**Embassy of Nepal**

**State of Kuwait**

**Check List for Demand Letter Attestation**

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Required Documents** | **Remark**s |
| 1. | Demand Letter Attestation Record Form | Well-filled up Form signed by the company representative |
| 2. | Company's Request Letter for Demand Letter Attestation | To be printed on Letterhead of company in Kuwait and Signed by Authorized Signatory or HR Manager |
| 3. | Nepali Manpower Agency's Guarantee/Commitment Letter | To be printed on Nepali Manpower Agency’s Letterhead and signed (sealed) by Chairman/Managing Director of Nepali Manpower Agency |
| 4. | Latest Workers Quota issued by the Ministry of Social Affairs and Labour of Kuwait within last 3 months.(ZadualMehan) | Submit the original copyof English Translation |
| 5. | Demand Letter addressed to a Manpower Supplying Agency in Nepal issued by the Company | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait |
| 6. | Power of Attorney to a Manpower Supplying Agency in Nepal issued by the Company. | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait |
| 7. | Guarantee Letter, with the following provisions:   1. Guarantee of the workers’ stay & work only in Kuwait. 2. Accommodation: safe, hygienic and suitable accommodation (maximum 4 workers per room) 3. Separate accommodation for female workers. 4. Guarantee that the company will provide visa, joining ticket and returning ticket after completionof the contract period free of cost and will not deduct any amount from the salary of the workers | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait. |
| 8. | Sample Employment Contract between the company and the worker in both Arabic and English language | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait |
| 9. | Recruitment Agreement between the Recruiting Company of the State of Kuwait and the Manpower Supplying Agency of Nepal signed by the both parties (Please clearly mention thatthe Company of Kuwait (first Party) **will provide** any service charge to the Manpower Agency (Second Party) or **Not** . | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait as well as a scanned copy signed/sealed by Nepali Manpower Agency |
| 10. | License copy of the company and Nepali Manpower Supplying Agency. | In case of Kuwaiti License, submit the original copy of English translation. |
| 11. | Certificate of Authorized Signatory of the company with a copy of his/her Civil ID card and authorization letter of the company to the representative for processing the documents for attestation. | Submit the original copy of English translation. |
| 12. | A copy of an agreement between the Recruiting Agencyor Office of Kuwait and the Supplying Company of Kuwait **in case of hiring workers through the agency or supplying company in Kuwait** (if any) | Submit the original copy of English translation. |
| 13. | A copy of tender or contract of the project or work place indicating number of manpower, duration of contract, etc. | Submit the original copy of English Translation. |
| 14. | Salary Receipt of Nepali workers working in company | Authorized Bank Transfer details |
| 15. | Guarantee Letter for Non-Deployment of Female Workers in Domestic Work **(In case of recruitment of only female workers)** | Sample text to be printed on company’s letter head and get it signed by authorized signatory |

**Note:**

* Required documents need to be arranged serially. Before registration, be sure that the submitted documents fulfill all the requirements and the positions and numbers in the demand strictly match the positions and numbers in the quota. Once documents are registered and attestation fee is paid, it cannot be reimbursed.
* Please proceed for the visa issuance of the workers only after the pre-approval from the Department of Foreign Employment of Nepal. **(Visit kw.nepalembassy.gov.np, Download section for accessing relevant documents);**

Date:

The Embassy of Nepal

State of Kuwait

**Subject:Request for Demand Letter Attestation**

Dear Sir/Madam,

With respect to the above-mentioned subject, I would like to request that the attached Demand Letter of our company for recruiting the manpower from Nepal in the stated job categories be attested from the Embassy. I hereby declare that all the documents submitted along with the Demand Letter are authentic, as verified and attested by the competent authorities of the State of Kuwait, and all the workers recruited in our company will get salary, accommodation, food, transportation, insurance, medical treatment, overtime allowance (if any),free visa, joining as well as returning air tickets after the completion of the contract and other facilities as mentioned in the Demand Letter including other rights in line with the Kuwait Labour Laws.

Our company will take good care of all the Nepali workers who are provided with the abovementioned facilities since the date of their arrival in the State of Kuwait. If any issues arise with regard to the Nepali workers, our company will extend all necessary cooperation and assistance to the Embassy for resolving those issues in the spirit of mutual cooperation with strict adherence to the Demand Letter provisions and the Kuwait's Labour Laws. Also, our company will bear all legal responsibility regarding the implementation of rights and facilities for Nepali workers as stipulated in the Demand Letter.

Sincerely,

.......................

Signature:

Name:

Designation:

**SAMPLE OF DEMAND LETTER**

Ref. No.:

Date:

M/S Amity Global Employment Sevices (P.) Ltd. (Name of the Manpower Supplying Agency in Nepal)

P.O.Box……….

Kathmandu

Nepal

**Demand Letter**

Dear Sir,

With reference to the Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following category of manpower to work in our Company:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Category/Job Title | No. of | Monthly Basic | Period of | Gender | Remarks |
|  |  | Workers | Salary (KD) | Contract |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Terms and Conditions

Food: Provided by the company

Accommodation: Provided by the company

Joining and return air ticket cost: Provided by the company

Visa, medical test, Kuwait's Civil ID cost: Provided by the company

Working hours and days: 8 hours per day and 6 days per week

Medical and Insurance: Provided by the company

Workmen's compensation insurance: Insured by the Company

Local transportation: Provided by the company

Service/Agency fee: Provided by the company

Right to retain employee’s Passport Employee

Annual paid Leave 30 days in a year

Other benefits such as annual leave, over time, etc. should be in accordance with the labour laws of the State of Kuwait

Seal of the company

For……………......... (Name of the Company of Kuwait)

Signature

Name:

Designation:

**SAMPLE OF POWER OF ATTORNEY**

I ................,....................................................., in my capacity as ........................................................................... of .................................................................................. (Name of the Company of Kuwait) duly registered under the laws of the State of Kuwait with postal address of P.O. Box ...................................., the State of Kuwait, do hereby appoint Amity Global Employment Services Pvt. Ltd.(Name of Nepalese Manpower Supplying Agency), P.O. Box No.........................Kathmandu, Nepal having License No467/060/61 issued by the Department of Foreign Employment, Government of Nepal to be our true and lawful attorney in Nepal in respect of recruiting Nepalese workers required by us from Nepal and handling of all the affairs concerning recruitment, entering into contract with the selected employees, payment of fee, etc. to the Government of Nepal, signing of all necessary documents in connection with the recruitment, obtaining permission from the Department of Foreign Employment of Nepal and to arrange endorsement of all papers.

In witness whereof, I/we have executed this deed on this day of ..................................................in the State of Kuwait. This Power of Attorney shall remain valid for six (6) months from the date of its issuance.

Yours truly,

For ........................ (Name of the Company of Kuwait)

Signature:

Name:

Position:

Date:

Office Seal

**SAMPLE OF SERVICE AGREEMENT**

This agreement is made and entered into between ........................(Name of the Company), P. O. Box No.........................,State of Kuwait hereinafter called the "First Party” represented by Mr./Ms. ........................ and M/S Amity Global Employment Services Pvt. Ltd.(Name of the Manpower Supplying Agency),Kathmandu, Nepal having Government of Nepal License No 467/060/61 , (hereinafter called the "Second Party") represented by Mr./Ms. .......................on…………………….

1. The First Party will specify the vacancies to the Second Party in detail and the Second Party will source the most suitable candidates to work as per the demand letter.
2. The Second Party will provide suitable candidates for all the required categories.
3. The First Party will make available to the Second Party all the relevant visas issued by the authorized government department.
4. The Second Party will deploy the selected workers as per the requirement of the First Party.
5. 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 paid their monthly salary in time on regular basis.
6. The Second Party shall furnish medical report from a qualified doctor for the selected candidate certifying that the candidate is in good health and is free from all infectious diseases.

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1. The Second Party hereby agrees to replace any worker found unsuitable or unfit for the job or found medically unfit free of cost within the probationary period of 3 months.
2. Both the 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 originals one to be kept by each Party.
3. The First Party agrees to bear the cost of the return air ticket and send the employees back to Nepal in case the employer fails to fulfill the terms and conditions mentioned in the employment contract; if the family member of the employee has serious health problem and the employee himself/herself is unable to continue the job due to his/her health problem prior to the expiry of the employment contract in coordination with the Second Party.
4. The First Party will pay/will not pay service charge to the Second Party for this recruitment.

For

.................. ....................

(Name of the Company in the State of Kuwait) Amity Global Employment Services Pvt. Ltd

Signature and Seal of the First Party Signature and Seal of the Second Party

**SAMPLE OF GUARANTEE LETTER**

Date:

The Director General

Department of Foreign Employment

Ministry of Labour and Employment

Kathmandu, Nepal

Re: GUARANTEE LETTER

Dear Sir,

We have sent a demand letter for Nepalese workers to M/S Amity Global Employment Services Pvt Ltd. a Nepalese Manpower agency having License No. 467/060/61 for........................ number of workers for our Company. In this regard, we wish to assure you that this demand is for our Company only and the workers will be working in our Company situated in the State of Kuwait. We also assure you that these workers will not be sent out of the State of Kuwait and they will be provided a safe, hygienic and convenient accommodation.

For female workers, we provide safe and convenient accommodation exclusively for them. (or We provide accommodation allowance KD ….. to the workers besides basic salary and food allowance as mentioned in the Demand Letter and/or sample employment contract.)

For (Company Name)

Name:

Position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Sign)

Date:

Office Seal

**SAMPLE OF EMPLOYMENT CONTRACT**

Employer’s Name:

Employee’s Job Title: As Per Demand Letter

1. Basic Salary: ………. KD (As Per Demand Letter)

2. Food: Provided by the company

3. Accommodation: Provided by the company

4. Working hours and days: 8 hours per day and 6 days per week

5. Joining and returning air ticket cost: Provided by the company

6. Visa, medical test, Kuwait's Civil ID cost: Provided by the company

7. Medical and Insurance: Provided by the Company

8. Place of Work: State of Kuwait

9. Transportation: Provided by the Company

10. Overtime allowance: As per the Law of the State of Kuwait

11. Duration of Contract: 2 Years

12. Probation Period: 3 months from the date of joining

13. Right to retain employee’s Passport: Employee

14. Annual (Paid) Leave 30 Days

15. Other Benefits: As per the law of the State of Kuwait

Signature and seal with complete address of the sponsor

For ‐‐‐‐‐‐‐‐‐‐‐‐‐‐ (Name of Employer Company)

Name of the Authorized Person .............................. ............................ Employee’s Name:

Signature: ........................ ........................ (Signature of Employee)

Position: ........................ ....................... (Address in Nepal with Phone No.)

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

Embassy of Nepal

State of Kuwait

Demand Letter Attestation Record Form

NAME OF THE COMPANY............................................................................................................

ADDRESS: ........................................................................TELEPHONE NO. ..............................

NAME OF HR MANAGER ....................................................MOBILE NO. ................................

EMAIL ADDRESS OF HR MANAGER .........................................................................................

TOTAL NUMBER OF WORKERS DEMANDED (AS MENTIONED IN DEMAND LETTER):

NUMBER OF NEPALESE WORKERS IN THE COMPANY, IF ANY: ......................................

**NAME OF NEPALESE FOCAL PERSONS OF TH ECOMPANY**

1. NAME: ..................................................... CONTACT NO. ............................................
2. NAME: ..................................................... CONTACT NO. ............................................

**INFORMATION ABOUT NEPALI MANPOWER AGENCY (IN NEPAL):**

1. NAME OF MANPOWER AGENCY: Amity Global Employment Services Pvt. Ltd
2. ADDRESS: Ranibari Marg, Samakhusi-26 EMAIL: info@amityglobalgroup.com
3. NAME AND MOBILE NO. OF CHAIRMAN/~~MANAGING DIRECTOR:~~

Padam A. Kashyap / +977-……………………..

**SUBMITTED BY:**

NAME: .........................................DESIGNATION.............................MOBILE NO.....................

**FOR OFFICIAL USE ONLY**

**VERIFIED BY:** **APPROVED BY:**

SIGNATURE SIGNATURE

NAME: NAME:

DESIGNATION: DESIGNATION:

Date:

Embassy of Nepal

State of Kuwait

**Subject: Guarantee of Non-deployment or Transfer of Nepali Female Workers to Domestic Work**

Dear Sir/Madam,

With respect to the abovementioned subject, I would like to state that all the female workers recruited from Nepali manpower .............................................

to our company as per the Demand Letter submitted to the Embassy for the purpose of attestation will be offered the specified job and will not be sent for domestic work to other sponsors whosoever.

If our company is found to be guilty of deploying the Nepali female workers in domestic work in violation of the above Demand Letter upon necessary investigation by the concerned authorities of the State of Kuwait, the company will be obliged to face any legal consequences arising thereof.

Name:

Kuwaiti Civil ID No.

Designation:

Signature:

Seal of the Company:

Date:

The Embassy of Nepal

State of Kuwait

**Subject:Guarantee/Commitment Letter**

Dear Sir/Madam,

With respect to the above-mentioned subject, I would like to state that our manpower company ......(Name of Nepali Manpower company)..........has signed an agreement with .......(Name of Company in Kuwait) .................in State of Kuwait on .....(Date of signing of Agreement) for supplying the manpower from Nepal in the job categories as stated in the Demand Letter.I hereby declare my earnest commitment that I will follow the prevailing laws of Nepal as well as those of the State of Kuwait during all the recruitment processes to supply the required manpower as agreed. Our company has discussed at length and reached an agreement with the recruiting company in the State of Kuwait in providing salary, accommodation, food, transportation, insurance, medical treatment, overtime allowance (if any), free visa, joining as well as returning air tickets after the completion of the contract and other facilities as mentioned in the Demand Letter including other rights in line with the Kuwait Labour Laws.

I also guarantee that our company willfully implements the provisions of the Demand Letter in letter and spirit towards ensuring the rights and welfare of Nepali workers under our legal responsibility. If any issues arise with regard to those Nepali workers, our company will take up all necessary measures for resolving these issues in cooperation with the company in the State of Kuwait and the Embassy in strict adherence to the Demand Letter provisions and the prevailing laws of the State of Kuwait and Nepal.

Sincerely,

.......................

Signature:

Name:

Designation: