

Date: -

**DEMAND LETTER**

**M/S GALAXY UNIVERSAL SERVICE PVT. LTD.**

**Recruiting License No: 071/052/053**

**Siphal Height- 07, Kathmandu, Nepal**

Dear Sir,

We **(Company Name)** P.O. Box: No. ...., organized under the law of the Government of BAHRAIN do hereby appoints you to be our lawful agent with our full Attorney in Nepal for handling the respective affairs of recruitment and dispatching the given following category.

S.N	CATEGORIES	GENDER	QUANTITY	BASIC SALARY(IN BD)	FOOD ALLOWANCE

**TERMS AND CONDITIONS:**

1. Visa : Free
2. Food : (20 BD) Provided by the company
3. Air Ticket : Both way free (At the beginning & end of the contract)
4. Period of Contract : 2 years, (Renewable)
5. Probation Period : 3 Months
6. Place of Employment : BAHRAIN
7. Accommodation : Provided by the Company
8. Working hours : 8 hours per day
9. Working Days : 26 days per month.
10. Overtime : As per BAHRAIN Labor Law.
11. Medical/Insurance : Provided by company
12. Service Guaranty Leave Pay : Provided by company.
13. Transportation : Provided by company.
14. Water/Electricity/Gas ; provided by company.
15. Uniform & Safety Materials : Provided by company.
16. Resident Permit : Provided by company.
17. Service Charge : Not provided by company

**All other conditions of services will be government according to the BAHRAIN Labor law**

Thanking you.

**(Company Name)**

.....  
**Authorized Name/ Signatory**  
**Designation**

Date: -.

**POWER OF ATTORNEY**

We have appointed **M/s GALAXY UNIVERSAL SERVICE PVT. LTD.** having Nepal Department of **Labor Recruiting License No.:** 071/052/053, **Siphal height, Kathmandu, Nepal** as our true and lawful attorney in Nepal for processing and recruiting manpower according to our Demand letter dated on ( Date: 27/02/2017)

Therefore, we would like to request you to kindly authenticate the Demand letter, Power of attorney and service agreement. We would like to assure you that the copies and final individual employment contract with this information regarding the details of the placement of the candidates will be made available to the embassy.

Thanking you for your kind co-operation.

Best Regards

**(Company Name)**

.....  
**Authorized Name/ Signatory**  
Designation

Date:- .

EMPLOYMENT CONTRACT

1. Employee's Name : .....
2. Passport No. : .....
3. Employee's Job Title : .....
4. Basic Salary : .....(BD)
5. Overtime : As per BAHRAIN Labor law
6. Accommodation : Provided by the employer company.
7. Transport : Provided by the company
8. Food : .....
9. Working Days : 6 days/week
10. Working Hours : 8 hours/day
11. Duration of Contract : 2 years renewable.
12. Medical treatment : Provided by company
13. Insurance : Provided by company
- 16 Probation periods : 90 days from the date of job joining.
17. Other benefits : As per BAHRAIN Labor law.

(Company Name)

.....  
Authorized Name/ Signatory  
Designation

Date:- .

**GUARANTEE LETTER**

The Director  
Department of Labor  
Kathmandu, Nepal

Dear Sir,

We have appointed here **M/s GALAXY UNIVERSAL SERVICE PVT. LTD.** Recruiting license No.: 071/052/053, Siphel Height, Kathmandu, Nepal to be our true and lawful attorney in Nepal for processing and recruiting manpower according to the demand letter issued by us. We assure you that all the manpower recruited by us would be employed in our company within the BAHRAIN territories only.

Therefore, we would like to request you to kindly assist and permit them to complete the legal formalities according to your Government rules for processing the necessary documents legally as stated in the demand letter.

Thanking you for your kind co-operation.

Yours truly,

**(Company Name)**

.....  
**Authorized Name/ Signatory**  
Designation

Date: .

## INTER PARTY AGREEMENT

This agreement is entered in between **(Company Name)** Post Box: No. ...., herein called the **First Party**

**And**

**M/s GALAXY UNIVERSAL SERVICE PVT. LTD** Recruiting License No. 071/052/053, Siphah Height, Kathmandu, Nepal., herein called the **Second Party**.

1. The first party will specify the vacancies to the second party in detail and the second party will source the most suitable candidate to work as per the demand letter.
2. The Second party will provide suitable candidates for required needs.
3. The First party will pay an amount of .....(BD) to the candidates as his/her monthly salary.
4. The First party will provide free accommodation, medical, insurance and transportation facilities to the candidates.
5. The First party will provide free food to the candidates.
6. The period of the agreement is for 2 years (renewable).
7. The First party will make the visa with free of cost (Free visa)
8. The First party will provide joining ticket KTM to BAHRAIN and return ticket BAHRAIN to KTM after completion of contract period.
9. Working period will be 8 hours per day 6 days per week.
10. The first party will make available to the second party all the relevant visas issued by the authorized government department.
11. The second party will deploy the selected workers as per the requirement of the first party.
12. 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 paying their monthly salary on time on the regular basis.
13. The first party will also ensure that the workers who will come from Nepal will only work in the BAHRAIN.
14. The second party shall furnish a medical report from a qualified doctor for the selected candidates certifying that the candidate is in good health condition and is free from all infectious diseases.
15. 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 six months.
16. The second party is agreed to send the workers to first party within 1 month period from the visa received date.
17. Both 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 original ones to be kept by each party.
18. The company will not provide service charge to the second party.

**(Company Name)**

.....

Authorized Name/ Signatory

**For: M/s GALAXY UNIVERSAL SERVICE PVT. LTD.**