

DEMAND LETTER

(To be typed in company's official letter heads)

Date:

Surya International Pvt.Ltd.
P.O.Box: 8975 EPC 2260
Jawalakhel, Lalitpur, Nepal
Recruiting License No. 277/058/059

Dear Sir,

Re. DEMAND LETTER FOR RECRUITMENT OF (no. of person) MALE FOREIGN WORKERS FROM NEPAL.

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning requirement. Our recruitment terms and conditions are as follows:

1. Number of workers : _____
2. Contract Period : _____
3. Job Category : _____
4. Age : _____
5. Working Days : 6 Days in a Week.
6. Working Hours : 8 Hours per day 48 Hours per week.
7. Basic Monthly Salary : 26 Days X Daily Salary.
8. Overtime : In accordance to the authorized Country.
9. Accommodation : Provided by the employer.
10. Food : _____
11. Transportation : Free transport from residence to work site to be provided by the employer.
12. Any Incentives : _____
13. Workmen Compensation : In accordance to the authorized Country.
14. Annual leave / sick leave /
Public Holidays : In accordance to the authorized Country.
15. Medical Facilities : In accordance to the authorized Country.

16. Air Ticket

a) The Air Ticket from Kathmandu, Nepal to (the Destination country) and the Air passage from (the Destination country) to Kathmandu, Nepal shall be borne by the employer upon completion of the working contract.

OR

b) Single journey shall be borne by the employer upon completion of the working contract.

Thanking you.

Yours truly,

(Authorized signature and seal of the company)

Note: The above mentioned documents need to be attested by Concern Govt. Authority or concern country Chamber of Commerce and if there is Nepalese Consultant or Embassy it should be attested from their also.