

# COMPANY LETTERHEAD

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Date:.....

## (SPECIMEN) SERVICE AGREEMENT

This agreement is made on ..... between ..... (Your company) herein after called the first party and **M/s. Hope International (P) Ltd., License no.: 857/066/067, P.O. Box: 8536, Kathmandu Nepal** hereinafter called in second party have agreed to work under the following term and condition.

1. The first party has agreed to provide the necessary documents such as Power of Attorney, Demand Letter, Service Agreement, Employment Contract and Guarantee Letter to the Second Party.
2. The first party shall be responsible to guarantee the fulfillment of all the conditions agreed upon the employee regarding salary, accommodation and other conditions as stated in the demand letter and to make sure that the workers are paid their monthly salary on regular basis and other facilities.
3. The second party agrees to mobilize the required number of manpower for the first party.
4. Second party agrees to provide the specified workers for the required jobs on time.
5. The second party agrees to explain the real facts such as the employment terms and conditions, job nature, salary, accommodation etc., to the workers at the time of interview or before departure.
6. The second party agrees to arrange all the test requirements according to the first Party's order for selecting unskilled, skilled and professional workers.
7. The second party must ensure that each candidate should be medically fit for the job and holds the valid passport.
8. Both the party agreed to co-operate each other in fulfilling the demands on mutual benefits.
9. This agreement is valid only from this date ..... to this date .....

In witness whereof, we have executed this Agreement on date.....in the presence of subscribing witness.

For and on behalf of

For and on behalf of

**NAME & STAMP OF THE COMPANY**

**Hope International (P) Ltd.**

\_\_\_\_\_  
**Name of Authorized person**  
**Designation**

**Ram Krishna Dhungana**  
**Chairman**

**Note (A):** (This letter must be attested by the Chamber of Commerce of the employer country)

**Note (B):** The Service Agreement must be attested thru our Nepal Embassy of host country.