

To,
 NAME & ADDRESS OF MANPOWER AGENCY IN NEPAL
 Recruiting Licence no. _____
 Company Registrar's Reg. No: _____

Date:

Dear Sir/Madam

Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

We hereby appoint your company to recruit Nepal male/female 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** : (In numerical and words)
- 2. **Job Category** :
- 3. **Job Description** :
- 4. **Age** : (18 - 40 yrs.)
- 5. **Contract Period** : 3 years
- 6. **Salary** :

Basic monthly salary: RM 21.00/day/26days × 8hrs

Allowance	Amount in RM
Attendance	
Food	
Transport	
Shift	
Overtime (as per Government rule)	
Any other	
Total:	

7. Working Days : Monday to Saturday (furnish details)

8. Working hours : 8 hours per day 48 hours per week

9. Overtime

In accordance with Malaysian Labour Law: i.e.

Normal Days	Salary×1.5
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Sunday	Salary ×2.0
Public Holidays	Salary ×3.0

10. Workmen Compensation

In accordance with Malaysia Labour Law: The foreign workers are covered by the existing Foreign Worker Compensation Scheme.

11. Accommodation

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

12. Transportation

Shall be provided by employer

13. Government Levy and Immigration:

The employer will bear levy and immigration charge whatsoever and any other government fees & charges. The workers will not levied any fees, levy & charges.

14. Annual Leave, Sick Leave and Public Holidays:

In accordance with Malaysian Labour laws:

Annual leave of 8 days for the first two years of service; for period of service between two years to five years the employee would qualify for 12 days of leave; and for services of more than five years the employee qualifies for 16 days of leave.

Sick leaves (without hospitalization):

14 days for each year of service for service less than two years, and 18 days for services of two years to five years and 22 days annually for services exceeding five years.

And in cases of hospitalization, the employee qualifies for 60 days leave in each calendar year.

The employee shall be entitled to paid holiday for a total of 10 public holidays in any one years of service that must include the following four days:

1. The National day
2. The birthday of the Yang di-Pertuan Agong
3. The birthday of the Ruler of the State as the case may be and/ or the federal Territory day where the employee is working in such an area.
4. Workers day
5. and another six more days from:-

- Chinese New Year - 2days
- Hari Raya Pausa - 2 days
- Hari Raya Haji - 1 day
- Deepavali - 1 day
- Christmas - 1 day

15. Employee's Provident fund

Company to Specify

16. Air Ticket

At least single journey return air ticket must be provided by the employer upon completion of the employment contract.

17. Yearly medical

Yearly medical examination will be arranged and paid by the employer as required by the Immigration Department of Malaysia.

18. Restriction

a) 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 or Embassy of Nepal, Malaysia.

b) That if the Employee is found creating social problems and or engaged in any illegal subversive or criminal activities, she/he will then be dismissed with immediate effect and will be repatriated to Nepal on his/her own expense.

19. Termination of service

- (i) That if the Employee breaches any of the restrictions in Clause 18 above or is convicted of any offence under any of the laws of Malaysia.
- (ii) That if the Employee's Work Permit is withdrawn by the Malaysian authorities on legal grounds.
- (iii) That if the Employee is absent from work for more than two (2) consecutive working days without a reasonable cause or leave.
- (iv) That if the Employee is found to be underage on first appointment entry.
- (v) That if an authorized medical doctor certifies the Employee medically unfit for employment.

Kindly arrange to recruit as per the above- mentioned criteria at the earliest.

Thank you

Yours faithfully,

Employer's Authorized Signature

Attested in the country of employment by:

1. Name:

2. Designation:

Embassy of Nepal in Kuala Lumpur

3. NRIC No.:

4. Company's Chop: