

SAMPLE OF DEMAND LETTER

Date:

To

M/s Kabeli Human Resource Pvt Ltd

Registration No. 60039/065/066

Pinglasthan, Gaushala

Kathmandu, NepalDear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request to you kindly supply me following personnel to work in our organization.

S. No	Job Title	No. of persons	Salary per month	Period of Contact	Working Hours	Working Days

Other benefits

1. Accommodation
2. Food
3. Air Passage
4. Transportation
5. Other facilities such as insurance policy and Annual leaves etc according to labor law of concerned county.

Thanking you !

Yours Faithfully

Attested in the country of employment by signature and seal with.

(1) By the Nepalese Consulate

(2) By the Chamber of commerce of concerned country

SAMPLE OF POWER OF ATTORNEY

Date:

To,

M/s Kabeli Human Resource Pvt Ltd

Registration No. 60039/065/066

Pinglasthan, Gaushala

Kathmandu, Nepal

This is to confirm that we _____(Name, address and contact telephone number of Employer), hereby appoint M/S Kabeli Human Resource Pvt. Ltd., Registration No. 60039/065/066, Pinglasthan, Gaushala, Kathmandu, Nepal as our true and lawful attorney and agent in Nepal in respect of handling all affairs concerning recruitment , entering into and signing contracts with the selected employees, completion of emigration formalities including deposit of security, registration fees etc. with the protector of emigrant required by the said office in connection with the recruitment of persons to work with our company and to arrange their passage and other necessary documents.

This Power of Attorney is limited to the requirement of the said Demand Letter and expires on the completion of this recruitment.

In witness thereof, we have executed this Power of Attorney at

Yours Faithfully,

(Seal & Signature)

(This letter must be attested by the chamber of commerce and ministry of foreign affairs of the employer country)

AGENCY AGREEMENT

This agreement is made on between (Your company) hereinafter called the first party and M/S Kabeli Human Resource Pvt. Ltd., Registration No. 60039/065/066, Pinglasthan, Gaushala, Kathmandu, Nepal hereinafter called in second party have agreed to work under the following term and condition.

1. The second party will forward the personal data, medical report, photos and passport copy for a total worker.
2. The first party will send VISA of the workers to the second party within maximum of 10 days once the interview process is over.
3. The second party will send workers within 30 days after getting VISA of the workers.
4. First has agreed and promised to provide all facilities to the workers, which is mentioned in the demand letter and employment contract. The first party will be fully responsible for everything while the workers are working under him.
5. All other terms and conditions not covered by this agreement will be applicable as for concerned country labor law.
6. The second party will be responsible for the workers for medical unfit or reject from the work or any problem against the company for period of six months.

The first party and second certify that they have read the agreement and that they fully understand its terms and conditions together with its application. In witness, whereof the parties have voluntary signed subscribed their names below herein.

The first party

Second party

Kabeli Human Resource Pvt Ltd

Gaushala, Kathmandu

EMPLOYMENT AGREEMENT

This employment agreement is made on this ----- day of-----
between-----
-- Address -----

Hereinafter Called the Employee

&

Mr. -----
----- Son of Mr. ----- Passport No.-----

(Hereinafter Called Employer)Wherein it is agreed as follows:

1. Position :
2. Duration of Contract :
3. Monthly Basic Salary :
4. Air Passage :
5. Accommodation :
6. Food :
7. Duty Hours :
8. Overtime and others benefits :
9. Annual leave :
10. Holidays :
11. Probationary period :
12. Termination :
13. Other terms & condition :

Signature of Employer

Signature of Employee

SAMPLE OF GUARANTEE LETTER

(To be typed in Company's Official Letterhead)

Date: _____

To

Director General

Department of Labor and Employment Promotion,

Ministry of Labor & Transport

Government of Nepal

Sub: Guarantee for local employment

Sir,

M/S M/S Kabeli Human Resource Pvt. Ltd., Registration No. 60039/065/066

, of Nepal Govt. is our true and lawful recruiting Agent in Nepal. We have already provided all the necessary documents for recruiting the Nepali workers from Nepal. We are recruiting Nepali. M/S Kabeli Human Resource Pvt. Ltd., Registration No. 60039/065/066, Pinglasthan, Gaushala, Kathmandu, , Nepal. We have agreed and promised not to deploy our workers out of (Country Name). All the workers will be working with us in (Country Name). e will be responsible on this matter. This is our guarantee letter on behalf of our company.

Best Regard

(General Manager)

for the downloads documents/images