

Demand Letter

Date:

M/s Galaxy Universal Service Pvt. Ltd.
(License No. 071/052/053)
Post Box #: 7061
Siphal Height,
Kathmandu, Nepal

Dear Sirs,

With reference to our Power of Attorney executed by us in your favors, we request you to select and recruit the following workers for our company as per the following terms and conditions:

| S. No. | Profession | Required No | Gender | Monthly Salary (AED) | Food (AED) | Remarks |
|--------|------------|-------------|--------|----------------------|------------|---------|
| 01 | | | | | | |
| 02 | | | | | | |
| 03 | | | | | | |
| 04 | | | | | | |

Total Number of Workers.....(.....Only)

Other Terms and Conditions of Services:

- | | | |
|-----|--|---|
| 1. | Contract Period | Two (2) years (Renewable) |
| 2. | Duty hour | Eight (8) hours per day |
| 3. | Working Days | Six (6) days per week |
| 4. | Overtime Benefits | As per Company Rule |
| 5. | Transportation | Provided by Company |
| 6. | Air Ticket (Round Trip) | Provided by Company |
| 7. | Visa | Provided by Company |
| 8. | Service Charge | Borne by the employee |
| 9. | Accommodation | Provided by Company |
| 10. | Medical & Life Insurance | Provided by Company |
| 11. | Probation Period | Three Months |
| 12. | Leave | As Per Labour Law of United Arab Emirates |
| 13. | Compensation & Repatriation of dead body | As Per Labour Law of United Arab Emirates |
| 14. | Resident Permit Fee | Provided by Company |
| 15. | Medical/ Emirates ID Cost | Provided by Company |
| 16. | All other T & C (If any) | As Per Labour Law of United Arab Emirates |

Yours truly,

.....

Authorized Person name with designation and signature

Company name with company seal

Date:

Power of Attorney

Known by all those present that, we, M/s a company duly organized and existing under and by virtue of the laws of, UAE with postal address of P.O. Box, Dubai, UAE do hereby appoint M/s Galaxy Universal Service Pvt. Ltd., Post Box # 7061, Kathmandu, Nepal; a recruitment agency approved by the Government of Nepal Ministry of Labour and Transport, with License No. 071/052/053 to select and recruit the workers on behalf of our company from Nepal to be the true representative for it and in its name, place and to do and perform the following acts and things namely:

1. To act as the company's representative and agent to represent the company before any public or private agent in the country of Nepal pertaining to recruitment function.
2. To act the company's representative and agent to represent us in the hiring of our company's personnel and/or employees in Nepal for employment in the country of UAE.
3. To assume sole liability that may arise in connection with workers recruitment and other terms and conditions of the appointment as defined and spelled out in the recruitment letter of Agreement in between.

Yours truly,

.....

Authorized Person name with designation and signature

Company name with company seal

Agency Agreement

Date:

This agreement made and entered into by and between M/S duly registered under the laws of, UAE with business address at P.O.Box: Dubai, UAE and represented by MR. in his capacity asherein after referred to as the FIRST PARTY.

AND

M/S GALAXY UNIVERSAL SERVICE PVT. LTD., duly registered to deploy Manpower from Nepal and existing under the laws of Nepal, with business address at P. O. Box 7061, Siphah Height, Kathmandu, Nepal as the SECOND PARTY.

1. That the employer hereby agrees to appoint M/s Galaxy Universal Service (P) Ltd. registered under Government of Nepal for recruitment of Nepalese workers.
2. That the recruitment agent shall send the required personnel at the earliest possible and strictly according to merits, qualification and experience as required by the employer.
3. That the Employer shall ensure the profession, salary and all other benefits will be as per the Demand Letter, Employment Contract and all other terms and conditions as per related documents provided for the recruitment of Nepalese workers.
4. That the agent must ensure that each candidate should be medically fit for the job and holds a valid passport.
5. That the employer shall provide the round trip (going and coming) tickets for the candidates but the recruiting agents are allowed to collect their service charge from the workers as per the labour law of the Nepal Government.
6. That in case of any dispute between the two parties, it shall be settled mutually and amicably.

.....
Authorized Person name with designation and signature
Company name with company seal

.....
(Galaxy Universal Service (P) Ltd.)

Date.....

Employment Contract/Service Agreement

This agreement is made in between M/s at Post Box No. Dubai, UAE; the employer (First party) and Mr....., Passport No..... Nepali national, the employee (Second party). The First party agrees to employ the Second party in this company for the post of.....on the following terms and conditions:

- | | |
|--|----------------------------|
| 1. Job Title / Position | : |
| 2. Duties & Responsibilities | : |
| 3. Basic Monthly Salary | : AED..... |
| 4. Probation Period | : 3 Months |
| 5. Duration of Contract | : 2 years |
| 6. Criteria & Penalties for violation of the contract | : As per Labour Law of UAE |
| 7. Settlement procedure in case of dispute between Employer and Employee | : As per Labour Law of UAE |
| 8. Air passage (Round Trip Ticket) | : Provided By Company |
| 9. Airport Clearance & Internal Transportation | : Free (Borne by Sponsor) |
| 10. Accommodation/Supply of Electricity and Water | : Free |
| 11. Visa | : Provided by Company |
| 12. Service Charge | : Borne by the employee |
| 13. Food | : |
| 14. Visa, Medical test. Emirates ID Cost | : Provided By Company |
| 15. Working Hours | : 8 hrs |
| 16. Working Days | : 6 days a week |
| 17. Overtime | : As per company rule |
| 18. Age | : No Restriction |
| 19. Annual Leave, Sick Leave, Public Holiday | : As per company rule |
| 20. Increment criteria (If any) | : As per company rule |
| 21. Medical Facilities | : Free |
| 22. Compensation for injury sustained and loss of bodily parts | : As per Labour Law of UAE |
| 23. Insurance Policy | : As per Labour Law of UAE |
| 24. Death Compensation & Repatriation of dead body with belongings | : As per Labour Law of UAE |
| Employee's Provident Fund | : As per Labour Law of UAE |
| 25. Restriction | : As per Labour Law of UAE |
| 26. Other Benefits (If any) | : As per Labour Law of UAE |
| 27. Termination of Service & Repatriation of terminated Employees | : As per Labour Law of UAE |

Any other terms and conditions not mentioned in this agreement will be governed by the labour laws of the employment country.

.....
Authorized Person name with designation and signature
Company name with company seal

.....
Signature of the employee

Date:

Guarantee Letter

To,

The Director General
Department of foreign Employment
Tahachal, Kathmandu,
Nepal.

We, M/s P.O. Box #, Dubai, UAE; hereby guarantees that the workers as per our Demand Letter of workers, executed in favors of M/s Galaxy Universal Service Pvt. Ltd., Post Box #7061, Kathmandu, Nepal, will work in our organization at Dubai, UAE only throughout the contract period.

Hence, we give surety of continuation of the Nepalese worker with us during the contract period and will not be transferred to another establishment or any third country without the approval of the competent Nepal Government authorities.

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Authorized Person name with designation and signature

Company name with company seal

