

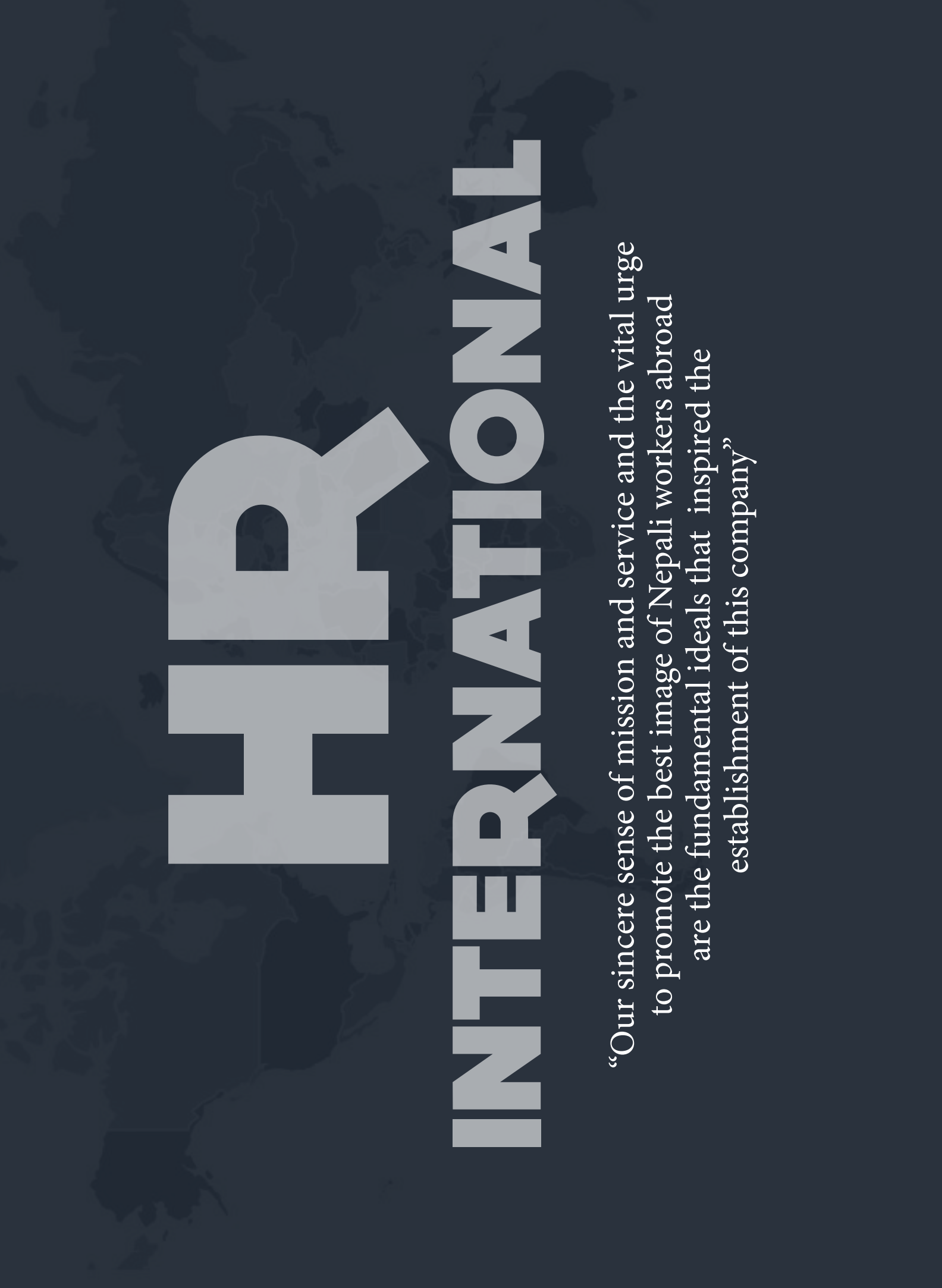
# Creating Opportunities Worldwide

The background features a collage of construction workers in various settings, overlaid with a grid pattern. In the lower half, a globe shows the Americas with several white dashed lines and circular markers indicating global reach.

**H.R.**  
**INTERNATIONAL**

A Leading Manpower Company

(AN ISO 9001-2008 CERTIFIED & RBA VALIDATED COMPANY)



# HR INTERNATIONAL

“Our sincere sense of mission and service and the vital urge  
to promote the best image of Nepali workers abroad  
are the fundamental ideals that inspired the  
establishment of this company”

# MESSAGE FROM MANAGING DIRECTOR



It is a pleasure to introduce you the H.R. International Employment Service Pvt. Ltd, a company with a modest beginning which has now grown dramatically as one of the few pioneers in the industry.

From the very beginning, the company's incorporators aimed into becoming one of the Nepal's leading Manpower agency, soliciting only the best and high skilled Nepalese for overseas deployment. For more than 19 years, H.R. International has proven its efficiency in deploying only the best personnel abroad.

H.R. International is a placement and consultancy company involved in deploying highly skilled professionals and also the unskilled manpower to the local and overseas companies/clients. For over 19 years, H.R. International prides itself as an institution in the industry that has withstood the test of time. We operate in an environment that lives with our credo "quality manpower deployed in time".

Established in 2001 H.R. International has received several awards and testimonials from various clients worldwide that continues to use H.R. International as their recruitment agency in Nepal. H.R. International has also been cited for its exemplary performances by the overseas placement association of Nepal, various worker's organizations, NGO's and INGO's and thousands of well placed Nepalese workers overseas who have acknowledged the vital role of H.R. International in giving them employment opportunities.

H.R. International strives to maintain the high standards of recruitment management by adhering to the exacting standards while at the same time exploring new and emerging best practices in the recruitment business to be applied at the work place.

## **Mr. Naresh Gelal**

Email: [chairman@hrinter.com](mailto:chairman@hrinter.com)

Mobile: ☎ +977 9801039487



## ABOUT NEPAL

Nepal is a landlocked sovereign state located in South Asia. It is located in the Himalays and bordered to north by China and to the south, east and west by India. The mountainous north has eight of the world's ten tallest mountains, including the highest point on Earth, Mount Everest, called Sagarmatha in Nepali.

Lumbini is a Buddhist pilgrimage site and UNESCO World Heritage Site in the Kapilavastu district is held to be the birthplace of Gautam Buddha, gave birth to the Buddhist tradition.

Nepal is known as a land of people who remain happy and bring smile in their faces even in the adverse situations. In Total, honesty, courage,

simplicity and hard work with an inborn sense of loyalty characterize the tranquil Nepalese way of life.

Nepal has been providing manpower to overseas countries for nearly two centuries now. The Nepalese were the first to be hired by the British East India Company in 1814 when they came to India during their Far-Eastern Crusade and controlled much of India. Impressed with the loyalty, honesty and bravery of the Nepalese people, the British also hired Nepalese Gurkhas for their military force and ever since the Nepalese Gurkhas have been an integral part of British Army.



■ Mt. Everest  
Highest Point on Earth



## INTRODUCTION OF COMPANY

H.R. International is one of the major recruitment agencies in Nepal established in October 2001 under department of Labour, the government regulatory body for the recruitment agencies.

Our sincere sense of mission and service and the vital urge to promote the best image of Nepali workers abroad are the fundamental ideas that inspired the establishment of this Company. With on-the-job experience in Nepal recruitment over past 19 years, H.R. International inspite of very stiff competition is more than ever confident in its ability to work effectively within its clients.

From the very beginning, the company specializes in the deployment of factory workers, Security Guards, Professionals, skilled, semiskilled and unskilled manpower. The deployment to the Gulf countries as UAE Saudi, Qatar, Oman, Bahrain, Kuwait, Turkey

and Malaysia. Holland and Canada are the upcoming destinations for Nepalese for which we are looking forward to establish a good reputation very soon.

Based on its proficiency and clean record with Ministry of Labour, Department of Labour, Government agencies regulating the deployment of Nepalese workers abroad, H.R. International ranked as one of the top 5 best agencies that deployed manpower to different countries.

H.R. International philosophy is based on the concept of quality and speed which can be best achieved by people with experience in the business. We have well-trained, hardworking and dedicated individuals which provides the opportunity to demonstrate its efficiency and its potential.



# HISTORY

For the bravery shown by the Gurkhas during the first and the second world wars, the Gurkha soldiers have been awarded more than dozen Victoria Cross. And to this day they continue to enjoy the highest reputation for their vigour and quality of services all over the world.

Nepalese workers are simple minded, laborious, extremely loyal to their employers, having high sense of responsibility and discipline. During the last two Great World Wars, the Nepalese have proven their ability to adapt to any climatic condition and continue to discharge their duties relentlessly.

Over the past few years a growing number of employers from overseas have been attracted to Nepal for recruitment of manpower to cope with the increasing manpower requirement in their respective countries.



Nepalese workers are simple minded, laborious, extremely loyal to their employers, having high sense of responsibility and discipline.

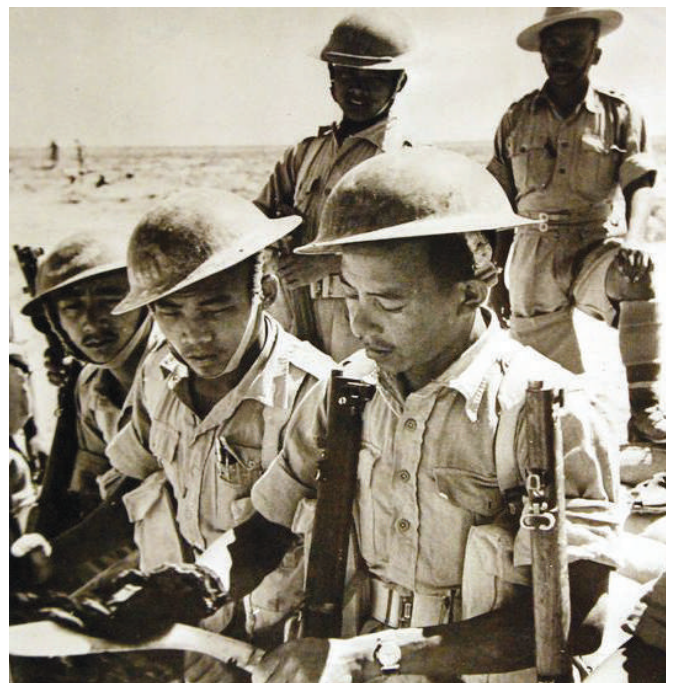


# SECURITY SERVICES

Nepalese feel pride and glory about the history of their ancestor 'Gurkhas' who earned name and fame globally for bravery and honesty. Thus, they are passionate about working as a security personnel. We are the human resource company to provide international standard security services. We are well equipped with the decent security tools for the training to ensure effectiveness and international standards.

HR International is well known among the Security Companies in the international market including for its quality services. The company provides standard training courses in Nepal that have been very useful to those seeking career in security industry in the international market.

HR International is continuously striving for the betterment in quality service, and also upgrading the standard and inclusion of latest technology and tools in its services.





# SECURITY SERVICES

## ASSESSMENT AND RECRUITMENT

Our proven Security recruitment assessment and selection method ensure that we identify the talent with the necessary skill and personal attributes that will add value to your esteemed organization.

## WORKFORCE TRAINING AND PROFESSIONAL DEVELOPMENT

We offer a full array of resources from small business staff to customized programme for all security process and Standard Operation Procedures to ensure that your security personnel has the skill and knowledge needed to drive your business forward.



## OUTSOURCING

We provide innovative outsourcing solution across a wide range of disciplines. The world's leading companies turn to us for talent based outsourcing security recruitment process and borderless talent solution.



## VISION

## MISSION

Our mission is to provide our clients the best service with smile, professionalism and integrity. All the same time, we do have a thought of improving the quality of life of Nepalese willing to risk abroad under unfamiliar circumstances. It acknowledges its social responsibility and extending a helping hand to its clients not only during the recruitment process but all throughout the duration of the employment up to the time the workers returns safely in the comfort of his/her family. On the other hand we are dedicated to satisfy all our clients with superior quality service resulting in quality applicant with our excellence, leadership and integrity in the industry. Our mission also includes building the strength of our organization, our people, our management team and our financial resources to achieve continuous growth and profitability for our Company.



We H.R. International , envision the company to be at the forefront of overseas recruitment business. We will be seen as a centre of excellence trailblazing and espousing the best practices in the industry within the bounds of the law.

Together, we shall be acknowledge by our government, the industry and by all clients we serve, the H.R. International is one of the best recruitment companies in Nepal in terms of management effectiveness.



# SERVICES

We employ effective methods for searching, recruiting and screening candidates according to the client's specific needs and recruitments. The candidates must pass through screening process before referring them to any client to have final screening for acceptance. Feedback and constant communication with our clients is one of the key in ensuring better talents.

- Identify and supply qualified, experiences, well trained and dedicated work force to valued clients.
- Match the right people with right jobs as efficiently and as smoothly as possible.
- Maintain and continuously reexamine the quality of services that we provide to all our applicants and employers.
- Continuously seek feedback so as to pro-actively meet the stated needs of our applicant's employers.

H.R. International has deployed workers of various categories to Malaysia, Saudi Arabia, United Arab Emirates, Bahrain, Oman, Qatar, Israel, etc.



## Professional

Engineer/Architect/ Auditor/Doctor/Teacher.



## Skilled Labor

Welder / Fitter/ Electrician/Scaffolder/ Bartender/ Carpenter Concrete Finisher/ Insulator / Heavy Duty Mechanics.



### **Hotel/Service Industry**

Manager/Accountant/ Receptionist/ Clerk/ Bell Boy/ House Keeper/ Waiter/ Waitress/ Cook/ Chef/ Gardener/ Cleaner/ Cashier/ Store Keeper/ Sales Person/ Supervisor/ Loader.



### **Unskilled Labor**

General Labor/ Cleaners/ Sweepers.



### **Semi-Skilled**

Labor/ Heavy Duty Driver/ Light Duty Driver/ Crane Operator/ Fork Lift operator.



### **Domestic Maid**

Nanny Nurse/ Caregiver/ Agriculture Worker/ Farmer.



Construction, Gas and pipeline Industry and Marine sector.



## CAREER MANAGEMENT

We help you respond to change marketing condition and emerging business opportunities by strategically mobilizing and sizing your business, minimise turnover and maintain productivity.

Our company, H.R. International is one of the global leader in contingent and permanent staffing providing organisation of all size with a continuum of staffing solution to enhance business agility and competitiveness.

H.R. International help you to manage the ever changing talent in today's world of work in which rapid access to the right talent is a powerful competitive advantage with our thorough understanding of staffing trend and our deep pool of highly qualified candidates.

H.R. International can deliver the talent matching the right individual to the right job faster and with better business result.

## WHAT SETS HR INTERNATIONAL APART

- A. BETTER SPEED
- B. BETTER SKILL

## OUR CABABILITIES

- A. TALENT RESOURCING
- B. WORKFORCE MANAGEMENT

## OUR AREA OF EXPERTISE

- A. CANDIDATE RECUIRTMENT PROCESS
- B. CUSTOMISED DELIVERY OPTION.



# BUSINESS PROCEDURE

## Agreement:

Upon fixing terms and conditions, between Principal and H.R. International, agreement is executed between themselves, precisely incorporating the terms and conditions regarding demand and supply of manpower from Nepal.

## Visa Advice:

The visa advice also duly endorsed and attested as stated above should reach the concerned embassy in Nepal, and a photocopy should simultaneously reach H.R. International for presentation to the concerned Embassy and doing the needful.

This documents are required by Ministry of Labor, process and finally mobilize workers for overseas Employment.

## Power of Attorney:

A power of attorney is to be drawn by the Principal duly authorizing H.R. International to carry out the supply of Nepali manpower including meeting up the necessary formalities with regard to passport, visa from respective embassies of Nepal.

## Ticketing and Reservation:

Ticketing and Reservation is a technical task that demands professional skills to make journey free from all kinds of worries.

## Demand Letter:

A demand letter is to be issued by Employer in favor of H.R. International which it should be clearly stating job categories, number of workers, monthly salaries period of contract and other amenities of workers at site such as food, medical treatment and accommodation which in most cases, are provided free of cost or alternatively allowance payable in lieu thereof. The demand letter must be duly endorsed by Ministry of Labor, and finally existing embassy / High Commission in the country of employment.

## Post Employment Service:

Our overseas representatives provide post employment service to our workers employed by the foreign companies to look after their welfare; try to solve problems of workers, if any, in consultation with the employers.



# TRAVEL & TOURS



Dear Valued Customers!!!!

Thank you for an amazing 10 years! We look forward to our future and the relationships that we will cultivate with you and our official partners!! With your continued support, We are sure that the next 10 years would be better than the last ten. Thanks to all of our clients and staffs

## **“LET US SHOW YOU THE WORLD”**

**With our passion, experience and meticulous planning, we promise to weave memories you will cherish forever.**

One travels to take a break from once stressful life not to take further more stress of managing the travel. With the same thought, Sea link holidays was established.

We truly believe and promote eco-tourism. With abundance of natural beauty and a whole range of adventure options, we, Sea links, converge on showcasing our guests the real, raw Nepal.



**H.R.**  
INTERNATIONAL



# TRADE CENTER

H. R. International Employment Services has its own trade center where training is given to different categories of skills. Those categories includes carpenter, mason, plumber, electrician, tile fixture, painter etc. This training aims to prepare semi-skilled manpower out of non-skilled candidates which increase the range of salaries offered to the candidates.

This trade center is also used at the time of interview for trade category to show practical expertise of those candidates to the interviewer at selection process. Having own training center also minimizes the hassle of searching training institutes for the interested candidates who want to go for semi-skilled jobs.



Once these candidates successfully completes the skilled training, a certificate is issued as the proof of their completion of training. The training period ranges from fifteen days to one month depending upon the category.

**B. E Engineering Pvt. Ltd**  
Basundhara, Kathmandu, Nepal



# ORIENTATION

## Genuine Orientation Training and Research Center

Affiliated to H.R.International Employment Service Pvt. Ltd. (Managing Director – Mr. Naresh Gelal)

To get the final approval for working visa, every possible migrant workers should take the training program. It is a two days class total of eleven hours. This training involves

- How to go to abroad?
- Who to contact for authorities information about work permit and visas?
- How to choose requirement wisely?
- Where to pay money for visa, ticket and other information regarding payment.
- What medicine you should take while going to foreign country.
- How to stay safe in foreign country?
- Weather, climate and lifestyle of the foreign country.
- Labour law of the foreign country.
- Where is embassy and how to communicate to the embassy in case of urgency and need?
- Traffic rules about the country.
- Maintaining good relationship with working company and discipline.

For female, there are special training regarding foreign work environment. How to handle domestic care and how to avoid possible violent.

After the successful completion of the training and orientation program, each trainer is verified by biometric system which is recorded and monitored by Government of Nepal. This result can be seen at the time of work permit approval and immigration section of airport too.

# SATISFIED CLIENTS



# SATISFIED CLIENTS



# SATISFIED CLIENTS



# SATISFIED CLIENTS

**SKIDATA**  
KUDELSKI GROUP

**GLIT**  
Ghim Li Fashion (M) Sdn. Bhd.

**ParkHelp**  
Mobility & Sustainability Solutions

**يونيمال UNIMAC**  
SEWAGE TREATMENT



**PILING**

**ABYAT**  
HOME OF HOMES

**KOSSAN**  
**PAINT**

**OBS**  
GROUP

**INDIPCO**

**الجريسي JERAISY**  
الجريسي بيت الرياض  
JERAISY RIYADH HOUSE

**LOCVEST**  
SECURITY SERVICES SDN BHD  
(839076-W)

**شركة ابن عميرة**  
IBN OMAIRAH Co.

**JOTUN**

**WRP** Your Partner In Protection™

**mik** MIK PRECISION INDUSTRIES SDN BHD

**aDawlah** **الدولة**  
Electronic Appliances للأجهزة الإلكترونية

**Top Design**  
FURNITURE LLC

**AnelKSA**  
5 Star Technology Engineering Platform

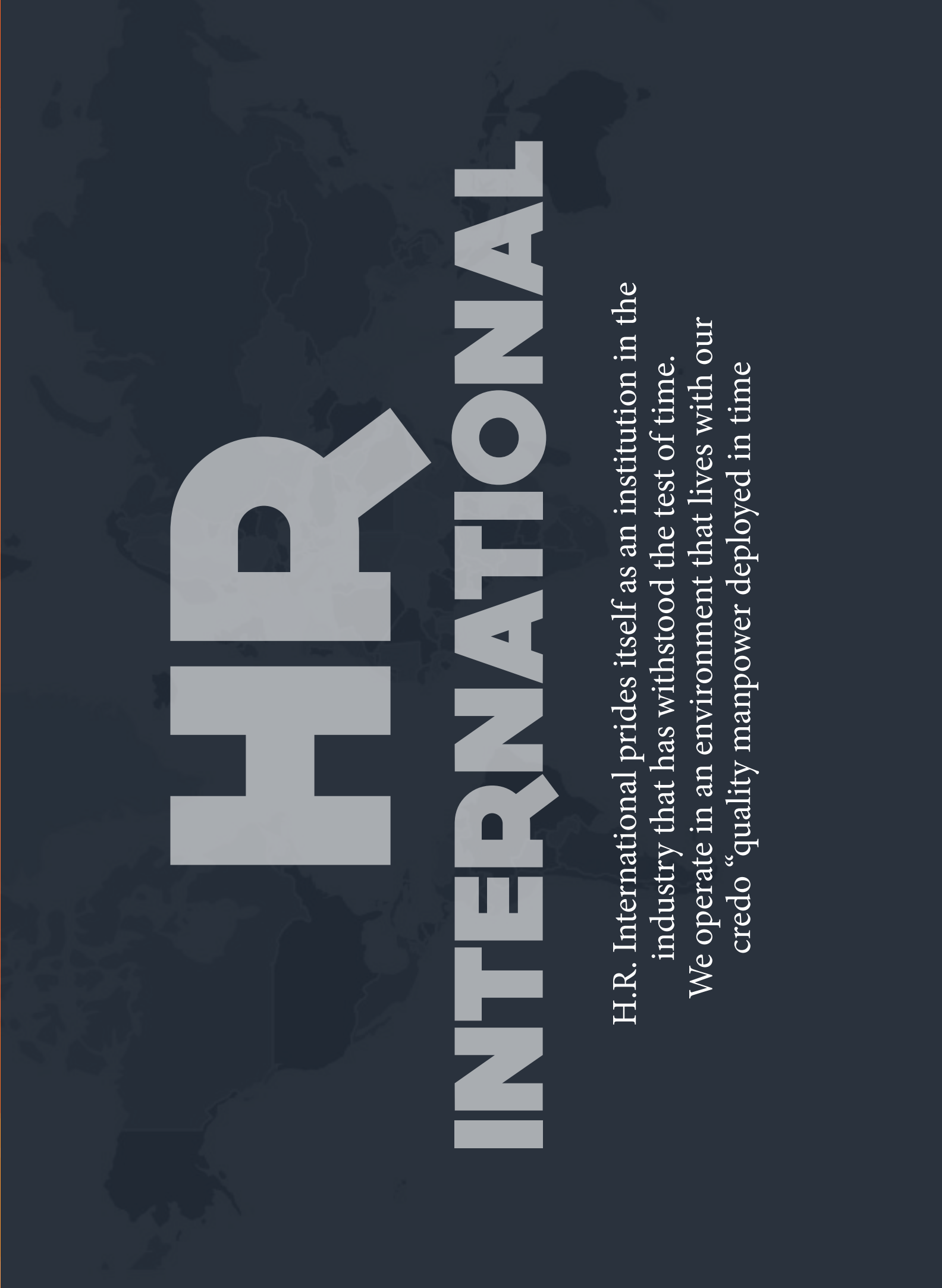
**Independent Protective Services**  
**IPS**



**PHOEBUS**

**LONDON**  
BUSINESS GROUP

**H.R.**  
INTERNATIONAL



# H.R. INTERNATIONAL

H.R. International prides itself as an institution in the industry that has withstood the test of time.  
We operate in an environment that lives with our credo “quality manpower deployed in time

# OFFICE & ACTIVITIES



Assistant Managing Director



Chief Executive Officer



Reception



Documentation



Document Verification



Briefing



Executive Team Members



Accounts



Inquires



Review Programme



Before Departure



Presentation



नेपाल सरकार  
उद्योग मन्त्रालय  
**कम्पनी रजिष्ट्रारको कार्यालय**  
**कम्पनी दर्ताको प्रमाण-पत्र**

दर्ता नं: १६८१९/०५८/०५९

श्री एच.आर. इन्टरनेशनल इम्प्लोइमेन्ट सर्विसेज  
नामको प्राइभेट लिमिटेड कम्पनी संम्वत् २०५८ साल आश्विन महिना  
३ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१)  
प्रमाण-पत्र दिइएको छ।

मिति: २०७३-०६-३०

Government of Nepal  
Ministry of Industry

**Office of the Company Registrar**

Registration No: 16819/058/059

**CERTIFICATE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to  
M/s H.R. International Employment Services  
Private Limited having incorporated it on the 2 day of October  
sub-section (1) of section 5 of the Companies Act, 2063.



**CERTIFICATE  
OF PARTICIPATION**

THIS CERTIFIES THAT  
HARENDRA DULAL  
H.R. INTERNATIONAL EMPLOYMENT SERVICE PVT. LTD  
HAS SUCCESSFULLY ATTENDED  
AWARENESS OF RESPONSIBLE  
BUSINESS ALLIANCE

HELD ON  
27 November 2017

Griffin Training Director



**RUES MICRO MEDIA RESOURCES**

**Certificate of Training**

This is to certify that  
HIMANSHU AMATYA  
(HR International Employment Services Pvt Ltd)  
had attended and completed a training  
Ethical Recruitment Through RBA Compliance Training

on  
December 5 - 6, 2019

Rama Rao Sitharaman  
Principal Consultant

Government of Nepal  
Ministry of Industries, Commerce and Supplies  
**Office of the Companies Registrar**

Pvt. Ltd.No. 16819/058/59

**Certificate**

This certificate has hereby been issued incorporating H.R. International  
Employment Service Pvt. has been registered pursuant to the company  
ordinance 2006 on Tuesday, 2<sup>nd</sup> day, of the month of October of the year 2001:  
this certificate has been hereby issued to that effect.

Date : October 02, 2007

Sd.  
Asst. 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.



Reg. No: 21009  
Attested the seal of Law Books  
Management Board and signature  
of its Production Section Officer.

Consular Officer  
- MAY 2012



**RUES MICRO MEDIA RESOURCES**

**Certificate of Training**

This is to certify that  
NARESH GELAL  
(HR International Employment Services Pvt Ltd)  
had attended and completed a training on  
Ethical Recruitment Through RBA Compliance Training  
on  
December 5 - 6, 2019

No: 2019-0766

343

THE ROYAL EMBASSY OF SAUDI ARABIA  
CONSULATE SECTION, KATHMANDU

ENTRY CARD

**Harendra Dulal** / الاسم

Agent: **HR. Int'l Employment** / المكتب

No: **247/058/059** / الرقم

Date: **27/03/2018** / التاريخ

رئيس القسم الفني

الختم

تم تحرير اسم المكتب من 5cm

HR Int'l Employment

1. This card should be kept safely by the authorized person and will remain the property of the Royal Embassy of Saudi Arabia.
2. This card is valid for two years from the date of issue.
3. If found please contact the concerned manpower agency Tel. No. 00977-1-..... or the nearest police station.

# LEGITIMATE DOCUMENTS

नेपाल सरकार  
अन्तर्गत श्रम तथा रोजगार विभाग

**बैदेशिक रोजगार विभाग**

पत्र नं. २०६८०६९  
च.नं. ४४

विषय : सूचिकृत गरिएको

इजरायलमा Caregiver मा नेपाली कामदार पठाउने सम्बन्धमा  
Caregiver मा नेपाली कामदार पठाउन विभागको निर्देशनमा  
इजाजतपत्र नं. २४६/०५८/०५९ को  
प्र.सं. १०११  
सम्बन्धित सूचिकृत भएको यो प्रमाण पत्र

(It is certified that...)

company Ltd.  
being the  
2011  
re...

Reg. No: 21009  
Attested the seal of Law Books  
Management Board and signature  
of its Education/Section Officer.

Consulate Officer  
Date: 31 MAY 2012

Ministry of Labour and Transport Management  
Department of Labour and Employment Promotion

Government of Nepal

Eng./Nep. Translation  
Dispatch No. 52461  
D.O.I.

Licence No.: 247/058/59

Date: - November 09, 2007

**Licence**

This licence has been given to **H.R. International Employment Service Pvt. Ltd.**  
herby authorizing to carry on foreign employment business, subject to the  
Foreign Employment Act, 1985, the Foreign Employment Regulation, 1999 and  
the terms and conditions specified in this licence.

**Licence issuing authority:**  
Name: Pratap Kumar Pathak  
Designation: Director General  
Signature: Sd.  
Date: November 09, 2007

May 30, 2012

Telefax: +974 4414 6922  
P.O.Box: 14515, Doha - Qatar  
E-mail: althqba@hotmail.com

# LEGITIMATE DOCUMENTS

## SAMPLE FOR QATAR REGION

**الثقة**  
Al Thokbah Trading & Contracting

شركة الثقة للتجارة والمقاولات

**INTER PARTY RECRUITMENT AGREEMENT**

This agreement made and entered into by and between M/S. AL Thokbah Trading & contracting Co. P.O.BOX:14515, Doha-Qatar Tel/fax: +974 44146922& M/S.H.R. International Employment Service Pvt. Ltd

License No., 247/058/059 Samakhusi Marg, Kathmandu, Nepal  
have agreed to work under the Following terms & conditions

**TERM & CONDITIONS**

- 1) The second Party will forward the personal data, me photocopy for a workers subject to their selection from Nepal salary and other facilities.
- 2) The First Party will send VISA of the workers to the salary once the recruitment procedure is over and candidates.
- 3) The second Party will send workers within 25 days after.
- 4) The first Party has agreed and promised to provide all mentioned in the Demand Letter and Employment Contract, responsible for everything while the workers are working under.
- 5) All other terms & conditions not covered by this agreement employer country's Labour Law.
- 6) The Second Party will be responsible for the workers if work or any problem against the company for a period of one year.

The First Party & Second Party certify that they have read the understand its terms & conditions together with its application have voluntarily signed and subscribe their names below here

The First Party  
M/S.AL-Thokbah Trading &contracting

The Second Party  
M/S.SCM

Regn. No. 5674169/70  
Seen at the Embassy of Nepal on 14-7-2013  
Minister Counselor

Subject: Letter of Guarantee

Doha - Qatar

C.R.No.: 56719  
P.O.Box: 14515  
DOHA - QATAR

**الثقة**  
Al Thokbah Trading & Contracting

شركة الثقة للتجارة والمقاولات

Date: 7/7/2013

TO,  
The General Director  
Department of Labor & Employment Promotion  
New Baneshwar, Kathmandu  
Nepal.

**Subject: Letter of Guarantee**

Dear sir,

We, m/s. AL Thokbah Trading &contracting Co. P.O.BOX:14515, Doha-Qatar, hereby guarantee That all the Nepalese workers recruited through our agent M/S. H.R. International Employment Nepal, Manpower recruiting agency Kathmandu Nepal. Vide License No.247/058/059 the current Demand letter, will be working in our company in Qatar only throughout their contract period. We further guarantee that these workers will not be transferred to work in any third country During the paid of contract.

Thanking you for your kind co-operation.

For AL Thokbah Trading &contracting  
Mr.Abdul Rahman AL-Qahthani

ID No :27568200258  
Tel No :+974 44146922/+974 66336070

Qatar Chamber of Commerce & Industry  
Endorsement No 47654  
Membership No: 01/29680  
The Chamber certifies the signature of  
Mr. ABDULRAHMAN MESFER ALQAHATHANI  
of M/S ALTHOKBAH TRADING & CONTRACTING  
Without due liability of documents content  
Doha, 07/07/2013

Doha - Qatar

C.R.No.: 56719  
P.O.Box: 14515  
DOHA - QATAR

Telefax: +974 4414 6922  
P.O.Box: 14515, Doha - Qatar  
E-mail: althokba@hotmail.com

# LEGITIMATE DOCUMENTS SAMPLE FOR MALAYSIA



**TECHCOM DEVELOPMENT SDN BHD**  
(Company No.1042304-D)

Lot 39641, Jalan Idaman 1/1, Taman Perindustrian Senai, 81400 Senai, Johor Malaysia  
Tel: (60)072887896

**H.R. INTERNATIONAL EMPLOYMENT SERVICE PVT. LTD.**  
Recruiting License no. 247/058/596

GPO 8947, CPC203,  
NAXAL GAIRIDHARA,  
KATHMANDU, NEPAL

Dear Sirs,

**Re : DEMAND LETTER FOR RECRUITMENT OF GENERAL WORKER FROM NEPAL**

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

Our recruitment terms & conditions are as follows:

- Number of Workers** : 45 (Male Only)
  - Job Category** : Factory Worker (Manufacturing)
  - Age** : 18 - 35
  - Contract Period** : 3 years on arriving in Malaysia and extend mutual agreement with approval from Malaysia Immigration Department
  - Basic Wages per month** : RM 1100.00 per month  
(i) Overtime (approximately 3 hours x 26 days) : RM 618.75 per month
- Estimate Gross Average Monthly Income** : RM 1718.75 per month

**NOV Fiber Glass Systems**

**NOV FGS MALAYSIA SDN BHD**  
P.O. Box 201, 202 & 204  
Sene Industrial Park,  
Phase IV, 81400 Senai, Johor  
Malaysia  
Company Reg. No. 407612-T  
Phone: 07-598 4962/63/67/68  
Fax: 07-598 4964 (Administration)  
07-598 4973 (Production)

Date: 20th of Oct, 2016

**HR INTERNATIONAL EMPLOYMENT SERVICES**  
P.O. Box No: 8974; Gairidhara, Kathmandu, Nepal.  
License No: 247/058/059



**WORLDLINE SECURITY SERVICES SDN BHD** (257895 Y)  
(Member of SSAM/APSA)

**PEJARAT PENTADBIRAN**  
No 55C Jalan SG 3/9, Pusat Bandar Sri Gombak, 68100 Batu Caves, Selangor Darul Ehsan  
Tel: 03-6188673/675 Fax: 03-61878676 e-Mail: worldline\_wsssb@yahoo.com

Date: 17<sup>th</sup> September 2014

To,  
**M/S H.R. INTERNATIONAL EMPLOYMENT SERVICE PVT. LTD.**  
Recruiting Govt. License No. 247/058/59  
GPO Box: 8974, EPC: 203, Naxal Gairidhara,  
Kathmandu, Nepal

Dear Sir/Madam,

**Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**  
We hereby appoint your company to recruit Nepali Security Workers (Male) workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers** : (150 Male)
- Job Category** : Security Guards
- Job Description** : Security Service
- Age** : (25 - 43 yrs.)
- Contract Period** : 3 years

|                                                             |                     |
|-------------------------------------------------------------|---------------------|
| <b>Basic Monthly Salary (RM 36.52/Day x 28 Days)</b>        | <b>: RM 950.00</b>  |
| <b>Allowance</b>                                            | <b>Amount in RM</b> |
| Attendance (Allowance will be paid only if full attendance) | RM 50.00            |
| Food                                                        |                     |
| Transport - Free                                            |                     |
| Shift                                                       | RM 712.00           |
| Overtime (Per day 4 hours X 28 days)                        | RM 1712.00          |
| <b>Total:</b>                                               |                     |

**7. Accommodation**

The employer provides free accommodation close to the working area to the workers with free water and electricity

**8. Government Levy and Immigration:**

No Deduction of levy.

Not Provide. Basic cooking utilities will be provided.

**9. Food:**

**DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

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

Our recruitment terms and conditions are as follows:

- Number of workers** : 100
- Description** : Factory worker (Manufacturing)
- Age** : (18 - 35 yrs old.)
- Contract Period** : 3 years

**Salary**  
Basic monthly salary / 26 days : RM 1050.00  
Estimation Overtime 3 hrs X 26 days : RM 590.62  
Full Attendance Allowance : RM 50.00  
**Total : RM 1,690.62**

**Working days** : Monday to Saturday  
**Working hours** : 8 hours per day 48 hours per week

**Overtime** : in accordance with Malaysia Labour Law:- i.e.  
On Normal days: Salary X 1.5 = RM 6.49  
On Sundays/rest days: Salary x 2.0 = RM 8.65  
On Public Holidays: Salary x 3.0 = RM 12.98

**Workmen Compensation** : in accordance with Malaysia Labour Law, the foreign workers are covered by the Foreign Workers Compensation Scheme.

**Accommodation** : The employer provides free accommodation to the workers with free water and electricity.

**Transportation** : Shall be provided by employer.

**Government Levy and Immigration:** Shall be incurred by employer.

**Note:- Yearly Bonus Provided**

**NOV FGS MALAYSIA SDN BHD**  
(Company No. 407612-T)  
P.O. Box 201, 202 & 204  
Sene Industrial Park,  
Phase IV, 81400 Senai, Johor  
Malaysia  
Tel: 07-598 4962/63/67/68  
Fax: 07-598 4964 (Administration)  
07-598 4973 (Production)

Lot 1, Jalan 3, Kawasan Perusahaan, Bandar Baru Salak Tinggi  
43900 Sepang, Selangor Darul Ehsan, MALAYSIA

Dear Sir/Madam

**DEMAND LETTER FOR RECRUITMENT OF ONE THOUSAND (1,000) WORKERS FROM SOURCE COUNTRY**

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

Our recruitment terms and conditions are as follows:

1. Number of workers : 600 workers
2. Job category : Production Operator
3. Age : 20-35 years old
4. Contract Period : 3 years = RM 900.00
5. Salary :
  - Basic monthly salary: = RM -
  - Allowance : = RM -
  - a) Attendance : = RM -
  - b) Food : = RM -
  - c) Transport : = RM -
  - d) Shift : = RM 337.00
  - e) Overtime : Based on individual productivity on work performed (estimated amount) = RM 1237.00

Minimum Total (Gross wages not less than RM1200.00/mth) = RM 1237.00

6. Working days : Monday to Saturday (6 days per week)
7. Working Hours : 8hrs per day, 48 hrs per week
8. Overtime : After normal 8 hrs work will be as per the Company's policy
9. Workmen Compensation : In accordance with the relevant laws of the country
10. Accommodation : Provided by the employer. If they want to stay at their own place, they will bear the bills on their own



Date: 26/12/2013

**H.R. INTERNATIONAL EMPLOYMENT SERVICE PVT. LTD.**  
G.P.O. Box No. 8974, CPC203,  
Naxal Gairidhara,  
Kathmandu, Nepal.  
Recruiting License no. 247/058/059



**Marrybrown Sdn Bhd** (166331-X)  
No. 3 & 5, Jalan Derasari 3,  
Kawasan Perindustrian Derasari,  
81100 Johor Bahru, Johor, Malaysia.  
T: +607-331 6590 (4 lines) | F: +607-333 7899  
E: cpr@marrybrown.com | W: www.marrybrown.com

Date: 10th of December, 2016

To,

**HR INTERNATIONAL EMPLOYMENT SERVICES**  
P.O.Box.No: 8974; Gairidhara, Kathamandu, Nepal.  
License No: 247/058/059

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 liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

1. Number of workers : 100
2. Job Description : Cook (Service)
3. Age : (18 - 35 yrs old.)
4. Contract Period : 3 years
5. Salary :
  - Basic monthly salary / 26 days = RM 1000.00
  - Estimation Overtime RM 7.21 X 2 hrs X 26 days = RM 375.00
  - Total = RM 1,375.00**
6. Working days : Monday to Saturday
7. Working hours : 8 hours per day 48 hours per week
8. Overtime : in accordance with Malaysia Labour Law:- i.e. on normal days: salary x 1.5 on Sundays / rest days : salary x 2.0 on Public Holidays: salary x 3.0
9. Workmen Compensation : in accordance with Malaysia Labour Law:- the foreign workers are covered by the Foreign Workers Compensation Scheme.
10. Accommodation : The employer provides free accommodation to the workers with free water and electricity.
11. Transportation : Shall be provided by employer
12. Government Levy and Immigration: Advanced payment by Employer and monthly deduction from Employee salary.



**FOR RECRUITMENT OF WORKERS FROM NEPAL**

Company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning recruitment.

- conditions are as follows:-
- : 250 Person (Two Hundred Fifty)
  - : Retail and Wholesales (General Worker)
  - : 3 Years (Three Years)
  - : 19 to 35

monthly salary: RM 34.62 /day x 26 days = RM 900.00

: = RM -

: = RM -

: = RM -

: = RM -

: = RM -

**Total = RM 1237.00**

compensation : Six days per week  
: 8 hours per day 48 hours per week  
: in accordance with Malaysian Labour Law  
: in accordance with Malaysian Labour Law  
: Provided cum with basic cooking facilities  
: with a mix charge RM 50/per head for accommodation.  
Water & Electricity shall be born by employee.

Levy and Immigration: shall pay the government levy as per the rules and regulations of the Malaysia.

Sick Leave and Public Holidays: as per Malaysian Employment Act 1955.

*Am*

# LEGITIMATE DOCUMENTS SAMPLE FOR SAUDI ARABIA



Signature Hotel Company S.P.C.

Date: - 3/10/2016

HR INTERNATIONAL EMPLOYMENT SERVICES  
P.O.Box.No: 8974; Gairidhara, Kathamandu,Nepal.  
License No: 247/058/059

26.10.2016 Dim. 536  
26.10.2016

## Demand Letter

Dear Sir/Madam,

We request you to recruit the following suitable personnel for our company from Nepal as per details given below.

| S. No. | Category/Job Title | No. of Workers |        |       | Monthly Basic Salary (BD) |                              | Working Hours | Holiday (per week) |
|--------|--------------------|----------------|--------|-------|---------------------------|------------------------------|---------------|--------------------|
|        |                    | Male           | Female | Total | In digits                 | In words                     |               |                    |
| 1      | Commis II          | 1              | 1      | 2     | 165 BD                    | One Hundred Sixty five Only. | 8 hrs/day     | 1 Day              |

The following terms and conditions shall be included in the contract.

- Period of contract: Two years (Renewable)
- Place of Employment: Bahrain
- Air Ticket: Joining for the first time and after end of contract provided by company.
- Working Time: 8hrs per day, 6 days per week (48hrs per week)
- Overtime: As per Bahrain Labour law.
- Probation Period: 90 days from date of entry in to Bahrain.
- Resident Permit: Resident permit provided by the company free of the cost.
- Accommodation: Provided by the company.

الإيكال  
للموارد البشرية

Date: - 04/10/2016

HR INTERNATIONAL EMPLOYMENT SERVICES  
P.O.Box.No: 8974; Gairidhara, Kathamandu,Nepal.  
License No: 247/058/059

## Demand Letter

Dear Sir/Madam,

We request you to recruit the following suitable personnel for our company from Nepal as per details given below.

### Our block visa

Visa No: 1301143121  
Sponsor ID: 7009355202  
Date of Issue: 04/08/1437

| No. | Category | No. of Workers | Basic Salary |
|-----|----------|----------------|--------------|
| 1.  | Labor    | 200            | SR 800       |

The following terms and conditions shall be included in the contract.

- Period of contract: Two years (Renewable)
- Place of Employment: KSA
- Air Ticket: Joining for the first time (KTM-KSA) and after end of contract provided by company.
- Working Time: 8hrs per day, 6 days per week (48hrs per week)
- Overtime: As per KSA Labour law.
- Probation Period: 90 days from date of entry in to KSA.
- Resident Permit: Provided by the company
- Accommodation: Provided by the company
- Water, Electricity & Gas: Provided by the company
- Food: Provided by the company
- Medical / Insurance: Provided by the company
- Transportation: Provided by the company
- Uniforms and safety Materials: Will be borne by the company
- Visa fee: Not provided by the company
- Service fee: As per KSA Labour Law
- Other Terms and conditions

Yours faithfully,  
Majed Abdulaziz Althunian  
GENERAL MANAGER  
EKAL HUMAN RESOURCES

الإيكال  
CR: 1-0-37670

خالد غازي الحمادي

افراس  
AFRAS  
Date: 25/09/2016

HR INTERNATIONAL EMPLOYMENT SERVICES  
P.O.Box.No: 8974; Gairidhara, Kathamandu,Nepal.  
License No: 247/058/059

We request you to recruit the following suitable personnel for our company from Nepal as per details given below.

1301009215  
7000651674  
29/04/1437 H

| Category | No. of Workers | Basic Salary |
|----------|----------------|--------------|
| Labor    | 268            | 800          |

terms and conditions shall be included in the

- Period of contract: Two years (Renewable)
- Place of Employment: KSA
- Air Ticket: Joining for the first time (KTM-KSA) and after end of contract provided by company.
- Working Time: 8hrs per day, 6 days per week (48hrs per week)
- Overtime: As per KSA Labour law.
- Probation Period: 90 days from date of entry in to KSA.
- Resident Permit: Provided by the company
- Accommodation: Provided by the company
- Water, Electricity & Gas: Provided by the company
- Food: Provided by the company
- Medical / Insurance: Provided by the company
- Transportation: Provided by the company
- Uniforms and safety Materials: Provided by the company
- Visa fee: Not provided by the company
- Service fee: As per KSA Labour Law
- Other Terms and conditions

HR INTERNATIONAL EMPLOYMENT SERVICES  
P.O.Box.No: 8974; Gairidhara, Kathamandu,Nepal.  
License No: 247/058/059

الترخيص: 1437/12/22  
M/S SCM  
المحدودة وشركاه  
P.O.Box.No: 8974; Gairidhara, Kathamandu,Nepal.  
License No: 247/058/059

We request you to recruit the following suitable personnel for our company from Nepal as per details given below.

| الرقم | الوظيفة | عدد العمال | الراتب الأساسي |
|-------|---------|------------|----------------|
| 01    | معلم    | 268        | 800            |

- فترة العقد: سنتان قابلة للتجديد
- مكان العمل: المملكة العربية السعودية
- التذاكر الجوية: تذاكر عند الانطلاق أول مرة وبعد انتهاء العقد من الشركة
- ساعات العمل: 8 ساعات في اليوم (48 ساعة في الأسبوع)
- العمل الإضافي: (8 ساعات في الأسبوع)
- فترة التجربة: حسب قانون العمل السعودي
- التأمين الإجباري: 90 يوم من تاريخ الدخول للسعودية
- المساكن: توفرها الشركة
- الماء والكهرباء والغاز: توفرها الشركة
- الطعام: توفرها الشركة
- العلاج / التأمين: توفرها الشركة
- التمويل: توفرها الشركة
- الزمن: توفرها الشركة
- السلامة: توفرها الشركة
- رسوم الترخيص: توفرها الشركة
- رسوم الخدمة: توفرها الشركة
- الشروط الأخرى والإحكام: لا توفرها الشركة

افراس  
AFRAS  
Date: 25/09/2016

HR INTERNATIONAL EMPLOYMENT SERVICES  
P.O.Box.No: 8974; Gairidhara, Kathamandu,Nepal.  
License No: 247/058/059

# LEGITIMATE DOCUMENTS SAMPLE FOR UAE REGION



Signature Hotel Company S.P.C. Date: - 3/10/ 2016  
**Employment Contract**

This agreement is made and entered into on 3/10/ 2016 between M/s Four Seasons Hotel Bahrain Bay (Signature Hotel Company SPC). Herein after called the first party.  
And

Mr/Ms. .... holding Nepali Passport No ..... category Commis II, Salary BHD165.00. (Hereinafter called the second party) as both the party are agreed in terms and conditions mentioned below.

**Terms and Conditions:**

1. Period of contract : Two ye
2. Working hours : 8 hrs a
3. Accommodation : Compan
4. Transportation : To & fo



Signature Hotel Company S.P.C. Date: - 3/10/ 2016

The Director General  
Department Foreign Employment  
Kathmandu  
Nepal.

**Sub: - Guarantee Letter**

Dear Sir,

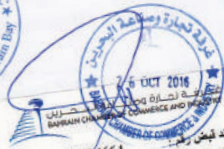
With reference to our demand latter and power of attorney drawn to M/S: HR International Pvt. Ltd. for the recruitment of Nepalese worker, M/s. Four Seasons Hotel Bahrain Bay (Signature Hotel Company) hereby guarantees that all Nepalese workers recruited through our agent M/S: HR International Pvt. Ltd. (License No : 247/058/059) Kathmandu, Nepal will be working only in our company in Bahrain throughout their contract period.

We further guarantee that these workers will not be sent to work in any other establishment or any other country during the period of contract.

Thank you for four kind co-operations.

Yours faithfully,  
Four Seasons Hotel Bahrain Bay  
(Signature Hotel Company SPC)

Syed Hussain  
Director of Human Resources



01194664  
تصديق غرفة تجارة وصناعة البحرين على صفة توقيع عضو  
الغرفة الذي حسب سجلاتها دون اذني مسئولها على الغرفة  
The Bahrain Chamber of Commerce & Industry  
authenticate the validity of chamber's member  
signature as per BCCI records, without bearing  
any liability  
26/10/2016 البحرين في :  
Signature Hotel Company S.P.C., P.O.Box 1669, Manama, Kingdom of Bahrain, T: (+973) 17115000 F: (+973) 17115001  
C.R. No. 67778 - 1



Signature Hotel Company S.P.C.

Date: - 3/10/ 2016

**Agreement (Inter-party Agreement)**

and entered into by and between M/s. Signature Hotel (Four Seasons SPC, Kingdom of Bahrain registered under the laws of Bahrain. With P.O. Box 1669, Manama, Bahrain herein after referred to as the FIRST PARTY

and M/s. HR International Pvt. Ltd. a company duly registered to deploy manpower from the laws of Nepal, with business address at Kathmandu, Nepal herein after referred to as the SECOND PARTY

First party will make all the arrangement to supply manpower of workers from the request and specification of first party.

First party will recruit workers from above country through second party for his company. Second party will agree to appoint second party as its legal representative in above country for applying manpower of (Nepali workers) for his company and will provide all documents such as per power of attorney, demand letter and contract agreement of workers.

Second party will be completely responsible to bring selected manpower from Nepal to Bahrain to be medically unfit, refused to work and got homesick. Second Party will bear the cost of repatriating the said workers back to his / her home country and make all arrangements to make visa for all the selected workers.

Second party will provide free accommodation & transportation for the selected workers here in Bahrain. Second party will provide all the facilities incorporated in the demand letter to all the workers as per the prevailing labour law of the state of Bahrain. Second party will make all the arrangements to receive all the selected workers within 25 days of the entry visa to Bahrain. This agreement takes effect upon signing thereof by both the parties concerned.

**Second Party**

HR International Pvt.Ltd.

Signature Hotel Bahrain Bay  
Company SPC)

Resources



Signature Hotel Company S.P.C., P.O.Box 1669, Manama, Kingdom of Bahrain, T: (+973) 17115000 F: (+973) 17115001  
C.R. No. 67778 - 1

The background of the entire page is a photograph of a construction site. It shows several workers wearing hard hats and safety vests, working on a large structure that appears to be a bridge or a large building. A tall crane is visible in the background. The entire image is covered with a semi-transparent orange filter. In the bottom right corner, a small portion of a globe showing the Earth is visible.

# H.R. INTERNATIONAL

A Leading Manpower Company

**H.R. International Employment Services Pvt. Ltd.**

GPO Box: 8974 CPC 203,  
Gairidhara, Kathmandu, Nepal

Phone: 0977 01-4528508 / 4521336

**[www.hrinter.com](http://www.hrinter.com)**

[info@hrinter.com](mailto:info@hrinter.com)