

**Embassy of Nepal  
Berlin**

**Check List for Demand Paper Attestation**

**A. List of Documents to be submitted**

S.No.	Required Documents	Remarks
1.	Company Profile	Fill up the profile format prepared by the Embassy and get it signed by authorized signatory.
2.	Latest Workers Quota issued by the concerned Ministry of the concerned country.	Submit the original copy of English Translation.
3.	Demand Letter addressed to a Manpower Supplying Agency in Nepal issued by the Company.	Have it attested by the Chamber of Commerce and the Ministry of Foreign Affairs of the concerned country.
5.	Guarantee Letter; including the Following; a) Guarantee of the workers stay in recruiting country. b) Accommodation: safe, hygienic and suitable accommodation (maximum 4 workers per room). c) Special undertaking for female workers with a special guarantee of separate room. d) Guarantee that the company will provide visa, joining ticket and returning ticket after completion of the contract period in free of cost and will not deduct any amount from the salary of the workers.	Have it attested by the Chamber of Commerce and the Ministry of Foreign Affairs of the concerned country.
6.	Sample Employment Contract (English and local language side by side) between the company and the worker) <b>The Company should provide joining ticket to the workers compulsorily.</b>	Have it attested by the Chamber of Commerce and the Ministry of Foreign Affairs of the concerned country.
7.	Recruitment Agreement between the Recruiting Company of concerned country and Supplying Agency of Nepal, signed by the both parties (Please clearly mention that the Company of recruiting country (first Party) <b>will provide</b> any service charge to the Manpower Agency (Second Party) or Not.	Have it attested by the Chamber of Commerce and the Ministry of Foreign Affairs of the concerned country.
8.	License copy of the recruiting company and Nepali Manpower company.	In case of recruiting country's License, submit the original copy of English translation.
9.	Letter mentioning the signature of the authorized signatory of the company with a copy of his/her Civil ID card and authorization person carrying the documents for attestation.	Submit the original copy of English translation.
10.	A copy of an agreement between the Recruiting Agency or Office of concerned country and the Supplying Company of concerned country (in case of hiring workers through the agency or supplying company in recruiting country.(If any)	Submit the original copy of English translation.
11.	A copy of tender or contract of the project or work place indicating number of manpower, duration of contract, etc.	Submit the original copy of English translation.

## B. Fees for Attestation:

A Set of Document Contains	Fees for one set of Document to hire worker from Nepal	
	No. of Workers	Amount in Euro
1. Demand paper	1-25	275
2. Annual Quota (if applicable)	26-100	320
3. Power of Attorney	More than 100	365
4. Sample Employment Contract		
5. Letter of Guarantee		
6. Agreement Between Recruitment Agency and		
7. Others (if any)		
Amendment of demand paper		100 per document

### Note:

1. Required documents need to be arranged serially. Before registration, be sure that the submitted documents fulfill all the requirements and the positions and numbers in the demand strictly match the positions and number in the quota.
2. Do not send documents or transfer revenue amount without prior approval of the Embassy by email.
3. Once documents are registered and attestation fee is paid, the amount thus paid cannot be reimbursed. The Embassy reserves the right to accept or reject the submitted demand papers.

(last updated on 22 July 2019)