



شركة الغنيم التضامنة

Reg. No. 065/66/630

AL GHONEIM CO.

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

DATE: 20/1/2009

التاريخ: ٢٠٠٩/١/٢٠

Date: 25-Jan-2009

DEMAND LETTER

خطاب طلب

M/s. Active Overeas Pvt. Ltd.
Licence No: 237/058/059,
Kathmandu Nepal

Husain
Ambassador
راجدوت

M/s. Active Overeas Pvt. Ltd /السادة
ترخيص رقم / 237/058/059

DEAR SIR,

كاتمندو - نيبال
بعد التحية

PLEASE ARRANGE TO RECRUIT AND SEND
THE FOLLOWING WORKERS FOR US
EARLIEST POSSIBLE CONVENIENCE AS
PER VISA NO: 4101013639 DATE: 8/1/1340

يرجى التكرم بتوظيف وتسفير العمال التالية بأسرع
وقمت ممكن حسب التأشيرة رقم
٤١٠١٠١٣٦٣٩ بتاريخ ٨/١/١٤٣٠هـ.

CATEGORY	QTY	SALARY
Loading	14	700 SR
Unloading Labor		
Cleaning Labor	5	700 SR

الراتب	المهنة	عدد
٧٠٠ ريال	عامل تحميل وتفريغ	١٤
٧٠٠ ريال	عامل نظافة عامة	٥

TOTALE (19) NINETEEN PERSONS
ONLY.

المجموع (١٩) تسعة عشر شخص فقط.
الشروط

Terms and conditions: FREE FOOD,
FREE ACCOMMODATION, FREE
MEDICAL FACILITIES. PROBATIONARY
PERIOD (90) DAYS. WORKING HOURS
DAILY (8) HOURS. WEEKLY 6 SIX DAYS
ONLY. TRANSPORTATION FROM JOB
SITE FREE AND BACK TO RESIDENCE.
FREE BOTH WAY AIR PASSAGE.
PERIOD OF CONTRACT TWO YEARS.
OTHER BENEFITS AS PER SAUDI
LABOUR LAW.

السكن مجاناً والتسهيلات الطبية مجاناً
فترة التجربة (٩٠) يوماً ٠ ساعات العمل يومياً (٨)
ساعات ١٦ أيام اسبوعياً والانتقال من مقر العمل
مجاناً إلى الكسب والعودة يومياً. والتذكر السفر
ذهاباً وإياباً مجاناً. مدة العقد سنتان والتسهيلات
الأخرى بموجب قانون العمل السعودي.

General Manager

المدير العام

شاهدني وزارة الخارجية
مستحق التوقيع
مستحق التوقيع

١٤٣٠
٢٧
شركة الغنيم التضامنة



الخوفا التجارية الصناعية بأبها
شركة الغنيم التضامنة
وعبدالله بن صالح بن محمد القاسم
السيرة
الرقم ١٤٣٠/١٢٤
الرقم ١٤٣٠/١٢٤
رقم الترخيص
٠٧/٢٢٩٥٤٥٨

التوقيع
عطار
شركة الغنيم التضامنة
عبد الرحمن وعبد الله أبناء صالح الغنيم
ص.ب. ٥٥٥٥٥ - طابو مشيطة



شركة الغنيم التضامنية

AL GHONEIM CO.

DATE: 20/1/2009

التاريخ: ٢٠٠٩/١/٢٠

POWER OF ATTORNEY

توكيل

KNOW ALL MEN BY THESE
PRESENT THAT WE DO HEREBY
APPOINT

M/s. Active Overeas Pvt. Ltd
Licence No: 237/058/059,
Kathmandu Nepal

ليكن معلوماً للجميع بأننا قد فوضنا

/السادة

M/s. Active Overeas Pvt. Ltd

ترخيص رقم 237/058/059

كاتمندو - نيبال

TO BE OUR TRUE AND LAWFULL
ATTORNEY AND REPRESENTATIVE
IN NEPAL IN RESPECT OF
RECRUITMENT OF NEPAL
MANPOWER AND HANDLING OF
ALL AFFAIRS CONCERNING
DEPOSIT OF SECURITY REGISTION
FEE ETC. WITH THE PROTECTOR
OF EMIGRANTS OF GOVT OF
NEPAL AND TO SIGN ALL
NECESSARY DOCUMENTS
REQUIRED BY THE SAID OFFICE
ON OUR BEHALF AND TO
ARRANGE THEIR PASSAGE AND
PASSPORTS ETC. AS PER VISA NO:
4101013639 DATE: 8/1/1430
FOR (19) NINETEEN PERSONS
Only.

ليكون وكيل شرعي وقانوني وممثل
عنا في مراجعة قنصليتكم للتوقيع
نيابة عنا على كافة الوثائق والأوراق
المطلوبة لغرض تسفير العمال
المطلوبين للعمل لدينا بالملكة العربية
السعودية وتنظيم أمور تسفير وإعداد
جوازات سفرهم حسب التأشيرة رقم
٤١٠١٠١٣٦٣٩ بتاريخ ١٤٣٠/١/٨هـ
لعدد (١٩) تسعة وعشر شخص فقط

General Manager

المدير العام





شركة الغنيم التضامنية

AL GHONEIM CO.

EMPLOYMENT CONTRACT

An agreement is reached between M/s. AL Ghoneim Co. PO BOX 1691, Abha, TEL: 9667-2294455, FAX: 9667-2295528 here in after called the EMPLOYEE & Mr..... Nepal national, holder of passport No:..... (here in after called "The Employee") The Employee accept and is willing to work as a On the following terms and conditions:

01. The Employer shall pay the wage of S.R seven Hundred Only per month.
02. Working hours will be 8 hours per day and six days per week.
03. Probationary period will be 3 months.
04. Duration of the contract will be 2 years.
05. Other benefites, terms and conditions as per Saudi laborlaw.
06. Over time, the employee shall require the employemee to work overtime whenever nessary (including holidayes). Such overtime will be paid as per Saudi labor law.
07. The employer will provide medical Facilities and insurance.
08. Termination of contract: giving one-month notice can terminate this contract by both parties.

Both parties have read and accepted the terms and conditions of this employment contract in full and have signed in agreement.

EMPLOYER

EMPLOYEE

General Manager
Al Ghoneim Company

Signatur & Thumb impression





شركة الغنيم التضامنية AL GHONEIM CO.

SERVICE AGREEMENT

This agreement is entered into between M/s. Al Ghoneim Co., PO BOX 1691, Abha, TEL: +9667-2294455, FAX: +9667-2295528, here in after called the FIRST PARTY & M/s. active Overseas Pvt. Ltd., P.O.Box :20660 Katmandu Nepal here in after called the SECOND PATRY, on this day 21/12/2008.

The parties here to have nagotiate and finalized agreement of recruitment of workers from Nepal, on the follwing terms and conditions.

01. The first party has agreed to provide the necessary documents such as Demand Letter Power of Attorney and Employment Contract ETC., to the Second party.
02. The first party shall be responsible to guaranty the fulfillment of all the conditions agreed upon by the employee regarding salary, accommodation and other condition and to make sure that the workers are paid their monthly salary on regular basis.

WHEREAS:

03. The second patry agrees to mobilize the recruit number of manpower for the First Patry.
04. The second patry agrees to explain the right facts, such as the employment terms and conditions, job specification salary accommodation etc., to the worker at the same time of interview.
05. The second patry agrees to provid specified workers for the recruit job orders on time.

AGREED:

06. Both parties agreed to co-operate each pther in fulfilling the demand for mutual benefits.

Both parties here to have discucced all the terms and conditions in details and agreed to all terms & conditions stipulated in this agreement and put their signature in two identical original, one to kept by each party.

FIREST PARTY

SECOND PARTY

GENERAL MANAGER

Active Overseas Pvt.Ltd.,





شركة الغنيم التضامنية
AL GHONEIM CO.

To:

The Director General
Government of Nepal,
Department of Labor and Employment Promotion,
Kathmandu – Nepale.

Sub: Guarantee Letter

Respected Dir,

This is in reference to our Demand Letter dated: 20/1/2009 issued to M/s.active Overseas Pvt. Ltd., holding Rescruitment License No:237/058/059 for processing and recruiting of total (19) Nineteen Nepalese workers as mention in our demand letter.

We hereby certify that the workers recruited under the above Demand Letter will be placed for work within the geological of the state of kingdom of Saudi Arabia, and guarantee that they will not be send to any other countries this purpose.

Thank You,
Yours sincerely,

General Meneger.
Al Ghoneim Company

