

Embassy of Nepal

Doha, Qatar

Tel: 44675681/83

Demand Letter Attestation Record Form

1. Name of the Employer Company.....
 - Address:.....
 - Contact: Tel:.....
 Fax:.....
 E-Mail:.....
 - Name of the Contact person:.....
 Mobile No.:.....
2. Name & Lic. No. of Nepalese Agency: **M/S. Green light Overseas Pvt. Ltd. license No. 1365/074/075**
3. No. of Female Workers Required (if any).....
4. No. of Documents:.....
5. Submitted by: (Name and Contact No.).....
6. Number of Nepalese workers currently working for the company.....

Description of Demands.

S.No.	Classification	Numbers	Salary	Approval visa	Used visa	Remarks

(For Official use only)

Fee paid in QR.:.....

Reg. No.:.....

Checked by:

Attested & Approved by:

(.....)

Staff

(.....)

Second Secretary

Application for Guarantee and Undertaking

H.E. Ambassador,
Embassy of Nepal
Doha, Qatar

I, **Mr. (Designation)** of, **company CR No.** (company registration card attached herewith), We have issued a set of demand of “Reference No.” in the Name of “**M/S. GREEN LIGHT OVERSEAS PVT. LTD, License No. 1365/074/075** and having its establishment at **Basundhara-3, Kathmandu- Nepal** ” 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. Embassy of Nepal shall be informed of the arrival of the employees within three months their profession, salary, status of residence permits.
3. Embassy of Nepal 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 end of completion of the every working month. The employees shall not be deprived of 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 of overtime allowance.
6. The employees once recruited directly by the company or through its authorized recruiting agency, will not be relegated or downgraded in terms 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, and 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 cases.
9. The employees shall be repatriated within one month after the completion of the contract with all his rights except in the cases 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, Embassy of Nepal shall be contacted first for the amicable settlement of the grievances.
12. Free Joining and exiting air ticket provided by the employer (Ktm-Doha-Ktm).
13. Cost of Visa and resident permit shall be solely born by the employer.
14. Service charge of Nepal Recruitment agency shall be solely born by the Employees.
15. All other terms and conditions not mentioned herein shall be subject to the legal provisions of the State of Qatar.

Please feel free to inquire on any matter to this regards.

Thanking you

.....
Full Company Name (As Per CR and Chamber including Visa Approval details)

Sponsor Name:

Name of HR Director/Manager:

Designation :

Mobile NO. +974

ID No:

Mobile NO. +974

Date:2017

Doha, Qatar

Date: 24/12/2017

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That we, **Expert for General Cleaning Services** with postal address at Po.Box.No:23305, Doha, Qatar a company duly organized and existing under and by virtue of the laws of Qatar with License No.110897 do hereby appoint **M/S. GREEN LIGHT OVERSEAS PVT. LTD, License No. 1365/074/075, Basundhara-3, Kathmandu, Nepal**, a recruitment agency approved by the Government of Nepal, Ministry of Labor and Transport Management, to be our true lawful attorney and agent in Nepal respect of handling all the affairs with the protector of emigrants, Government of Nepal and sign all required documents by the said officers in connection with the recruitment.

This power of attorney is made in relation to our Demand Letter dated 24 December, 2017, valid for two years.

For and On behalf of

Full Company Name (As Per CR and Chamber including Visa Approval details)

Sponsor Name:

Name of HR Director/Manager:

Designation :

Mobile NO. +974

ID No:

Mobile NO. +974

Date:

Doha, Qatar

Date: 24/12/2017

M/S. GREEN LIGHT OVERSEAS PVT. LTD,
Basundhara -3, Kathmandu, Nepal .
License No. 1365/074/075,

DEMAND LETTER

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:

No.	Category	No. of workers	Salary (digit)	Salary (in words)
01.	HEAVY DRIVER	10	2200 QAR	Qatari Riyal Two Thousand Two Hundred only
02	GEN CLEAN WORKER	100	900 QAR	Qatari Riyal Nine Hundred only

The following Terms & conditions shall be included in the contract.

1. Period of employment : Two years (renewable)
2. Place of Employment : Qatar
3. Air Ticket : For Joining the Company for the first time (KTM-DOHA) and then Up & down air ticket will be provided after the completion of two years contract.
4. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
5. Over time : As per Qatar Labor Law.
6. Probation Period : 90 days from date of entry into Qatar
7. Resident permit : Resident permit will be provided by the company
8. Visa cost. : Provided by the company
9. Accommodation : Provided by the company
10. Water, electricity & gas : Provided by the company
11. Food : **QAR.300/-**
12. Medical / Insurance : Provided by the company
13. Transportation (Bus) : Provided by the company (to and from the work site)
14. Annual Leave : 21 days per year.
15. Uniform, and safety Materials : Provided by the company
16. Service Gratuity and Leave pay : Provided by the company as per Qatar labor Law
17. Service charge of Nepal Agency : Not provided by the company, it's solely born by the employees.
18. Other Term & Conditions : A per Qatar Labor Law.

Full Company Name (As Per CR and Chamber including Visa Approval details)

Sponsor Name:

Name of HR Director/Manager:

Designation :

Mobile NO. +974

ID No:

Mobile NO. +974

Date:

Doha, Qatar

Date: 24/12/2017

The Director General,
Department of Foreign Employment
Buddha Nagar, Kathmandu
Nepal.

Subject: Letter of Guarantee

Dear Sir,

We, **Expert for General Cleaning Services**, Po.Box.No:23305, Doha, Qatar hereby guarantees that all Nepalese workers recruited through our agent **M/S. GREEN LIGHT OVERSEAS PVT. LTD, License No. 1365/074/075, Basundhara-3, Kathmandu, Nepal**, will be working in our company in Doha, Qatar only throughout their contract period.

We further guarantee that these workers will not be sent to work in any other establishment or any third country during the period of contract.

We would like to inform you that we are providing following:

1. Visa - Provided free of cost.
2. Joining Ticket - Provided free of cost.
3. Service charge - Not provide to **M/S. GREEN LIGHT OVERSEAS PVT. LTD.**

Thank you for your kind co-operation.

Full Company Name (As Per CR and Chamber including Visa Approval details)

Sponsor Name:

Name of HR Director/Manager:

Designation :

Mobile NO. +974

ID No:

Mobile NO. +974

Date:

Doha, Qatar

Date: 24/12/2017

Inter party Recruitment Agency Agreement

This agreement made and entered into by and between **M/s. Expert for General Cleaning Services**, duly registered under the laws of Doha Qatar, with business address at Po.Box.No:23305, Doha, Qatar and represented by **Mr. Nahar Majid M J Al-Naemi** in his capacity as **General Manager** herein after referred to as the **FIRST PARTY**.

AND

M/S. GREEN LIGHT OVERSEAS PVT. LTD, License No. 1365/074/075, Basundhara -3, Kathmandu, Nepal, A Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at Basundhara-3, Kathmandu, Nepal, and represented by **Mr. Sajin Rai** in his capacity as **president** herein after referred to as the **SECOND PARTY**.

TERMS & CONDITIONS.

1. That the **SECOND PARTY** will make all the arrangement to supply manpower from Nepal, as per the request and specification of **FIRST PARTY**.
2. **FIRST PARTY** will recruit workers from Nepal through **SECOND PARTY** for his company.
3. **FIRST PARTY** will agree to appoint **SECOND PARTY** as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement for the selected workers.
4. **SECOND PARTY** will be completely responsible to bring selected manpower from Nepal to Doha-Qatar and will guarantee for three months. During this period if any of the deployed workers found to be medically unfit, refused to work and got homesick, **SECOND PARTY** will bear all the expenses for repatriating the said workers back to his/her home country and make replacement free of charges.
5. **FIRST PARTY** shall make arrangements to make free visa, joining ticket and exiting ticket for all the selected workers.
6. **FIRST PARTY** will provide free medical, insurance, accommodation & transportation for the selected workers here in Doha as per the prevailing Labor Law of the state of Qatar and its own rules.
7. **FIRST PARTY** shall not liable to pay any hidden cost and fees to **SECOND PARTY**.
8. The First party will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labor Law of the State of Qatar.
9. **FIRST PARTY** will make all the arrangements to receive all the selected workers within 25 days of issuing them he entry visa to Qatar.
10. This agreement takes effect upon signing thereof by both the parties concerned.

By: **FIRST PARTY**

Name: (As per CR and Chamber)

Designation:

Seal of the Company

Signature of authorized person (As per CR and Chamber)

SECOND PARTY.

Name: **Mr. Sajin Rai**

Designation: **President**

Signature:

EMPLOYMENT CONTRACT

عقد عمل

Date : 24/12/2017

24/12/2017

ف ق م الموا أنه في يوم

This agreement between

Mr. Nahar Majid M J Al-Naemi

General Manager

M/s. Expert for General Cleaning Services ,

Doha Qatar

(First Party)

تم الات فاق ب بين كلامن

M/s.Expert for General Cleaning Services

...../السادة

ويم ثلها/الك فيل

وعنوانه: كطرف اول

With

و

Agency Name: M/S.GREEN LIGHT OVERSEAS PVT. LTD ,

License No. 1365/074/075, Basundhara -3, Kathmandu, Nepal,

...../السيد

.....حامل جواز سد فر:.....

Name of Employee.

.....وتاشديرة رقم:.....

Nationality:.....

.....والمقيم بال عنوان ال تالي:

Designation:.....

.....اسم ال شارع:

Passport No.:.....

.....رقم ال سكن:

Address of Nepal:.....

.....اسم المنطقة:

.....رقم ال كهرباء:

The two parties agreed on the following:

ك م سد تخدم أو طرف ثاذي

The second Party agrees to work for the First Party in the occupation of in the State of Qatar with a monthly basic salary of QR + QR 300 Food Allowance.

أ ت ف ق الطرف ان علي ما ي لي:

وافق الطرف ال ثاني علي ان ي عمل ل دي الطرف الاول ب مهنة :
ي ر ط ق ل اير ي س اس أ ي رمش بتارو

1. مدة ال عقد

1. DURATION OF CONTRACT

A. The duration of this contract is **two** Years commencing from the date of departure from the point of origin. The first three months will be considered a probation period during which the First Party has the right to terminate the contract by giving the Second Party thirty (30) days prior notice. The first party shall bear repatriation expenses of the Second Party. If the probationary period is satisfactorily completed, the contract shall be in force for its unexpired term.

من تاريخ م باشرة الطرف ال ثاني س س ن ت ي ن مدة ال عقد ا
ال ثلاثة الاول ي ل عمله في دولة قطر وت ع ت بر الأ شهر
ف ترة اخ ت بار ي جوز ل ل طرف الأول خلالها انهاء ال عقد
ب إخطار الطرف ال ثاني ب ذلك ق بل ث لثة أيام من تاريخ
الاذ نهاء، و ي تحمل الطرف الأول ت ك ال ي ف إعادته إلي ب لده،
ف إذا اج تاز ال عامل ف ترة الاخ ت بار ب نجاح اع ت بر ال عقد
سار ي ال لمدة الم ت ب ق ية منه.

B. The contract expires at its expiry date without further notification. However, if the First Party wishes to continue contracting, he should notify the Second Party in writing about his desire for renewal (30) thirty days at least before the expiry date of the contract period.

إن نهاء مدته دون حاجة إلي إخطار سابق وإذا و ي ن نتهي ال عقد ب
رغب الطرف الأول في اس تمرار ال تعاقد و جب عل يه إخطار
الطرف ال ثاني ك تابة ب رغب تة في ال تجديد دق بل موع
نهي ال عقد ب ثلاثة بين ي وما علي الأقل.

basic pay is QR.....against a daily performance rate according to the trade or occupation as follows:

Additional pay shall be paid against the volume of work accomplished by the Second Party over the daily performance rate as follows.....

In the event of absence of any production work the wage of the Second Party shall be QR.-----

C. The First Party hereby undertakes to enter the overtime as provided for in Para (a) or the quantity of work completed per day according to Para (b) in a special card to be delivered at the end of the working day to the First Party for registration.

5. END OF SERVICE GRATUITY

The End of Service Gratuity will be provided by First Party after the successful completion of one year as per Qatari labor law (*Three weeks' leave pay per year up to five years and four weeks' leave pay per year for more than five years; and including three weeks' wages per year up to five years and four weeks' wages per year for more than five years*).

6. ACCOMMODATION AND DAILY LIVING:

A) The First Party undertakes to provide a free and appropriate bachelor accommodation for the use of the Second Party to be equipped with beds & suitable bathrooms including Air conditioning in accordance with the appropriate sanitary & health conditions.

B) The First Party undertakes to supply the Second Party with cold fresh drinking water and food.

7. TRANSPORTATION

The First Party shall provide the Second Party a free transport from his accommodation to the work place and back.

8. MEDICAL & SOCIAL CARE

A. The First party shall provide the Second Party with the required medical treatment in accordance with the rules and regulations in force in the State of Qatar.

ي لي:.....ويدفع أجر اضافي عن حجم العمل الذي ي نجزه الطرف الثاني زيادة عن معدل الاداء حالة عدم وجود ال يومي السابق كما ي لي:..... وفي عمل بالان تاج ي كون أجر الطرف الثاني هو.....ريال .

يتعهد الطرف الاول باثبات ساعات العمل اليومية الاضافية وفقاً للفقرة (ج) اذ نم (ب) هذا البند أو كمية العمل المنجز يومياً وفقاً للفقرة (أ) للطرف ال بد في بطاقة خاصة تسلّم في نهاية ال يوم الاول ل لتسجيل.

5. مكافأة نهاية الخدمة.

ي منح الطرف الأول مكافأة نهاية الخدمة بعد اسد تكامل مدة سنة وذلك حسب قانون العمل القطري .

6. السكن والمعيشة اليومية:

ن مناسب لأعزب مجاناً كس ريبدتب لوالا فرطلا دهعتي (أ) للطرف الثاني وأن يزوده بالأسرة ودورات المياه المناسبة وفقاً للشروط ال صديّة.

ةحل اصرو قنراب هاييم ريفوتب لوالا فرطلا دهعتي (ب) ل لشرب ل لطرف الثاني.

7. التنقل

طرف الأول ل لطرف الثاني وسيلة المواصلات ي وفر ال المناسبة من السكن ال ال مكان العمل وب العكس.

8. الرعاية الطبية والاجتماعية:

ي وفر الطرف الأول ل لطرف الثاني ال علاج علي ال تعويض ال مسد تحقق له عن اصابات العمل والعجز والوفاة ال تي نشأ عن العمل أو بسد به ط بقا ل لقوانن ال قطرية في هذا الشأن.

B. The First Party undertakes that the Second Party will receive his payable indemnity for labor injuries, disability or death during work or arising there from according to Qatari Laws in this regard.

9. LEAVES:

A) The Second Party is entitled for a normal yearly paid leave not less than three weeks.

B) The Second Party shall receive full pay during the following official holidays:

- Eid Al-Fitre (Three Working Days)
- Eid Al-adha (Three working days)
- National day (One working day)

The second party is also entitled for three workings days leave with full pay during the year. These days are decided by the First Party for all workers.

C. The Second Party is entitled for sick leave with pay after three months of continuous service with the First Party in accordance with the Qatari Labor Law.

10. Resident Permit:

Resident permit will be provided by the First Party free of the cost.

General Provisions:

A. The Second Party undertakes to perform his/her duties in accordance with the average rates of daily performance known in his occupation. In the event the Second Party failed to do so, he/she shall be subject to the table of penalties in this respect,

B. The Second Party is not permitted, during the contract period, to work for others, and the First Party shall not have the right to engage the Second Party in any work with other employer unless in cases permissible by Qatari Laws;

C. The Second Party shall undertake to refrain from interfering or involving himself/herself in any political or religious affairs and he/she should observe and respect the local customs and traditions;

D. The Provisions of this contract agreement are governed by the rules set upon by the Qatari Labor Low No. 14 of the year 2004 and its executive decisions, and as such they constitute the basis to resort to in the event of any dispute arising between the two parties unless the conditions of contract include more favorable advantages to the Second Party.

E. This contract shall come into force after ratification of competent authorities in the two countries.

F. This contract is made and issued in three original copies. One copy shall be kept by the employer and one copy shall be given to the worker, the third Copy shall be filed at the Ministry of Labor.

الإجازات: 9.

(أ) للطرف الثاني الحق في إجازة سنوية عادية لا تقل مدتها عن ثلاث أسابيع بأجر كامل.

يحصل الطرف الثاني علي أجر كامل في الإجازات (ب) الرسمية الآتية:

- عيد الفطر (ثلاثة أيام عمل)
- عيد الأضحى (ثلاثة أيام عمل)
- اليوم الوطني (يوم واحد عمل)

كما يحصل الطرف الثاني علي ثلاثة أيام عمل بأجر كامل خلال العام وهذه الأيام يقررهما صاحب العمل للعمال جميعاً.

ني إجازة مرضية مدفوعة الاجر بعد مضي اثنا عشر طراحتسي (ج) ثلاثة أشهر متصلة في عمله لدي الطرف الاول وتحسب الإجازة المرضية وفقاً لأحكام قانون العمل

تصريح الإقامة: 10.

بإصدار تصريح الإقامة يتحمل الطرف الأول النفقات الخاصة للموظف.

أحكام عامة

(أ) يتعهد الطرف الثاني بإداء عمله طبقاً لمتوسطات ومعدلات الأداء اليومية في نفس مهنته وفي حالة عدم أدائه لمعدلات الأداء اليومية تطبق عليه لائحة الجزاءات في هذا الشأن.

(ب) لا يجوز للطرف الثاني خلال مدة التعاقد في الأول اشتغال في أي عمل آخر كما لا يحق للطرف الثاني في الأحوال التي يشغلها الطرف الثاني في العمل التي يجيزها قانون العمل.

(ج) يتعهد الطرف الثاني بعدم التدخل في الشؤون الإدارية أو المدنية أو المهنية لمراعاة التقاليد والعادات المعمول بها في كل من البلدين.

د) يعترف قانون العمل القطري الصادر من مجلس الوزراء رقم 14 لسنة 2004م (14)

الأساس القانوني لنصوص هذا العقد، ويتم الرجوع إليه في أي نزاع ينشأ بين الطرفين ما لم تكن شروط هذا العقد تتضمن مزايا أفضل للطرف الثاني.

نافذ المفعول بـ عدت صديق السلطات هـ) يـ صبح هذا المعقد
المختصة علي في الدول تين.

و) تـ حرر هذا المعقد من ثـ لثة نسخ اصليية يـ حفظ صاحب
العمل بـ حداوت لم ال ثانية لـ لعالم وتودع ال ثالثة إدارة العمل
بـ وزارة العمل.

First Party – Employer

حب العمل صا-الطرف الاول

Second Party - Employee

المستخدم-الطرف ال ثاني