

SPECIMEN OF DOCUMENTS

Date.....

M/s Galaxy Universal Service (P.) Ltd.
(License No. 071/052/053)
Maharajgunj, Kathmandu
Nepal

DEMAND LETTER

Dear Sir,

With reference to our Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following suitable personnel for our Company from Nepal as per the terms and Conditions as mentioned below:

No.	Category	Qty.	Salary (QR)+ Food Allowance
1.	... Labour	1000+300
2.
	TOTAL	

Terms and Conditions:

Duration of Contract	: Two years (Renewal)
Working Hours	: Eight (08) hours per day, Six (6) days per week
Overtime	: As per Qatar Labour Laws
Air Ticket	: For joining the Company first time (KTM/DOH) and then up & Down air ticket will be provided after completion of contract.
Resident Permit	: Provided by the Company
Accommodation	: Provided by the Company
Water, Electricity & Gas	: Provided by the Company
Transportation	: Provided by the Company (to and from the work site)
Food	: Provided by the Company
Medical/Insurance	: Provided by the Company
Uniform & Safety Materials	: Provided by the Company
Leave Pay	: 21 days annual leave provided by the Company
Probation Period	: 90 days from date of entry into Qatar
Service Charge	: Not Provided by the Company
Other Terms and conditions	: As per Qatar Labour Laws

Sincerely Yours,

Name :

Position :

Mobile No :

For :

Date.....

POWER OF ATTORNEY

All known by these presents that we M/s..... with Office Address at P.O. Box #Qatar duly organized & existing under and by virtue of the Laws of Qatar with Tel. No. 00974..... and Fax No. 00974..... do hereby authorized **GALAXY UNIVERSAL SERVICE PVT. LTD., Lic. No. 071/052/053** with Office Address **P.O. Box 7061, Maharajgunj, Kathmandu, Nepal** with Tel. No. **00977-14495695** which is registered and licensed under the Ministry of Labour Government of Nepal, to be our True and Lawful Legal Agent in Nepal in respect of handling all affairs concerning recruitment of persons, arranging their passports, professional test, health examination, to sign the employment contract and to arrange their travel documents.

This Power of Attorney is issued onst 2021 and expires onth 2023.

.....
Managing Director/General Manager/Manager
For: CO. WLL.

Date.....

Agency Agreement

This agreement made and entered into by and between M/S duly registered under the laws of Qatar, P.O. Box Telephone No.974..... Doha, Qatar and represented by Mr. in the capacity as herein after referred as FIRST PARTY,
AND

M/s Galaxy Universal Service (P) Ltd., a Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, Lic No. 071/052/053 P.O. Box: 7061, Telephone No: +97714495695, Maharajgunj, Kathmandu, Nepal and represented by Mr. Tara Prasad Bhattarai in the capacity as Chairperson herein after referred as SECOND PARTY.

Terms and Conditions:

1. That the Second Party will make all the arrangement to supply manpower of workers from Nepal, as per the request and specification of the 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, Job order and Contract Agreement for the selected workers.
4. Second Party will be completely responsible to bring selected manpower from Nepal to Saudi Arabia and will guarantee for visa validity 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 and bring replacement free of charges.
5. First Party shall make arrangement to make visa for all the selected workers.
6. The First Party will provide all the facilities incorporated in demand letter to all the selected workers.
7. First Party will provide medical facilities for the selected workers.
8. Second Party will make all the arrangements to receive all the selected workers
9. This agreement takes effect upon signing thereof by both the parties concerned.
10. First Party will not provide any service charge to Second Party, for this recruitment.

FIRST PARTY

Name:.....
Position

SECOND PARTY

Tara Prasad Bhattarai
Chairperson

EMPLOYMENT CONTRACT

This employment contract is executed and entered into by and between:

Employer :

Name of employee :

Address :

Passport No :

Nationality : Nepalese

Terms and Conditions:

1 Employees Position:	-----
2 Basic Monthly Salary:	Qatari Riyal (QR)
3 Contract Period:	Two (2) Years.
4 Accommodation:	Free
5 Food :	Provided by the Company
6 Working Hours:	Eight (8) Hours per Day, Six (6) Days per Week.
7 Transportation:	Provided by the Company (to and from the work site)
8 Air Passage:	Joining the Company for the first time (KTM-DOH) and up & down air ticket will be provided after the completion of two years' contract.
9 Medical/Insurance:	Provided by the Company
10 Uniform/Safety Materials:	Provided for working hour
11 Leave:	Provided 21 days paid leave annually
12 Probation Period:	Three (3) Months.
13 Other Terms & Conditions:	As per Qatar Labour Laws

First Party

Name :

Position :

Second Party

Tara Prasad Bhattarai

Chairperson

GUARANTEE LETTER

Date.....

The Director General

Department of Foreign Employment

Kathmandu, Nepal

Dear Sir,

We M/S.P.O. Box: Doha, Qatar, hereby guarantee that all Nepalese workers recruited through our agent M/s. Galaxy Universal Service Pvt. Ltd. Post Box # 7061, License No: 071/052/053 at Kathmandu – Nepal, under the current demand will be working in our company in Doha, Qatar only throughout their contract period.

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

Thank you for your kind co-operation.

Name :

Position :

For :