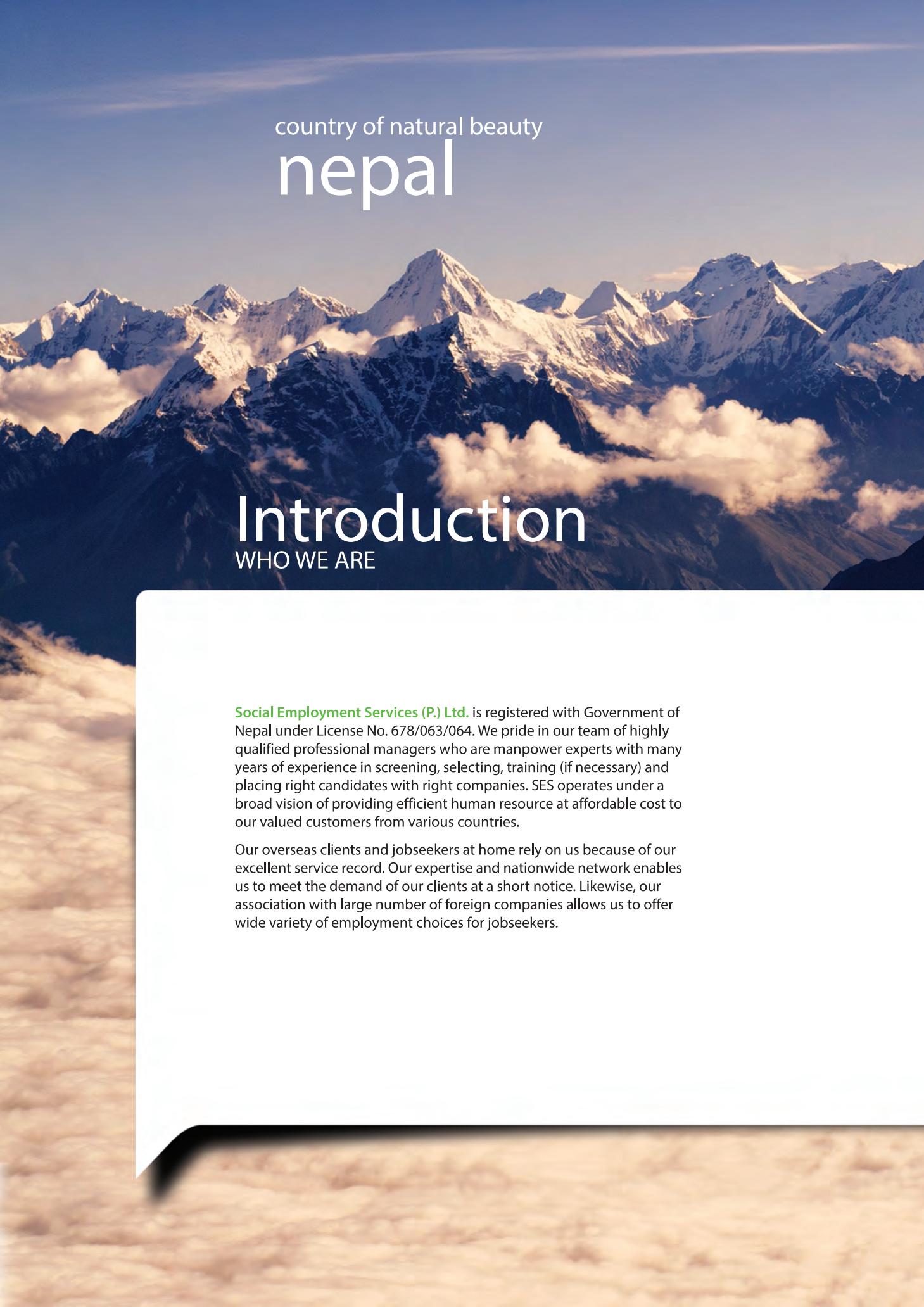




www.sesnepal.com •••



country of natural beauty
nepal

Introduction

WHO WE ARE

Social Employment Services (P.) Ltd. is registered with Government of Nepal under License No. 678/063/064. We pride in our team of highly qualified professional managers who are manpower experts with many years of experience in screening, selecting, training (if necessary) and placing right candidates with right companies. SES operates under a broad vision of providing efficient human resource at affordable cost to our valued customers from various countries.

Our overseas clients and jobseekers at home rely on us because of our excellent service record. Our expertise and nationwide network enables us to meet the demand of our clients at a short notice. Likewise, our association with large number of foreign companies allows us to offer wide variety of employment choices for jobseekers.

Mt. Everest

IN SHORT, HERE IS WHAT WE ASSURE YOU OF

To Employers

- ☛ Unmatched service quality
- ☛ Prompt response
- ☛ Flexibility
- ☛ Effective and transparent recruitment process
- ☛ Best candidates at cost-effective fees

To Jobseekers

- ☛ Proactive job searches
- ☛ Open, frank communication
- ☛ Confidentiality
- ☛ Guidance on facing interview
- ☛ Assessment of their skills
- ☛ Interview feed-back

www.sesnepal.com



let's shake our hands for
prosperity

Profile

a brief overview

Name of the Company:

Social Employment Services (P) Ltd.

Registration Authority:

Government of Nepal (Company Registrar Office)
(Ministry of Industry & Commerce)
Department of Labour and Employment Promotion
(Ministry of Labour & Employment Promotion) &
(Ministry of Finance)
Department of Tax (Internal Revenue Section)

Company Registration No.:

678/063/064

Working Experiences:

Comprehensive background in implementing and
accomplishing Co.'s mission by working at extensive
level in senior management capacity for years in
the national and international organizations &
overseas employment business fields.

Mailing Address:

P.O.Box No.: 12206, Dhumbarahi-4,
Kathmandu, Nepal
Phone: +977 1 4427061, Fax: +977 1 4428045
Email: info@sesnepal.com/sesnpl@gmail.com
Website: www.sesnepal.com



Goals & Objectives

SES PVT. LTD. ABIDES BY RULES UNDER FOREIGN EMPLOYMENT ACT, 2042 BS THAT GOVERNS FOREIGN EMPLOYMENT SECTOR. UNDER THE DIRECTION AND SUPERVISION OF NEPAL GOVERNMENT, LABOR MINISTRY AND LABOR AND TRANSPORT DEPARTMENT, SOCIAL EMPLOYMENT SERVICES PVT. LTD. HAS BEEN PROVIDING MANPOWER SOLUTIONS TO COMPANIES ABROAD WHO OPERATE ACROSS VARIOUS INDUSTRIAL SECTORS. OUR MAIN OBJECTIVES ARE 1) TO HELP FIND BETTER WORKING AND EARNING OPPORTUNITIES TO NEPALI YOUTHS INTERESTED TO WORK OVERSEAS AND 2) TO SUPPLY HONEST, EFFICIENT AND COST-EFFECTIVE MANPOWER TO OUR VALUED OVERSEAS CLIENTS.

Our main goals are as follows:

- ☞ To establish relationship with international agencies, associations, companies, commercial and non-commercial organizations and enter into professional agreement with them abiding by the rules set by the government.
- ☞ To create opportunities for Nepali youths in the International Labor Market as per the national strategy of the Government of Nepal, Labor Ministry and Labor and Employment Promotion Department.
- ☞ To understand the need of Nepali youths and find them jobs at companies and organization in foreign countries that satisfies their need.
- ☞ To set up institutional mechanism to help maintain smooth contact between employees abroad and their family in Nepal.
- ☞ To work for the welfare of the employees and their families by ensuring that the rights and benefits they are entitled to are secured.
- ☞ To enhance knowledge and skills of outgoing unskilled and semiskilled employees by organizing trainings, seminars and symposium in order to make them better qualified for their profession.

A professional portrait of a man with dark hair and a mustache, smiling. He is wearing a grey double-breasted suit jacket, a light-colored shirt, and a yellow and blue patterned tie. He is standing against a green background with radial stripes.

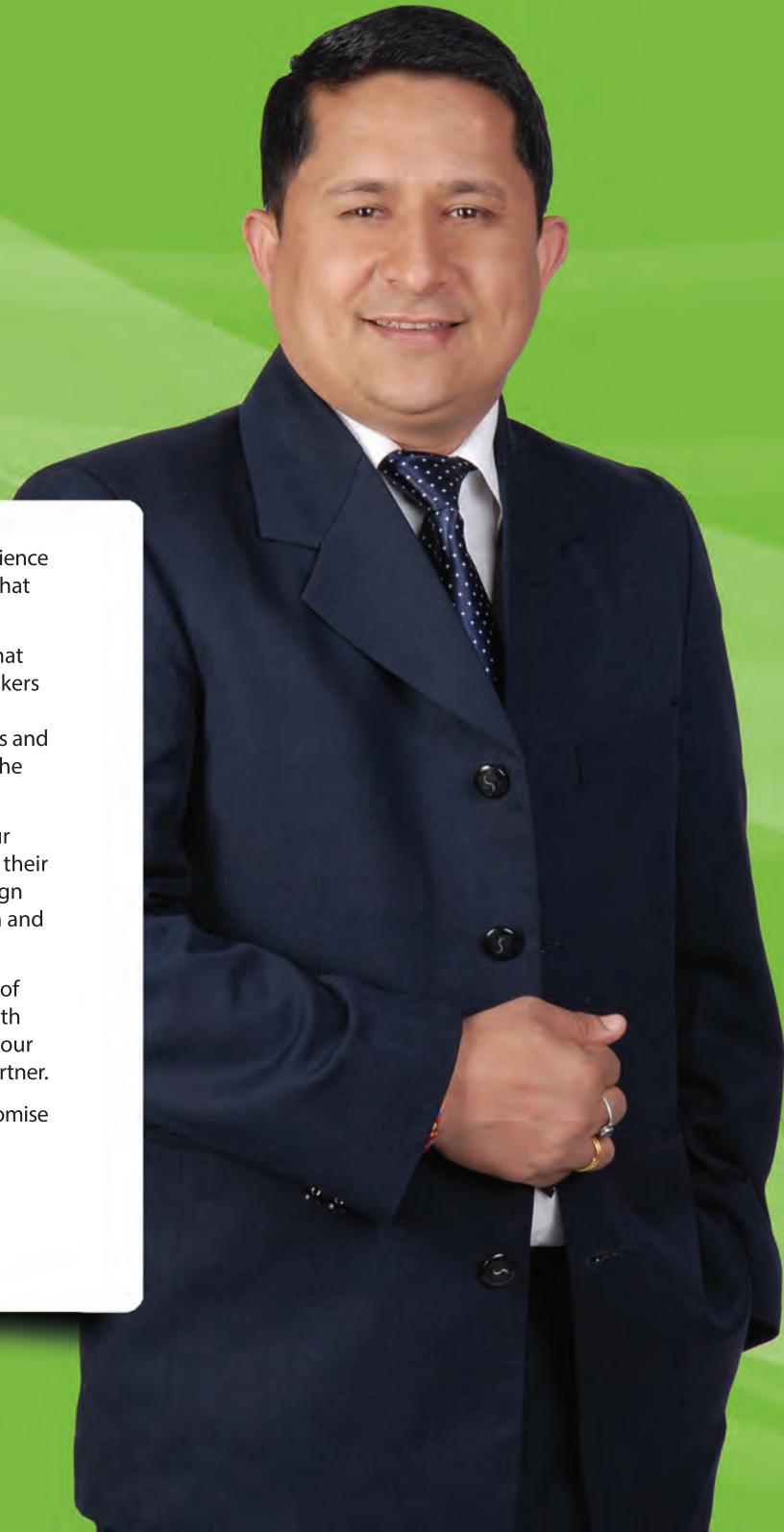
Message

We attribute this success to our team of highly qualified and experienced recruitment staff who consistently aim to provide services that goes beyond the expectations of our overseas clients as well as Nepali jobseekers. Efficiency, professionalism and responsiveness of our team have helped us to become recruitment partner of many companies abroad.

We want to be ahead of our competitors in terms of client satisfaction. That is why first we pay attention to what our valuable clients need and only then present them with wide range of options to select qualified, experienced and competent professionals and skilled, semi-skilled and unskilled workers for their organizations.

We are also conscious of employee satisfaction, therefore, while dealing with jobseekers we make sure that they are fully informed about the wide range of employment opportunities, and salary and other benefits they are entitled to in a specific job.

Tikaram Bhurtel
Chairman



Our industry knowledge and professional experience make us well-qualified to provide candidates that best fit the needs of your company.

Our courteous staffs are always willing to go that extra mile to satisfy our clients and also jobseekers who come to us. The fact that many overseas companies and workers keep coming back to us and recommend our services to others is proof of the level of quality service we provide.

At SES, we ensure personalized attention to our client's needs. Our professional staffs combine their knowledge and experience of working in foreign employment sector and work with the passion and purpose of providing best services.

SES has always been able to meet any volume of demand for workers quickly, efficiently, and with complete dedication and caring, which is why our clients feel that we are truly their recruitment partner.

If you give us an opportunity to serve you, we promise that you will immediately feel the difference.

Mr. Gobinda Katuwal
Managing Director

Overseas Marketing

Business Development Director



Mister Hahib

Business Development Director

Email: mdhabibhusen786@gmail.com

mdhussin891@gmail.com

Mobile: +977-9741864610 (WhatsApp)

+977-9827356673 / 9813288214

+966-564925537 - KSA



Mister Hahib is our BDD, takes the responsibility of researching possibilities of recruitment of skilled, semi-skilled and unskilled Nepalese human resource to employers in Dubai, Saudi, Qatar, Malaysia, Bahrain (Gulf Countries), planning and prepares demand suitable to available workforce in Nepal. He is solely authorized to meet and discuss with employment companies and employers and assess the opportunity of recruitment of Nepalese workforce.

He responsibly, carefully, timely and sincerely will try to solve any problem that employees recruited by SES may face. He will mediate between employees recruited by SES and employers.

Introducing Social Employment Service to relevant stakeholders, informing employees and employers about us, setting goals, and developing plans for business growth are also key roles he performs on behalf of SES.

Nepal at a glance



Nepal is a landlocked country in South Asia and situated between two largest countries in the world India and China. It has an area of 147,181 square kilometers (56,827 sq mi) and a population of approximately 27 million. Kathmandu is the nation's capital and the country's largest metropolis. The Kathmandu valley itself has estimated population of 5 million.

The number of Nepali migrant workers officially stands at 1.4 million and is growing. It is believed that an equal number of undocumented workers are employed abroad. Nepal has ample youth population with 60% of the population falling under the category of young. As per one estimate, about 3-5 lakh new population joins foreign labor market every year. The availability of such a huge population of youths eager to join workforce means that the country is ever prepared to

meet the bulk manpower requirement of overseas clients.

Government of Nepal has allowed foreign employment agencies to send Nepali workers to 107 countries. Historically, Nepali people have been migrating to foreign shores for employment for more than 200 years which is a testimony to the fact that they are quick to adapt to any kind of situation and are always eager to hone their skills to become more efficient and productive.

Nepali people are peace loving people and comfortable in all kinds of cultural and social setting. Many overseas companies prefer Nepalese workers over workers from other countries because they are law abiding, honest, dedicated, trustworthy and hardworking people.

Organizational structure



Why Nepalese workers?

Over the past one and half decade, employers from different countries have shown increasing interest in hiring Nepali workers and many of them have shifted their attention concerning hiring of expertise workers from a number of their original labor supply countries to Nepal.

- ☞ This favorable inclination of employers can be attributed to following reasons:
- ☞ Nepali workers are recognized as hard working, loyal, disciplined and people with high sense of responsibility.
- ☞ Nepali workers are peaceful and devoted to their duties.

- ☞ Nepali workers swiftly adapt to all kinds of situations and climatic conditions.
- ☞ Nepali workers are comparatively more cost effective.
- ☞ The employers can pick suitable candidates from a large pool of qualified professionals, skilled, semiskilled, and unskilled workers who are available for immediate placement.
- ☞ Procedures and formalities for recruiting Nepali workers for overseas employment are simple and easy.
- ☞ Nepal is situated very close to the labor importing countries and linked to major cities of the world by air.

Why choose us as your recruitment partner?

- ☞ We are a government registered company.
- ☞ We have the required expertise and resources to screen and select workers who will best suit our clients' requirements.
- ☞ Our staff is well-versed in documentation which means our overseas clients do not have to worry about legal hassles or procedural lapses. We make it a point to seriously cross-check and verify a candidate's background, qualifications and all documents furnished.
- ☞ Our extensive database of a large pool of qualified professionals as well as skilled and unskilled workers provides multiple for our overseas clients to choose workers who meet their requirements.
- ☞ We also have a well-established network all over the country which helps us to find the right candidates. After approaching us, our clients can rest assured of finding right employees and jobseekers of getting a right job.
- ☞ We also offer jobseekers multiple employment options. We have not only been providing jobs to candidates in various countries but also expanding our association and relationship with overseas employers in different countries.
- ☞ We value the time of our overseas clients and also of jobseekers and strive to fulfill their need at the earliest.
- ☞ Our dedicated and personalized services have impressed many overseas employers who trust us to meet all kinds of their human resource needs.

overseas employers who trust us to meet all kinds of their human resource needs.



How we operate

For systematic and smooth functioning we continuously upgrade our work environment and infrastructure. Our company is well-organized to ensure highest degree of customer satisfaction.

Counseling: We entertain enquiries from prospective jobseekers and provide them with necessary counseling to help them make informed decisions. Jobseekers can get immediate information on job opportunities and vacancies abroad from our counselors.

Client Executives: We have a dedicated team of staff who listen to the need of overseas client and provide them with immediate information on the availability of workers to suit their requirements.

Employee Records: We regularly call for applications from qualified candidates and maintain up-to-date records on jobseekers in our computerized database. The database helps us sort out and select candidates that match the requirement of our clients.

Orientation and Training: We provide orientation to prospective employees to inform them about the nature of jobs and rules and regulations to be followed at the companies. We also inform them about the laws of the country where they go for employment. The selected workers are also given training before they leave for the country of their employment. The training is designed to enable them to carry out their duties efficiently.

Infrastructure: We have a spacious office with separate departments, meeting rooms and training and conference halls that are well furnished with all necessary modern equipments and facilities. Our workplace is fully computerized and we have 24 hour internet connection and electricity supply to ensure smooth functioning.

Liaison Officers: Our professional and amicable liaison officers maintain friendly relationships medical staff at government-approved hospitals and clinics to ensure that thorough examination and health check-up are conducted on a prospective employee. The liaison officers also take care of all matters related to ticketing and travel arrangements.

Visa Endorsement: We also take care of visa processes until it is endorsed by the concerned embassy.



Screening & selection process



Our rich experience in dealing with candidates and companies with multiple backgrounds has taught us to be flexible when it comes to the selection process. Since every company is different and has different requirements, we do our best to customize the selection process in a way that is convenient for our overseas clients. Employers can choose one among the four options for selecting candidates:

- ✉ Overseas clients can send their agents or staff to conduct interviews in Nepal.
- ✉ Let the experienced recruitment specialists at SES conduct the interviews.
- ✉ Overseas clients can seek out detailed documents related to a prospective candidate's professional and personal background.
- ✉ SES can make arrangements for video conference for conducting interviews so that overseas clients can see and interact with prospective employees.

Our valued clients

AA Pyrodor DEVELOPMENT SDN BHD - 33139X

AA Pyrodor Development
Sdn. Bhd.



Artwelz Wood Industries Sdn. Bhd.



Vitar Bros. Manufacturing Sdn. Bhd.



City-Link Express



Everespark Industries Sdn. Bhd.



Everts The Balloon company
(Malaysia) Sdn. Bhd.



Fbk Automotive Components
(Malaydia) Sdn. Bhd.



Genesis
Spcial Employment Services (P) Ltd.



Hesin Aluminium Industries Sdn. Bhd.



Jasa Harapan Sdn. Bhd.



Kozato kizai sdn. Bhd.



M' sian Vermicelli Manufacturers
(Melaka) Sdn. Bhd.



Malaysia Milk Sendirian Berhad



Marvellous Performance Sdn. Bhd.



Master Sofa Industries Sdn. Bhd.



Meikiplas Industries (M) Sdn. Bhd.



Narsco Kuok Fertilizers Sdn. Bhd.



Polyware Sdn. Bhd.



Pengeluaran Getah Bando (M) Sdn. Bhd.



Pengg Young Enterprise Sdn. Bhd.



Plasman Plastic
Indrasties (M) Sdn. Bhd.



P U M Cullet Sdn. Bhd.



RNC Technology (M) Sdn. Bhd.

Servicemaster PCE raser
Managed Pest Control Service



Superior Press Sdn. Bhd.

錦佳鞋業有限公司
TANJUNG JINGGA SDN. BHD.

Tanjung Jingga Sdn. Bhd.



TCE Casting Sdn. Bhd.



U-nian Ice Cream (J.B.) Sdn. Bhd.



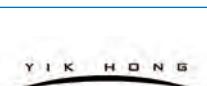
N.S. Uni-gloves Sdn. Bhd.



VBC Electro-Heat Sdn. Bhd.



Vision Inland Resources



Yik Hong Furniture Sdn. Bhd.



Yick Hoe Metal Industries Sdn. Bhd.



Zendo Rubber Sdn. Bhd.



Alpha Sierra Manpower
Sdn. Bhd.



Secom (Malaysia) Sdn. bhd.



Sunway Keramo Sdn. Bhd.

SUMITOMO ELECTRIC
INTERCONNECT PRODUCTS INC.

Sumitomo Electric Interconnect
Products (M) Sdn. Bhd.



Asia File Products Sdn. Bhd.



AV Labeling Solution (M)
Sdn. Bhd.



Ayam A1 Food Processing Sdn. Bhd.

SHIMANO

Shimano Components
(Malaysia) Sdn. Bhd.



Easy Sun Sdn. Bhd.



Hong Lee Heng Sdn. Bhd.



Halim Mazmin Berhad



Hatraat Meranti Sdn. Bhd.

HERCULES

Hercules Sdn. Bhd.



Khai wah Litho Printing Sdn. Bhd.



Kimlun

KOSSAN

Kossan Rubber Industries Bhd.



Ly Furniture Sdn. Bhd.



MAPA Gloves Sdn. Bhd.

MERRYFAIR.

Merryfair
Social Employment Services (P) Ltd.



MONIER



Pure Ocean
Let's Drink To It!



OE Manufacturing Sdn. Bhd.



Nam Lee Pressed Metal Sdn. Bhd.

NICHICON

Nippon Concept Malaysia Sdn. Bhd.



Southern Latex



Pong Codan Rubber (M) Sdn. Bhd.



Oka Concrete Industries Sdn. Bhd.



Permintex Sanko Technologies
Sdn. Bhd.



versa Manufacturing Sdn. Bhd.



YLF Food Industries Sdn. Bhd.



Ramatex textiles Industrial
Sdn. Bhd.

ROYCE PHARMA

Royce Pharma Manufacturing
Sdn. Bhd.



Zamria Sdn. Bhd.



Secom (Malaysia) Sdn. Bhd.



Paling Industries Sdn. Bhd.

TOA

TOA TECH (M) Sdn. Bhd.



ISO HITEC SECURITY SDN. BHD.



ProgresSive
security Services

Our valued clients



Acter Carton Enterprise Sdn Bhd



AE Technology Sdn Bhd

شَاحِنَةُ تِجَارَةٍ وَالْمَوَادِعِ وَالْمُنْتَاجِينَ

AL-GASHABA TRADING, CONT. & TRANSPORTING



All Cosmos Industries Sdn Bhd



Allied Advantage Sdn Bhd



Balda Solutions (M) Sdn Bhd

司公限有合澤

D 號七井五三 DS 時時一標三參置二海興光有限公司

Chek Hup Sdn Bhd



Humble Contracting Co. WLL



Fixture International WLL



Hitrend Industries Sdn Bhd



Hong Soon Hung (M) Sdn Bhd



Kemasik Industries (M) Sdn Bhd



INNOValues Precision (Kluang) Sdn Bhd



Jorex Sdn Bhd



Keenway Industries Sdn Bhd



Pintarmas Sdn Bhd



Marina Trading & Contracting Co WLL



RCS Manufacturing Sdn Bhd



Perceptive Profile Sdn Bhd



See Hai enterprise Sdn Bhd



Plastic Industries Sdn Bhd



ST Polymer Industries (M) Sdn Bhd



Rong Hua Shoe Industries Sdn Bhd



Trisen Manufacturing Sdn Bhd



Setia Corporation Sdn Bhd



Western Sofa Sdn Bhd



Super HH Power Sdn Bhd



Wakra Star TRDG & CONTG



Kobelco & Materials Copper Tube (M) Sdn. Bhd.



MASFLOR Sdn. Bhd.



Maxim Textile Technology Sdn. Bhd.



MCI Paint Sdn. Bhd.



Megha Square Sdn. Bhd.



Perak Duck Food Industries Sdn. Bhd.



Strategy Services Sdn. Bhd.



PK Agro Industrial Products (M) Sdn. Bhd.

 <p>Al Mana Steel Structures W.L.L.</p>	 <p>Al-Aseel Transport Co.</p>	 <p>Albahia Trading & Contracting Co.</p>	 <p>Al-Hussaini Aluminium</p>
 <p>Almana Trading Co. W.L.L.</p>	 <p>Altratec Sdn. Bhd.</p>	 <p>Anar Trading & Contracting W.L.L.</p>	 <p>Aryzta Malaysia Sdn. Bhd.</p>
 <p>Bila Hadoud Real Estate Marketing & General Services</p>	 <p>English Hotbreads (Sel) Sdn. Bhd.</p>	 <p>Friends Overseas Services W.L.L.</p>	 <p>Kilang Makanan Mamee Sdn. Bhd.</p>
 <p>Kobelco & Materials Copper Tube (M) Sdn. Bhd.</p>	 <p>Mapa Gloves Sdn Bhd</p>	 <p>Muar Ban Lee Engineering Sdn. Bhd.</p>	 <p>Rekal Jaya Security Services Sdn. Bhd.</p>
 <p>Al Eribat Transport & Trading W.L.L.</p>	 <p>Al Rayyan Star Transportation And Rent Car</p>	 <p>Al Sohul Al Zahabeia Trading & Contracting</p>	 <p>BPO Plus W.L.L.</p>
 <p>Corleone Contracting</p>	 <p>Decoration Skyland</p>	 <p>Folda Qatar W.L.L.</p>	 <p>Hamed Nasser Al Fahad Trading & Contracting Co.</p>
 <p>Jabal Senjar Trading & Cont. & Services</p>	 <p>Mayoori Restaurant</p>	 <p>Project Services Co-Qatar</p>	 <p>Rajasthan Decoration</p>
 <p>Zanbaq Cleaning & Service WLL</p>	 <p>AlBawakir GreenPower</p>	 <p>Vision Real Estate & Contracting</p>	 <p>WING</p>
 <p>Eastern Contracting & Supplies Co</p>	 <p>Clarity Trading Company</p>	 <p>Qatar Freighting Service</p>	 <p>Al-Ma'alim National Trad. & Cont. Co. L.L.C.</p>

Our valued clients



1 Security Services Sdn. Bhd.



Aamal Readymix



Alma Aluminium & Steel



Keenway Industries Sdn. Bhd.



Bila Hadoud Real Estate Marketing & General Services



Celestial Trading & Cont. Company W.L.L.



Diplomat Group W.L.L.



Doha Climate Contrl W.L.L.



folda Qatar Aluminium & Glass



Vision Real Estate & Contracting



Arabian Wings



Winner Contracting & Cleaning W.L.L.



Xtra Mix Concrete Solutions W.L.L.

Required documents

Requirement of documents vary from country to country. Documents requirements also depend on whether the embassy of manpower importing has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final deal for sending workers overseas. We follow the in-detail government provisions to avoid unnecessary hassles to the workers.

Principle Documents:

Demand Letter
Power of Attorney
Electronic Authorization Letter
Employment Contract
Service Agreement between Company & our Company
Guarantee Letter
CR Copy (Company Registration Copy)
Visa Approval Slip
Documents for the Kingdom of Saudi Arabia (If the visa endorsement is required it will apply for all country)

Demand Letter:

Demand letter should be addressed to The Social Employment Services (P) Ltd.. The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, Residence permit and other benefits. Demand Letter should be signed by authorized person, bear company seal, and attested from Chamber of Commerce and Ministry of Foreign Affairs.

Power of Attorney:

Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes The Social Employment Services Licence 678/063-064 for sending workers legally. Power of Attorney should be signed by authorized person, bear Company seal and attested from Chamber of Commerce and Ministry of Foreign Affairs.

Electronic Authorization Letter:

Saudi Government has introduced new online software system adressed <http://www.enjazit.com.sa/> for obtaining MOFA number of candidates. For this, you have to authorize us through Saudi Local Agency or directly from your side.

Employment Contract:

The employing company provide the employee employment agreement as per demand letter. The employment contract should be signed by authorized person and bear company seal.

Service Agreement:

Employing Company should provide us service agreement between company and recruitment agency in Nepal. The service agreement should be signed by authorized person and bear company seal.

Guarantee Letter:

The employing company should not transfer any workers to another country without approval of competent Nepal Government authorities. The Guarantee Letter should be signed by authorized person and bear company seal. As there is no Saudi diplomatic mission in Kathmandu, Nepal, the employing company has to write letter to nearby electronic authorization office or embassy for visa endorsement of the workers.

General terms & conditions

1. At first, the Company expects following original documents from the employers, such as;
 - a) Demand Letter
 - b) Power of Attorney
 - c) Employment Agreement or Contract of Employment Letter (between employer & recruiting Company in Nepal)
2. Duly attested or certified with office stamps (both in front and backside of each paper) by the Employer Country's Chamber of Commerce, Ministry of Foreign Affairs or Labour Ministry and Nepalese Embassy. These are most essential documents or testimonials required getting pre-approval letter from Government of Nepal (GoN) Ministry of Labour & Transport Management and the Dept. of Labour & Employment Promotion. For this, it will take maximum THREE days.
3. After that advertisement can be published in a reputed national daily newspaper inviting interested or job seeker to apply. Duration for application submission is to be given for a maximum of one-week time.
4. Interview and tests can be conducted within 10 days after receiving original documents from the employers.
5. After visa copy received, workers shall be deployed within 15 days (for I/SA, 45 days)
6. Before 90 days, if the workers found or realized to be unsuitable for assigned jobs, the Company can provide replacement, which is at free of costs.

of employment

Compulsory Terms and Conditions

Period of Contract : Minimum 2 years

Probation Period : 90 (ninety) Days (three months)

Minimum Wage Rate:

Malaysia : RM 900.00
for more details: www.nepalembassy.com.my

Qatar : QR 900.00
for more details: www.nembdoha.com

KSA : Unskilled - 900.00
Semi Skilled - 1,000.00
Skilled - 1,200.00
Professionals - 5,000.00
for more details: www.neksa.org

UAE : Unskilled - 900.00
Semi Skilled - 1,000.00
Skilled - 1,200.00
Highly Skilled - 5,000.00
AED 600+200 (food)
for more details: www.nepalembassyuae.org

Daily/ Working Hours : 8 Hours per day in maximum of 12 hours per day with 4 hours paid overtime.

Weekly Working Days : maximum 6 (six) days per week

Weekly Rest Day : one per week paid holiday

Rate of overtime : 1.5 time on normal remuneration/salary

Accommodation : free of cost - bachelor type by the employer

Messing Facilities : Free food or food allowance to be provided by the employer

Medical Facilities : Free of cost by the employer

Transportation : to and from the office - free transport facility from the employer

Passage : round airfare economy class airfare (ticket) to be provided by the employer

Vacation/Leave Per Year : As per labour law of host country Social

Security/Insurance : According to Labour Law - employee to be covered at the cost of employer

In Case of Death Body : Dispatching of dead bodies or evacuation due to serious injury will be made to Nepal at employer's expenses

Categories of workers

Social Employment Services Pvt. Ltd. is committed to fulfill its obligation by supplying, honest, dedicated, experienced, professional and competent manpower.

The following categories of human resources are to be made available and can be supplied at the right time frame period by the Company



High Skilled - professionals

Doctors (Specialists, General Physicians, Surgeons), Engineers (Civil, Electrical, Mechanical, Electronic, Telecom, Architect, Designers)

Academicians (Professors, Lecturers, Teachers in various fields)

Experts/Specialists (Chartered Accountants, Cost Accountants, Management Experts, Economists, Sociologists, Researchers, Consultants, GIS Specialists & Experts, Planners)

Skilled

Constructions Supervisors, Overseers, Welders (Gas, Electric), Foreman (Electrical, Mechanical, Civil), Plant Operators (Electrical, Mechanical, Civil), Earth Moving, Construction Equipment Operator, Electrician (L.T & H.T.), Mechanics (Air Conditioning, Heavy, Light Equipment), Turners, Toolmakers, Carpenters, Steel Fixers, Scaffolders, Masons, Tile Fixers, Plasterers, Plumbers, Pipe Fitters, Draughtsman (Electrical, Mechanical, Civil), Hotel Personnels (waiters, Cooks, Bakers, Front Office staff), Computer Operators, Garments, Textile, Jute Workers, Administration Personnel, Drivers (Heavy & Light), Security Personnel (Ex-Army, Policemen), Male, Female Nurses, Pharmacists, Laboratory Technicians, Medical Assistants, Paramedics etc.



Semi-Skilled

Carpenters, Shutterers, Mason Helpers, Concrete Mixture Operators, Pump Operators, Helper (Electrical, Mechanical & Civil), Block Makers, Kitchen Helpers, Assistant Cooks, Tailors, Laundry, Washer Men, Barbers, Shop Assistant, Gardeners.



Unskilled

Domestic Helper, Care-Giver, General Labourers, Cleaners, Sweepers, Agriculture Farmers, Watchmen, Guards, Peons, Office Boy, Airport Loaders, Industrial labourers etc.

३८८९५
संग्रहीत
दस्तावेज़ (No. _____
D. O. L. No. _____)

Government of Nepal
Ministry of Industries, Commerce and Supply
OFFICE OF THE COMPANY REGISTRAR

Pvt. Ltd.: 42559/063/064

CERTIFICATE

As Social Employment Services Pvt. Ltd. has been registered pursuant to the Private/Public Limited Company Act, 2063 B. S. (2006 A.D.) on Monday the 11th day of the month of Mangsir of the year 2063 B.S. (Corresponding to Nov. 27, 2006 A.D.); this certificate has been hereby issued to that effect.

Date : 2063-8-11-2 B.S. (Nov. 27, 2006 A.D.)

Sd.

For-Registrar

Terms: The business as per the objectives of the Company should be carried out only after obtaining permission from the concerned body which is to be obtained in accordance with the law because the registration of the Company shall not be deemed to have also been granted licence for implementation of the objectives.



Reg. No. ४/४३/१/१
Attested the seal of Law Books
Management Board and Signature
of its Registration/Section
Officer
Date: २५/०४/२०११
Signature of
Section Officer

MINISTRY OF INDUSTRIES, COMMERCE AND SUPPLY
LAW BOOKS MANAGEMENT BOARD
REGISTRATION SECTION



नेपाल सरकार
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय

कम्पनी रजिस्ट्रेशन पत्र

प्रा.लि. ४२५५९/०६३/०६४



प्राइवेट

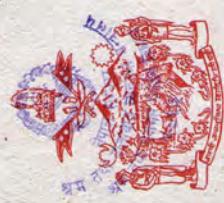
श्री 'सोशियल 'इम्प्लोइमेन्ट' सर्भिसेज
प्राइभेट / पब्लिक लिमिटेड कम्पनी ऐन, २०६३ बमोजिम सञ्चाल
२०६३... साल ग्रंथित ११... गते रोज ३... मा दर्ता भएको
हुनाले यो प्रमाण-पत्र दिइएको छ ।

मिति : २०६३/८/११/२



कम्पनी संस्थापनार्थ मात्र कम्पनीको उद्योग कार्यालयम गर्ने इसामत प्रदान गरिएको मानिने हुनाले कानून अनुसार
लिनुपर्ने अनुमति सचिवालय निकायबाट लिएर मात्र कम्पनीको उद्योग अनुमति कारोबार गर्ने गरिए ।

Licence Certificate



नेपाल सरकार

श्रम तथा यातायात व्यवस्था मन्त्रालय

श्रम तथा रोजगार प्रबन्धन विभाग



इजाजत न ६६८८/०६५५/५८

इजाजतपत्र

वैदेशिक रोजगार ऐन, २०४२ वैदेशिक रोजगार नियमावली, २०५६ र यस इजाजतपत्रमा
लेखिएका शर्तहरूको अधिनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्ने पाउने
गरी रोजगारी विभाग, रोजगार विभाग, प्रभाग लाई यो इजाजत पत्र जारी
गरिएको छ ।

इजाजतपत्र जारी गर्ने अधिकारी :
नाम : कृष्ण बहादुर भाटी
दर्जा : महाप्रबोधक
दस्तावेज : कृष्ण बहादुर भाटी
मिति २०६८/०२/१५
कार्यालय

Licence Certificate - English

Eng./Nep. Translation
Dispatch No. 12513
D.O.I.....

Government of Nepal
Ministry of Labour and Transport Management
Department of Labour and Employment Promotion

Licence No. **678/063/064**

LICENCE

This Licence has been issued to the **SOCIAL EMPLOYMENT SERVICES (PVT.) LTD.**, authorizing to operate Foreign Employment Services subject to the Foreign Employment Act, 2042 B.S. (1985 A.D.) and Regulation 2056 B.S. (1999 A.D.) and the terms and conditions mentioned in this licence.

Issuing authority
Name: Keshar Bahadur Baniya
Designation: Director General
Signature: Sd.
Date: 2063-12-14 (March 28, 2007)





وزارة الاقتصاد والتجارة
Ministry of Economy and Commerce

Registration and Commercial
Licenses Department

2016/01/12

مستخرج بعض بيانات السجل التجاري

إدارة التسجيل
والترخيص التجاري



0	رقم السجل التجاري:
المير كوتراكتينغ اند سيرفيسيس	الاسم التجاري:
11/01/2017	التاريخ انتهاء السجل:
10000	شركة ذات مسؤولية محدودة
قطر	رأس المال: جنسية المنشأة:

79238

المير كوتراكتينغ اند سيرفيسيس

12/01/2016

لشط

الأسم التجاري:

الأسم التجاري:

تاريخ انتهاء السجل:

الشكل القانوني:

حالة السجل:

معلومات الاتصال
أرقام الاتصال:
+97450579067

صندوق البريد:

الشركاء

الرتبة	النسبة	الجنسية	رقم السجل	رقم الإيات	الاسم
24	نحال			27852429832	هاري تهانا
51	قطر			26263400091	سامي عبدالله محمد عبدالكريم
25	نحال			06376154	المير جويندرا بهادور كانوال

المدراء (المذكورون بالتوقيع)

الرتبة	النسبة	الجنسية	رقم السجل	رقم الإيات	الاسم
صلاحات كاملة و مطلقة - مدح	نحال			27852429832	هاري تهانا
صلاحات كاملة و مطلقة - مدح	قطر			26263400091	سامي عبدالله محمد عبدالكريم
صلاحات كاملة و مطلقة - مدح	نحال			06376154	المير جويندرا بهادور كانوال



1 of 2
رقم السجل: 79238



تشهد غرفة تجارة و صناعة قطر بان المنشأة المذكورة اعلاه سجلت لشنا
Qatar Chamber certifies that the above mentioned establishment has been registered



وزارة الاقتصاد والتجارة
Ministry of Economy and Commerce

Registration and Commercial Licenses Department

إدارة التسجيل
والترخيص التجارية

مستخرج بعض بيانات السجل التجارى

أعضاء مجلس الادارة

(કાપાદી) કાપા

العدد

فہرست

العنوان

الأنشطة التجارية

الرقم	اسم النشاط
8110031	اعمال صيانة المباني
5510301	خدمات الضيافة

الرقم	اسم الشهاد
4322301	أعمال المسابقة
812100	التنظيف العام للمباني
4100001	إنشاءات عامه (مقاولات عامه)



2 of 2

QATAR CHAMBER

تمت الموافقة على التسجيل في الغرفة التجارية قطر
تمت الموافقة على التسجيل في الغرفة التجارية قطر

ISO 9001:2008



Certificate of Registration

This certificate has been awarded to

Social Employment Service (P) Ltd.

Dhumbarahi-07, Kathmandu, Nepal

in recognition of the organization's Quality Management System which complies with

ISO 9001:2008

The scope of activities covered by this certificate is defined below

Providing Overseas Employment Consultancy Services

Certificate Number:	Date of Issue: (Original)	Date of Issue:
---------------------	---------------------------	----------------

73027/A/0001/UK/En	11 February 2016	11 February 2016
--------------------	------------------	------------------

Issue No:	Expiry Date:
-----------	--------------

1	14 September 2018
---	-------------------

Issued by:

Subhi *On behalf of the Schemes Manager*





Malaysia Milk Sendirian Berhad (6372 P)

No. 7, Jalan 19/1, 46300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan Semangat, 46860 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel : 03-7955 4388 Fax : 03-7955 2097
Website : www.mmsb.com.my



THE
TRUE
CULTURED
MILK DRINK

18 February 2015

USE DOCUMENT

Social Employment Services (P) Ltd
Dhumbohai - 4, Kathmandu
Nepal

Dear Sir

Demand Letter For Recruitment Of Workers From Nepal

We hereby appoint your company to recruit workers for employment with our company and liaise with relevant authorities.



1. **Number of workers:** 105 male workers
2. **Job category** : Production Operator
3. **Age** : 21 years old and not over 45 years
4. **Contract period** : 3 (three) years
5. **Basic monthly salary:** RM900.00
6. **Working days** : Monday to Saturday
7. **Working hours** : 8 hours per day; 48 hours per week. (Rest time shall not be included in working time)
8. **Overtime** : in accordance with Malaysian Labour Law
9. **Workmen Compensation** : in accordance with Malaysian Labour Law
10. **Accommodation** : Provided free by the employer
11. **Food** : Self-arrangement by employee
12. **Medical** : Provided free by the employer
13. **Government Levy and Immigration**
The payment of Government Levy will be as per prevailing laws in Malaysia.
14. **Bank Guarantee** : To be borne by the Employer
15. **Security Bond** : To be borne by the Employer
16. **Annual Leave, Sick Leave and Public Holidays:** As per Malaysian Labour Law.
17. **Air ticket**
The employee shall provide his own air ticket from country of origin to Kuala Lumpur and the return air passage to be provided by the employer after the completion of contract period.
18. **Restriction**
 - a. That the employee shall not marry any Malaysian and shall not participate in any political activities and activities of those connected with Trade Union in Malaysia.
 - b. That the Employee shall not change his employment during the contract period and shall not carry or do business without the written permission from the Employer.
 - c. That if the Employee is found creating social problems and or engages in any illegal subversive or criminal activities, and then he will be dismissed with.



**THE
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MILK DRINK**

Malaysia Milk Sendirian Berhad 8372 P
No. 7, Jalan 191/4-43300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan Semangat 48860 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7855 4388 Fax: 03-7855 2097
Website: www.mmsb.com.my

Wittgen

Agency Agreement

DO NOT FOLD DOCUMENT

Date: 18 February 2015

This agreement is made between **Malaysia Milk Sendirian Berhad** (8372P) (hereafter called the first party) and **Social Employment Services (P) Ltd** (hereafter called the second party) under the following terms and conditions as on:

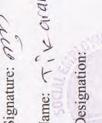
1. This agreement will be valid for 3 years from the date of agreement between the two parties.
2. The second party will send the medical report, photo (4 copies) and the passport photocopy to the first party within maximum of 7 days from the date of this agreement. The first party will send the original Calling Visa to the second party within a maximum of 4-6 weeks from the date of getting the medical report, photos (4 copies) and passport photocopies. The second party will send the workers within 2-4 weeks of getting the original Calling Visa.
3. The second party will send the following workers to the first party as per conditions of the Demand Letter dated 18 February 2015.
4. The first party will pay the Levy to the Immigration Department, which is deductible from workers' salary. Air ticket from Kathmandu to Kuala Lumpur (KUL) and other expenses will be paid by the second party.
5. The second party will send the workers to the first party as accordance to the above mentioned terms.
6. The first party must provide the necessary documents like demand letters, power of attorney, company registrations of the first party and labour agreement of the company to the second party.
7. The first party must provide all facilities as written in the Demand Letter. The first party will be fully responsible for everything while the workers are working with or under him.
8. All the other terms and conditions between the two parties are as per the Malaysian Labour Laws in force.

The First Party

Signature: 
Mohd Noor Bin Md Isa
PALAMIMAH MULTU
NOTARY PUBLIC
No. 1, Jalan 191/4-43300 Petaling Jaya
Tel: 03-7854388 Fax: 03-7855 2097

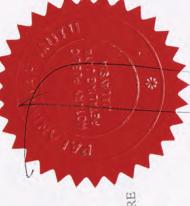
Designation: Personnel Manager
NRIC No.: 640504-04-5655

The Second Party

Signature: 
Md. Md. Sharif
Malaysia Milk Sendirian Berhad (8372P)
No. 7, Jalan 191/4-43300 Petaling Jaya
Tel: 03-7855 4388 Fax: 03-7855 2097

Designation:

Company's Stamp



**THE
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CULTURED
MILK DRINK**

Malaysia Milk Sendirian Berhad 8372 P
No. 7, Jalan 191/4-43300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan Semangat 48860 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7855 4388 Fax: 03-7855 2097
Website: www.mmsb.com.my

Wittgen

EMPLOYMENT CONTRACT

USED DOCUMENT

This employment contract is made between **MALAYSIA MILK SDN BHD**, No.7 Jalan 191/4-46300 Petaling Jaya (herein after called the EMPLOYER) and **SOCIAL EMPLOYMENT SERVICES (P) LTD**, **DHUMBARAI, KATHMANDU-04, NEPAL**, which shall be joint and severally responsible for compliance hereewith;

Basic terms of contract:-

1. **Job title** : Production Operator
2. **Basic Monthly Salary** : RM900.00
3. **Duration of contract** : 3 (three) years.
4. **Travelling expenses** The travelling expenses from Kathmandu to Kuala Lumpur International Airport shall be borne by the Employee and the expenses of the air passage from Kuala Lumpur International Airport to Kathmandu shall be borne by the Employer upon completion of working contract.
5. **Accommodation** : Provided free by employer.
6. **Food** : Self-arrangement by employee.
7. **Working days and working hours** Eight (8) hours per day - Monday to Saturday. Rest time shall not include in working hours.
8. **Overtime** : In accordance with Malaysian Labour Law.
9. **Leave benefits** : In accordance with Malaysian Labour Law.
10. **Medical treatment** : Provided by the Employer.
11. **Yearly Medical** Yearly medical examination will be arranged as required by the Immigration Department of Malaysia. The employee is entitled for medical attention for common illness not exceeding RM150.00 in each calendar year, received from the Company's appointed Panel of Doctor upon confirmation of service.

The First Party

Signature: 
Mohd Noor Bin Md Isa
PALAMIMAH MULTU
NOTARY PUBLIC
No. 1, Jalan 191/4-43300 Petaling Jaya
Tel: 03-7854388 Fax: 03-7855 2097

Designation: Personnel Manager
NRIC No.: 640504-04-5655

Company's Stamp





Malaysia Milk Sendirian Berhad (8372 P)

No. 7, Jalan 19/1, 46300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan Semangat, 46860 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel : 03-7955 4388 Fax : 03-7955 2097
Website : www.mmsb.com.my



18 February 2015

His Excellency
Malaysia High Commission
Kathmandu, Nepal



Your Excellency

SOCIAL EMPLOYMENT SERVICES (P) LTD

We have appointed Social Employment Services (P) Ltd holding recruiting licence No 678/063/064 as our true and lawful attorney/agent in Nepal by virtue of Power of Attorney executed by us in their favour for processing and recruiting of our demand letter dated 18 February 2015.

We enclosed a copy of approval for recruitment of Nepalese workers from Immigration Department for 105 (One Hundred and Five) workers under reference KDN/16031/EBANL14469 dated 17 February 2015.

We would be grateful if you can kindly endorse the entry visa of the workers at the request of our Nepalese Agent on our behalf.

Thank you.

Yours faithfully

A handwritten signature of Mohd Noor Bin Md Isa.
Mohd Noor Bin Md Isa
Personnel Manager

Mohd Noor Bin Md Isa
Personnel Manager
MALAYSIA MILK SDN BHD (8372P)
No. 7, Jalan 19/1 46300 Petaling Jaya
Tel: 03-79554388 Fax: 03-7955 2097



A handwritten signature of Palanimma Mutu.
PALANIMMA MUTU
NOTARY PUBLIC
202 BLOCK A,
KELANA BUSINESS CENTRE
NO: 97, JALAN SS7/2
47301 PETALING JAYA.

**THE
Witegen
TRUE
CULTURED
MILK DRINK**

Malaysia Milk Sendirian Berhad (8772 P)
No. 7, Jalan 19/1, 45300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan 19/2, 48100 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7855 4388 Fax: 03-7855 2087
Website: www.mmsb.com.my

Witegen

Date: 18 February 2015

**JOFE
USED DOCUMENT**

Director General
Department of Labour & Employment Promotion
Ministry of Labour
His Majesty's Government of Nepal
Kathmandu, Nepal

Dear Sir

Recruitment of Workers from Nepal

This is to confirm that the rates of salary, allowance and overtime pay stated in our demand letter and in the employment contract executed by us are correct, and we undertake to pay the workers according to these rates.

Thank you.

Yours sincerely,



Attested in the country of employment by:

Name: Mohd Noor Bin Md Isa
Designation: Personnel Manager
NRIC No.: 640504-04-5655
Company's Stamp:



Malaysia Milk Sendirian Berhad (8772 P)
No. 7, Jalan 19/1, 45300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan 19/2, 48100 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7855 4388 Fax: 03-7855 2087
Website: www.mmsb.com.my

Witegen

Date: 18 February 2015

**JOFE
USED DOCUMENT**

SOCIAL EMPLOYMENT SERVICES (P) LTD

We have appointed Social Employment Services (P) Ltd holding recruiting license no. 678063/064 Dhunbarath, Kathmandu, Nepal as our true and lawful attorney/ agents in Nepal by virtue of power of attorney, executed by us in their favour for processing and recruiting of our demand letter dated 18 February 2015 under visa no. KDN/1603/TEBAN/L4469 dated 17 February 2015.

We request you to kindly endorse attestation on the documents submitted.

Yours sincerely



Attested in the country of employment by:

Name: Mohd Noor Bin Md Isa
Designation: Personnel Manager
NRIC No.: 640504-04-5655
Company's Stamp:



**THE
Witegen
TRUE
CULTURED
MILK DRINK**

Malaysia Milk Sendirian Berhad (8772 P)
No. 7, Jalan 19/1, 45300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan 19/2, 48100 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7855 4388 Fax: 03-7855 2087
Website: www.mmsb.com.my

Witegen

Date: 18 February 2015

**JOFE
USED DOCUMENT**

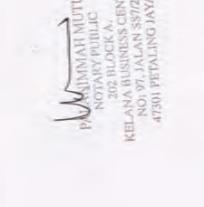
Embassy of Nepal
Suite C-15 Wisma Goshen (Tower C)
Bangsar Trade Centre
No.5 Persiaran Pantai Baru
Off Jalan Pantai Baru
59200 Kuala Lumpur

Dear Sir

Embassy of Nepal

Attested in the country of employment by:

Name: Mohd Noor Bin Md Isa
Designation: Personnel Manager
NRIC No.: 640504-04-5655
Company's Stamp:



**THE
Witegen
TRUE
CULTURED
MILK DRINK**

Malaysia Milk Sendirian Berhad (8772 P)
No. 7, Jalan 19/1, 45300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan 19/2, 48100 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7855 4388 Fax: 03-7855 2087
Website: www.mmsb.com.my

Witegen

Date: 18 February 2015

**JOFE
USED DOCUMENT**

SOCIAL EMPLOYMENT SERVICES (P) LTD

We have appointed Social Employment Services (P) Ltd holding recruiting license no. 678063/064 Dhunbarath, Kathmandu, Nepal as our true and lawful attorney/ agents in Nepal by virtue of power of attorney, executed by us in their favour for processing and recruiting of our demand letter dated 18 February 2015 under visa no. KDN/1603/TEBAN/L4469 dated 17 February 2015.

We request you to kindly endorse attestation on the documents submitted.

Yours sincerely



Attested in the country of employment by:

Name: Mohd Noor Bin Md Isa
Designation: Personnel Manager
NRIC No.: 640504-04-5655
Company's Stamp:



Witegen

Date: 18 February 2015

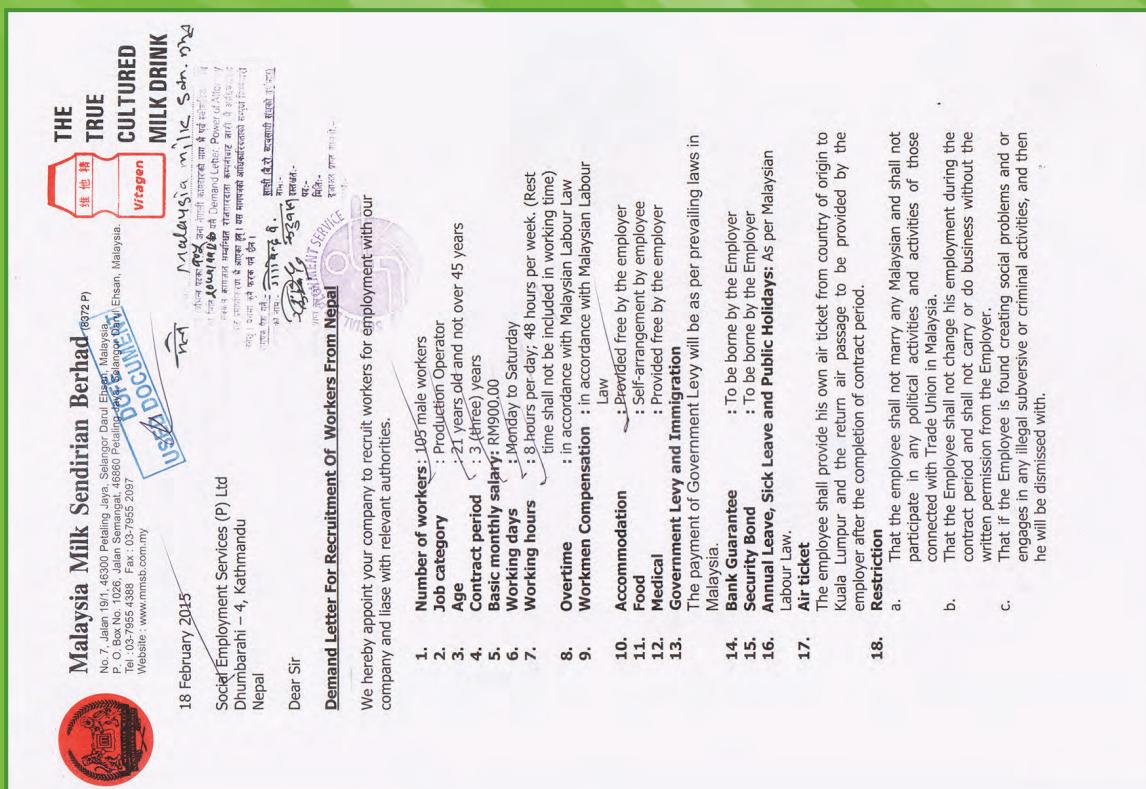
**JOFE
USED DOCUMENT**

Embassy of Nepal

Attested in the country of employment by:

Name: Mohd Noor Bin Md Isa
Designation: Personnel Manager
NRIC No.: 640504-04-5655
Company's Stamp:





DIPLOMAT GROUP W.L.L.

P.O. BOX: 24935, Doha - Qatar, C.R.No.: 28104
 Tel.: (+974) 44069444, 44069445, 44069446, 44069447
 Fax: (+974) 44270258
 E-mail:diplomatdoha@qatar.net.qa
 Web.: www.diplomatgroup.org

**شركة مجموعة دبلومات ذ.م.م.**

ص.ب. ٢٤٩٣٥ ، الدوحة - قطر - سجل تجاري : ٢٨١٠٤
 تلفون: ٤٤٠٦٩٤٤٤٤ ، ٤٤٠٦٩٤٤٥٠ ، ٤٤٠٦٩٤٤٦٠ ، ٤٤٠٦٩٤٤٧٠ ، ٤٤٠٦٩٤٤٨٠
 فاكس: (+974) 44270258
 E-mail:diplomatdoha@qatar.net.qa
 Web.: www.diplomatgroup.org

DEMAND LETTERDate: 14th March 2016**M/s Social Employment Services Pvt. Ltd.****Recruiting License No: 678/063/64**

P.O. Box No. 12206, Dhumbarahi,
 Kathmandu, Nepal
 Tel: +977 14427061/4427065
 Fax: +977 14428045

**Attention : Mr. Gobindra Katuwal,
 Managing Director**

Please arrange to recruit Nepalese Workers as per the given below details with our terms and conditions:

SI No	Position	No. Required	Salary (QAR)
1	Driver (Light)	5	1,400/-
2	Labour	15	900/-

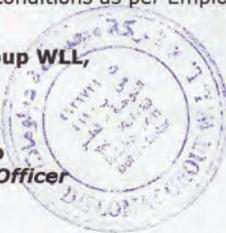
Upon our final approval for the selected candidates the following Terms & Conditions shall be applied:

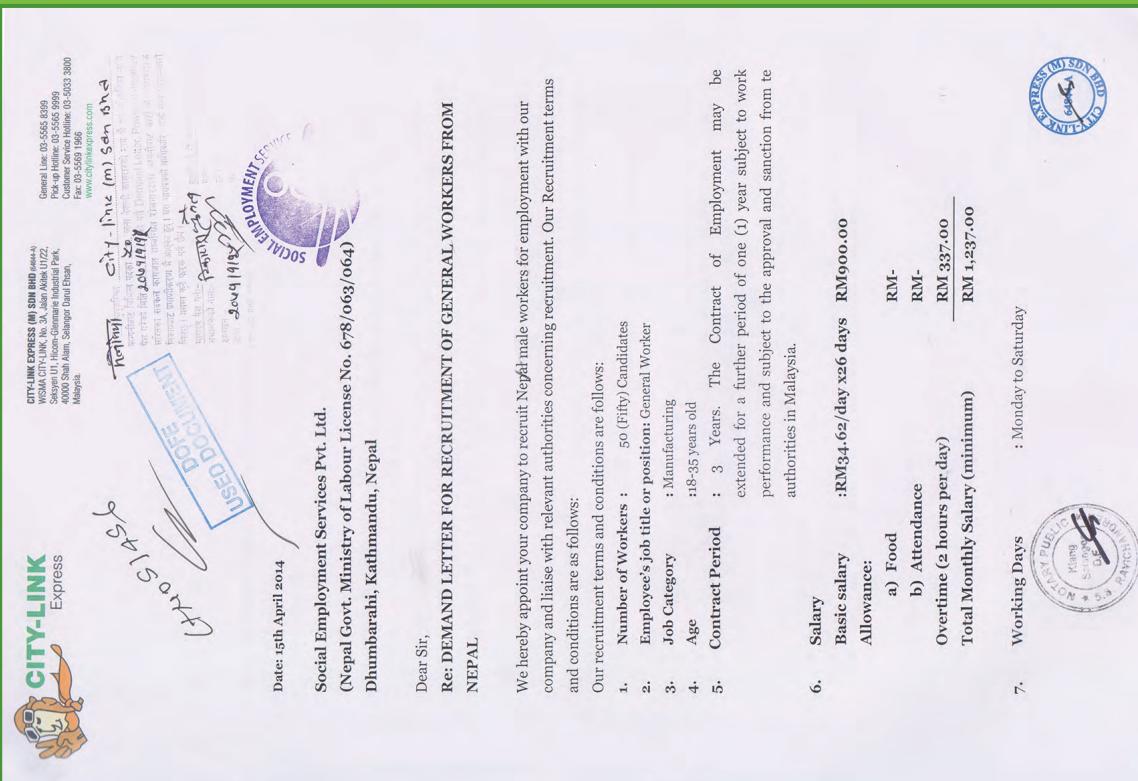
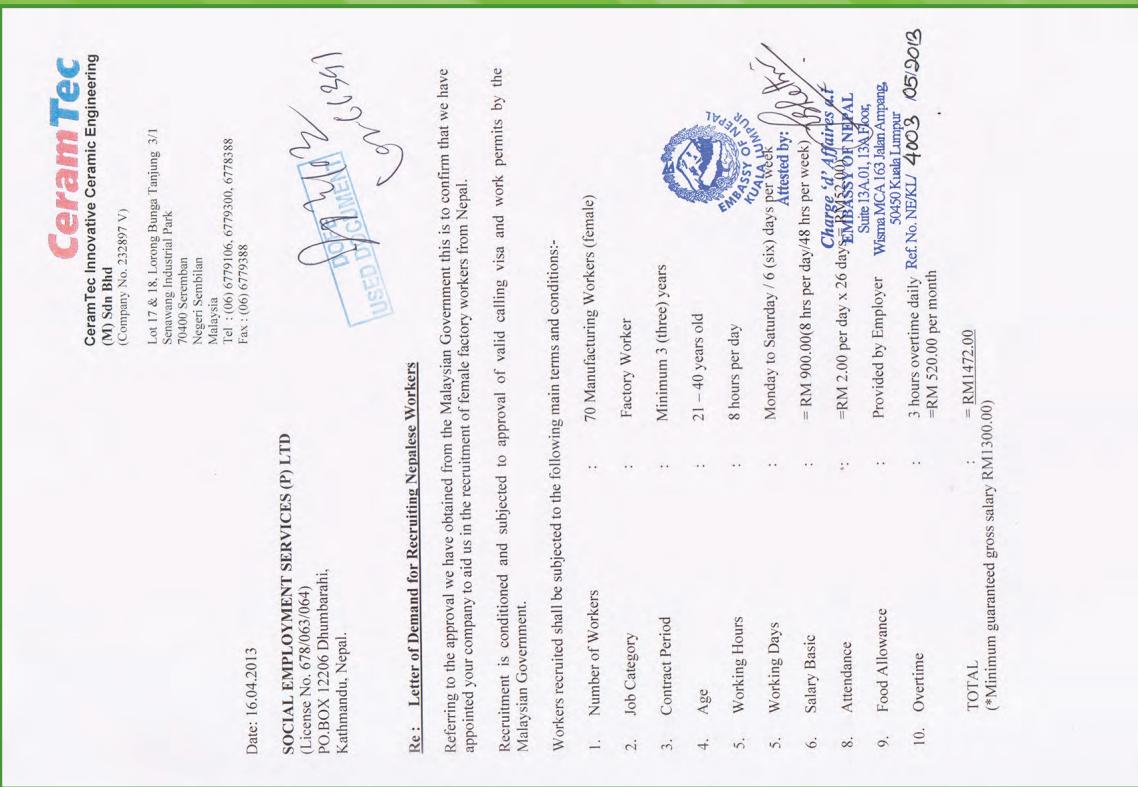
Food Allowance : QR 300.00
 Accommodation : Company will provide Bachelor Sharing Accommodation
 Transportation : To & From Workplace, company will provide transportation
 Medical & Uniform : As per Qatar Labour Law
 Insurance : As per Qatar Labour Law
 Gratuaty : As per Qatar Labour Law
 Working Hours : **8 hours a day, 6 days a week**
 Joining Ticket : Company Provided
 Air Passage : Once in 2 years Doha - Kathmandu - Doha (Economy)
 Residential Permit : Company Provided
 Service Charge : Not Provided by Company
 Contract Period : 2 Years (Renewable)
 Probation Period : 6 months
 Vacation once in 2 years : 42days

All other terms & conditions as per Employment Agreement

For Diplomat Group WLL,


JVN Prakash Rao
Chief Executive Officer





 <p>AEON Delight Malaysia Private Sector Growth www.aeon.com</p>	
<p>RECRUITMENT LETTER</p> <p>DOE'S USED DOCUMENT</p>	
<p>Date: 16/06/2014</p> <p>To,</p> <p>Social Employment Service (P) Ltd. Dhumbahari-04 Kathmandu, Nepal Recruiting Licence no. 678 / 063 / 064</p> <p>Dear Sir/Madam,</p>	<p>Our Ref : HR/ADM/12/HR/nb/221214(449)</p> <p>22nd December 2014</p> <p>Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL</p> <p>We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning recruitment.</p> <p>Our recruitment terms and conditions are as follows:-</p> <ol style="list-style-type: none"> 1. Number of workers : 100 workers (Male) 2. Job Category : Services 3. Job Description : Cleaning & Support Services 4. Age : (18 – 40 yrs.) 5. Contract Period : 3 years 6. Salary : Basic Monthly Salary : RM 34.61/day x 26 days = RM 900.00 Overtime : RM 6.49/hr x 3hr x 26 days = RM 506.22 Allowance = RM 50 Total = RM 1456.22 7. Working days : 6 days a week 8. Working hours : 8 hours per day 48 hours per week <p>Total = RM 1,037.50</p> <p>Deduction:</p> <ul style="list-style-type: none"> i) Hostel = RM 50.00 ii) Levy = RM 105.00 <p>Total = RM 1,037.50</p> <p>Notes:</p> <ul style="list-style-type: none"> Basic minimum salary should not be less than RM 34.62/day*8 hours*26 days = RM900 for General Workers and RM 36.54/day*8hours*26 days =RM 950 for Private Security Guards excluding overtime and other allowances

 <p>MAMEE KILANG MAKANAN MAMEE SDN. BHD. (Company No. 51103-K)</p>	
<p>RECRUITMENT LETTER</p> <p>DOE'S USED DOCUMENT</p>	
<p>Date: 16/06/2014</p> <p>To,</p> <p>Social Employment Services Pvt. Ltd. P O Box No. 12206 Dhumbahari, Kathmandu, Nepal (Recruiting Licence No. 678/063/064)</p> <p>Dear Sir,</p> <p>Re: Demand Letter for Recruitment of 200 workers from Nepal</p> <p>We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning recruitment.</p> <p>Our recruitment terms and conditions are as follows:-</p> <ol style="list-style-type: none"> 1. Number of Workers : 200 workers 2. Job Category : Production Operator 3. Age : 19-35 years old 4. Contract Period : 3 years 5. Salary : RM 900.00 Basic Monthly Salary : RM 34.61/day x 26 days = RM 900.00 a) Overtime : (RM 6.49/hour X 45 hrs estimation) = RM 292.05 Total = RM 1192.05 6. Basic Monthly Salary : RM 34.61/day x 26 days = RM 900.00 Overtime : RM 6.49/hr x 3hr x 26 days = RM 506.22 Allowance = RM 50 Total = RM 1456.22 7. Working days : 6 days a week 8. Working hours : 8 hours per day 48 hours per week <p>Total = RM 1,037.50</p> <p>Deduction:</p> <ul style="list-style-type: none"> i) Hostel = RM 50.00 ii) Levy = RM 105.00 <p>Total = RM 1,037.50</p> <p>Notes:</p> <ul style="list-style-type: none"> Head office : Lot 1, Air Keroh Industrial Estate, 75450 Melaka, Malaysia. Telephone : +606 234466-9 Fax : +606 232 9666 Factory : Lot 793, Persiaran Subang Indah, Off Persiaran Subang, 47500 Subang Jaya, Selangor Darul Ehsan Malaysia. Telephone : +603 9632 9588 Fax : +603 963 0522 	



A handwritten signature in black ink, appearing to read "Penta".

Date: 23/12/2014

CONTRACT AGREEMENT

This agreement is made and entered into between **M/s. Penta Interiors & Furniture, P.O-Box: 45814, Tel: +974 - 44509100, Fax: +974 - 44509400, Doha, Qatar** (herein after called the First Party)

And

Mr. _____, Nepalese Nationality, Passport No: _____, Place of Issue: _____ in his capacity as the Second party hereby agreed the following terms and conditions:

The second party agreed to work with the first party as _____ with the basic salary of QRs: _____ per month. The terms and conditions of the contract are as follows:

1. Period of Contract	: <u>2 (Two) years - Renewable</u>
2. Place of Employment	: Doha, Qatar
3. Air Ticket	: Up & Down Air Ticket provided by the Company
4. Working Hours	: 8 hours per day, 6 days per week (48 hrs per week)
5. Overtime	: As per Qatar Labour Law
6. Resident Permit Cost	: Provided by the company
7. Accommodation	: Provided by the company
8. Transportation	: Provided by the company
9. Food	: <u>Provided by the company</u>
10. Other terms and conditions:	As per Qatar Labour Law

First Party

Second Party

M/s. Penta Interiors & Furniture,





سیراف للمشاريع

SIRAF ENTERPRISES

Date: - 12th MAY, 2014

Social Employment Services Pvt. Ltd

P.O. Box. No: 12206; Dhumabri-04, Kathmandu, Nepal.

License No: 678/063/064

Tel: +977-1-4427061; Fax: +977-1-4428045

Demand Letter

Dear Sir/Madam,

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

No	Category	No. of workers	Basic salary (QR) + food (QR)
1	LABOUR	50	QR 900+ 300 QR
2	MASON	50	QR 1100+ 300 QR
3	CARPENTER	50	QR 1100+ 300 QR
4	ELETRICIANS	50	QR 1100+ 300 QR
5	PLUMBER	50	QR 1100+ 300 QR
6	LIGHT DRIVERS	20	QR 1400+ 300 QR
7	FOREMAN	10	QR 2500+ 300 QR

The following terms and conditions shall be included in the contract.

1. Period of contract : Two years (Renewable)
2. Place of Employment : Doha- Qatar
3. Air Ticket : For Joining the company for the first (KTM-DOHA) and the up & down air ticket will be provided after two years period of contract.
4. Working Time : 8hrs per day, 6 days per week (48hrs per week)
5. Overtime : As per Qatar Labour law.
6. Probation Period : 90 days from date of entry in to Qatar.
7. Resident Permit : Resident permit will be provided by the company free of the cost.
8. Accommodation : Provided by the company
9. Water, Electricity& Gas : Provided by the company
10. Food : Allowance provided by the company
11. Medical / Insurance : Provided by the company (to and from work site)
12. Transportation (Bus) : Provided by the company
13. Uniforms and safety Materials : Provided by the company
14. Service Gratuity & leave pay : Provided by the company as per Qatar labour law
15. Other Terms and conditions : As per Qatar Labour Law

On Behalf of M/s SIRAF ENTERPRISES
GENERAL MANAGER





**SOCIAL
EMPLOYMENT
SERVICE (P) Ltd.**

www.sesnepal.com

P.O.Box No.: 12206

Dhumbohai, Kathmandu, Nepal

T : +977 1 4527061 / 4527065

E : info@sesnepal.com/gsesnepal@gmail.com

W : www.sesnepal.com