***Demand Letter***

Date: **03/04/2016**

**Meridian Manpower Service Pvt. Ltd.**

**(License No. 698 / 063 / 064Kathmandu, Nepal**

Dear Sir

Please arrange to recruit Nepalese Nationals for our Company as per the details given below, against the following terms and conditions**. Visa No. …………… ID. No………………. visa Date: ………………..**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **CATEGORIES** | **QUANTITY** | **SALARY** | **FOOD ALLOWANCE** |
| **1** | ……….. | **..** | **SR ……** | **SR …..** |

***TERMS AND CONDITIONS:***

1. Contract for –***2*** years
2. Duty Hours –***8*** hours a day, ***6*** days a week

3. Accommodation – Provided by the company with free gas, water & Electricity.
4. Transportation –Provided by the company from residence to the work site.
5. Visa, Medical, Insurance & Iqama– Free of cost provided by the company.

6. Joining Air ticket – Provided by the company, also free round trip air ticket after 2 years.
7. Vacation - 42 days paid leave after 2 years.
8. Over Time -As per country’s labor law.

All the others terms and conditions as per the country's Labor Law.

Thanking You

**(Name of Company**

**Seal & Signature)**

**مصدقة من الغرفة التجارية و الخارجية**

*Power of Attorney*

Date: 03/04/2016

Meridian Manpower Service Pvt. Ltd.
(License No. 698 / 063 / 064, Under Dept. of Labor, Govt. of NEPAL)
Kathmandu, Nepal

This is to confirm that we **……………………………………….., Riyadh, K.S.A.** hereby appoint **M/S. Meridian Manpower Service Pvt. Ltd.,Kathmandu, NEPAL, having license no. 698/063/064**, under Nepal Government Department of Foreign Employment , as our true and lawful attorney and agent in Nepal in respect of handling all the affairs concerning recruitment and passage of manpower such as registration of the demand with the department of labor, permission and clearance, etc. from the same department and to sign all the necessary documents required for the purpose of recruitment and passage of the required personnel and arranging their passports ,visa etc.

Visa No. 1301010203 ID No. 1011181987
Visa Issue Date: 1437/04/30

Thanking you,

**(Name of Company**

**Seal & Signature)**

**مصدقة من الغرفة التجارية و الخارجية**

***Employment Contract***

This contract of employment is executed and entered into by and between:

***1. Employer*: ………………………………………………….., Riyadh, K.S.A.**

***2. Employee***: Mr..…………………………………………………………..…….Nationality **Nepa**l,

holder of passport No …………………..

Both of whom voluntarily bind themselves to the following term and conditions; Basic Term of Contract:

***1. Employee Job Title or Position:*** ………….

***2. Basic Monthly Salary: ……….SR***
***3. Duration of Contract:*** The duration of the contract is ***Two (2)*** years.
***4. Traveling Expenses:*** Joining & Round Trip air ticket will be provided by the company after completion of 2 years contract.
***5. Accommodation:*** The employer will provide suitably furnished accommodation at free of cost.
***6. Food:SR ………./
7. Working Days and Working Hours:*** Normal working days shall be six days per week and one day paid holiday per week and working hour shall be **8 hours per day, 48 hours per week.**
***8. Overtime:*** In case the employer requires the worker to work overtime after 8 hours, the employer shall pay for overtime at 1.5 times of basic salary rate.
***9. Medical Treatment:*** The employer shall provide free medical services, including medicines.
***10. Insurance:*** The employer shall provide necessary insurance against death or injury according to the laws of the country of employment.
***11. Visa, Iqama& Government Taxes:*** The employer shall pay all Taxes related by the government in subject of visa and Iqama.

***12. Renewal of Contract:*** The contract is renewable with mutual agreement of both the employer and employee.
***13. Other Terms and Conditions:*** All other terms and conditions favorable to the employee not covered herein and which the laws of country of employment provide, shall apply and from part of this contract.

|  |  |
| --- | --- |
| THE FIRST PARTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Employer,  | THE SECOND PARTY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Employee  |

**مصدقة من الغرفة التجارية و الخارجية**

***Agreement of Manpower Mobilization***

Date: 03/04/2016

This Agreement has been made and executed between **………………………, Riyadh, K.S.A.** (Herein after called the First Party) and ***M/S Meridian Manpower Service Pvt. Ltd. Gaushala, Kathmandu, NEPAL,*** having license No. 698/063/064 (Herein after called the Second Party) on the following Terms and Conditions, in connection to the mobilization of Manpower in KSA.

1. The Second Party agrees to deploy total ***…….*** Nepalese worker(s) (As per the Demand Letter) to the First Party within ***60*** days after receiving the original and legal documents.

2. The First Party should provide the necessary documents like Demand Letter, Power of Attorney, Employment Agreement Paper etc. to the Second Party along with visa and joining ticket free of cost.

3. The FIRST PARTY should provide all the facilities mentioned in the Demand Letter to the workers, throughout the Contract Period. The First Party will be fully responsible for everything while the workers are working with or under him.

4. The Second Party will be responsible for all the expenses in the following cases:
i) Workers are proved inefficient (Within 3 months' probation period)
ii) Workers are medically unfit to work (Within 3 month)

5. Agreement will be in force since while signed by both parties and end with the Two years' contract period of the mobilized workers.

6. All the other terms and conditions are as per the Labor Law of the concerned Country.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The First Party **…………………………………….**(Seal & Signature) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The Second Party  M. M. ANSARI**Meridian Manpower Service Pvt. Ltd.**-------------------------(Seal & Signature)  |

**مصدقة من الغرفة التجارية و الخارجية**

Date: 03/04/2016

To
Director General
Department of Foreign Employment
Kathmandu, Nepal

Sub: **Guarantee Letter**

Sir

We,**………………………………………., KSA.**do here by confirm that**M/S Meridian Manpower Service Pvt. Ltd. Kathmandu**, Nepalhaving **license no. 698/063/064** 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 workers under our block visa no. ………………., ID: ………………..dated:……………. issued in the name of **………………………….**

We are agreed and promised not to deploy our workers to other companies or out of country. We will be responsible on this matter. They will work with our company. This is our guarantee letter on behalf of our company.

Best Regards,

**(Name of Company**

**Seal & Signature)**

**مصدقة من الغرفة التجارية و الخارجية**