

## DEMAND LETTER

Date: YYYY-MM-DD

To,

Times Management System Pvt. Ltd.

Government License No. 944/067/68

Postal Code: 44600, Kathmandu Metropolitan City-03, Kathmandu, Nepal

Tel: +977-1-5907211

Email: info@tmsnepal.com.np

Dear Sir/ Madam,

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

S.N	CATEGORY/ JOB TITLE	NO. OF WORKER	GENDER	MONTHLY BASIC SALARY
1.	ABC	123	MALE/FEMALE	AED 1234

### TERMS AND CONDITIONS

Contract Period	: 2 years Renewable
Working Hours/ Day	: 8 hours a day, 6 days a week
Food	: Provided by Company
Accommodation	: Provided by Company
Local Transportation Facility	: Provided by Company
Air Ticket	: KTM to UAE up and down air ticket
Visa, Medical, Emirates ID cost	: Provided by Company
Medical and Insurance	: Provided by Company
Uniform and Safety Materials	: Provided by Company
Workmen's Compensation	: Provided by Company
Place of Employment	: States of UAE
Annual leave	: 30 days
Service charge to the 2 <sup>nd</sup> party(Agency)	: Not Provided by Company
Right to Retain Employee's Passport	: Employee
Other benefits such as overtime, annual leave, etc in accordance with the labor of UAE	

Yours truly,

NAME OF THE COMPANY REPRESENTATIVE

SIGNATURE

COMPANY STAMP/CHOP

Date: YYYY-MM-DD

## **SERVICE AGREEMENT**

This agreement is made and entered into and represented by **YOUR COMPANY NAME AND FULL ADDRESS WITH LICENSE NO.:** hereafter called the “first party”.

AND

**TIMES MANAGEMENT SYSTEM PVT. LTD.** Kathmandu-03, Kathmandu, Nepal, Phone No.: +977-1-5907211 a company duly registered to deploy manpower from Nepal and existing under the laws of Nepal, with business address at Govt. Approved License No.:944/067/68 Kathmandu, Nepal hereafter called the “second party”.

The first party will specify the vacancies to the second party in detail and the second party will source the most suitable candidates to work as per the demand letter.

1. The second party will provide suitable candidates for all required categories.
2. The first party will make available to the second party all the relevant visas issued by the authorized government department.
3. The second party will deploy the selected workers as per the requirements of the first party.
4. The first party will fulfill all the conditions agreed upon by both parties regarding accommodation, salary, working hours, overtime and other conditions and make sure that the recruited workers are paid their monthly salary in time on a regular basis.
5. The second party won't be liable to pay any service charges to the second party.
6. The second party hereby agrees to replace any workers found unsuitable or unfit for the found or found medically unfit within the probationary period of 6(six) months.
7. Both the parties here have discussed all the above matters in detail and agreed to all the terms and conditions in these agreements and put their signature in two identical originals, one to be kept by each party.

### **FIRST PARTY**

**NAME OF THE COMPANY REPRESENTATIVE**  
**SIGNATURE**  
**COMPANY STAMP/CHOP**

### **SECOND PARTY**

**BIMAL BOHARA**  
**SIGNATURE**  
**COMPANY STAMP/CHOP**

Date: YYYY-MM-DD

### **POWER OF ATTORNEY**

I, **NAME OF THE COMPANY REPRESENTATIVE** in my capacity as representative of **YOUR COMPANY NAME AND FULL ADDRESS WITH LICENSE NO.:** UAE, do hereby appoint **TIMES MANAGEMENT SYSTEM PVT. LTD.** Postal code. 44600, Kathmandu-03, Kathmandu, Nepal having License No. 944/067/68 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 where off I/We have executed this deed on this day of **MENTION DATE OF DEMAND DATE YYYY.MM.DD** This Power of Attorney shall remain valid for 2 (two) years from the date of issue.

Yours truly,

**NAME OF THE COMPANY REPRESENTATIVE**

**SIGNATURE**

**COMPANY STAMP/CHOP**

Date: YYYY-MM-DD

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

**Subject: Letter of Guarantee**

Dear Sir/Ma'am,

We have sent a demand letter for Nepalese Workers to **TIMES MANAGEMENT SYSTEM PVT. LTD.** Govt. approved License No. 944/067/68, Kathmandu-03, Kathmandu, Nepal to recruit workers from Nepal for our company. We are hiring Nepalese workers directly from Nepal for the first time for our company. In this regard, we wish to assure you that the recruited workers will receive the salary immediately after joining the company. We also assure you that these workers will not be sent out of the United Arab Emirates (UAE). Furthermore, all the terms and conditions mentioned in the contract paper will be truly implemented.

Your kind consideration will be highly appreciated.

Yours truly,

**NAME OF THE COMPANY REPRESENTATIVE**

**SIGNATURE**

**COMPANY STAMP/CHOP**

Date: YYYY-MM-DD

### Employment Contract

This agreement is made and entered into the day of .....between **YOUR COMPANY NAME AND FULL ADDRESS WITH LICENSE NO.:** here in after called the company in his capacity as first party.

Mr. ...., Nationality: Nepalese, Passport No:....., Place of issue: Kathmandu, in his capacity as the second party hereby agreed the following terms and conditions.

The second party agreed to work with the first party as .....in the occupation and basic salary of AED ..... Per month (As per the demand letter).

#### Terms and Conditions:

1. Place of work : UAE
2. Period of contract : 2 Two years
3. Probation Period : 90 Days
4. Working Hours : 8 hours per day / 6 days a week
5. Accommodation : Provided by company
6. Air Tickets : Provided by the company for joining (KTM-UAE) and returning (UAE –KTM)
7. Food/ Food allowance : Provided by company
8. Transportation : Provided by the company
9. Leave benefits : 30 Days per year
10. Overtime allowance : As per UAE LAW
11. Medical / Insurance : Provided by the company
12. Resident Permit : Provided by the company
13. Visa : Provided by the company
14. Service Fees : Not provided by the company
15. Right to retain passport : Employee

All other conditions of services shall be in accordance with the UAE labour law.

First Party

**NAME OF THE COMPANY REPRESENTATIVE**

**SIGNATURE**

**COMPANY STAMP/CHOP**

Second party

**NAME OF EMPLOYEE:**

**PASSPORT NO.:**

**SIGNATURE**