

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,

We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

No.	Category	No. of workers	Gender	Basic Salary AED	Salary (in words)
01.	HEAVY DRIVER	10		2200 AED	UAE Dirham Two Thousand Two Hundred only
02	GEN CLEAN WORKER	100		900 AED	UAE Dirham Nine Hundred only

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

1. Period of employment : Two years (renewable)
2. Place of Employment : UAE
3. Air Ticket : For Joining the Company for the first time (KTM-UAE) 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 UAE Labor Law.
6. Probation Period : 90 days from date of entry into UAE
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 : **AED. 200/-**
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 UAE 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 UAE Labor Law.

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

**Sponsor Name: .....**

**Name of HR Director/Manager:**

**Designation : .....**

**Mobile NO. +971 .....**

**ID No: .....**

**Mobile NO. +971 .....**

**Date: .....**

**United Arab Emirates**

Date: 24/12/2017

**POWER OF ATTORNEY**

I, ----- in my capacity as ----- of ----- (name of the Company) duly registered under the laws of -----, U.A.E. with postal address of P.O. Box ----- Abu Dhabi/Dubai/Sharjah/ -----, UAE, do hereby appoint **M/S. GREEN LIGHT OVERSEAS PVT. LTD. Basundhara-3, Kathmandu, Nepal** having **License No. 1365/074/075** issued by the **Department of Labor, 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, I/we have executed this deed on this day of ----- in Abu Dhabi/Dubai/Sharjah on -----, UAE.

This Power of Attorney shall remain valid for 2 Years from the date of issue.

Yours Truly,

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. +971 .....**

**ID No: .....**

**Mobile NO. +971 .....**

**Date: .....**

**United Arab Emirates**

Date: 24/12/2017

**Agency Agreement**

This agreement made and entered into by and between ....., duly registered under the laws of United Arab Emirates, with business address at Po.Box.No:....., Abu Dhabi/Dubai/Sharjah/ ----- , UAE, and represented by **Mr. ....** in his capacity as **General Manager/ Sponsor** 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 Abu Dhabi/Dubai/Sharjah/ ----- , UAE, 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 UAE as per the prevailing Labor Law of United Arab Emirates 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 United Arab Emirates.
9. **FIRST PARTY** will make all the arrangements to receive all the selected workers within 25 days of issuing them he entry visa to UAE.
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**

**Employee's Name:**

**Passport No.:**

**Employee's Job Title:**

- |  |                                     |
|--|-------------------------------------|
| 1. Basic Salary                                  | : AED.....                          |
| 2. Food  | : Provided by the company           |
| 3. Accommodation                                 | : Provided by the company           |
| 4. Working hours and days                        | : 8 hours/day and 6 days/week       |
| 5. Joining and returning air ticket cost         | : Provided by the company           |
| 6. Visa, medical test, Emirates ID cost          | : Provided by the company           |
| 7. Medical and Insurance                         | : Provided by the Company           |
| 8. Place of work                                 | : UAE                               |
| 9. Transportation                                | : Provided by the Company           |
| 11. Duration of Contract                         | : 2 Years                           |
| 12. Probation Period                             | : 3 months from the date of joining |
| 13. Annual Leave                                 | : 21 Days                           |
| 14. Service/Agency/Broker fee                    | : Not provided by the company       |
| 15. Right to retain employee's Passport Employee | : As per UAE Labor law.             |
| 16. Other Benefits                               | : As per UAE labor law              |

Signature and seal with complete address of the sponsor

First Party – Employer  
Employer Company

Second Party – Employee

Signature: -----	Signature of Employee:.....
Position: -----	Name of Employee:.....
Date: -----	Address in Nepal with Phone No.....

Date; 24/12/2017

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

**Subject: Letter of Guarantee**

Dear Sir,

We, ....., Po.Box.No:.....,  
AbuDhabi/Dubai/Sharjah/ ----- , UAE, 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 Abu Dhabi/Dubai/Sharjah/ ----- , UAE 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. +971 .....**

**ID No: .....**

**Mobile NO. +971 .....**

**Date: .....**

**United Arab Emirates**