**DEMAND LETTER**

To,

Times Management System Pvt. Ltd.

Recruiting Nepalese Licenses No.: 944/067/68

Company Registration No.: 77274/067/068

Address: Bansbari, Kathmandu Metropolitan City Ward No. 3 Kathmandu, Nepal

Postal Code: 44600

Email: [tmsnepal.com.np@gmail.com](mailto:tmsnepal.com.np@gmail.com), Tel: +97715907211

Dear Sir,

With reference to the power of attorney executed by us in your favors, we hereby kindly request you to supply the following categories to our company as per the terms mentioned below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **JOB/CATEGORY** | **NO. OF WORKERS** | **GENDER** | **AGE** | **EXPERIENCE** | **BASIC SALARY** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**Terms and Conditions:**

1. Contract Period :
2. Mode of Selection :
3. Probationary Period :
4. Working Hours :
5. Food :
6. Accommodation :
7. Any deduction? :
8. Temporary Residence Card :
9. Joining Ticket Cost :
10. Return Ticket Cost :
11. Workmen’s Compensation Insurance :
12. Transportation Facilities Workplace to and from Accommodation :
13. Medical and Insurance :
14. Service/Agency/Broker Fee :
15. Annual Leave :
16. Right to Retain Employee’s Passport :
17. Overtime :

Company Name:

Authorized Person Name:

Post of Authorized person:

Signature

Company Stamp