

Date:

Recruitment agency's name, address, license number, contact number and official email.

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:

S N	Profession	Number of workers			Salary (SR)	Salary (In words)	Food Allowance
		Male	Female	Total			
						Free or SR.300/500	

The following Terms & conditions shall be included in the contract

1. Period of Employment will be Two years (renewable upon employee's written consent) and place of employment will be in (type name of the city) KSA.
2. Air ticket for joining the Company (KTM-KSA) and returning home after the completion of contract will be provided by company.
3. Working hours will be 8 hrs. per day, 6 days per week (not exceeded than 48 hrs. per week).
4. Over time will be 1.5 times of the salary per hour.
5. Probation period will be of 90 days from date of entry into KSA.
6. Visa charge, Resident permit (Iqama), GoSI and Medical Insurance will be provided by the company. Workers will not pay any fees.
7. Human standard accommodation including Utilities (Water, Electricity and Gas), Local Transportation, Uniform, and Safety Materials and Trip Allowance (for Heavy Driver) will be provided by the company.
8. Annual paid leave will be minimum 21 days per year. (In case of emergency, emergency leave will be provided).
9. 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.
10. Other Terms & Conditions: As per Saudi Labor Law.

Name:

Designation:

Signature:

Company Name:

Company Registration Number:

Date:

ACTUAL EMPLOYMENT CONTRACT

Visa 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.

1. 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.
2. 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.
3. Period of Employment will be **two years (renewable upon second party's written consent)** and place of employment will be in **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.
4. **Visa charge is borne by the first party** itself and will not be deducted in the second party's salary.
5. Working hours will be **8 hours per day, 6 days per week (not exceeded than 48 hours per week)**.
6. 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.
7. **Resident permit (Iqama), GoSI and Medical Insurance will be provided by the first party.** Second party will not pay any fees.
8. Comfortable and human standard accommodation including **Utilities** (Water, Electricity and Gas), **Transportation, Uniform, and Safety Materials and Trip Allowance** (for Heavy Driver) will be provided by the first party.
9. 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.
10. Annual paid Leave will be minimum **21 days** per year. (In case of emergency, emergency leave will be provided).
11. Other Terms & Conditions: as per Saudi Labor Law.

First Party

Name:

Designation:

Signature

Date:

Second Party

Name:

Signature:

Date:

POWER OF ATTORNEY

PoA date of issue:

PoA date of expiry:

Know all men by these presents, That we, ...**company name**.....Kingdom of Saudi Arabia, a company dully organized and existing under and by virtue of the laws of Kingdom of Saudi Arabia with Registration. No. ...**CR**... Do hereby appointed ...**manpower office in Nepal**.... Kathmandu, Nepal, a recruitment Agency approved by the Government of Nepal, Ministry of Labor, Employment and Social Security, with Registration No... ...**License no**... 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.

Visa No: Issue Date: Expiry Date.....

Name:

Designation: (must be CEO/Owner)

Signature:

Company Name:

Company Registration Number:

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.....**Manpower office name**.....

License No.: **No**....., Kathmandu, Nepal

A company dully registered to deploy manpower from Nepal and existing under the laws of Nepal, represented by Mr. **...owner**.....in his capacity as **...designation...** herein after referred to as the **SECOND PARTY**.

TERMS & CONDITIONS

1. **The SECOND PARTY** will make all the arrangement to supply manpower from Nepal, as per the request and specifications of the First Party.
2. **The FIRST PARTY** will recruit workers from Nepal through the **SECOND PARTY** for his company.
3. The **FIRST PARTY** will agree to appoint the **SECOND PARTY** as its legal representative in **Nepal** for the purpose of supplying manpower (Nepalese workers) for his company and will provide all the required documents such as **Power of Attorney, Demand Letter** and **Employment Contract** for the selected workers.
4. **The SECOND PARTY** will be completely responsible to bring selected manpower from Nepal to the **Kingdom of Saudi Arabia** after demand attestation from the Embassy. During the probation period if any of the workers is found to be medically unfit, refused to work and got homesick, Second Party will bear all expenses for repatriating the said workers back to his/her home county and make replacement with free of charges.
5. **The FIRST PARTY shall** make arrangements to make visa for all the selected workers.
6. **The FIRST PARTY will** provide all the facilities to all the selected workers incorporated in the Demand Letter and as per the prevailing Labour Law of the Kingdom of Saudi Arabia.
7. In case of death of the worker during the contract period, the First Party will repatriate the remains of the deceased at the expense of the company. Both in the case of death and injury, compensation shall be paid according to the Labour Law of the host country.

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

Our block Visa below

Visa No..... Date of issueDate of expiry

First Party

Name:

Designation:

Signature

Date:

Second Party

Name:

Designation:

Signature:

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 M/s (Licensed No.....), Post.Box No. 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. VisaNo..... 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:

UNDERTAKING 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 undertaking hereby declare the following:

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

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

Signature of the Owner/CEO

Full Name:

ID No.:

Contact No.:

Email:

Seal of Company:

Name of Company:

Company Registration number:

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