|  |  |
| --- | --- |
| 01 | Power of Attorney “**To beattested from Chamber of Commerce and Industry OR the Ministry of Foreign Affairs of Oman”** original & copy |
| 02 | Demand Letter “**To beattested from Chamber of Commerce and Industry OR the Ministry of Foreign Affairs of Oman”** original & copy |
| 03 | Employment Contract for each category “Ministry of Manpower Format” To be **Attested from the Ministry of Manpower or Chamber of Commerce and Industry OR Ministry of Foreign Affairs of Oman”** original & copy |
| 04 | Letter of Guarantee “To be addressed to Foreign Employment Department of Nepal” To be **Attested from the Ministry of Manpower or Chamber of Commerce and Industry OR Ministry of Foreign Affairs of Oman”** original & copy |
| 05 | Recruitment Agreement between the Company and Recruitment Agency from Nepal. To be **Attested from the Ministry of Manpower or Chamber of Commerce and Industry OR Ministry of Foreign Affairs of Oman”** original & copy |
| 06 | Guarantee and Undertaking addressed to the Embassy of Nepal |
| 07 | Original Visa or Manpower Clearance (Mazunia) |
| 08 | ID. Copy of the Sponsor |
| 09 | Copy of Commercial Registration (CR) |
| 10 | Copy of Sample Authorized Signatories |
| 11 | 3 months’ salary details of Nepalese in the company (if employed in that company ) |
| 12 | List of Nepalese with PP detail and mobile no. (if employed in that company) |

**Demand Set**

**Requisites for Individual Recruitment from Nepal**

1. Nepali citizens already working in the Sultanate of Oman can attest entry visa (work) and employment contract of their close family members/relatives [father, mother, brother (s) and sister (s) only] from the Embassy.
2. However, in the absence of the above-mentioned relatives in Oman, the Embassy may attest individual recruitment documents if following conditions are fulfilled:
3. The person who has already worked in the Sultanate. Documentary Evidence such as copy of relevant pages of Passport with previous visa/entry/exit stamp etc.
4. A professional individual who found job himself/herself in Oman through online application/interview (Proof required)
5. If the employment is being provided by the Oman Government or Diplomatic Missions based in Oman
6. Documents Required for Individual Recruitment:

|  |
| --- |
| **Documents** |
| **Documents relating to the relative in Oman** |
| Omani ID |
| Passport |
| Relation Verification Certificate (Attested by Consular Services Department, Kathmandu- Original and Copy) |
| **Documents relating to the coming Person** |
| Citizenship (Photocopy) |
| Passport (Photocopy) |
| Previous visa/entry/exit stamp/id copy (if any) |
| Online communication document |
| **Documents relatedto the Company** |
| Employment Contract Paper attested by the Ministry of Manpower of Oman |
| Job Offer Letter attested by Oman Chamber of Commerce of Oman |
| Majunia/Visa Paper |
| CR Copy |
| Sponsor’s ID (Copy) |
| Application of Guarantee Undertaking addressed to the Embassy |

**Note:**

1. The sponsor/ companies willing to recruit Nepali worker through individual recruitment will have to provide free visa and free two-way ticket.
2. For further details, please visit the following websites:
3. <http://www.dofe.gov.np>
4. <http://om.nepalembassy.gov.np>

Ref .No…………….. Date:……………………..

M/s Amity Global Employment Services Pvt Ltd.

License No 467/060/61

Regd No……………………..

**DEMAND LETTER**

Dear Sir/Madam

We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Category of Employees** | **No. of Employees** | **Basic Salary (in digit)** | **Basic Salary (in words)** | **Food/Other Allowances** | **Remarks** |
| 01. | ------- | ------- | ------ | -------- | ------------- |  |
| 02. | ------- | ------- | ------ | -------- | ------------- |  |
| 03. | ------- | ------ | ------ | -------- | ------------ |  |

The following Terms & conditions shall be included in the contract.

1. Period of employment : Two years (renewable)

1. Place of Employment : …………Sultanate of Oman

3. Air Ticket : For Joining the Company for the first time (KTM-MCT) and then Up & down air ticket will be provided after the completion of two years of contract.

1. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
2. Over time : As per Omani Law.
3. Probation Period : 90 days from date of entry into Oman
4. Resident permit : Resident permit will be provided by the company free of cost.
5. Accommodation : Free bachelor accommodation shall be provided by the company
6. Water, electricity & gas : Provided by the company

10. Free Food : Provided by the company

11. Medical / insurance : Provided by the company

12. Transportation : Provided by the company(to and from the work site)

13.Uniform and safety materials : Provided by the company

14. Service gratuity and leave pay : Provided by the company as per Omani Labour Law.

15. Other Term & Conditions : A per Omani Labour Law.

16. Service fees and Visa Costs : ………………………………….

Name………………..

General Manager/ Managing Director

Date:

**Company Letter Head**

**Sample Employment Contract**

To,

Mr.……….

PP No……………….

Post……………….

With Reference to our demand order, we have pleasure in offering you an employment on the following terms and conditions:

Terms and Conditions:

(SAMPLE)

1. Monthly Basic Salary : Omani Rial 500
2. Working Hours : 8 hrs./day, 6 days per week
3. Overtime : As per OmaniLabour Law
4. Accommodation : Provided by the company

or allowances of ………..Omani Rial

1. Food : Food provided by the Company

or Food Allowance of ……..Omani Rial

1. Transportation : Provided by the Company
2. Probation period :90 days from initial day of joining the company
3. Contract Period :02 Years
4. Medical/Insurance : …………………………..
5. Leave : …………………………..
6. Other Terms and Conditions : As per OmaniLabour Law
7. Ticket : Joining and Returning ticket after completion of contract

provided by the company

1. Visa : Provided by the company

Please address your signature of acceptance below;

Yours Faithfully,

……………..

………………

(Seal and Signature of Authorized person/company)

Date: ....................

**Inter party Recruitment Agreement**

This agreement made and entered into by and between **M/s. …………………….,** duly registered under the laws of Sultanate of Oman, with business address at P.O.Box: ……., Sultanate of Oman and represented by **Mr. ……………** in his capacity as ……………………. herein after referred to as the FIRST PARTY.

**AND**

**M/s. ……………………**. A Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at ………………………, Katmandu, Nepal, and represented by Mr. ………….. in his capacity as …………….. herein after referred to as the SECOND PARTY.

**TERMS & CONDITIONS**.

1. That the SECOND PARTY will make all the arrangement to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
2. FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3. FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement for the selected workers.
4. FIRST PARTY shall make arrangements to make visa for all the selected workers.
5. FIRST PARTY will provide free accommodation & transportation for the selected workers here in Oman as per the prevailing Labour Laws of the Sultanate of Oman & its own rules.
6. FIRST PARTY will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labor Laws of the Sultanate of Oman.
7. FIRST PARTY will make all the arrangements to receive all the selected workers within 25 days of issuing
8. them entry visa to Oman.
9. This agreement takes effect upon signing thereof by both the parties concerned.

FIRST PARTY SECOND PARTY.

(Seal of the Company) Name:

And signature of authorized person Designation

Signature:

(Seal of the Company)

Date : ………………..

The Director General

Department of Foreign Employment

Kathmandu, Nepal

**Subject : Letter of Guarantee**

Dear Sir,

We, ……………. P.O.Box: …… Postal Code…., Muscat, Sultanate of Omanhereby guarantee that all Nepalese workers recruited through our authorized agent M/S…………………… (License No……….), Post Box No………. Kathmandu, Nepal will be working in our company in ……, Sultanate of Oman only throughout their contract period.

We further guarantee that these workers will not be sent to work in any other establishment or any third country during the period of contract.

Thank you for your kind co-operation.

Mr………………

General Manager

Company……..

(Duly signed and sealed)

**POWER OF ATTORNEY**

BEING FULLY AWARE BY THESE PRESENTS:

That we,………………..with postal address at Post. Box. No… Postal Code…… Muscat, Sultanate of Oman a company duly organized and existing under and by virtue of the laws of Oman with License No………. do hereby appoint M/S…………………… Kathmandu, Nepal, a recruitment agency approved by the Government of Nepal Ministry of Labour and Employment vide Registration No………………… to be our true lawful attorney and agent in Nepal in respect of handling all the affairs with the protector of emigrants, Government of Nepal and sign all required documents by the said officers in connection with the recruitment of …..persons against visas as per attached list for employment with us and to arrange all matters relating to emigration, etc.

This power of attorney is made in relation to our Demand Letter dated……………..

Reference No…………………..and expire on……………………………………….

In witness whereof, we have executed this power of attorney on this day,…………….in the presence of the subscribing witnesses.

1. Name ....................Address...........................Signature
2. Name.....................Address...........................Signature

For and on behalf of ……………………………………

Name……………………

MD/ CEO/ HR

Sample Visa Verification Letter

Date:

To

The Embassy of Nepal

Muscat, Sultanate of Oman

**Subject: Regarding Visa Verification**

Dear Sir/Madam

We would like to request the esteemed Embassy to attest the particulars mentioned below upon verification with the visas and send it to the concerned authorities in Nepal for necessary action.

We have attached the passport and visa copies of candidates along with the approved demand letter.

Name of the Recruiting Agency in Nepal………………………………………………………………..

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.N. | Name | PP.No | DOB | Job Title | Visa No. | Web Application No. | Visa Issue Date | Visa Expiry Date | Remarks |
|  |  |  |  |  |  |  |  |  | All the visas are issued by the Royal Oman Police of the Sultanate of Oman |
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……………………………………..

General Manager/Authorized Signature

(Stamp of the Company)