

ON YOUR COMPANY LETTER HEAD

Date:.....

APPOLO OVERSEAS SERVICES (P) LTD.

G. P. Box: 25038, Samakhushi
Kathmandu, Nepal
Licence No.: 586/062/063

Dear Sir,

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 alias with relevant authorities concerning recruitment.

Our requirement and term of employment are as follow:

1. **No. of workers** :
2. **Job category** :
3. **Age** :
4. **Contract Period** :
5. **Salary**
Basic monthly salary:.....
Allowance:
Normal Overtime (.....)
Total:.....
6. **Working Days** :
7. **Working Hours** : 8 hours per day/48 hours per week
8. **Overtime** : In accordance with Labour Law
9. **Workmen Compensation** : In accordance with Labour Law
10. **Accommodation** :
 - a) The employer shall provide free accommodation complete with cooking facilities and electricity supply.
 - b) The employee shall be accommodated in a house/room shared with reasonable number of employees.
 - c) The employee is strictly prohibited to bring in friends or relatives to stay n the quarters.
11. **Transportation** :.....

- 12. **Government Levy (Only for Malaysia)**
.....
- 13. **Leave Benefits**
In accordance with..... Law
- 14. **Employee’s Provident Fund (EPF)**
.....
- 15. **Air Ticket**
.....
- 16. **Yearly Medical**
.....
- 17. **Restriction**
.....
- 18. **Termination of Service**
On the occurrence of any of the following events the employer reserves the right to terminate this agreement in accordance with the provision of Employment Act under intimation to the Royal Nepalese Consulate in

 - a.
 - b.
 - c.
 - d.

Kindly arrange to recruit the above-mentioned categories at the earliest. Thank you.

Yours faithfully,

Attested in the country of Employment

.....
Authorized Signatory
Name:

Royal Nepalese Ambassador/Consulate