

## Demand Letter

Date:

M/s Galaxy Universal Service (P.) Ltd.  
(License No. 071/052/053)  
Post Box #: 7061  
Sifal Height -07, 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 under Visa No ..... , Sponsor ID No ..... And visa dated ..... as per the following terms and conditions:

S. No.	Profession	Required No	Gender	Monthly Salary (SR)	Food
1	.....	.....	.....	.....	.....

### **Other Terms and Conditions of Services:**

- |  |   |                             |
|--|---|-----------------------------|
| 1. Contract Period                           | : | Two (2) years               |
| 2. Duty hour                                 | : | 8 hrs a day                 |
| 3. Working Days                              | : | 6 days                      |
| 4. Overtime Benefits                         | : | as per Company Rule         |
| 5. Transportation                            | : | Free                        |
| 6. Air Ticket (Round Trip)                   | : | Free                        |
| 7. Visa Charge                               | : | Free                        |
| 8. Service Charge                            | : | Borne by the employee       |
| 9. Accommodation                             | : | Free                        |
| 10. Medical & Life Insurance                 | : | Free                        |
| 11. Probation Period                         | : | Three Months                |
| 12. Leave                                    | : | 21 days paid leave per year |
| 13. Compensation & Repatriation of dead body | : | as per Lebanon Labour Law   |
| 14. All other T & C (If any)                 | : | as per Lebanon Labour Law   |

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 ..... P.O. Box: ..... do hereby appoint M/s Galaxy Universal Service (P.) Ltd., Lic No. # 071/052/053, Post Box #7061, Kathmandu, Nepal to select and recruit the workers under Visa No ..... , Sponsor ID No ..... and visa dated ..... 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 Lebanon.
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:

On this day ..... It is agreed between M/s ..... represented by ..... (Hereinafter called the Employer) and M/s Galaxy Universal Service (P) Ltd., Lic No. # 071/052/053, Post Box #7061, Kathmandu, Nepal (Hereinafter called the Recruiting Agent):

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

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  
Tinkune, Kathmandu  
Nepal

We, M/s ..... P.O. Box # ....., hereby guarantees that the workers as per our Demand Letter of ..... Workers, Visa No ..... and Sponsor ID No ..... dated: ..... Executed in favors of M/s Galaxy Universal Service (P.) Ltd., Lic No. # 071/052/053, Post Box #7061, Kathmandu, Nepal, will work in our organization 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 country without the approval of the competent Nepal Government authorities.

.....

**Authorized Person name with designation and signature**

**Company name with company seal**