

Date:-07/11/2017

M/S. Green Light Overseas Pvt. Ltd.  
Basundhara-3, Kathmandu-Nepal.  
Govt. License No. 1365/074/075

**DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Dear Sir,

We hereby appoint your company to recruit Nepali Male/ Females Workers for employment with our company and allays with relevant authorities concerning recruitment. Our recruitment and term of employment are as follows: (as per below categories)

S.N	JOB TITLE	GENDER MALE	GENDER FEMALE	Total NO. REQUIRED	BASIC SALARY
1	Fish Cleaner	50 People	150 People	200	300 DOLLAR
2	Security Guard	150 People		150	250 DOLLAR
3	Waiter/ Waitress	50 People	100 People	150	250 DOLLAR
4	Cook	20 People		20	400 DOLLAR
5	Room Boy/ Girls	50 People	10 People	60	300 DOLLAR
6	Driver	5 People		5	400 DOLLAR
7	House Maid		20 People	20	300 DOLLAR

**TERMS AND CONDITIONS:**

1. Period of Contract : 2 years, (Renewable
2. Working hours and Day : 8 hours per day and 6 days week.
3. Air Package : Economic class air passage Provided Nepal-Maldives-Nepal.
4. Employment Visa : Provided the company.
5. Food : Provided by the employers.
6. Accommodation : Will be provided by the employer.
7. Overtime : As per company rules.
8. Uniform : Provided by company.
9. Medical / Insurance : Provided by company.
10. Service charge : Not provided by the company.
- 10.If any other benefits : Annual Leave, Overtime etc. in accordance with the labor laws of Maldives.

**Designation**

Date:-07/11/2017

**EMPLOYMENT CONTRACT**

This Employment Contract is made and entered into, on the .....2017 by the between Talent Hub Pvt Ltd Govt Maldives Address:G. Suneast, 3<sup>rd</sup> Floor, HirohluMagu, Male', Maldives hereinafter called the company in the capacity as first party )

And

Mr/Ms.....Nationality Nepali, Passport No.....in his capacity as the second party, hereby agreed the following terms and condition.

The second party agreed to work with the first party as .....in the occupation and basic salary .....per month, place of performance of work is .....

- 1. Period of Employment : 2 Years, Renewable
- 2. Working Hours : 8 hrs daily / 6 days per week
- 3. Accommodation : Free accommodation, provided by the employer
- 4. Food : Provided by the employers
- 5. Transportation : Free of Charge
- 6. Air Passage : Provided by the company.
- 7. Annual Leave : 21 days per annum.
- 8. Medical : Free medical treatment will be provided by the employer
- 9. Overtime : As per company rules
- 10. Insurance : Provided by the company
- 11. Resident Permit : Resident permit will be provided by the company
- 12. Other terms and condition : According to the MaldivesWork Law

1<sup>st</sup> Party

2<sup>nd</sup> Party

Date:-07/11/2017

**POWER OF ATTORNEY**

We Talent Hub Pvt Ltd Govt Maldives Address:G. Suneast, 3<sup>rd</sup> Floor, HiroIhuMagu, Male', Maldives. Here by appoint **M/S. Green Light Overseas Pvt. Ltd, Basundhara-3, Kathmandu-Nepal, Govt. License No. 1365/074/075** issued by the department of labour ,Government of Nepal to be our true and lawful attorney in Nepal in respect of recruiting Nepalese workers required by us from Nepal and handling of all the affairs concerning recruitment, entering into contract with the selected employees, payment of fee, 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 endorsement of all papers.

In witness whereof,we have executed this deed on this day of 07.11.2017 in Maldives. This power of attorney shall remain valid for 2 years from the date of issue.

Yours Truly,

Signature

.....

Date:- 07/11/2017

The Director General  
Department of Foreign Employment  
Ministry of Labour and Transport Management  
Kathmandu, Nepal

**GUARANTEE LETTER**

Dear Sir,

We have sent a demand letter of Nepalese worker **M/S. Green Light Overseas Pvt. Ltd, Basundhara-3, Kathmandu-Nepal, Govt. License No. 1365/074/075** having 605 Numbers of Worker 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 Maldives.We also assure you that this workers will not be sent out of the Maldives.

We provide safe and convenient accommodation exclusively for them. We provide basic salary and food allowance to the workers as mentioned in the Demand Letter and /or employment contract.

Signature

.....

Date :- 07/11/2017

### **Agency Recruitment Agreement**

This agreement is made and entered into between **Talent Hub Pvt Ltd Govt Maldives** **Address:G. Suneast, 3<sup>rd</sup> Floor, HirolhuMagu, Male', Maldives**, Maldives hereinafter called the "First Party" represented by Mr. Sajin Rai, ( President) **M/S. Green Light Overseas Pvt. Ltd, Basundhara-3, Kathmandu-Nepal, Govt. License No. 1365/074/075** hereinafter called the "Second Party") on 07/11/2017.

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 the suitable candidates for 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 required of First Party.
5. The first party will fulfill all the condition agreed upon by both the 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 regular basis.
6. The second party shall furnish medical report from a qualified doctor for the selected candidate certifying that the candidate is in good health and is free from all infectious diseases .
7. Both the parties hereto have discussed all the above matters in detail and agreed to all the terms and condition in the agreement and put their signature in two identical originals one to be kept by each party.

Signature and Seal of the First Party

Signature and Seal of the Second Party