

**EMBASSY OF NEPAL**  
Abu Dhabi, United Arab Emirates

**APPLICATION FORM FOR DEMAND LETTER ATTESTATION**  
(Institutional)

- A. Name of Company in the UAE: .....
- 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 (AED)	Food (AED)	Accommodation (AED)
1.						
2.						
3.						
4.						
5.						
..						
..						
..						
Total						

Remarks/Comments (if any):

**For official Use Only**

Received by

Verified by

Approved by

Name:.....

.....

.....

Position:.....

Labour Attaché

Councillor (Labour)

Sign & Date:.....

**Endorse No.:.....**

**SAMPLE OF DEMAND LETTER**  
(By the company to the Recruiting Agency)

Date:

The .....(P.) Ltd.

P.O.Box .....,

Kathmandu, Nepal.

**Demand Letter**

Dear Sir/Madam,

With reference to our Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following category of manpower to work in our Company/institution:

S.N.	Job Category	No. of Workers	Gender	Basic Salary (AED per month)	Remarks
Total					

**Terms and Conditions**

- Contract Period : 2 years
- Probation Period : ..... months
- Food/allowance : Provided by company / cash
- Accommodation/allowance : Provided by company / cash
- Air Tickets (Joining and Return) : Provided by company
- Visa, Medical Test, Emirates ID Cost : Provided by company
- Working hours and days : 8 hours/day and 6 days/week
- Medical and Insurance : Provided by company
- Workmen's Compensation & Insurance : Provided by company
- Local Transportation Facility : Provided by company
- Annual leave : 30 days
- Service/Agency/Broker Fee : Provided by company
- Right to retain employee's Passport : Employee

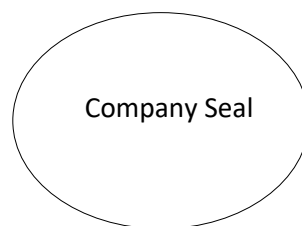
Other benefits such as annual leave, over time etc will be in accordance with the labour laws of the United Arab Emirates.

For (Name of the Company).....

Signature:.....

Name:.....

Position:.....



Company Seal

**POWER OF ATTORNEY**

I, ----- in my capacity as ----- of ----- (name of the Company) duly registered under the laws of -----, U.A.E. with postal address of P.O. Box -----, UAE, do hereby appoint ----- (name of Nepali Manpower Agency), P.O. Box No. ----- Kathmandu, Nepal having License No. ----- issued by the Department of Foreign Employment, Government of Nepal to be our true and lawful attorney in Nepal in respect of recruiting Nepalese workers required for us from Nepal and handling the matters concerning recruitment, entering into contract with the selected employees, payment of fees, etc. to the Government of Nepal, signing of all necessary documents in connection with the recruitment, obtaining permission from the Department of Foreign Employment of Nepal and to arrange for the endorsement of required documents and processes.

In witness whereof, I/we have executed this deed on this day of ----- in -----, UAE. This Power of Attorney shall remain valid for ----- from the date of issue.

Yours Truly,

For ----- (Name of the Company)

Signature:

Name:

Position:

Date:

Office Seal

## **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 United Arab Emirate 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 **Unites Arab Emirate** 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 United Arab Emirate.
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 issue .....Date of expiry .....

**First Party**

**Second Party**

**Name:**

**Name:**

**Designation:**

**Designation:**

**Signature**

**Signature:**

**Date:**

**Date:**

**SAMPLE EMPLOYMENT CONTRACT**

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

- I. Contract Period : 2 years
- 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, Emirates ID Cost : Provided by company
- VII. Working hours and days : 8 hours/day and 6 days/week
- VIII. Annual leave : 30 days
- IX. Medical and Insurance : Provided by company
- X. Workmen'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

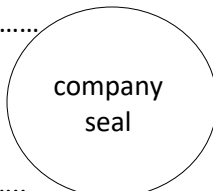
*Other terms and conditions will be as per prevailing laws.*

**Accepting parties**

Second Party (Employee)

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

First Party (Company)

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

**SAMPLE GUARANTEE LETTER**  
**(Institutional)**

Date:

The Director General,  
Department of Foreign Employment,  
Ministry of Labour, Employment and Social Security,  
Kathmandu, Nepal

Re : GUARANTEE LETTER

Dear Sir,

We have sent a demand letter for Nepalese Workers to .....  
.....a Nepali Manpower agency having License No..... for  
.....number of ..... (job category) for our company. In this regard, we wish to  
assure you that this demand is for our Agency only and the workers will be working in UAE. We  
also assure you that these workers will not be sent out of the United Arab Emirates. Furthermore,  
all the terms and conditions mentioned in the contract paper will be truly implemented.

Office Seal

\_\_\_\_\_  
(Sign)

Name:

Position:

Contact No: .....