

DEMAND LETTER

DD/MM/YYYY

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, Tel: +977-1-5907211

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.	CATEGORY	NO. OF WORKERS	GENDER	BASIC SALARY/RM
1	POST	9	MALE	999
	TOTAL	9		

Terms and Conditions:

- Contract Period : 2 years (Renewable)
- Probationary period : six months
- Working hours : 08 hours/day, 6 days/week
- Food : Provided by the Company
- Accommodation : Provided by the Company
- Visa, Medical Test & Resident Card : Provided by the Company
- Joining ticket & Return Ticket Cost : Provided by the Company
- Workmen's Compensation Insurance : Provided by the Company
- Transportation : Provided by the Company
- Medical & Insurance : Provided by the Company
- Service/Agency/Broker Fee : Provided by the Company
- Annual Leave : 30 days
- Right to retain employee's Passport : Employee
- Overtime : As per company rules
- Other benefits such as annual leave, overtime, etc., in accordance with the labor laws of the Qatar.

Company Name

Authorized Person Name

Post of Authorized

Signature:

DD/MM/YYYY

AGENCY AGREEMENT

This agreement is made and entered into between **Company Name**, Address: **Company full Address, Qatar**, herein called the First Party and **Times Management System Pvt. Ltd.**, Address: **Bansbari, Kathmandu Metropolitan City Ward No. 3, Kathmandu, Nepal**, having Recruiting Nepalese workers **License No.944/067/68** issued by the Department of Labor, Government of Nepal hereinafter called the Second Party.

1. The **First Party** will specify the vacancies to the second party in detail and the **Second Party** will source the suitable candidates to work as per the demand letter.
2. The **Second Party** will provide suitable candidates for all the require categories.
3. The **First Party** will make available to the second party all the relevant visas issued by the authorized government department.
4. The **Second Party** will deploy the selected workers as per the requirement of **First Party**.
5. The **First Party** will fulfill all the conditions agreed upon by the both the Parties regarding accommodations, salary, working hours, overtime and others conditions and make sure that the recruited workers are paid their monthly salary in time on regular basis.
6. The **Second Party** shall furnish a medical report from a qualified doctor for the selected candidates certifying that the candidates are in good health and is free from all infectious diseases.
7. The **First Party** will provide Salary and all the facilities incorporated in the demand letter to all the selected workers.
8. The **Second Party** hereby agrees to replace any workers found unsuitable or unfit for the job or found medically unfit free of cost within the probationary periods of 06 months and the worker should compensate the employer for the loss incurred as per the Qatar's law.
9. The **First Party** will not provide Service charge to the **Second Party**.
10. Duration of contract should be of 2 years and is renewable upon mutual agreement of **Both Parties**.
11. **Both Parties** hereto have discussed all the above matters in detail and agrees to all the terms and conditions in this agreement and put their signature in two identical originals one to kept by each party.

For and on behalf of the First Party

Company Name
Authorized Person Nam
Post of Authorized
Signature:

For and the behalf of the Second Party

Times Management System Pvt. Ltd.
Bimal Bohara
Managing Director

DD/MM/YYYY

TO WHOM MAY IT CONCERN

Known allmen by this present that we, between **Company Name**, Address: **Company Address, Qatar**, herein called the **Employer**, do hereby, nominate constitute and appoint **Times Management System Pvt. Ltd.**, Address: **Bansbari, Kathmandu Metropolitan City Ward No. 3, Kathmandu, Nepal**, having Recruiting Nepalese workers **License No. 944/067/68** issued by the Department of Labor, Government of Nepal hereinafter called the Attorney

1. To be our true and lawful attorney as a recruiting agent on behalf of the **Employer** as per conditions of employment mentioned in letter of demand.
2. To act on behalf of the **Employer** in respect of handling of all the affairs concerning recruitments and passage of manpower demanded, such as registration of the demand with the ministry of labor and transport management, permission and clearance etc. after payment of necessary fees, if any and the sign all the necessary documents requires for the purpose of recruitment and passage of the required personnel, arrange their passport and passages and those with.
3. In witness whereof we have executed this deed on this **dd/mm/yyyy** in **Place**, Qatar.

The Power of Attorney will be valid up to **2 years** from the Demand Letter Date.

Yours Faithfully,

Company Name
Authorized Person Name
Post of Authorized
Signature:

EMPLOYMENT CONTRACT

Employee's Name :
Category & Position :
Passport No.: :
Basic Salary :
Nationality : Nepalese

We undertake to provide the following terms and conditions to above-mentioned employee

1. Contract Period : 2 years (Renewable)
2. Probationary Period : Six months
3. Working hours : 08 hours/day, 5 days/week
4. Food : Provided by the Company
5. Accommodation : Provided by the Company
6. Visa, Medical Test & Resident card : Provided by the Company
7. Joining ticket & Return Ticket Cost : Provided by the Company
8. Workmen's Compensation Insurance : Provided by the Company
9. Transportation : Provided by the Company
10. Medical & Insurance : Provided by the Company
11. Service/Agency/Broker Fee : Provided by the Company
12. Annual Leave : 30 days
13. Right to retain employee's Passport : Employee
14. Overtime : As per company rules
15. Other benefits such as annual leave, overtime, etc., in accordance with the labor laws of the Qatar

Company Name
Authorized Person Name
Managing Director
Signature:

Name of employee

Passport No:
Signature of Employee:

DD/MM/YYYY

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

Re: GUARANTEE LETTER

Dear Sir,

We, the **Company Name**, Address: **Company full Address, Qatar**, have sent a demand for Nepalese workers to **Times Management System Pvt. Ltd., Address: Bansbari, Kathmandu Metropolitan City Ward No. 3, Kathmandu, Nepal**, having Recruiting Nepalese workers **License No. 944/067/68** for **99** numbers of employee for our Company. In this regard, we wish to assure you that this demand is for our company only and the workers will be working in our company situated in Qatar.

We also assure you that these workers will not be sent out of the Qatar.

Yours Faithfully,

Company Name
Authorized Person Name
Post of Authorized
Signature: