

MEMORANDUM OF UNDERSTANDING (MoU) for Recruiting Partner

Between
Sahara Management Pvt. Ltd.
and
Freelancer Krishna Aryal

1. Parties

This Memorandum of Understanding ("MoU") is made on this ____ day of _____ 2025 ("Effective Date") at Kathmandu, Nepal, by and between:

- **Sahara Management Pvt. Ltd.**, a registered company located at Tokha Municipality-09, Kathmandu, Nepal (hereinafter referred to as the **"First Party"**),
AND
- **Mr. Krishna Aryal**, working as a Freelance Recruiting Partner (hereinafter referred to as the **"Second Party"**).

Together referred to as the **"Parties."**

2. Purpose

The purpose of this MoU is to establish a mutual understanding between the Parties to work together as recruiting partners for **IT Officer positions (all levels)** and to outline the terms of commission-sharing.

3. Roles and Responsibilities

a. Sahara Management Pvt. Ltd. (First Party):

- Provide recruitment support and promote company branding.
- Coordinate directly with client organizations regarding job requirements and hiring processes.
- Handle official documentation, service agreements, invoicing, and related compliance.
- Collect CVs of candidates from both parties and submit them to client companies.
- Take full responsibility for marketing activities related to recruitment services.

b. Freelancer – Mr. Krishna Aryal (Second Party):

- Source and recommend qualified candidates for the position of **IT Officer (all levels)**.
 - Share job opportunities, requirements, and candidate details with the First Party in a timely manner.
 - Maintain professionalism and ensure transparency in the recruitment process.
 - Conduct candidate screening and pre-interviews for applicants forwarded by the First Party.
 - Provide candidates with company details (company name, address, HR contact person, and phone number) for clarity and communication.
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4. Commission Sharing Terms

1. **If Job and Candidate are Separate (i.e., job from Sahara, candidate from Krishna Aryal, or vice versa):**
 - **60%** of service charge/recruitment fee shall go to **Sahara Management Pvt. Ltd.**
 - **40%** shall go to **Krishna Aryal**.
 2. **If Job and Candidate both are provided by Krishna Aryal:**
 - **60%** of service charge/recruitment fee shall go to **Krishna Aryal**.
 - **40%** shall go to **Sahara Management Pvt. Ltd.**
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5. Validity

This MoU shall remain valid for a period of **one (1) year** from the Effective Date and may be renewed by mutual consent in writing.

6. Confidentiality

Both Parties agree to maintain confidentiality of all client, candidate, and business-related information obtained under this MoU.

7. Termination

Either Party may terminate this MoU by giving **30 (thirty) days prior written notice** to the other Party.

8. Governing Law

This MoU shall be governed and construed under the laws of Nepal.

9. Signatures

For Sahara Management Pvt. Ltd.

Name: _____

Designation: _____

Signature: _____

Date: _____

Witness

Name: _____

Designation: _____

Signature: _____

Date: _____

For Freelancer (Krishna Aryal)

Name: Krishna Aryal

Signature: _____

Date: _____

Witness

Name: _____

Designation: _____

Signature: _____

Date: _____

