

Date: 23.06.2009 G  
30.06.1430 H

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

**DEMAND LETTER**

خطاب طلب

To:  
**M/s Nepal Sam Overseas Pvt. Ltd.**  
Govt. Approved Recruiting License no. 784/065/66  
66  
P.O.Box No.20851 Basundhara, Kathmandu,  
Nepal.

Date: 20/07/2009  
ترخيص رقم 784/065/66

السادة / نيبال سام اوفريسيون الخاصة المحطودة ، ترخيص رقم  
784/065/66 ، صندوق بريد 20851 بوسندهارا -  
كاتماندو - نيبال

*[Signature]*  
Deputy Chief of Mission  
EMBASSY OF NEPAL  
RIYADH

تحية طيبة وبعد

Dear Sir,

Please arrange to recruit the following Nepalese personnel as earliest as possible from Nepal against block visa # 2100691256 dated 07.06.1430 H for our organization.

بناء على تفويضنا الرسمي المقدم لكم ، نرجو من مساعدتكم  
بانتخاب العمال المناسبين من نيبال للعمل لدينا في المملكة  
العربية السعودية بموجب التأشيرة رقم 2100691256  
وتاريخ 7-6-1430هـ

S. NO.	CATEGORY	Req.No.	Salary
1.	Labors	42	SR.600.00

م	المهنة	العدد	الراتب
1	عامل	42	600.00

Terms and Condition

- Accommodation, Medical, Insurance & Local Transportation: Free
- Food : SR.200 (Two Hundred Only)
- Duty Hours: 8 Hours per day, 6 days a week.
- Overtime facilities: As per the Company Required.
- Air Tickets: Both way free. ( After Completion of 2 years )
- Contract Period : 2 Years

بالمواصفات التالية :  
\* السكن والعلاج والانتقال موفر من قبل الشركة  
\* بدل الاكل : 200 ريال (مئتان ريال شهري لاغير)  
\* عدد ساعات العمل ثماني ساعات وستة ايام في الاسبوع  
\* ساعات العمل الاضافية حسب متطلبات العمل وطبقا لنظم  
العمل  
\* مدة العقد سنتان قابلة للتجديد مالم يخطر احد الطرفين بفسخ  
العقد

Others facilities are as per the SAUDI Labor law.

الشروط الأخرى حسب قانون العمل والعمال السعودي وسياسة الشركة

Thanks and best regards,

وليد خالد العجب  
**WALEED KHALID AL-AJAB**  
الرئيس التنفيذي  
Chief Executive Officer



Date: 23 June' 2009

To,  
 The Director General  
 Department of Labor – Ministry Of Labor  
 New Baneshowar, Kathmandu  
 Nepal.

Reg. No. 10/066/67

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 Foreign Affairs of the Kingdom  
 of Saudi Arabia and signature of  
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 been attested.

Date: 20/07/2009



**Sub: Guarantee Letter**

Deputy Chief of Mission

Dear Sir,

With due respect, we are glad to notify you that all the workers recruited to  
 our organization will be fully safe and we will take the complete protection as  
 well as security by any causes or conditions and guarantee that they will work  
 in our same company for which we are issuing the formal documents.

So, we would like to request you to authorize us to recruit the Nepalese  
 Workers for our organization through M/s Nepal Sam Overseas Pvt. Ltd.  
**Govt. Approved License No. 784 / 065 / 66** against block visa #  
 2100691256 dated 07.06.1430H.

Your kind consideration will be highly appreciated.

Thanks & best regards!



**Waleed Khalid Al Ajab**  
 Chief Executive Officer



هادي محمد (الغامدي)  
**Hamed. H. Al gamdi**



## EMPLOYMENT AGREEMENT

An Agreement made that ..... Day of ..... between:

- A. M/s Al-Ajab Universal Galvanizing Factory Co., P.O. Box:2138, Alkhobar – 31952, Saudi Arabia, hereafter called **EMPLOYER**
- B. Mr..... PPNNo. .... Nepali Nationality hereinafter called **EMPLOYEE**
- 1 Effective Date of This Agreement: This agreement becomes effective from the date of the workman from his country of origin to .....
- 2 Job Title: The company hereby employs the workman and workman agrees to serve the company in accordance with the terms and condition of this agreement in the position of ..... ( as per the Demand Letter )
- 3 Duration Of This Agreement: This agreement shall remains in force for a period of Two Years and is renewable by mutual consent in accordance with the labor Law in SAUDI ARABIA.
- 4 Probationary Period: The workman shall be subject to one probationary period of # 90 days, during which, the company will have the right to terminate this agreement in accordance to the terms of the Labor Law of SAUDI.
- 5 Wages: The company agrees to pay the workman as monthly salary **SR.600/= (SR.SIX HUNDRED ONLY) + SR.200/= (SR.TWO HUNDRED ONLY)** as Food Allowance.
- 6 Working Days/Hours And Overtime: (A) The working days shall be six per week.(B)The normal working hours shall be eight (8) hours per day forty eight (48) hours per week.(C) The workman shall work overtime if required by the company. The pay rate for the overtime hour shall be calculated at 125% of the normal hour rate for regular days & 150% for hours worked on Fridays and Holidays.
- 7 Accommodation: The Company shall provide bachelor accommodation to the workman.
- 8 Air Passage: The Employer shall provide both way Air passage to the workers after completion of the contract period.
- 9 Medical Care: Medical treatment, including the cost of medicines, shall be provided to workman while in the employment of the company, in accordance to the provisions of the labor Law of SAUDI.
- 10 Transportation: The Company shall provide the workman with free transportation between the company's provided living quarters and the place of work. No transportation expenses are reimbursable to the workman when he fails to make use of the company provided transportation facilities.
- 11 Leave Benefits. As per SAUDI Labor Laws & the company's rule shall apply.
- 12 Insurance Coverage (Workman's Compensation): Insurance coverage shall be provided under the workman's compensation Regulations in accordance in the labor Law of SAUDI.
- 13 Repatriation Upon Death: (A) In the event of death of the workman, the company shall (A) Arrange for the body to be properly embalmed and sent to the workman's home of record at company's expenses.(B) Arrange to send the personal belongings and the entitlements of the deceased to his legal heirs, in accordance to the law of SAUDI.
- 14 End of Service Indemnity: The workman shall be entitled to the end of Service Indemnity as specified in the Labor Law of SAUDI.

Signature of Employer

Name: **WALEED KHALID AL-AJAB**

Passport No: **H342747**



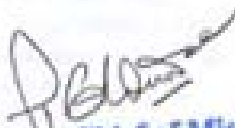


حامد حمدي (النسائي)  
Hamed. H. Al gamdi

Reg. No. 10/066/67

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

Date: 20/07/2009

  
Deputy Chief of Mission



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**AGENCY AGREEMENT**

Date: 20/07/2009

All known by present, it is agreed between M/s Al-Ajab Universal Galvanizing Factory Co., P.O.Box: 2138, Alkhobar - 31952, Saudi Arabia represented by Mr. Waleed Khalid Al Ajab as its Chief Executive Officer ( hereinafter called Employer) and M/s Nepal Sam Overseas Pvt. Ltd., Recruiting License No. 784/065/66, P.O.Box.No.20851 Basundhara, Kathmandu, Nepal, through its Managing Director, Mr. Suk Bahadur B.K. (hereinafter called Recruiting Agent).

*(Signature)*  
 Deputy Chief of Mission

1. That the employer hereby agrees to appoint M/s. Nepal Sam Overseas Pvt. Ltd a government approved recruiting Agents in Basundhara, Kathmandu, Nepal for the recruitment of Nepalese workers against block visa # 2100691258 dated 07.06.1430 H.
2. That the recruiting Agent shall send the required personnel at the earliest possible and strictly according to merits, qualification and experiences as required by the Employer.
3. The category, salary and all other benefits will be as per the Demand Letter and Employment contract.
4. That the Recruiting agent must medically examine each candidate and ensure that he holds valid passport.
5. That incase of any dispute between the two parties the same shall be settled mutually and amicably.

In witness where of we have executed this agreement at SAUDI on 23-06-2009.

شركة مصر للتجارة الخارجية  
 حضانة لحم والتموين والتموين  
 تجارة  
**RECRUITING AGENT**

شركة مصنع العجب العالمي للجلفنة  
 تـ ٤٤٠٠٠٤٩٦١  
 C.R. 205508356  
**EMPLOYER**

العرفية التجارية الصناعية للمنطقة الشرقية  
 الرقم ٧٨٤/٥٦٥/٦٦  
 ٢٠٠٩  
**EMPLOYER**

*(Signature)*  
**Hamed. H. Al ghamdi**

Date: 30.06.1430 H  
23.06.2009 G

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



POWER OF ATTORNEY

Date: 20/07/2009

خطاب توكيل  
Chief of Mission

Know all concerned by this presents that All known by present we M/s Al-Ajab Universal Galvanizing Factory Co., P. O. Box: 2138, Alkhobar - 31952, Saudi Arabia, Commercial Registration No205508356 hereby authorize M/s Nepal Sam Overseas Pvt Ltd.( Recruiting License No. 784/ 065 / 88 ) P.O.Box No.20851, Kathmandu, Nepal, to be our lawful and legal agent in Nepal in respect of recruitment of 42 (Forty Two only) Nepalese Workers against our block visa # 2100691256 dated 07.06.1430H, personnel and attorneys for the purpose of handing all affairs concerning the deposit of security registration immigrants of Government of Nepal and to sign all necessary documents required by the said office on behalf and arrange their air passage, passport, medical examination, trade test, signing the service agreement with the employees. It is also certified that the employment contract signed by said office will be the only the contract for this employment and no contract will be prepared after the workers arrival in place of hire, same will be fully honored by our company. Therefore, please do the needful and oblige.

ليكن معلوما للجميع بان السادة / نيبال سام اوفرسيس الخاصة المحدودة ، ترخيص رقم 784/065/66 ، صندوق بري 20851 - بسوندهارا - كاتماندو - نيبال

لقد قمنا بتعيينهم وكلاء شرعيين لنا ليقوموا نيابة عنا باكمال جميع الأمور المتعلقة بالاستقدام اضافة الى دفع الرسوم وغيرها واكمال الاجراءات الرسمية من نيبال والتوقيع على جميع الوثائق المطلوبة والتي تخص الاستقدام ، وان هذا التوكيل صالح لاستقدام (42) عامل فقط اثنان وأربعون عاملا بموجب التأشيرة رقم 2100691256 وتاريخ 7-6-1430 هـ والصادرة من فرع وزارة الخارجية بالمنطقة الشرقية .

كما ان السادة المذكورين بعالية لهم الحق في التوقيع نيابة عنا على الاتفاقيات والعقود في هذا المجال ، كما لهم حق اختيار الأيدي العاملة بموجب خطاب الطلب المرفق ولكم جزيل الشكر

Thanks & best regards,



Handwritten signature of Waleed Khalid Al-Ajab  
Hamed. H. Al gamdl  
Seal of Al-Ajab Universal Galvanizing Co. with Arabic text and a globe icon.

وليد خالد العجب  
WALEED KHALID AL-AJAB  
الرئيس التنفيذي  
Chief Executive Officer