**Date: 01/07/2021**

**M/s.Khagol Overseas Pvt Ltd**

Govt.Lic.No.635/063/064

GPO Box No. 25474, Baneshwor -10, Kathmandu, Nepal

Tel: 977- 1- 5244046, 5244747, 5244448

Fax: 977- 1- 5244749

**Subject: DEMAND LETTER**

Dear Sir,

We want to recruit the following categories of workers from Nepal to work for our company. Kindly arrange the manpower needed in behalf of our company.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SR NO.** | **Position** | **Vacancy** | **Basic Salary** | **Remarks** |
| 1. | Male Security Guards |  109 | AED. 2000/- | After passing PSBD 750 AED will be paid |

*Following terms and conditions shall be applicable:*

Period of Contract : Two (2) Years (Renewable)

Place of Employment : UAE

Food : Not provide by company(Including with salary)

Accommodation & Transport : Provided by company

Probation Period : Six (6) Months from date of joining

Working Hours : 8 Hours a day / 06 days a week

Employment Visa& Emirates ID Cost : Provided by company

Medical Insurance : As per UAE Labour Law

O.T. & Other Benefits : As per UAE Labour Law

Air passage : Provided by Company

Workmen’s Compensation Insurance : As per UAE Labour Law

Services Charges : Not Provided

Right to retain Employee’s Passport : Employee

Annual Leave : 30 days per annum

Uniform : Provided by company

Visa Charge : Free

Thanking you and Best Regards,

For & Behalf of M/s**M/s. Emirates Security Services LLC**

General Manager

 **Date: 01/07/2021**

**POWER OF AUTTORNEY**

This is to confirm that **M/s. Emirates Security Services LLC** registered under the laws of ­­–Abu Dhabi U.A.E. with postal address Dhabi,U.A.E. do hereby appoint **M/S.KHAGOL OVERSEAS PVT LTD.** Kathmandu, Nepal having License No. **635/063/064** 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 by us from Nepal and handling all the affairs concerning recruitment entering into contract with selected employees, payments 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.

This power of attorney shall remain valid till completed of workers which mentioned in demand letter.

Yours Truly,

For & Behalf of **M/s. Emirates Security Services LLC**

General Manager

 **Date: 01/ 07/ 2021**

**SERVICE AGREEMENT**

This agreement is made between**M/s. Emirates Security Services LLC** U.A.E. hereinafter called the "**First Party**” and **M/S KHAGOL OVERSEAS PVT LTD.**Kathmandu, Nepal having Government of Nepal License No. **635/063/064**, (hereinafter called the "**Second Party**") represented by Mr**. Bimal Dhakal**

1. The First Party 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 First Party.
5. The First Party will fulfill all the conditions 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.
6. The Second Party shall furnish medical report from a qualified doctor for the selected candidate certifying that the candidate 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 periodof Three Months.
8. Both the Parties hereto 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.
9. Services charges will not provide by the company.

For & Behalf of For & Behalf of

**M/s. Emirates Security Services LLC**

 **Khagol Overseas Pvt. Ltd.**

General Manager

 **Bimal Dhakal**

 Managing Director

 **Date: 01/07/ 2021**

**EMPLOYMENT OFFER LETTER**

This agreement is made between **M/s. M/s. Emirates Security Services LLC** (Hereinafter referred to as “The Company”), U.A.E. a company organized under the law of UAE, The Employer - First Party,

And

Mr. ……………………………. Passport No ……………………….. Nationality ……………………, the Employee - Second Party.

The First Party agrees to employ the Second Party in “The Company” for the post Security Guards (Male) on the terms and conditions as under:

Salary : AED2000/-

Food : Not provide by company(Including with salary)

Accommodation : Provided by the company

Transportation : Provided by the company

Duty Hours : 8 hours a day / 06 days a week

Probation period : 6 months from the date of Joining

Period of Contract : 2 years and renewable on mutual consent

Insurance : As per UAE Labor Law

Medical : Health Card provided by Employer

Visa & Emirates ID : Provided by the company

O.T. & Other Benefits : As per UAE Labor Law

Air Passage : Provided by company

Service Charges : Provide by company

Place of Work : UAE

Right to retain employee’s passport : Employee

Annual Leave : 30 days per annul

Uniform : Provided by company

Job Title : Male Security Guards

Visa Charge : Free

All other conditions are as per UAE Labor Law and in accordance with the First Party’s standard employment contract and policy.

First Party Second party

For & Behalf of Candidate Signature

General Manager

 **Date: 01/07/2021**

The Director General

Department of Foreign Employment

Ministry of Labour ,Employment and Social Security

Kathmandu, Nepal

Dear Sir,

**Re: GUARANTEE LETTER**

We have sent a demand letter for Nepalese **109** workers to **M/S.KHAGOL OVERSEAS PVT LTD.,** a Nepalese Manpower agency having License No. **635/063/064** for our Company. In this regard, we wish to assure you that this demand is for our Company only and the workers will be working in our Company situated in UAE. We also assure you that these workers will not be sent out of the United Arab Emirates.

Thanking you,

For & Behalf of**. M/s. Emirates Security Services LLC**

General Manager

To,

Embassy of Nepal

Abu Dhabi U.A.E.

 **Subject:- Information**

 Dear Sir,

 As mentioned above subject we are Semi Government Company in U.A.E and no need quota for visa. How many workers we need we can get visa easily. So we kindly request you that please attest demand letter which we provide in fevour of Nepali registered manpower company.

 Thanking you

For & Behalf of. M/s **Emirates Security Services LLC**

 General Manager