

**CHRISO YOUKHAN PRIVATE LABOUR
OFFICE**

Date: 01/08/2017

The Director General
Ministry of Labor
Department of Foreign Employment
Kathmandu, Nepal

SUBJECT: LETTER OF GUARANTEE

Dear Sir,

We, Chriso Youkhan Private Labour Office, License No.22 based in Limassol,Cyprus hereby guarantees that all Nepalese workers recruited through our agent M/S Green Light Overseas Pvt Ltd. Basundhara-3, Kathmandu, Nepal will be working in our company in Cyprus only throughout their contract period.

We further guarantee that these workers will not be sent to third party/ country during the period of contract.

Thanks for your kind co-operation

Chriso Youkhan Private Labour Office

**Chriso Youkhan
Managing Director**

Agency Agreement

This agreement is made and entered into between **Chriso Youkhan Private Labour Office** Based in Limasso- **Cyprus** Herein after called as foreign principle and **M/S Green Light Overseas Pvt Ltd. Basundhara-3, Kathmandu, Nepal**, herein after called as local agent to recruit manpower from Nepal for foreign employment in **Cyprus** and shall have the following terms and conditions herein after referred to:

RECRUITMENT

The person or persons recruited shall be for the employment as per demand letter and shall be designated as stated in the letter of demand.

DUATION OF CONTRACT

The duration of contract initially shall be for a period of two years renewable by Mutual agreement.

AIR PASSAGE

- a) Free both way (onward and return) air ticket should be provided for all employees without considering their face and religion.
- b) After completion of the contract, return air ticket should be provided for all the employees free of charge by foreign principal of the employees.

WORKING HOURS

Working hours shall be eight (8) for skilled employees per day and 48 hours per work. Overtime shall be paid for off-duty and off-day days for working on such days. The working hours of housemaids shall not exceed 12 hours per day. One day off per week for all employees is mandatory.

RESPOSIBILITIES OF THE FOREIGN PRINCIPAL

- a. The salary and other allowances shall be paid as stated in the letter of demand for the letter of appointment and will be deposited in bank in the A/C employee.
- b. Employs' monthly basic salary will be paid by employer
- c. Free accommodation or allowance shall be provided.
- d. Free meals or meal allowance shall be provided.
- e. Free medical facilities will be provided (as per Cyprus labor laws and contract).
- f. All complaints made by the employee or employees and their relations regarding their working conditions shall be settled as soon as possible.

RESPONSIBILITIES OF THE LOCAL AGENT

- a) The local agent shall select the suitable candidates according to the recruitment of the foreign Principal and submits the relevant documents of the foreign principal.
- b) The local agent shall undertake to ensure that all candidates will be fit for employment. And shall be guaranteed for a period of (120) days from the date of departure. This hundred and twenty day's period considered as probation period.

ANNUAL LEAVE

The employee shall be entitling to 24 days paid leave on completing of (12) months period, or follow the collective agreement or the Cyprus laws.

OTHER TERMS AND CONDITIONS

All other terms and conditions of the employment shall be governed by the part time laws of the country.

IN CASE OF CANCELLATION

In the event that candidate changes his/her mind to come to Cyprus for whatever reason including sickness, employee will be responsible for all , any cost-expenses made by the employer or by himself, in Cyprus.

This agreement made on the 1st of August, 2017 and is valid for 2 year as from this date.

.....
Chriso Youkhan Private Labour Office
Chriso Youkhan
Managing Director

.....
M/S Green Light Overseas Pvt Ltd.
Mr. Sajin Rai
President

**CHRISO YOUKHAN PRIVATE LABOUR
OFFICE**

Date: 01/08/2017

POWER OF ATTORNEY

We, **Chriso Youkhan Private Labour Office**, License No. 22 Based in limassol, A Duly registered employment agency in **CYPRUS'** do hereby appoint **M/S Green Light Overseas Pvt Ltd. Basundhara-3, Kathmandu, Nepal** a recruitment agency approved by the Government of Nepal and to be our true and lawful agent in Nepal ministry of labor LicenseNo.1365/074/75 protection of Emigrant, Government of NEPAL and to sign all the Required documents by the office in connections with the requirements of the person against visas as per list attached for employment with us and to arrange all the matters related to the immigration.

This letter shall be valid for 24 months only.

In witness whereof, I hereby affix my signature on 01/08/2017 in Cyprus.

Chriso Youkhan Private Labour Office

Chriso Youkhan
Managing Director

**CHRISO YOUKHAN PRIVATE LABOUR
OFFICE**

Date: 01/08/2017

M/S Green Light Overseas Pvt Ltd.

Govt. License No. 1365/074/075

Basundhara-3, Kathmandu, Nepal

DEMAND LETTER

We, **Chriso Youkhan Private Labour Office** License No. 22 Based in limassol Cyprus organized under the law of foreign employment of Cyprus, do hereby appoint you in be our lawful agent with our full Attorney in Nepal for handling the respective affairs of recruitment and dispatching the given following category:

S.N.	CATEGORY	QUANTITY	Monthly Salary
1	Domestic Worker	25 Female	375 Euro
2	Care Giver	50 Females	400 Euro
3.	Nannies	30 Females	425 Euro

TERMS AND CONDITIONS:

Period of contract : 2 Years (Renewable)
Place of Employment : Cyprus
Accommodation/Food : Provided by the employer
Working Hours : 8 hours as per day.
Working Days : 26 Days a months/6 days a week
Overtime : Extra (as per Cyprus law)
Medical : Provided by the company
Leave benefits : As per Cyprus labor law
Probation Period : 3 Months
Annual Leave : 24 days per annum.
Insurance : As per Cyprus labor law
Air Ticket : Provided by the employer (Joining and Return Ticket)
Visa : Provided by the company
Service charge : Not provided by the company.

All other conditions of services will be governed according to the Cyprus labor laws.

Chriso Youkhan Private Labour Office

Chriso Youkhan
Managing Director

**CHRISO YOUKHAN PRIVATE LABOUR
OFFICE**

Employment Contract (Offer Letter) (SPECIMEN)

Employee's Name :
Passport No. :
Employee's job Title :
Basic Salary : Euro per month
Overtime : As per Cyprus labor law
Food & Accommodation : Provided by the employer
Transport : Local Transport provided by the employer
Working Days : 6 days a week .8 hours per day
Duration of Contract : 2 Years & Renewable
Medical treatment & insurance : Provided by the employer
Probation period : 3 Months
Visa : Provided by the company
Other Benefits : As per Cyprus labor law

NOTE: JOB DETAILS:

(EMPOYER)

(AFTER SELECTION OF THE WORKER)

Name:

(EMPLOYEE)

Contact No:

Address: