



SOCIAL
EMPLOYMENT
SERVICE (P) Ltd.



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

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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.



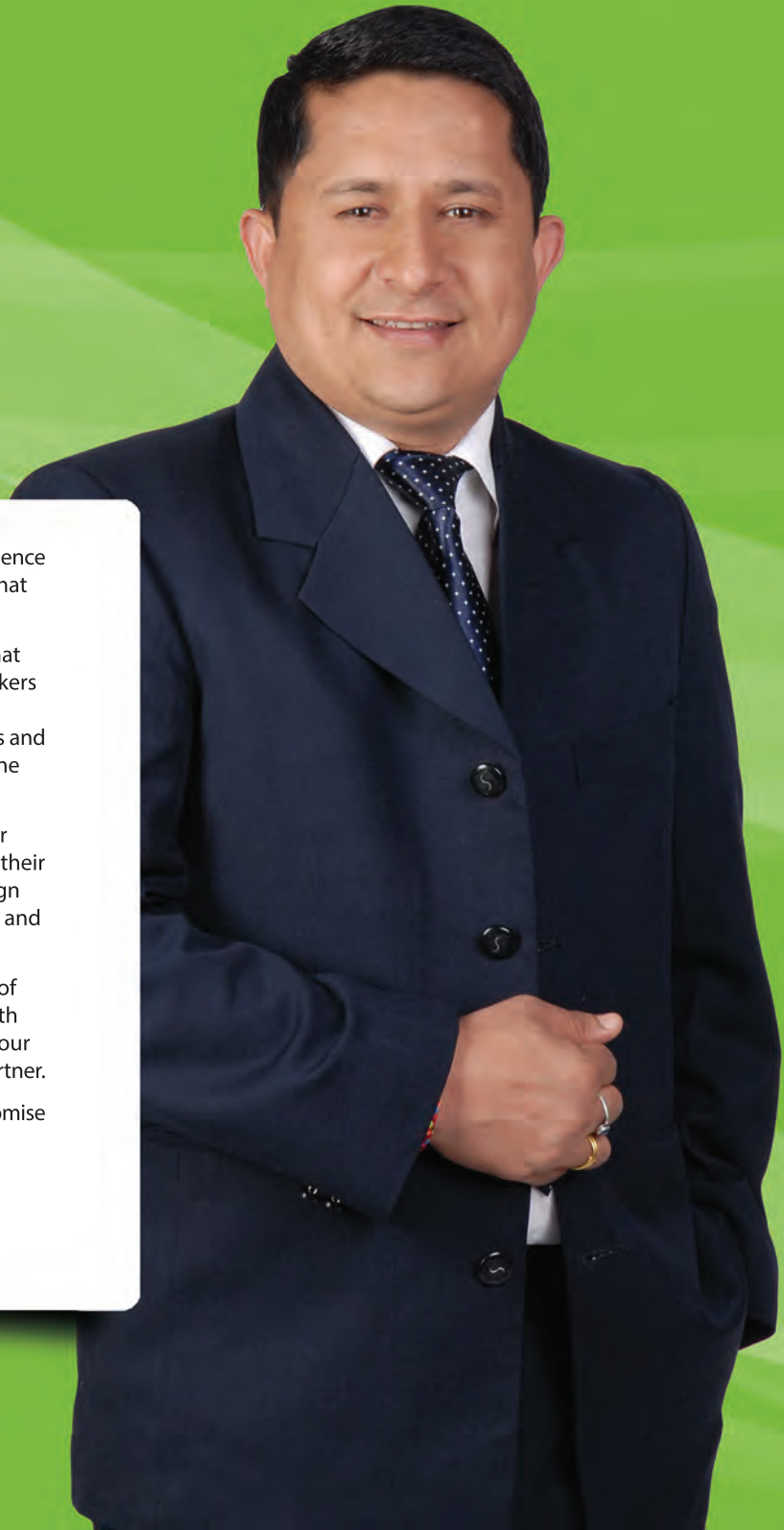
Message

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.



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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 - 311309K

AA Pyrodor Development
Sdn. Bhd.

Artwelz
Furniture Sdn Bhd

Artwelz Wood Industries Sdn. Bhd.

VBM

Vitar Bros. Manufacturing Sdn. Bhd.

CITY-LINK
Express

City-Link Express



Everespark Industries Sdn. Bhd.

Everts

THE BALLOON COMPANY
Everts The Balloon company
(Malaysia) Sdn. Bhd.

FBK

Fbk Automotive Components
(Malaydia) Sdn. Bhd.

GENESIS

Genesis
Spical Employment Services (P.) Ltd.



Hesin Aluminium Industries Sdn. Bhd.



Jasa Harapan Sdn. Bhd.



Kozato kizai sdn. Bhd.

MYM

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.

BANDO

Pengeluaran Getah Bando (M) Sdn. Bhd.



Pengg Young Enterprise Sdn. Bhd.



Plasman Plastic
Indrasties (M) Sdn. Bhd.



P U M Cullet Sdn. Bhd.

RNC

RNC Technology (M) Sdn. Bhd.

ServiceMASTER.

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

TCE Casting Sdn. Bhd.

U-NIAN

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



N.S. Uni-gloves Sdn. Bhd.



VBC Electro-Heat Sdn. Bhd.



Vision Inland Resources

YIK HONG

Yic Hong Furniture Sdn. Bhd.



Yick Hoe Metal Industries Sdn. Bhd.

ZDR

Zendo Rubber Sdn. Bhd.



Alpha Sierra Manpower
Sdn. Bhd.



Secom (Malaysia) Sdn. Bhd.



Sunway Keramo Sdn. Bhd.



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 Components (Malaysia) Sdn. Bhd.



Easy Sun Sdn. Bhd.



Hong Lee Heng Sdn. Bhd.



Halim Mazmin Berhad



Hatraat Meranti Sdn. Bhd.



Hercules Sdn. Bhd.



Khai wah Litho Printing Sdn. Bhd.



Kim Lun



Kossan Rubber Industries Bhd.



Ly Furniture Sdn. Bhd.



MAPA Gloves Sdn. Bhd.



Merryfair Social Employment Services (P.) Ltd.



MONIER



Ocean mineral Water (M) Sdn. Bhd.



OE Manufacturing Sdn. Bhd.



Nam Lee Pressed Metal Sdn. Bhd.



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.



Ramatek textiles Industrial Sdn. Bhd.



Royce Pharma Manufacturing Sdn. Bhd.



Zamria Sdn. Bhd.



Secom (Malaysia) Sdn. Bhd.



Paling Industries Sdn. Bhd.



TOA TECH (M) Sdn. Bhd.



ISO HITEC SECURITY SDN. BHD.



Progressive Security Services Sdn. Bhd.

Our valued clients



Acter Carton Enterprise Sdn Bhd



AE Technology Sdn Bhd



Al-Gashaba Trading Cont & Transporting



All Cosmos Industries Sdn Bhd



Allied Advantage Sdn Bhd



Balda Solutions (M) Sdn Bhd



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.



Masfloor 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.



Al Mana Steel Structures W.L.L.



Al-Aseel Transport Co.



Albahia Trading & Contracting Co.



Al-Hussaini Aluminium



Almana Trading Co. W.L.L.



Altratec Sdn. Bhd.



Anar Trading & Contracting W.L.L.



Aryzta Malaysia Sdn. Bhd.



Bila Hadoud Real Estate Marketing & General Services



English Hotbreads (Sel) Sdn. Bhd.



Friends Overseas Services W.L.L.



Kilang Makanan Mamee Sdn. Bhd.



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



Mapa Gloves Sdn Bhd



Muar Ban Lee Engineering Sdn. Bhd.



Rekal Jaya Security Services Sdn. Bhd.



Al Ertibat Transport & Trading W.L.L.



Al Rayyan Star Transportation And Rent Car



Al Sohul Al Zahabeia Trading & Contracting



BPO Plus W.L.L.



Corleone Contracting



Decoration Skyland



Folda Qatar W.L.L.



Hamed Nasser Al Fahad Trading & Contracting Co.

Jabal Senjar Trading & Cont. & Services



Mayoori Restaurant



Project Services Co-Qatar



Rajasthan Decoration

Zanbaq Cleaning & Service WLL



Albawakir Green Power



Vision Real Estate & Contracting



Fumio Trading and Contracting



Eastern Contracting & Supplies Co



Clarity Trading Company



Qatar Freighting Service



Al-Ma'alim National Trad. & Cont. Co. L.L.C.

Our valued clients



1 Security Services Sdn. Bhd.



Aamal Readymix



Alma Aluminium & Steel



KEENWAY INDUSTRIES SDN. BHD.
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



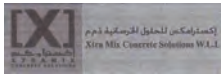
Vision Real Estate & Contracting



Arabian Wings



Winner Contracting &
Cleaning W.L.L.



Xtra Mix Concrete Solutions W.L.

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 addressed <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 <i>for more details: www.nepalembassy.com.my</i>
Qatar	:	QR 900.00 <i>for more details: www.nembdoha.com</i>
KSA	:	Unskilled - 900.00 Semi Skilled - 1,000.00 Skilled - 1,200.00 Professionals - 5,000.00 <i>for more details: www.neksa.org</i>
UAE	:	Unskilled - 900.00 Semi Skilled - 1,000.00 Skilled - 1,200.00 Highly Skilled - 5,000.00 AED 600+200 (food) <i>for more details: www.nepalembassyuae.org</i>
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.



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


CERTIFICATE

Pvt. Ltd.- 42589/063/064

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.


 Section Officer
 Reg. No. 94411
 Attested the seal and Signature of its Management Body/Section Officer Date: 24 APR 2007
 MINISTRY OF LAW, GOVERNMENT OF NEPAL
 LEGAL AND LEGISLATIVE AFFAIRS BOARD

38894
 Reg. No. 42589/063/064
 Date: 24 APR 2007

नेपाल सरकार
 उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय


प्रमाण-पत्र

श्री सोसियल इम्प्लोइमेन्ट सर्भिसेज प्राइभेट/पब्लिक लिमिटेड कम्पनी ऐन, २०६३ बसोजिम सम्बन्धित २०६३ साल... गते रोज ३ हुनाले यो प्रमाण-पत्र दिइएको छ ।

मिति : २०६३/८/११/३

सहयक रजिष्ट्रार

 सहायक रजिष्ट्रार

शर्त कम्पनी संस्थापकहरूले मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्राप्त गरिएको स्थापित हुनाले कानून अनुसार विद्यमान अनुमति सम्बन्धित विषयबाट सिपर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।

Licence Certificate - English

Eng./Nep. Translation
Dispatch No. 15.5.13
D.O. /


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)


Ganga Prasad Chemjong
Oct 15, 2007
Ganga Prasad Chemjong
(Section Officer)



وزارة الاقتصاد والتجارة
Ministry of Economy and Commerce

Registration and Commercial
Licenses Department

مستخرج ببعض بيانات السجل التجاري

إدارة التسجيل
والتراخيص التجارية

2016/01/12



عدد الفروع:	79238	رقم السجل التجاري:	
السمعة التجارية:	المير كوتراكتينغ أنت سيرفيسس	الاسم التجاري:	
تاريخ انتهاء السجل:	12/01/2016	تاريخ انشاء السجل:	
رأس المال:	شركة ذات مسؤولية محدودة	الشكل القانوني:	
جنسية المنشأة:	نشط	حالة السجل:	
معلومات الاتصال:		صندوق البريد:	
أرقام الاتصال:	+97450579067		

الشركاء

الاسم	رقم الاتيات	رقم السجل	الجنسية	السيرة	الحالة
هازي تهايا	27852429832		نيبال	24	
سامي عبدالله محمد عبدالكريم المير	26263400091		قطر	51	
جويندرا بهادور كانوال	06376154		نيبال	25	

المدرءاء (المخولون بالتوقيع)

الاسم	رقم الاتيات	رقم السجل	الجنسية	الصفة (الطالعة)
هازي تهايا	27852429832		نيبال	صلاحيات كاملة ومطلقة - مدير
سامي عبدالله محمد عبدالكريم المير	26263400091		قطر	صلاحيات كاملة ومطلقة - مدير
جويندرا بهادور كانوال	06376154		نيبال	صلاحيات كاملة ومطلقة - مدير



1 of 2
رقم السجل: 79238



غرفة قطر
QATAR CHAMBER

تشهد غرفة تجارة و صناعة قطر بان المنشأة المذكورة اعلاه سجلت لدينا

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
والتراخيص التجارية

مستخرج ببعض بيانات السجل التجاري

أعضاء مجلس الإدارة

الاسم	رقم الآليات	التسمية	الصفة (الضابطة)
-------	-------------	---------	-----------------

الأنشطة التجارية

اسم النشاط	الرقم
اعمال صيانة المصابيح	8110031
خدمات الضيافة	5510301

اسم النشاط	الرقم
اعمال الصيانة	4322301
التنظيف العام للمباني	812100
انشاءات عامه (مقاولات عامه)	4100001



2 of 2

رقم السجل : 79238



QATAR CHAMBER

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

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:

73027/A/0001/UK/En

Date of Issue: (Original)

11 February 2016

Date of Issue:

11 February 2016

Issue No:

1

Expiry Date:

14 September 2018

Issued by:

A handwritten signature in black ink, appearing to read 'Anbi', written over a white background.

On behalf of the Schemes Manager





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



THE
TRUE
CULTURED
MILK DRINK

DO NOT
USE DOCUMENT

18 February 2015

Social Employment Services (P) Ltd
Dhumbarahi – 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.

मन्त्रालयको माग भए पछि नेपाली कामदारको माग भए पछि स्वीकार गरिने
 माग १०५/१९१२ को Demand Letter. Power of Attorney
 तर्फबाट सम्वन्धित रोजगारदाता कम्पनीबाट जारी भए पछि
 तर्फबाट प्रमाणित गर्ने आदेश छ। यस मागपत्रको श्राधिकारितताको सम्बन्धित
 कम्पनीले पुर्याउनु पर्ने छ।
 आदेश प्राप्त गर्ने - जितीन्द्र व. शर्मा
 को नाम - जितीन्द्र व. शर्मा
 पद - सहायक
 मिति - १८/०२/२०१५
 इच्छा भए पछि मात्रै कार्य गर्न मिल्ने।

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.



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, 46800 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7955 4388 Fax: 03-7955 2097
Website: www.mmsb.com.my



Date: 18 February 2015

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.

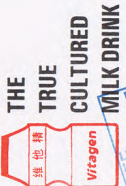
Yours sincerely,

Employer's Authorised Signature
Name: Mohd Noor Bin Md Isa
Designation: Personnel Manager
NRIC No.: 640504-04-5655
Company's Stamp:
Attested in the country of employment by:
Embassy of Nepal in Kuala Lumpur

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



PALANIMAH MUTU
NOTARY PUBLIC
202, BLOCK A,
KELANA BUSINESS CENTRE
NO. 97, JALAN SS7/2
47301 PETALING JAYA.



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, 46800 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7955 4388 Fax: 03-7955 2097
Website: www.mmsb.com.my



Date: 18 February 2015

RE: POWER OF ATTORNEY

We, Messrs **Malaysia Milk Sdn Bhd (8372P)** address: **No.7, Jalan 19/1 46300 Petaling Jaya, Selangor**. Do hereby appoint **Social Employment Services (P) Ltd** holding recruiting license no. **678/063/064 Dhumbarahi, Kathmandu - 04, Nepal** to be our true and lawful attorney and recruiting agent in Nepal for the purpose of handling all the affairs associated with recruiting of workers for employment with our company, to sign all necessary documents and employment contracts required by the laws and regulations of Nepal, to arrange for passport and for visa endorsement with the embassy concerned to make arrangement for the workers' passage to the job site.

The power of attorney shall remain valid till the workers arrive at our factory in Malaysia and this power of attorney is non-transferable and irrevocable.

In witness whereof we have executed this document on

Employer's Authorised Signature
Name: Mohd Noor Bin Md Isa
Designation: Personnel Manager
NRIC No.: 640504-04-5655
Company's Stamp:
Attested in the country of employment by:
Embassy of Nepal in Kuala Lumpur

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



PALANIMAH MUTU
NOTARY PUBLIC
202, BLOCK A,
KELANA BUSINESS CENTRE
NO. 97, JALAN SS7/2
47301 PETALING JAYA.



Malaysia Milk Sendirian Berhad (8372 P)

No. 7, Jalan 191, 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 2087
Website: www.mmsb.com.my



EMPLOYMENT CONTRACT
DO NOT USE DOCUMENT

This employment contract is made between **MALAYSIA MILK SDN BHD, No.7 Jalan 191/1 46300 Petaling Jaya** (herein after called the **EMPLOYER**) and **SOCIAL EMPLOYMENT SERVICES (P) LTD, DHUMBARAHI, KATHMANDU-04, NEPAL**, which shall be joint and severally responsible for compliance herewith;

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.



Malaysia Milk Sendirian Berhad (8372 P)

No. 7, Jalan 191, 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 2087
Website: www.mmsb.com.my

Agency Agreement

Date: 18 February 2015

This agreement is made between **Malaysia Milk Sdn Bhd (8372 P)** (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 (KLIA) 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

Mohd Noor Bin Md Isa

Employer's Authorised Signature

Name: Mohd Noor Bin Md Isa

Designation: Personnel Manager

NRIC No.: 640504-04-5655

Company's Stamp

Mohd Noor Bin Md Isa
Personnel Manager
No. 7, Jalan 191, 46300 Petaling Jaya
Tel: 03-79554388 Fax: 03-7955 2087

The Second Party

Signature: *Atiqah*
Name: *Atiqah*
Designation: *Business*

Signature: *Atiqah*

Name: *Atiqah*

Designation: *Business*



PALAKKIDAMAH MUTU
NOTARY PUBLIC
202 BLOSSOM CENTRE
KELANA JALAN SS7/2
NO. 97, JALAN SS7/2
47301, PETALING JAYA.



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



**THE
TRUE
CULTURED
MILK DRINK**

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

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



PALANIMMAH MUTU
NOTARY PUBLIC
202 BLOCK A,
KELANA BUSINESS CENTRE
NO: 97, JALAN SS7/2
47301 PETALING JAYA.



Malaysia Milk Sendirian Berhad (8372 P)

No. 7, Jalan 19/1, 46300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan Sepangangit, 46960 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7955 4388 Fax: 03-7955 2397
Website: www.mmsb.com.my



Date: 18 February 2015

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,

Employer's Authorised Signature

Name: Mohd Noor Bin Md Isa

Designation: Personnel Manager

NRIC No.: 640504-04-5655

Company's Stamp:

Mohd Noor Bin Md Isa
Personnel Manager
MALAYSIA MILK SENDIRIAN BERHAD (8372P)
No. 7, Jalan 19/1, 46300 Petaling Jaya
Tel: 03-79554388 Fax: 03-7955 2397



PAL MAMAH MUTU
NOTARY PUBLIC
202 BLOK A,
KELANA BUSINESS CENTRE,
NO: 97, JALAN SS7/2
47301 PETALING JAYA.

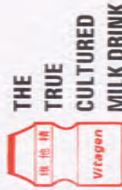
Attested in the country of employment by:

Embassy of Nepal in Kuala Lumpur



Malaysia Milk Sendirian Berhad (8372 P)

No. 7, Jalan 19/1, 46300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
P. O. Box No. 1026, Jalan Sepangangit, 46960 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: 03-7955 4388 Fax: 03-7955 2397
Website: www.mmsb.com.my



Date: 18 February 2015

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



Dear Sir

SOCIAL EMPLOYMENT SERVICES (P) LTD

We have appointed **Social Employment Services (P) Ltd** holding recruiting license no. **678/063/064 Dhunbarathi, Kathmandu - 04, 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/16031/EBAN/14469** dated **17 February 2015**.

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

Yours sincerely

Employer's Authorised Signature

Name: Mohd Noor Bin Md Isa

Designation: Personnel Manager

NRIC No.: 640504-04-5655

Company's Stamp:

Mohd Noor Bin Md Isa
Personnel Manager
MALAYSIA MILK SENDIRIAN BERHAD (8372P)
No. 7, Jalan 19/1, 46300 Petaling Jaya
Tel: 03-79554388 Fax: 03-7955 2397



PAL MAMAH MUTU
NOTARY PUBLIC
202 BLOK A,
KELANA BUSINESS CENTRE,
NO: 97, JALAN SS7/2
47301 PETALING JAYA.

Attested in the country of employment by:

Embassy of Nepal in Kuala Lumpur



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

Date: 18 February 2015

RE: POWER OF ATTORNEY

We, Messrs Malaysia Milk Sdn Bhd (8372P) address: No.7, Jalan 19/1 46300 Petaling Jaya, Selangor. Do hereby appoint **Social Employment Services (P) Ltd** holding recruiting license no. 678/063/064 **Dhumbarahi, Kathmandu - 04, Nepal** to be our true and lawful attorney and recruiting agent in Nepal for the purpose of handling all the affairs associated with recruiting of workers for employment with our company, to sign all necessary documents and employment contracts required by the laws and regulations of Nepal, to arrange for passport and for visa endorsement with the embassy concerned to make arrangement for the workers' passage to the job site.

The power of attorney shall remain valid till the workers arrive at our factory in Malaysia and this power of attorney is non-transferable and irrevocable.

In witness whereof we have executed this document on

Employer's Authorised Signature

Name: Mohd Noor Bin Md Isa

Designation: Personnel Manager

NRIC No.: 640504-04-5655

Company's Stamp:

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

Embassy of Nepal in Kuala Lumpur

Attested in the country of employment by:



Pranimmah Mutu
NOTARY PUBLIC
202 BLOCK A,
KELANA BUSINESS CENTRE
NO: 97, JALAN SS7/2
47301 PETALING JAYA.



Malaysia Milk Sendirian Berhad (8372 P)
No. 7, Jalan 19/1, 46300 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
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Tel: 03-7955 4388 Fax: 03-7955 2097
Website: www.mmsb.com.my

18 February 2015

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

Dear Sir

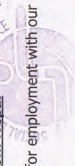
Demand Letter For Recruitment Of Workers From Nepal

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
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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
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 - b. That the Employee shall not change his employment during the contract period and shall not carry on do business without the written permission from the Employer.
 - c. That if the Employee is found creating social problems and then engages in any illegal subversive or criminal activities, and then he will be dismissed with.



Malaysia Milk Sdn Bhd
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



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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
تليفون: ٤٤٠٦٩٤٤٤، ٤٤٠٦٩٤٤٥، ٤٤٠٦٩٤٤٦، ٤٤٠٦٩٤٤٧، ٤٤٠٦٩٤٤٨ (+٩٧٤)
فاكس: ٤٤٢٧٠٢٥٨ (+٩٧٤)
E-mail:diplomatdoha@qatar.net.qa
Web.: www.diplomatgroup.org

DEMAND LETTER

Date: 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/-

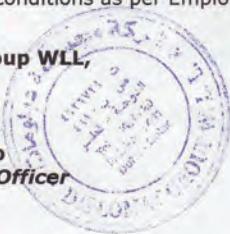
Upon our final approval for the selected candidates the following Terms & Conditions shall be applied:


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
Gratuity : 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





CITY-LINK EXPRESS (M) SDN BHD
 9300A, CITY-LINK, No. 3A, Jalan Akalis, U1/22,
 Seksyen 13, Petaling Jaya, Selangor,
 40000 Shah Alam, Selangor Darul Ehsan,
 Malaysia.
 General Line: 03-5585 8599
 Fax: 03-5585 8599
 Customer Service Hotline: 03-5533 3800
 www.citylinkexpress.com

USED DOCUMENT

Handwritten: 15/04/2014

City-Link (M) Sdn Bhd
 Lot 17 & 18, Lorong Bunga Tanjung 3/1
 Semawang Industrial Park
 70400 Seremban
 Negeri Sembilan
 Malaysia
 Tel : (06) 6779106, 6779300, 6778388
 Fax : (06) 6779388

Date: 15th April 2014

Social Employment Services Pvt. Ltd.
 (Nepal Govt. Ministry of Labour License No. 678/063/064)
 Dhumbarahi, Kathmandu, Nepal


Dear Sir,


Re: DEMAND LETTER FOR RECRUITMENT OF GENERAL WORKERS FROM NEPAL


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

Our recruitment terms and conditions are follows:

- Number of Workers :** 50 (Fifty) Candidates
- Employee's job title or position:** General Worker
- Job Category :** Manufacturing
- Age :** 18-35 years old
- Contract Period :** 3 Years. The Contract of Employment may be extended for a further period of one (1) year subject to work performance and subject to the approval and sanction from the authorities in Malaysia.
- Salary Allowance:**
 - a) Food : RM-
 - b) Attendance : RM-
 - Overtime (2 hours per day) : RM 337.00
 - Total Monthly Salary (minimum) : RM 1,237.00
- Working Days :** Monday to Saturday







Ceramic Tec Innovative Ceramic Engineering
 (M) Sdn Bhd
 (Company No. 232897 V)
 Lot 17 & 18, Lorong Bunga Tanjung 3/1
 Semawang Industrial Park
 70400 Seremban
 Negeri Sembilan
 Malaysia
 Tel : (06) 6779106, 6779300, 6778388
 Fax : (06) 6779388

USED DOCUMENT

Handwritten: 16/04/2014

Date: 16.04.2013

SOCIAL EMPLOYMENT SERVICES (P) LTD
 (License No. 678/063/064)
 PO.BOX 12206 Dhumbarahi,
 Kathmandu, Nepal.

Re : Letter of Demand for Recruiting Nepalese Workers


Referring to the approval we have obtained from the Malaysian Government this is to confirm that we have appointed your company to aid us in the recruitment of female factory workers from Nepal.


Recruitment is conditioned and subjected to approval of valid calling visa and work permits by the Malaysian Government.

Workers recruited shall be subjected to the following main terms and conditions:-

- Number of Workers :** 70 Manufacturing Workers (female)
- Job Category :** Factory Worker
- Contract Period :** Minimum 3 (three) years
- Age :** 21 –40 years old
- Working Hours :** 8 hours per day
- Working Days :** Monday to Saturday / 6 (six) days per week
 = RM 900,00/8 hrs per day/48 hrs per week)
 =RM 2,00 per day x 26 days per month
- Salary Basic :** Provided by Employer
- Attendance :** Provided by Employer
- Food Allowance :** 3 hours overtime daily
- Overtime :** =RM 520,00 per month

TOTAL : = RM1472.00
 (*Minimum guaranteed gross salary RM1300,00)







KILANG MAKANAN MAMEE SDN. BHD.
(Company No. 51103-K)



Date: 16/06/2014

To,
Social Employment Services Pvt. Ltd.
 P.O Box No.: 12206
 Dhumbarahi,
 Kathmandu, Nepal
 (Recruiting Licence No.: 678/063/064)

Dear Sir,

Re: Demand Letter for Recruitment of 200 workers from Nepal

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

Our recruitment terms and conditions are as follows:

1. **Number of Workers** : 200 workers
2. **Job Category** : Production Operator
3. **Age** : 19-35 years old
4. **Contract Period** : 3 years
5. **Salary** :


a) Overtime	: (RM 6.49/hour X 45 hrs estimation)
	= RM 900.00
	= RM 292.05
Total	= RM 1192.05

Deduction:

i) Hostel	= RM 50.00
ii) Levy	= RM 105.00
Total	= RM 1,037.50

Head Office : Lot 1, Air Keroh Industrial Estate, 75450 Melaka, Malaysia.
 Telephone : +606 2324465-9 Fax : +606 232 9696


Factory : Lot 753, Prestarian Subang Indah, Off Prestarian Subang, 47500 Subang Jaya, Selangor Darul Ehsan Malaysia.
 Telephone : +603 5632 5588 Fax : +603 5632 0622



Our Ref : HR/ADM/12/HR/nh/221214(449)

22nd December 2014

Social Employment Service (P) Ltd.
 Dhumbarahi-04
 Kathmandu, Nepal
 Recruiting Licence no. 678 / 063 / 064



Dear Sir/Madam,


Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

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

Our recruitment terms and conditions are as follows:-

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



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

Head Office : Lot 1, Air Keroh Industrial Estate, 75450 Melaka, Malaysia.
 Telephone : +606 2324465-9 Fax : +606 232 9696

Factory : Lot 753, Prestarian Subang Indah, Off Prestarian Subang, 47500 Subang Jaya, Selangor Darul Ehsan Malaysia.
 Telephone : +603 5632 5588 Fax : +603 5632 0622





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 | : 2 (Two) years - Renewable |
| 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 | : Provided by the company |
| 10. Other terms and conditions: | As per Qatar Labour Law |

First Party

Second Party

M/s. Penta Interiors & Furniture,





سيراف للمشاريع

SIRAF ENTERPRISES

Date: - 12th MAY, 2014
Social Employment Services Pvt. Ltd
P.O. Box. No: 12206; Dhumabri-04, Kathamandu, 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





www.sesnepal.com

P.O.Box No.: 12206
Dhumbarahi, Kathmandu, Nepal
T : +977 1 4527061 / 4527065
E : info@sesnepal.com/gsesnepal@gmail.com
W : www.sesnepal.com