

EMBASSY OF NEPAL
Abu Dhabi, United Arab Emirates

APPLICATION FORM FOR DEMAND LETTER ATTESTATION
(Institutional)

A. Name of Company in the UAE:

Address:.....

Tel:..... Email:

Name of HR Manager: Contact No.:.....

B. Name of Nepali Manpower Agency: **Blue Bird Overseas Pvt. Ltd.**

Address: **Kalopul, Kathmandu, Nepal** License No.: **308/059/060**

Tel. (Landline): **+977-1-4536802** Email: **info@bluebirdoverseas.com**

Name of Owner: **Bikal Hari Rajbhandari** Contact No: **+977 -9851017676**

C. Documents Submitted by: Date:.....

Position in company/Institution: Contact No.:.....

S.N.	Job Category	Number	Gender	Basic Salary (AED)	Food (AED)	Accommodation (AED)
1.						
2.						
3.						
4.						
5.						
..						
..						
..						
Total						

Remarks/Comments (if any):

For official Use Only

Received by

Verified by

Approved by

Name:.....

.....

.....

Position:.....

Labour Attaché

Councillor (Labour)

Sign & Date:.....

Endorse No.:.....

DEMAND LETTER

Date:

M/s. Blue Bird Overseas Pvt. Ltd.
Govt. License No. : 308/059/060, P.O. Box: 2818
Kathmandu, Nepal.

Demand Letter

Dear Sir/Madam,

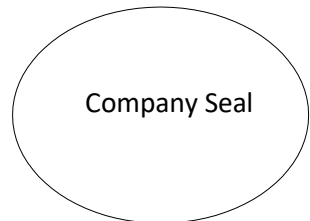
With reference to our Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following category of manpower to work in our Company/institution:

S.N.	Job Category	No. of Workers	Gender	Basic Salary (AED per month)	Remarks
Total					

Terms and Conditions

Contract Period : 2 years
Probation Period :months
Food/allowance : Provided by company / cash
Accommodation/allowance : Provided by company / cash
Air Tickets (Joining and Return) : Provided by company
Visa, Medical Test, Emirates ID Cost : Provided by company
Working hours and days : 8 hours/day and 6 days/week
Medical and Insurance : Provided by company
Workmen's Compensation & Insurance : Provided by company
Local Transportation Facility : Provided by company
Annual leave : 30 days
Service/Agency/Broker Fee : Provided by company
Right to retain employee's Passport : Employee

Other benefits such as annual leave, over time etc will be in accordance with the labour laws of the United Arab Emirates.



For (Name of the Company).....

Signature:.....

Name:.....

Position:.....

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 -----, UAE, do hereby appoint **M/s Blue Bird Overseas Pvt. Ltd**, Kathmandu, Nepal having **License No. -308/059/060** issued by the Department of Foreign Employment, Government of Nepal to be our true and lawful attorney in Nepal in respect of recruiting Nepalese workers required for us from Nepal and handling the matters concerning recruitment, entering into contract with the selected employees, payment of fees, 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 for the endorsement of required documents and processes.

In witness whereof, I/we have executed this deed on this day of ----- in -----, UAE. This Power of Attorney shall remain valid for ----- from the date of issue.

Yours Truly,

For ----- (Name of the Company)

Signature:

Name:

Position:

Date:

Office Seal

EMPLOYMENT CONTRACT

1. Name of the Employee:.....
2. Profession & Position:.....
3. Passport No:.....
4. Nationality: Nepalese
5. Individual Visa No.(Copy Attached)
6. Visa Issue Date:.....
7. Benefits/terms & conditions:

I.	Contract Period	:	2 years
II.	Probation Period	:months
III.	Food	:	Provided by company / cash
IV.	Accommodation	:	Provided by company / cash
V.	Air Tickets (Joining and Return)	:	Provided by company
VI.	Visa, Medical Test, Emirates ID Cost	:	Provided by company
VII.	Working hours and days	:	8 hours/day and 6 days/week
VIII.	Annual leave	:	30 days
IX.	Medical and Insurance	:	Provided by company
X.	Workmen's Compensation Insurance	:	Provided by company
XI.	Local Transportation Facility	:	Provided by company
XII.	Service/Agency/Broker Fee	:	Provided by company
XIII.	Right to retain employee's Passport	:	Employee

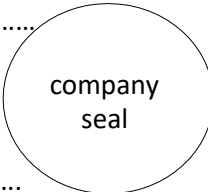
Other terms and conditions will be as per prevailing laws.

Accepting parties

Second Party (Employee)

Signature:.....
Name:.....
Date:.....
Address in Nepal and Contact No:.....
.....

First Party (Company)

Signature:.....	
Name:.....	
Position:	
Name of Company :.....	
Date:.....	

GUARANTEE LETTER

Date:

The Director General,
Department of Foreign Employment,
Ministry of Labour, Employment and Social Security,
Kathmandu, Nepal

Re: GUARANTEE LETTER

Dear Sir,

We have sent a demand letter for Nepalese Workers to **M/s Blue Bird Overseas Pvt. Ltd** a Nepali Manpower agency having **License No 308/059/060**, for..... number of.....(job category) for our company. In this regard, we wish to assure you that this demand is for our Agency only and the workers will be working in UAE. We also assure you that these workers will not be sent out of the United Arab Emirates. Furthermore, all the terms and conditions mentioned in the contract paper will be truly implemented.

Office Seal

(Sign)

Name:

Position:

Contact No:

Date: -

SERVICE AGREEMENT

This agreement is made and entered into **M/S (Name of Company)of(City), U.A.E** with **Tel. No. : - (City), UAE**, hereinafter called the Employer, duly registered under the Law of UAE, hereinafter called the "**First Party**" and **Blue Bird Overseas Pvt. Ltd , Kathmandu,Nepal Govt. Lic No. 308/059/060, Tel:+977-1-4536802**,Kathmandu, Nepal, Issued by the department of Labour, Government of Nepal, hereinafter called "**Second Party**"

1. The first will specify the Vacancies to the Second Party in detail and the second party will source the most suitable candidates to work as per the demand letter.
2. The second Party will provide suitable candidates for all the required categories.
3. The First Party will make available to the second party all the relevant visas issued by the authorized government department.
4. The Second Party will deploy the selected workers as per the requirement of the First Party.
5. The First Party will fulfill all the conditioned agreed upon by both the parties regarding accommodation, salary, working hours, overtime, and other conditions and make sure that the recruited workers are paid their monthly salary in time on regular basis and service charge will be provided by company.
6. The second party shall furnish medical report from a qualified Doctor for the selected candidate certifying that the candidates is in good health and is free from all infectious diseases.
7. The second party hereby agrees to replace any workers found unsuitable or unfit for the job or found medically unfit free of cost within the probationary period of 6 Months.
8. Both the parties here to have discussed all the above matters in detail and agreed to all the terms and conditions in this agreement and put their signature in two identical originals one to be kept by each party.

In witness therefore we have executed this agreement on this **date of:....., in UAE**. This letter shall remain **valid for (...)** years.

For & on behalf of the First Party

For & on behalf of the Second Party

Name
Position
Name of the Company

Bikal Hari Rajbhandari
Managing Director
Blue Bird Overseas Pvt. Ltd.