

**EMBASSY OF NEPAL**

Berlin, Germany

**APPLICATION FORM FOR DEMAND LETTER ATTESTATION**

(Institutional)

A. Name of Company in the (Name of the Country): .....

Address:.....

Tel:..... Email: .....

Name of HR Manager: ..... Contact No.:.....

B. Name of Nepali Manpower Agency:.....

Address:..... License No.:.....

Tel. (Landline):..... Email:.....

Name of Owner: ..... Contact No.:.....

C. Documents Submitted by: ..... Date:.....

Position in company/Institution: ..... Contact No.:.....

S.N.	Job Category	Number	Gender	Basic Salary (Euro/US Dollar)	Food (Euro/US Dollar)	Accommodation (Euro/US Dollar)
1.						
2.						
3.						
4.						
5.						
Total						

Remarks/Comments (if any):

**For official Use Only**

Checked by

Verified &  
Attested  
by

Approved b

Name:.....

.....

.....

Position:.....

Counsellor

Ambassador

Sign & Date:.....

**Endorsement No.:.....**

Date:.....

M/s..... Manpower (P) Ltd.

License No.....

Regd No.....

## 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.	-----	-----	-----	-----	

The following Terms & conditions shall be included in the contract.

- 1) Period of employment : Two years (renewable)
- 2) Place of Employment : .....(Name of the Country)
- 3) Air Ticket : For Joining the Company for the first time
  - i. (Nepal-.....) and then Up & down air ticket will
  - ii. Provided after the completion of two years contract.
- 4) Working Hour : 8 hrs per day, 5 days per week (40 hrs. per week)
- 5) Over time : As per..... (Name of the Country) Labour Law.
- 6) Probation Period : 90 days from date of entry into..... (Name of the Country)
- 7) Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
- 8) Accommodation : Free bachelor accommodation shall be Provided by the Company
- 9) Water, electricity & gas: Provided by the company
- 10) Food : Provided by the company
- 11) Medical / Insurance : Provided by the company
- 12) Transportation (Bus) : Provided by the company (to and from the work site)
- 13) Uniform, and safety Materials : Provided by the company
- 14) Service Gratuity and Leave pay : Provided by the company as per.....(Name of the Country) Labour Law
- 15) Service Charge : provided by the company
- 16) Other Term & Conditions : A per .....(Name of the Country) Labour Law.

Name.....

General Manager/ Managing Director

Date.....

## **POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS:

That we, .....with postal address at post. Box. No..... (Name of the City, Country) a company duly organized and existing under and by virtue of the laws of.....(Name of the Country) with License No..... do hereby appoint M/S..... Kathmandu, Nepal, a recruitment agency approved by the concerned authority of the Government of Nepal, vide Registration No..... to be our true lawful attorney and agent in Nepal in 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: ....., (Name of the Country) hereby guarantee that all Nepali workers recruited through our agent M/S.....(License No.....), Post. Box No..... Kathmandu, Nepal will be working in our company in (Name of the City & Country) 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 period of contract.

Thank you for your kind co-operation.

Mr.....  
General Manager  
Company.....

Date: .....

## Inter party Recruitment Agreement

This agreement made and entered into by and between **M/s.** ....., duly registered under the laws of (Name of the Country), with business address at P.O.Box: ....., (Name of the City & Country) and represented by **Mr.** ..... in his capacity as ..... herein after referred to as the FIRST PARTY.

### AND

**M/s.** ..... A Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at ....., Katmandu, Nepal, and represented by Mr. .... in his capacity as ..... herein after referred to as the SECOND PARTY.

### TERMS & CONDITIONS.

1. That the SECOND PARTY will make all the arrangements to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
2. FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3. FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement (Employment Contract) for the selected workers.
4. SECOND PARTY will be completely responsible to bring selected manpower from Nepal to .....(Name of the City &Country) and will guarantee for three months. During this period if any of the deployed workers found to be medically unfit, refused to work and got homesick, SECOND PARTY will bear all the expenses for repatriating the said workers back to Nepal and make replacement in due course of time.
5. FIRST PARTY shall make arrangements to make visas for all the selected workers.
6. FIRST PARTY will provide free accommodation & transportation for the selected workers here in..... (Name of the City & Country) as per the prevailing Labour Law of..... (Name of the Country) & its own rules.
7. The First party will provide all the facilities incorporated in the Demand Letter to all the selected workers as per the prevailing Labor Law of the (Name of the Country).
8. FIRST PARTY will make all the arrangements to receive all the selected workers.
9. The FIRST PARTY shall undertake to repatriate the dead body of the employee at its own expenses in case if any of the recruited Nepali workers happens to loss his/her life during his/her stay in ..... (Name of the Company & Country)
10. This agreement takes effect upon signing thereof by both the parties concerned.

FIRST PARTY

Name:  
Seal of the Company  
And  
signature of authorized person

SECOND PARTY.

Name:  
Seal of the Company  
And  
signature of authorized person

**SAMPLE EMPLOYMENT**  
**CONTRACT**

1. Name of the Employee:.....
2. Profession & Position:.....
3. Passport No:.....
4. Nationality: Nepali
5. Individual Visa No.....(Copy Attached)
6. Visa Issue Date:.....
7. Benefits/terms & conditions:

I.	Contract Period	:	2 years (Minimum & Renewable)
II.	Probation Period	:	..... months
III.	Food	:	Provided by company / cash
IV.	Accommodation	:	Provided by company / cash
V.	Air Tickets (Joining and Return)	:	Provided by company
VI.	Visa, Medical Test, ID Cost	:	Provided by company
VII.	Working hours and days	:	8 hours/day and 5 days/week
VIII.	Annual leave (Paid)	:	30 days
IX.	Medical and Insurance	:	Provided by company
X.	Worker's Compensation Insurance	:	Provided by company
XI.	Local Transportation Facility	:	Provided by company
XII.	Service/Agency/Broker Fee	:	Provided by company
XIII.	Right to retain employee's Passport	:	Employee

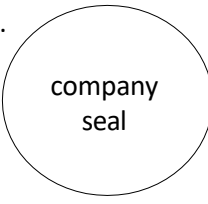
*Other terms and conditions will be as per prevailing laws of..... (Name of the Country)*

**Accepting parties**

Second Party (Employee)

First Party (Company)

Signature:.....
Name:.....
Date:.....
Address in Nepal and Contact No:.....
.....

Signature:.....	
Name:.....	
Position: .....	
Name of Company :.....	
Date:.....	