

Demand Letter

(To be typed in Company's Official Letterhead in English)

Date:

Ref no.

Transworld Manpower Co. Pvt. Ltd.
(License No. 300/ 59/ 60 Under Dept of Labor, Govt. of NEPAL)
Balaju,
Kathmandu, Nepal

Dear Sir/s

Please arrange to recruit **16** Nepalese Nationals for our Company as per the details given below, against the following terms and conditions.

S.No.	CATEGORIES	QUANTITY	SALARY
1	Hospital Cleaning Labour (Male)	10	SR. 800/-



Reg. No.

1027/065/66

The Seal of the Ministry of Foreign Affairs of the Kingdom of Saudi Arabia and signature of its Authentication Officer have been attested.

Date: 10 JUN 2009

Total number of workers 16 only.

OTHERS TERMS AND CONDITIONS

1. Contract for - 2 years
2. Duty Hours - 8 hrs a day, 6 days a week
3. Food & Accommodation - Provided by the company
4. Transportation - Provided by the company
5. Medical & Insurance - Provided by the company from residence to the work site and vice versa.
6. Air ticket - Provided by the company after completion of contract period
7. Annual Leave - 15 days per year
8. Paid overtime works, if any

[Signature]
Deputy Chief of Mission

All the others terms and conditions as per the country Labour Law.

This Demand Letter is valid for the recruitment of **16** Persons.

Thanking you.

(Name & Designation of Authorized Signatory)
Signature & Seal



(This Demand Letter must be at
Ministry of Foreign Affairs only)

الخزينة التجارية الصناعية بأبها
التوقيع مطابق دون أدنى مسؤولية من جهة
المستشفى الأهلي لصالحه علي عاقله محكم
القراري
السوية ١١٤٠٠٣٠
التاريخ ١٤٢٠٠٤/١٦
رقم السند ١١٢٢٠٧٩٩٨
مخرج خميس مشيط
مشيط



0336844A



Reg. No.

10271065/66

The Seal of the Ministry of Foreign Affairs of the Kingdom of Saudi Arabia and signature of its Authentication Officer have been attested.

Deputy Chief of Mission

Employment Contract

Date: 10 JUN 2009

المستشفى الأهلي AL-AHLI HOSPITAL

This contract of employment is executed and entered into by and between:

1. **Employer:** Al-Ahli Hospital, P.O. Box 77, Khamis Mushayt, Kingdom of Saudi Arabia.

2. **Employee:** Mr. Nationality **Nepalese** holder of passport No.....

Both of whom voluntarily bind themselves to the following term and conditions; Basic Term of Contract.

- Employee Job Title of Position:** Hospital Labour Cleaner (MALE)
- Basic Monthly Salary:** SR. 800/-
- Duration of Contract:** 2 Years
- Traveling Expenses:** The economy class air ticket will be provided by the employer after completion of 2 years contract.
- Accommodation:** The employer will provide suitable furnished accommodation at free of cost. In case of working in a community where lodging can be rented and employer wishes to pay cash in lieu of rent, it shall be paid at a rate suitable to the locality.
- Food (If provided):** The employer will provide three meals per day to the employee free of charge or 25% of the basic salary in lieu there of.
- Working Days and Working Hours:** Normal working days shall be six days per week and one day paid holiday per week and working hour shall be 8 hours per day, 48 hours per week.
- Overtime:** In case the employer requires the worker to work overtime or on holidays, the employer shall pay for overtime or holiday work at 1.5 times and 2 times of basic salary rate.
- Leave Benefit:** The employer shall clearly state the weekly holidays, annual holidays and annual vacation specifying number of days, payment or wages or other compensation, which shall be according to the laws of the country of the employment.
- Medical treatment:** The employer shall provide free medical services, including medicines.
- Insurance:** The employer shall provide necessary insurance against death or injury according to the laws of the country of employment.
- Renewal of Contract:** The contract is renewable with mutual agreement of both the employer and employee.
- Other Terms and Conditions:** Other terms and conditions favorable of the employee not covered herein and which the laws of the country of employment provide, shall apply and form part of this contract.

THE FIRST PARTY

Authorized Signature & Company Stamp
(AL-AHLI HOSPITAL)

Signature of Employee



THE SECOND PARTY

Signature of Employee



الخوفه التجارية الصناعية بأبها
التوقيع مطابق دون أدنى مسئولية عن محتويات الوثيقة
المستشفى الأهلي لصالحه علي علفض محمد
القروي
المسوية
التاريخ
رقم لاسد
0350415A

