Date: 23/07/2016

# DEMAND LETTER

**M/S. Golden Eagle Manpower Pvt. Ltd.**

**LIC. 391/059/60**

**Kathmandu-Nepal**

Please arrange to recruit the following personnel on the terms & conditions given below.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Categories | Req. No | Salary |
| 1 | Cook | XX | OR200 |
| 2 | Assistant cook | XX | OR150 |

### Terms & Conditions

Accommodation : Free bachelor accommodation provided by Company.

Electricity, Water, Gas : Free

Food : OR 30.00

Medical, Transportation : Free

Air ticket : For joining & after two years up and down tickets will be provided.

Air Passage at end of contract: Free

Vacation per year : 21 days

Working hours per day : 8 hours daily & 6 days a week.

Period of contract : 2 years

Visa : Provided by Company

Visa Extension : Free

Insurance : Free

Uniform and Safety Materials: Provided by Company.

Service Charge : Not Provided.

All other terms & conditions as per Oman Labor Law.

Thanking you,

**DIRECTOR**

Date: 23/07/2016

# POWER OF ATTORNEY

Know all men by these present that we **XYZ Company W.L.L, Muscat, Oman** do here by appoint:

**M/S. Golden Eagle Manpower Pvt. Ltd.**

**LIC. 391/059/60**

**Kathmandu-Nepal**

Hereby appoint them to be our lawful attorney and agent to handle all necessary work involve including deposit of registration fees etc. and signing all the related documents.

This power of attorney is valid for the recruitment of **(xx)** Nepali workers issued as per the demand letter.

The said company is also authorized to make agreement, select them and also sign contract for this purpose on our behalf according to the demand letter.

Thanking you,

## DIRECTOR

Date: 23/07/2016

# SERVICE AGREEMENT

This is agreement is made and entered between:

#### XYZ Company W.L.L, Muscat, Oman (First Party)

AND

**M/S. Golden Eagle Manpower Pvt. Ltd. (Second Party) Lic. No. 391/059/60,** Nepal to recruit Manpower from Nepal for employment in Oman and shall have the following terms and conditions as mentioned below:-

 **Terms and Condition:**

1. The Second party should recruit the employees as per the demand of First party.
2. The Second party should deploy the employees within 45 days after receiving the original documents.
3. The period of the agreement is 2 years starting from the first day of the candidate's arrival in Oman.
4. Working period will be 8 hours per day, 6 days a week and overtime as per Oman Labor Law.
5. The First party will provide the recruited employees monthly salary and food allowance as mentioned in the Demand Letter.
6. The First party will provide free accommodation and medical facilities to the employees.
7. The First party will provide joining and two way tickets after the end of contract (if the contract renewed).
8. The First party will provide the necessary insurance coverage for employees as per Oman labor law.
9. If the employee wants to go back to his country before the expiry of his agreement he has to go on his own expenses at the consent of the First party.
10. The employee shall observe the local Oman laws and traditions.

 **First Party** **Second Party**

## Date: 23/07/2016

## EMPLOYMENT AGREEMENT

This agreement is made and entered into between **XYZ Company W.L.L, Muscat,Oman.** Known as First Party,

##### AND

Mr………………………………………….. Passport No. …………………Profession …………………………Nationality………………both parties have agreed on the following points and undertake to implement accordingly. (Known as Second party)

1. The First party will pay an amount of Oman Riyals …………………to the second party as his monthly salary and provide Free Food.
2. The First party should provide free accommodation, medical facilities, transportation and insurance to the Second party.
3. Working period will be 8 hours per day, 48 hours per week and overtime as per Oman Labor Laws.
4. First party shall have the right to terminate the services of the Second party during probationary period of three months if found unsuitable and the Second party shall go back home at the cost of First party.
5. Second party shall observe the local Oman Labor law and traditions.
6. The period of this agreement is 2 years starting from the First day of arrival in Oman and can be renewed if there is no objection from two sides.
7. Second party promises not to work for anyone else or any company in Oman during the validity of this contract.
8. Applied regulations of Oman are the legal binding for both the parties of the contract.
9. Annual Vacation is provided by the first party.
10. Water, Gas, Electricity all will be provided by first party to the second party.
11. Air tickets (For joining & after two years up and down tickets will be provided by the First Party.

 **First Party Second Party**

Date: **23/07/2016**

## To

**The Director General**

**Department of Labor**

**Kathmandu, Nepal**

###### Sub: Guarantee Letter

Dear Sir,

This is to inform you that we have authorized to recruit (XX) Nepalese Workers from **M/S. Golden Eagle Manpower Pvt. Ltd. (Second Party) Lic. No. 391/059/60, Kathmandu**, Nepal. We guarantee that these all workers will not be sent to any third country except Oman.

Thanking you,

Yours Faithfully,

## Director