

Date: 18/08/2013

DEMAND LETTER

To,
M/S Marvelous Employment Nepal Pvt. Ltd.
Govt. License No. 65/051/052
P.O. Box No. 24844
Tel: 00977-1-4620929/4621176
Fax: +977-1-4621155,
Shantinagar, New Baneshwor, Katmandu, Nepal.

Attn: Meghnath Shrestha. (Managing Director)

Dear Sir,

With Reference to our Power of Attorney executed by us in your favor, we hereby request you to supply the following category of manpower to work in our organization:

S.N.	Job Title	Quantity	Salary per month	Food	Remarks
1.					
2.					

Benefits:

- | | | |
|----|----------------------|---|
| 1. | Contract Period | : 2 Years, renewable |
| 2. | Accommodation | : Provided by Company |
| 3. | Air Ticket | : Once in two years |
| 4. | Local Transportation | : Provided by Company (While on Duty) |
| 5. | Medical Insurance | : As per UAE Labor Law |
| 6. | Working Hours | : 26 days/month, 8 Hrs/day, 6 days/week |
| 7. | Resident Permit | : Free provided by Company |
| 8. | Over Time | : As per UAE Labor Law |
| 9. | Paid Leave | : 30 days per annum |

Other facilities as per the Labor Law of the Country of Employment.

Yours Truly,

For LLC

Name
(Designation)

Company's Seal

Date: 18/08/2013

EMPLOYMENT CONTRACT

1. Name of Employee : Mr.....
2. Passport No. :
3. Employee's Job Title :
4. Salary : DHS/Months
5. Overtime : As per Company Policy
6. Accommodation : Free Provided by the company
7. Resident Permit : Free Provided by the company
8. Food Allowance : 300 DHS/month
9. Transport : Provided by company on Duty
10. Working Days : 6 day per week
11. Working Hours : 8 hours per day
12. Duration of Contract : 2 years
13. Medical Treatment : As per Company Policy
14. Insurance : As per Company Policy
15. Air Tickets : Once in two years
16. Paid Leave : 30 days annual leave
17. Other benefits : As per UAE Law

First Party:

Name:

Designation:

Signature:

Company Seal :

EMPLOYEE:

Name:

PP No.:

Signature:

Date:

UNDERTAKING

Date: 18/08/2013

The Director General,
Department of Labor & Employment Promotion,
Tinkune, Kathmandu, Nepal.

Subject: Letter of Guarantee and Undertaking of Nepalese Workers

Dear Sir,

I,, (Designation) of LLC, Authorized legally to decide and sign this undertaking hereby declare the following :

1. The attached Demand letter, Power of Attorney, Agency Agreement, Employment contract and all other documents submitted herewith are the part of this Undertaking.
2. Nepalese Embassy shall be informed of the arrival of the employees within three months with their profession, salary, status of residence permit.
3. Nepalese Embassy and its officials can have the access to the accommodation of the employees and office for the purpose of inspection.
4. The salary of the employees shall be given within two weeks of the completion of the every working month. The employees shall not be deprived of the basic salary in case of failure to provide them employment by the employer even for a short period.
5. All the Employees shall be provided with time-card for calculation allowance.
6. The employees once recruited directly by the company or through its authorized recruiting agency, will not be relegated or downgraded in term of position, salary, benefits and work at any cost. The position and category of the employees shall be decided only prior to selection and recruitment.
7. The photocopy of the employment contract issued by the company and certified with original sign and stamp with authorized recruiting agent at the time of departure from Nepal will be considered as legally valid contract for the purpose of clause no. 6 mentioned above and no contract shall be made with less salary and benefits after arrival.
8. Fees/ cost of residence permit, medical, electricity, water, accommodation shall be solely born by the employer. Employer shall also bear the fines, if any, because of the delay in the processing of above causes.
9. The employees shall be repatriated within one month after the completion of the contract with all his rights except in the case mutually agreed to stay longer.
10. Employer shall be fully responsible for the salary and other facilities of employees even if they are supplied to other employer/s.
11. In case of any misunderstanding/dispute between employer and the employee/s, Nepalese Embassy shall be contacted first for the amicable settlement of the grievances.
12. All other terms and conditions not mentioned herein shall be subject to the legal provisions of the Law of UAE.

Yours Truly,
For

..... LLC

(Name)
(Director)

Company's Seal:

Date: 18/08/2013

POWER OF ATTORNEY

I,, Director of LLC, duly registered under the law of UAE do hereby appoint M/s. **Marvelous Employment Nepal Pvt. Ltd., P.O. Box 24844, Shantinagar, New Baneshwor, Kathmandu - Nepal**, having License No. 065/051/52, to recruit manpower required by us from Nepal and we also nominate M/s. Marvelous Employment Nepal Pvt. Ltd., to handle all affairs concerning the recruitment of such Nepalese Nationals, obtaining permission from the Labor Department of Nepal and to arrange endorsement of all papers.

IN WITNESS WHEREOF, I hereby affix my signature on 18/08/2013, in Dubai - UAE.

Yours Truly,

For

..... LLC,

Name:

Designation: Designation

Signature:

Company Seal :

Date: 18/08/2013

AGENCY AGREEMENT

This Agreement is entered into dated 18/08/2013, between M/s LLC, with postal address at P.O. Box :, Dubai, UAE (Herein after called the "First Party") and M/s Marvelous Employment Nepal Pvt., Ltd., P.O. Box 24844, Shantinagar, New Baneshwor, Kathmandu, Nepal, License Number 065-051/052, (Herein after 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 most suitable candidates to work as per the Demand Letter.
2. The Second Party will provide suitable candidates for all the required 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 the First Party.
5. 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.
6. The Second Party shall furnish medical report from UAE Ministry approved clinic for the selected candidate certifying that the candidate is in good health and is free from all infectious diseases.
7. The Second Party hereby agrees to replace any workers found unsuitable or unfit for the job or found medically unfit within the probationary period of THREE (3 Months) from date of Joining Duty in Dubai.
8. Both parties hereto have discussed all the above matters in detail and agreed to at) the terms and conditions in this Agreement and put their signature in two identical originals one to be kept by each Party.

First Party:

Signature:

Name::

Designation: (Designation)

..... LLC

Company Seal :

Second Party:

Signature:

Name: Meghnath Shrestha

Designation: Managing Director

Marvelous Employment Nepal Pvt. Ltd.

Company Seal: