साल

कारोबारको नाम

एस.एल.डि. इन्टरनेशनल प्रा.लि.

करदाताको प्रकार

प्राइमेट लिमिटेड

ठेगाना

घाई नं. ८, धापासी
गा.वि.सं. १: धापासी,
काठमाडौं

उपस्थित कारोबारहरू

वैदेशिक रोजगार

करदाताको दस्तखत

कर अधिकृतको दस्तखत
कर अधिकृत

करदाताले पालनुपर्ने सर्तहरू:

- कारोबार गर्दा अविवेकित रूपमा विष विषाक्त कारी गर्नुपर्दैन।
- मु. अ. करको बराबरी शुल्क कर अर्पण गर्नुपर्ने। (आवधिक वा ईप्रावधिक वा धीमावधिक) करको २५ दिनेभित्र मु. अ. कर विवरण तथा मु. अ. कर रकम बुझाउनु पर्ने।
- सालाशुल्क लाग्ने कारोबार गर्नुले अन्यथा व्यवस्था गरेकीमा बाहिर प्रत्येक महिना सम्पूर्ण अपुको २५ दिनेभित्र मासिकवारी र आन्तःशुल्क रकम बुझाउनु पर्ने।
- प्राइमेट आवधिक करको साथ विवरण आन्तःशुल्क मासिकवारी बुझाउनु पर्ने।
- सम्बन्धित विवरण र कर रकम बुझाउनुमा गल्ती, शुल्क र जरिवाना लाग्नेछ।
- यो प्रमाणपत्र देखिने गरी कारोबार गर्न/पुनः कारोबारमा लाग्नु पर्नेछ।
- कतै दिविकृत भएमा कारोबारमा सम्मिलित हुनुपर्नेछ।



SLD International (P) LTD.



Company Registration Certificate.




नेपाल सरकार
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय

प्रा.लि./प्र.लि. ४३६९९/०६२/०६४

प्रमाण-पत्र

श्री एस.एल.डी.इन्टरनेशनल
प्राइभेट/पब्लिक लिमिटेड कम्पनी ऐन, २०६३ बमोजिम सम्बत्
२०६३..... साल माघ ३..... गते रोज ४..... मा दर्ता भएको
हुनाले यो प्रमाण-पत्र दिइएको छ ।

मिति : २०६३/१०/३/४


सहायक रजिष्ट्रार

शर्त कम्पनी संस्थापनलाई माथ कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नमानिने हुनाले कानून अनुसार
लिनुपर्ने अनुमति सम्बन्धित निकायबाट लिएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।



SLD International (P) LTD.

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

S.No. 588

Schedule-2



Government of Nepal
Ministry of Labour, Employment and Social Security
 Department of Foreign Employment
 Kathmandu, Nepal

AUTHORITY CERTIFICATE FOR SENDING TRAINEE WORKERS TO JAPAN



It is certified that SLD INTERNATIONAL Pvt. Ltd......Company Licence No. 632/063/064.....
 situated in KATHMANDU..... is authorized as being the sending agency under Industrial
 Training and Technical Intern Training Program under JITCO. This Certificate holder must comply with the Foreign
 Employment Law, JITCO Directive and Instructions issued by the Ministry.

This certificate is valid **Until Renewed** and should be renewed every year within **31st July** days of its expiry.

Pradeep Kumar Dhakal
 Name: Section Officer
 Issue Date: 15 Feb. 2022

Pradeep Kumar Dhakal
 Section Officer
 Authorized Signature

NEPAL



نیپال



SLD International (P) LTD.



Saudi Arabia Representative ID

  **SLD International (P) Ltd.**
Basundhara, Kathmandu, Nepal
Tel: +977-1-5902823/24/25

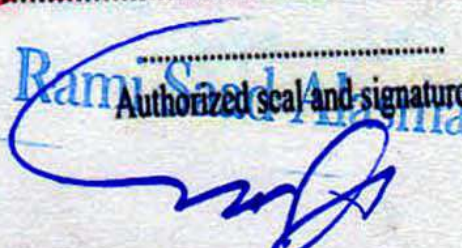
Name of the owner of the Agency: Saraswati Gurung

Agency Name: SLD International (P) Ltd

License No: 067/063/064

Date of Issue: 25/31/2022

Card No: 023

 Authorized seal and signature

Card Number: 023


Signature (official Use)

 نور الدين



SLD International (P) LTD.

LICENCE


 श्रम तथा यातायात व्यवस्था मन्त्रालय
वैदेशिक रोजगार विभाग
 इजाजत पत्र नं. ६७२/०६३/०६४

मिति: २०६८/४/१०

इजाजतपत्र

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सम्वादन गर्न पाउने गरी एस.एस.एल. डि. इन्टरनेशनल प्रा. लि. लाई यो इजाजत पत्र दिइएको छ।

प्रा. लि. ले इजाजत पत्र हरणको भनी प्रेषित गरेको निवेदन अनुसार मसु विभागको मिति २०६८/४/१० को निर्णयानुसार प्रेषित पत्रको प्रतिनिधि प्रदान गरिएको छ।

इजाजत जारी गर्ने अधिकारीको
 हस्ताक्षर: द.
 नाम: केशरबहादुर बानियाँ
 पद: सहायक निदेशक
 मिति: २०६८/११/११



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.

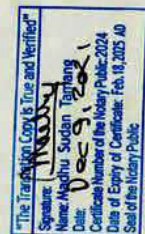
This copy has been issued second time as per the decision of 2068/04/10 (July 26, 2011)

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/-	<u>Sd.</u> Section Officer

Conditions

- No work shall be carried out by opening branch Office without obtaining approval.
- No work shall be done through agent.
- No worker shall be sent on any condition to other country except in than the permitted countries.
- 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.



SLD International (P) LTD.

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

تعتز شركة إس إل دي انترناتيونال الخاصة المحدودة بأنها واحدة من رواد إيجاد العمالة وتقدم بخالص الشكر لكل شركائها وعملائها الوطنيين والعالميين الذين أولونا ثقتهم لنصل إلى ما وصلنا إليه.

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

خبرتنا الطويلة جعلتنا نضع تصوراً للرفاهية الدولية وكذلك مصلحة العمال النيباليين المهرة إلى جانب حاجة أصحاب العمل العالميين لمثل هذه المهارات. لدينا تجهيزات اتصالات حديثة وأخصائيين ذوي خبرة. نلتزم إس إل دي انترناتيونال الخاصة المحدودة بتوفير خدمات ذات كفاءة ومخلصة ومخصصة لعملائنا الكرام. يمكننا الاتصال بنا خلال أي يوم عمل للرد على أي استفسار أو معلومات إضافية عن شركتنا وخدماتنا.

وشكراً

سارا غورونغ

رئيس مجلس الإدارة

جوال: +977-9851047365

+977-9818628448



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





SLD International (P) LTD.

➡ CATEGORIES



PROFESSIONALS

- ☛ Engineer
- ☛ Architect
- ☛ Auditor
- ☛ Doctor
- ☛ Teacher

SUPER MARKET

- ☛ Cashier
- ☛ Storekeeper
- ☛ Salesman
- ☛ Cleaner

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

VEHICLE/ HEAVY EQUIPMENT OPERATOR

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

ADMINISTRATIVE CLERICAL

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





SLD International (P) LTD.

➡ 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

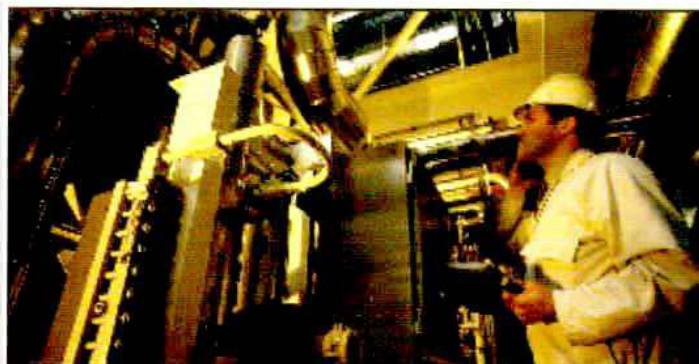
- ☛ Engineer Landscaping
- ☛ Engineer Irrigation
- ☛ Supervisors
- ☛ Foremen
- ☛ Gardeners
- ☛ Farmers

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



SLD International (P) LTD.

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 hold 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.





SLD International (P) LTD.

➡ 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





SLD International (P) LTD.

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
Visa No. Issue date: Expiry date:

SN	Profession	Number of workers			Salary (SR)	Salary (Rs monthly)	Food Allowance
		Male	Female	Total			
							Free or SR 500-550

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 (KTM-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).
- Over time 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, Uniform, and Safety Materials and Trip Allowance (for Heavy 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 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:

POWER OF ATTORNEY

Pat date of issue:

Pat date of expiry:

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 appointed 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 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 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:

UNDERSTANDING LETTER

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 letter declares the following:

- The attached Demand Letter, Power of Attorney, Agency Agreement, Employment contract, Onboarding letter and all other documents submitted herewith 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 2018.
- 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.
- 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' home with their contact number, passport slip, bank statement, Contact Paper and OOSI as and when requested by the Embassy of Nepal.
- 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.
- 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 Letter, will be deployed only in our own company/other companies and will not be supplied again to any other supply companies throughout their contract period.
- The employees once recruited directly by the company through its authorized recruiting agency will not be rehired or redeployed in terms of position, salary, benefits and work at any cost. The position and category of the employees shall be decided prior to selection of recruitment.
- Salaries, benefits and other facilities mentioned in the demand letter issued by the embassy shall prevail the legal proceedings and no contract will be made with less salary and benefits after their arrival.
- Post cost of residence permit, medical expenses, electricity, water, gas and human standard accommodations will be solely born by the employee. Employee will also bear the fines, if any, because of the delay in the processing of above cases.
- The employees will be repatriated within one month after the completion of the contract with all his rights. The company will immediately 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 clearing their written consent.
- 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 expense without any pre conditions such as deposit of money, replacement of worker any other parameter etc. The company will also use the possibility to send such worker in early vacation as company's expense.
- In case of any misunderstanding dispute between employer and the employee, the Embassy of Nepal shall be contacted first for the amicable settlement of the grievance.
- 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 the 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 Owner/CEO
Full Name:
ID No.:
Contact No.:
Email:

Seal of Company:
Name of Company:
Company Registration number:

Date:

LETTER OF GUARANTEE

The Director General
Department of Foreign Employment
Kathmandu, Nepal

Dear Sir,

We, company name (Company Registration No. P.O. Reg. City, Kingdom of Saudi Arabia hereby guarantee that all (No of workers) Nepalese workers as per our Demand Letter (Date ...) (No of category) recruited through our agent Mr. SLD International (P) Ltd. (License 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:

INTER PARTY RECRUITMENT AGREEMENT

This agreement is made and entered into by and between M/s 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
M/s 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 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.
- The **SECOND PARTY** will be completely responsible to bring selected manpower from Nepal to the Kingdom of Saudi Arabia after demand attestation from the Embassy. During the probation period of 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 arrangement to make visa for all the selected workers.
- The **FIRST PARTY** shall make arrangement 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 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.

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

Our block Visa below

Visa No. Date of issue: Date of expiry:

First Party
Name:
Designation:
Signature:
Date:
Second Party
Name: SLD International (P) Ltd.
Designation: Chairperson
Signature:
Date:

ACTUAL EMPLOYMENT CONTRACT

Via No.

This agreement is made and entered into type date type name of the company company registration number type postal 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/her 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 Riyal 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.
- 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 (KTM-KSA) and returning (KSA-KTM) 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, Uniform, and Safety Materials and Trip Allowance (for Heavy 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
Name:
Designation:
Signature:
Date:
Second Party
Name:
Signature:
Date:



REQUIRED DOCUMENTS FOR QATAR

Date: _____

M/S S.L.D. International (P) Ltd.
License No: 672/063/064
Regd 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 as 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.

- Period of employment : Two years (renewable)
- Place of employment : _____ Qatar
- Air Ticket : For joining the company for the first time (JKTN-QOHA) and then Up & down air ticket will be provided after the completion of two years contract.
- Working hour : 8 hrs per day, 6 days per week (48 hrs per week)
- Over time : As per Qatar Labour Law.
- Probation Period : 90 days from date of entry into Qatar
- Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
- Accommodation : Free bachelor accommodation should be provided by the company
- Water, electricity & gas : Provided by the company
- Food : Provided by the company
- Medical / Insurance : Provided by the company
- Transportation (Bus) : Provided by the company (to and from the work site)
- Uniform, and safety Materials : Provided by the company
- Service Gratuity and Leave pay : Provided by the company as per Qatar Labour Law.
- Service Charge : provided by the company
- Other Term & Conditions : As per Qatar Labour Law.

Name: _____
General Manager/ Managing Director

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 S.L.D. 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: _____

Date: _____

The Director General,
Department of Foreign Employment
New Baneshwar, Kathmandu
Nepal

Subject : Letter of Guarantee

Dear Sir,

We, _____ P.O.Box _____, Doha-Qatar hereby guarantee that all Nepalese workers recruited through our agent M/S S.L.D. International (P.) Ltd. (License No 672/063/064), Baneshwar, 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: _____

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@mofa.gov.qa as soon as possible after the arrival of the worker from Nepal to Qatar.

- List of the newly arrived workers from Nepal to Qatar.
- Copies of air tickets provided to the worker by the company.
- Valid employment contract of each worker.
- 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: _____

Application for Guarantee and Undertaking

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

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:

- The attached Demand letter, power of Attorney, agency Agreement, Employment contract and all other documents submitted herewith are the part of this undertaking.
- Embassy of Nepal shall be informed of the arrival of the employees within three months their profession, salary, status of residence permits.
- Embassy of Nepal and its officials can have the access to the accommodation of the employees and office for the purpose of inspection.
- 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.
- All the Employees shall be provided with time-card for calculation of overtime allowance.
- 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.
- 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.
- 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.
- 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.
- Employer shall be fully responsible for the salary and other facilities of employees even if they are supplied to other employer's.
- 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.
- 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:

Date: / /

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

Subject: Commitment and guarantee Letter

- 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
- 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 PD 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:

**SLD International (P) LTD.**

REQUIRED DOCUMENTS FOR BAHRAIN

Order

DEMAND LETTER

Mixers SLD INTERNATIONAL PVT. LTD.
 LAL. NO. 672/063/04
 Besundhara Chouli, Chowk, Dhapesi, Kathmandu, Nepal

Kindly arrange to select and recruit following workers to work for our various ongoing projects in Bahrain.

S. NO.	JOB TITLE	NO REQUIRED	SALARY (BHD)
	TOTAL		

Terms and conditions:

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 :
Position : **GENERAL MANAGER**

Date: / /

POWER OF ATTORNEY

We [Your company name] (Commercial Registration No.), Bahrain hereby appoint M/S SLD INTERNATIONAL PVT. LTD. Basundhara Chawki, Chowk Dhapasi, Kathmandu, Nepal holding license no. 672/063/64 to be our lawful attorney and recruiting agent Nepal for the purpose of handling all affairs concerning the recruitment of workers for employment with our Company to sign all necessary documents as required by the laws and regulations pertaining to employment of workers to arrange for their passports and visa endorsements with the Embassy and arrangements for their passage and other legal formalities that deem necessary.

For [Your Company Name]

Name :
Position : GENERAL MANAGER

Date: / /

The Director General
Department of Labour
Kathmandu, Nepal

Dear Sir,

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.

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.

We would highly appreciate if you kindly release the permission for deployment of workers as per our demand letter at the earliest.

Thinking you,

Yours faithfully,
[Your Company Name]

Name :
Position : **GENERAL MANAGER**

Date: / /

OFFICIAL AGREEMENT

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:

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:
 - 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**

EMPLOYMENT CONTRACT

This employment contract has been made on this day: (— COMPANY NAME —) between the first party (Employer):

Name	2
Nationality	2
Address	1
Tel.	2
Fax	2

The Second Party (employee):

Name _____
Nationality _____
Passport No. _____
Occupation _____

Terms & Conditions

1. Basic Salary Qrs:----- ()
2. No food or food allowance is provided by first party.
3. Contract is for 2 years and recruited personnel will be on probation for 90 days and will be confirmed on successful completion of probation period.
4. Free accommodation will be provided by the company.
5. Working hours will be 48 hours (6 days) per week.
6. All categories need to work in all sites and as per company needs.
7. Transportation will be provided by the company (only for work).
8. Medical Card will be provided by the company.
9. Air-Ticket: after completion of two years.
10. All other terms and conditions will be in accordance to Qatar Labour Law.
11. The above mentioned terms and conditions agreed by both parties and duly signed.

First Party

Second Party

