

Gov. Licence No. : 367/059/060
Company Regd No. : 23033/059/060



SUNERA NEPAL
INCORPORATED PVT. LTD.

Company Profile



Head Office



Maharajgunj-3, Bansbari, Kathmandu



+977-1-5908134, 5908135



info@suneranepal.com.np



www.suneranepal.com.np



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SUNERA NEPAL
INCORPORATED PVT. LTD.

Sunera Nepal has established a reputation of being one of the most professional trustworthy and dependable recruitment company. We have the following strengths which have put our company way ahead of other manpower companies:

- Proactive identification and selection of the right candidates for the companies.
- Effective communication and regular updates on the recruitment processes.
- Recruitment consultation at all stage of recruitment cycle.
- Talented, experienced and hardworking team of specialist recruiters and backroom staffs.
- Availability of Local Associate office in UAE.
- Affiliated with overseas offices located globally.
- Satisfaction of both client and candidates.
- Committed to deliver best in quality and quantity.
- 360-degree recruitment solution.
- Huge database for workers of various categories.
- Effective complaint handling.
- Modern office with state of the art facilities.
- Large network of affiliated local recruitment agencies.
- ISO 9001:2015 certification.
- State of the art trade testing & training facility.

Quality Policy

Sunera Nepal Incorporated Pvt. Ltd. is highly committed to provide trustworthy services on human resource supply by introducing a culture of quality management system to fulfil the customer needs and expectations staying within the circle of regulatory and statutory requirements. We always believe in continual improvement by exploring new market, achieving customer satisfaction, building highly professional human resources and risk based thinking.

We are dedicated to the quality policy which will ensure that its services fully meet the requirements of its customers at all times. The goal of Sunera is to achieve a high level of customer satisfaction. Commitment to the implementation of supporting managerial and operational systems is essential to realizing that goal.

We believe in the concept of client and supplier working together in pursuing this policy and in continually striving for improvements in service quality. Our quality policy is based on following fundamental and principles.

- Ensuring that we fully identify and conform to the needs of our customers.
- Looking at our service provision processes, identifying the potentials for errors and taking the necessary action to eliminate them.

About Us

Sunera Nepal Incorporated Pvt. Ltd is duly licensed and accredited recruitment agency in Nepal with the Department of Foreign Employment, Ministry of Labour & Transport Management, and Government of Nepal with License No. 367/059/060. Established in 2004, Sunera Nepal Incorporated Pvt. Ltd. is one of the leading Manpower agency in Nepal. It is located in Banshbari 03, Kathmandu, Nepal. Nepal, Federal Democratic Republic of Nepal, is a landlocked Country located in South Asia. With an area of 147,181 square kilometres (56,827 sq. mi) and a population of approximately 27 million, it is located in the Himalaya sand bordered to the north by China and to the south, east and west by India.

In 2015, Sunera Nepal has gone through wide-range transformation to increase the market presence and pave the way for its transition and further improved its operational excellence. Sunera Nepal has a team of professional, sophisticated, energetic and experienced team to provide valuable service to its clients. Sunera Nepal is committed to provide a high level of quality for all range of services, in a manner which conforms to our principal requirements and expectations. Thus, we have partnered with various affiliates throughout South Asia including India, Bangladesh, Pakistan, Sri Lanka etc.

We are currently supplying manpower requirements to various employers in United Arab Emirates, Qatar, Saudi Arabia, Malaysia etc.

We have total of 21 years of experience and our organization has achieved its goal by recruiting thousands of workers including professional, skilled, semi-skilled, un-skilled for reputed establishments and gained very good reputation.





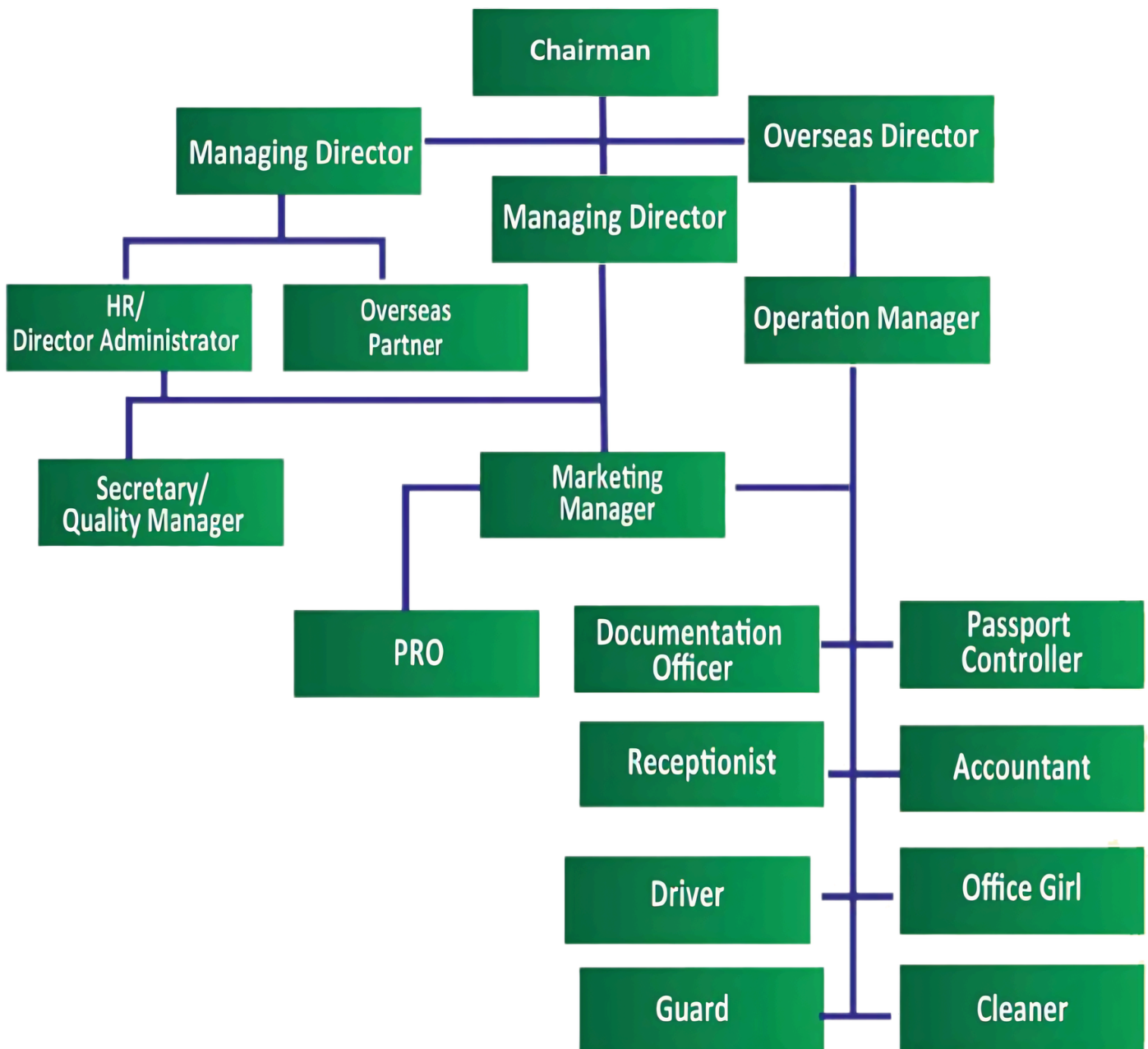
SUNERA NEPAL
INCORPORATED PVT. LTD.

Company Profile

Name or Company	Sunera Nepal Incorporated Pvt. Ltd.
Gov. Licence no.	367/059/060
Company Regd no.	23033/059/060
Pan no.	301212078
Date of Foundation	2004 since 21 years
Ownership	Partnership
Registration Authority	<ul style="list-style-type: none">• Government of Nepal (company registrar office)• Department of Foreign Employment (Ministry of labour & transport management)• Department of Internal Revenue (Ministry of Finance)
Capital Structures	<ul style="list-style-type: none">• Authorize 10 Million Nepalese Rupees• Paid up 05 Million Nepalese Rupees• Issued 7.5 Million Nepalese Rupees
Official Banks	<ul style="list-style-type: none">• A/C No : 01801250CA• A/C Name : Sunera Nepal Incorporated Pvt. Ltd.• Bank : Prime Commercial Bank• Branch : Bagbazar, Kathmandu• Swift Code : PCBLNPKA
Type of Service	Manpower Supply (Human Resource)
Working Experiences	Comprehensive Background in implementing and accomplishing Co.'s mission by working at extensive level in senior management at capacity for years in the national and international organization & overseas employment business fields.
Mailing address	<ul style="list-style-type: none">• P.O. Box No. : 19023, Kathmandu, Nepal.• Address : Maharajganj 03, Basbari, Kathmandu• Telephone : +977-01-5908134, +977-01-5908135,• Fax : +977-01-4479942• email : info@suneraepal.com.np
Nature of Business	<ul style="list-style-type: none">• Recruitment Manpower
Country Labour Supplied	Malaysia, Saudi Arabia, Qatar, U.A.E, Bahrain, Oman, Kuwait
Categories of labour	Professional Skilled Semi Skilled Labour Security Personal and export of Various Field.
Related Sister Concern	Orientation Training Center For Workers Business And Consultancy
Tribeni Medical Center	<ul style="list-style-type: none">• Medical Check Up For Workers Complete Holidays Pvt. Ltd.• Tricketing Tour & Travel.



Organizational structure



Message From

CHAIRPERSON

Embracing Global Opportunities: Our Commitment to Foreign Employment As the Chairman of our esteemed organization, it is with great pleasure that I address you today regarding an important aspect of our company's growth and vision – foreign employment.

In today's interconnected world, the opportunities for expanding our horizons beyond borders have never been more enticing. We firmly believe that embracing international talent and expertise will not only enrich our workforce but also foster an environment of cultural exchange and diversity.



By engaging in foreign employment, we open doors to fresh ideas, innovative approaches, and a broader perspective on business practices. Moreover, it allows us to forge strong partnerships with international stakeholders and tap into emerging markets.

Rest assured, as we embark on this path, we remain committed to providing a fair, ethical, and inclusive work environment for all our employees, both domestic and international. Together, let us stride confidently into the global arena, as we take our organization to new heights of success through collaboration, dedication, and mutual respect.

Thank you for your unwavering support on this exciting journey.

Best Regards,
Subash Sunar
Chairperson



SUNERA NEPAL
INCORPORATED PVT. LTD.

Message From

Managing Director

As the Managing Director, I want to address a significant development that is poised to shape the future of our organization – foreign employment.

I firmly believe that embracing global talent is the key to unlocking unprecedented growth and innovation. By bringing together individuals from diverse backgrounds and cultures, we enrich our collective knowledge and foster a vibrant work environment.

Foreign employment offers us an incredible opportunity to expand our horizons, establish an international presence, and establish ourselves as a truly global player. It also allows us to gain in valuable insights into new markets, enabling us to serve our clients more effectively.

Rest assured, as we venture into this new territory, our commitment to maintaining a fair, respectful, and inclusive workplace remains steadfast. Together, let us embrace the possibilities that foreign employment brings and propel our organization to new heights of success.

Thank you for your unwavering dedication and support on this exciting journey.

Best Regards,

Santa Bahadur Koirala

Managing Director





SUNERA NEPAL
INCORPORATED PVT. LTD.

Message From

Managing Director

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Thank you for your unwavering dedication and support on this exciting journey.

Best Regards,

Bishal Tamang

Managing Director





SUNERA NEPAL
INCORPORATED PVT. LTD.

Message From

OPERATION INCHARGE

I hope this message finds you all in good spirits. It is with great enthusiasm that I address you as the Operation Incharge, Overseas of Sunera Nepal Incorporated. I am honoured to be a part of this dynamic organization, and I look forward to embarking on this incredible journey of global expansion together.

Our decision to explore foreign employment opportunities reflect our commitment to embracing diversity and tapping into the vast pool of talent worldwide. I firmly believe that by fostering a multicultural workforce, we can unlock innovative solutions and achieve unparalleled growth.



As we step into new territories, I assure you that my foremost priority is to create a collaborative and inclusive environment where everyone's unique perspectives are valued. Together, we will build strong partnership, understand diverse markets and deliver exceptional results. I am excited about the possibilities that lie ahead and have complete faith in the capabilities of our team. Let us embrace this adventure with open minds and determined spirits.

Thank you for your warm welcome, and I eagerly anticipate achieving remarkable milestone together.

Best Regards,

Sukra Raj Bk

Operation Incharge



SUNERA NEPAL
INCORPORATED PVT. LTD.

Required Documents

The Following documents duly attested by the concerned authorities are required from the employers:

1. Demand Letter

(with full information on number and gender of workers, basic salary, working hours and days, food, accommodation, transportation, medical insurance, workmen's compensation insurance (compensation for injury and death), joining and return ticket, cost of visa and other benefits) - 2 copies (one original and one photocopy)

2. Power of Attorney

(authorizing a Nepalese Manpower Agency to recruit and supply workers by the company based in the United Arab Emirates. The Power of Attorney must have license numbers of both the Nepalese and UAE companies) - 2 copies (one original and one photocopy)

3. Two Party Agreement

(agreement between Nepalese Manpower Agency and Company or Agency in the UAE)- 2 copies (one original and one photocopy)

4. Guarantee Letter

(an undertaking confirming that the worker(s) will not be asked to work in the company other than the specified one and will not be sent out of the UAE if the company is multinational and also the assurances of safety and security of female workers. - 2 copies (one original and one photocopy)

5. Employer Contract

between the employer in the UAE and Nepalese worker(s)-2 copies for each job type, category or position. However, companies can prepare only one Sample Employment Contract for several job type, category or position if all categories of workers get the equal salary and other benefits. In such a case, companies may indicate more than one job title in one Sample Employment Contract (for example Waiter/Bartender/Cook/Commis, etc.) Sample employment Contract must contain basic salary and information about other benefits such as food, accommodation, medical insurance, workmen's compensation insurance, working days and hours, transportation, two-way air ticket, visa cost, cost of medical test and Emirates ID etc.



SUNERA NEPAL
INCORPORATED PVT. LTD.

Required Documents

6. Agency Contract Paper

This agreement is made between Sunera Nepal and the Employer Company on the Employer Company's Letterhead stating clearly and precisely all the terms and conditions regarding recruitment of manpower from Nepal.

7. Consular Letter

This letter is issued by the employer addressing the Consulate General of the respective Embassy intimating him of appointment of Sunera Nepal Incorporated Pvt. Ltd. as the lawful agent of the 'employer, their authorization to act on behalf of the employers and to carry out all formalities for Visa with Embassy.

Note:

Demand letter and power of attorney should be attested by the chamber of commerce & Nepalese Embassy of the concerned country. For Oman, demand letter and power of attorney should be attested In Ministry of Foreign affairs of Oman.





SUNERA NEPAL
INCORPORATED PVT. LTD.

Our Vision

To be the most trusted and respected professional services firm recognized by our clients for delivering excellence.

Sunera Nepal implements a better strategy, based on growing its services offer, in order to support business volume growth and increase its visibility among existing and potential customers.

In 2015, Sunera Nepal has gone through wide-range transformation to increase the market presence and pave the way for its transition, and further improve its operational excellence. This transformation has laid the foundations for sustainable and profitable growth.

Objective

The main objectives of this organization are as follows:

- To provide global overseas employment opportunity for qualified, skilled, trained, sincere and enthusiastic Nepalese workers.
- To make a trustworthy connection between employee and the employer.
- To assist for uplifting country's economic status by providing quality and qualified personal.
- Manpower to the world and helping the government to increase the volume of foreign currency revenue.
- To help share, learn and explore further advancement for Nepalese existing manpower.
- To provide efficient and effective human resources for product oriented job and help Nepalese government in reducing unemployment problem.

Our Mission

To serve our clients by providing the highest quality and innovative professional services that addresses their business. We attract, recruit, and retain the most knowledgeable and passionate professionals, and we provide a collaborative culture that enables them to thrive professionally and personally. We deliver superior financial results to the investment community while contributing to the communities in which we live and work.





SUNERA NEPAL
INCORPORATED PVT. LTD.

We Supply

Information Technology

- Computer Engineer
- System Administrator
- Software Engineer
- Programmers
- System Analysts
- Network Administrator
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks

Garments And Textile

- Pattern Maker
- Cutting Maker
- Productive Manager
- Supervisor
- Tailor
- Checker, Helper

Engineering

- Electrical Engineer
- Mechanical Engineer
- Electronics Engineer
- Civil Engineer

Building Structure Maintenance & Construction Group

- Electrician
- Plumber, Welder, Steel Fixer & Pipe Fitter
- Carpenters (Finishing & Shuttering)
- Electronic Technician
- Painter (Spray Wall)
- Mason Construction Helper
- Mason Brick Layer
- Mason Tile/Marble Fitter

Vehicle/Heavy Equipment Operator Auto Mechanic And Maintenance

- Light Vehicle Driver
- Car/Van/Minibus Driver
- Heavy Equipment Operator
- Truck/Lorry/Trailer/Forklift/Crane Driver
- Motor/Grader/Dozer/Backhoe/Roller Operator
- Bulldozer/Scraper Operator
- Auto Mechanic/Diesel Machine Mechanic
- Heavy Duty Mechanic
- Wireless Technicians/Bar Bender





SUNERA NEPAL
INCORPORATED PVT. LTD.

We Supply

Official Personnel Management Group

- Office Manager
- Assistant Manager
- Marketing Manager, Sales, Administration
- Accountant, Cashier
- Secretary, Storekeeper, Purchaser
- Clerk, Typist, Data Entry Operator
- Office Boy
- Tea Boy
- Bell Boy



Supermarket

- Salesman
- Check out Cashier
- Trolley Boy
- Shelves Rack Organizer
- Cleaner



Air Conditioning (Window Type, Split Level & Central Unit)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians





SUNERA NEPAL
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We Supply

Hotel & Catering

- Manager & Asst. Manager
- Public Relation Officer & Restaurant Captain
- Cooks (Continental, Chinese, Indian & Arabic)
- Asst. Cooks
- Waiter
- Steward
- Fast Food Crew
- Food and Beverage Controllers
- Food and Beverage Manager
- Barman
- Kitchen Helpers
- Laundry Man
- Press Man
- Janitors
- House Keepers, Room Makers



Doctors/Nurse

- Doctor Gynecology (Surgeon) MRCOG
- Doctor Physician (General) MD
- Doctor Surgeon (General) MD
- Doctor (Gynecology) MS
- Doctor (Urology) MS
- Doctor Skin (Skin & UD) MD
- Doctor (Nephrology) MD
- Nurses (General Wards) Diploma
- Nurses (Midwifery Gynecology) Diploma
- Nurses (ICU) Diploma
- Nurses (Surgery Operation Theatre) Diploma
- Asst. Nurses (Cleaners) Male Diploma
- Technician Lab Diploma
- X-Ray Technicians Diploma





SUNERA NEPAL
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ISO Certificate





SUNERA NEPAL
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Terms & Conditions

1. The FIRST PARTY shall issue the Demand Letter to the SECOND PARTY mentioning the number of workers required and their categories, rate of salary and other service conditions of workers, along with Power of Attorney, Guarantee Letter, Manpower Recruitment Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit and expatriate the worker from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chambers of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules and regulation of both countries in regard to the condition necessary to import and supply.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualification and experience in conformity with the FIRST PARTY'S requirements. The SECOND PARTY should notify the FIRST PARTY of such short listed qualified candidates who are ready for final interview and selection.
4. The FIRST PARTY has the right to either send his representative or give the SECOND PARTY the right to select process and send such qualified workers at the SECOND PARTY'S full guarantee.
5. The worker will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agrees to advice to the SECOND PARTY of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.
6. The SECOND PARTY shall assist the workers in matters relating to Nepal immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.
7. The SECOND PARTY shall at his own expenses provide airport assistance to the departing selected workers and inform the FIRST PARTY of their arrival detail by any means of communication (Fax, Email or Telephone) so as to receive them on arrival.
8. The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per requirement of the client and validity of Visa of the concerned country.



Terms & Conditions

9. The earning of the worker per month and other services conditions shall be as per the attached demand letter and contract document against each category. The FIRST PARTY should clearly be informing the SECOND PARTY about the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidate accordingly.

10. Within the three (3) month probation period from the commencement of employment, if the employer finds the selected worker to be unfit, unqualified to continue the employment, refuse to work, failed the medical tests upon arrival to Qatar or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified workers shall be done by the SECOND PARTY at maximum of a month from the termination of the unqualified worker. All expenses incurred in relation there to shall be borne by the SECOND PARTY.

11. Arrival of the selected candidates will be within One Month upon issuing the visas. For any delay rather than this period, the visas will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.

12. FIRST PARTY has to compensate the candidate on their own expenditure if the candidate will not get all facilities as per Employment Contract and the company will collapse before periods.

13. The FIRST PARTY agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transportation of dead body to Nepal as per the labour law of country concerned.





SUNERA NEPAL
INCORPORATED PVT. LTD.

Selection Deployment

Information Desk

Sunera Nepal Incorporated Pvt. Ltd. Offers its service for its clients from its main information Office Desk form where any relevant information can be obtained.

Moreover, candidate registration and data bank maintaining are also carried out from the Information Service Desk (ISO). This serves as a good information system for the Company which helps in updating the "93 Job seekers" record on a regular basis. It also operates "93 Bio-data Bank" "93 Where candidates information is recorded and this information can be provided upon request of our valued clients.

Candidates Screening

We maintain up to date databank of potential candidates with full information on their skills like education, technical know-how and experience. As per the client's criteria, Sunera Nepal Incorporated Pvt. Ltd. Shall make a short list for the candidates doing pre-interview. During Pre-screen, the short listed candidates purely on merit basis giving equal opportunity to all. The final interview for shortlisted candidates will be conducted by the Employer himself or his representative by taking an oral, written and practical test. If the employer or his representative is not available our Department will take care of it.

After receiving the letter of Demand from Employers, we apply with the Department of labour (DOL), for prior approval. The DOL then granted the approval after being satisfied with the credibility of the terms and conditions mentioned in demand letter. As per the rules and regulations of governments. This prior permission will allow the recruitment company to advertise the requirement in daily and weekly newspapers. Then only we can start the recruitment process.





SUNERA NEPAL
INCORPORATED PVT. LTD.

Selection Deployment

Communication

Department of Sunera Nepal Incorporation Pvt. Ltd. Is fully computerized and networked in order to provide our clients and the candidates the best and prompt service. Our staff members are always committed and ready to help its clients providing quality manpower service.

Trade Test

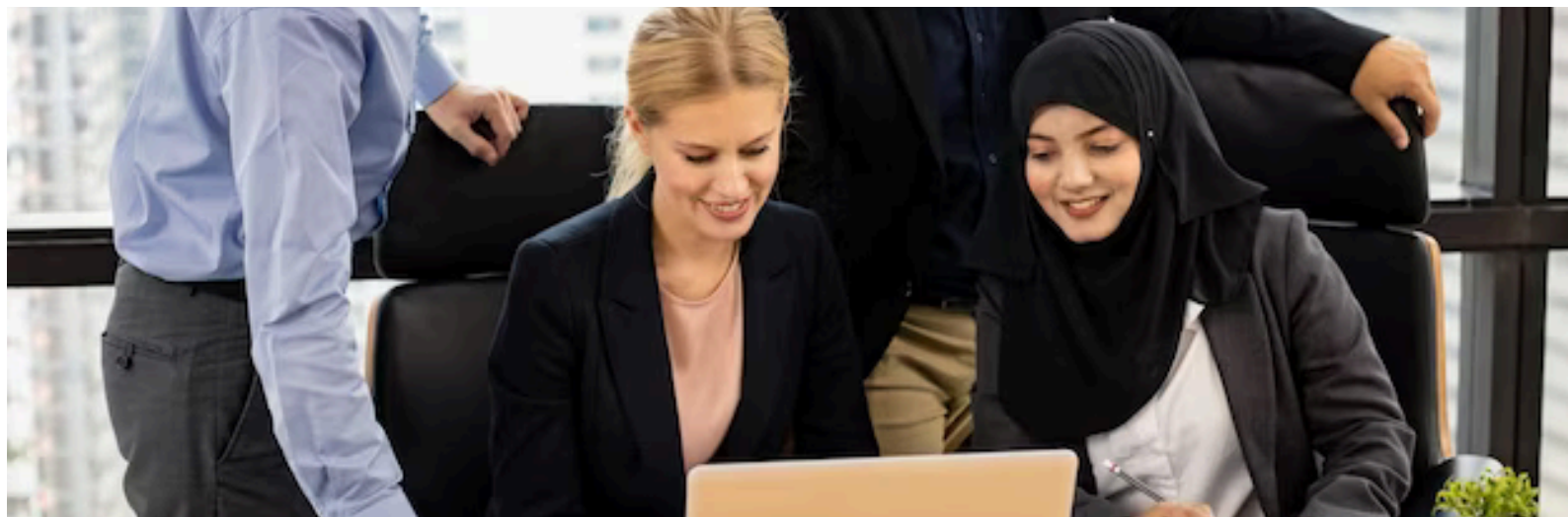
Sunera Nepal Incorporated Pvt. Ltd. Provides the technical trade test facilities and clients can select the workers conducting interview and trade test in the same place. During the trade test, our staff member will assist clients as well as workers with efficiency, like translating the language of both sides.

Medical Checkup

Only selected candidates will be sent for full medical examination to the hospital or clinic. Recognized by the Dept. Of Health, Government of United Arab Emirates (U.A.E.). The candidates who are physically and medically fit for employment are eligible to sign the employment contract and he/she should be entitled to process his/her employment visa.

Travel Arrangement

As soon as visa endorsed passport or paper visas are received, we give the booking to our travel or directly to concerned airline to confirm the seat from origin country to the nearest port of the Employing Country, if PTAs are not provided by the Employing. After the flight is confirmed. We send flight detail to our clients requesting them to receive the workers at the airport.





Flowchart





SUNERA NEPAL
INCORPORATED PVT. LTD.

Our Valued Clients





SUNERA NEPAL
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Our Valued Clients





SUNERA NEPAL
INCORPORATED PVT. LTD.

Our Valued Clients



شركة الغنيم التجارية المحدودة
Al-Ghunaim Trading Co. Ltd.



DELIVERY & MORE



ماجد الفطيم
MAJID AL FUTTAIM



EXPRESS KADROVI



شركة طفل المستقبل
للعاب وأدوات الأطفال ذ.م.م



بابتل.نت



قصر النخيل
Palm Palace
صوامع لياكيت ماري 1979

الثلاثية الطبية
Tri - Med



شانغريلا قرية البري، أبو ظبي
SHANGRI-LA
QARYAT AL BERI
ABU DHABI



سافكو
SAFCO



شركة عربي ذ.م.م
ARABI COMPANY WLL



PMW CONCRETE INDUSTRIES
SDN. BHD.



اسكيب فورس
SKILL FORCE
الخدمات الأمنية
SECURITY SERVICES



القيروان
AL-QAIRAWAN
مركز تخطيط وتطوير المدن 1999



شركة البوابة الكونية لدراسة المنشآت
Al-Buwaha Al-Kawniyya for Building Security Co.

شركة معهد يورفيدا هيلث الصحي
Ayurvedic Health Institute Company

شركة ريناد للحلويات والمخبزات
Renad for Sweets & Pastries Co.



شركة الوهيب
AL-WAHEEB CO.
For Poultry Products & Feeds W.L.L.
للدواجن والبيضة والأغلاف ذ.م.م



SUNERA NEPAL
INCORPORATED PVT. LTD.

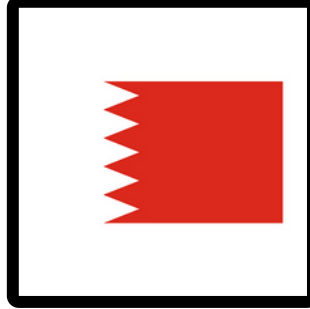
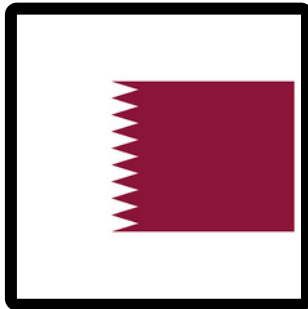
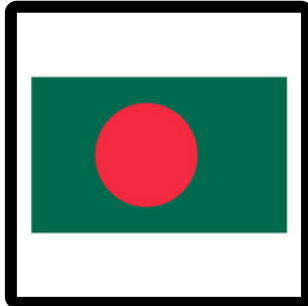
Our Valued Clients



LAM VEGE & MUSHROOM SDN BHD (09829-K)
13th Mile, Cameron Highlands, 34200 Ringlet, Pahang
H/P No : 012-538 8270



Sama Liberation For Delivery
سما التحرير لتوصيل الطليات الاستهلاكية

Country



		प्रमाणित २०८१ २०८१/०२/२२ शाखा अधिकृत
नेपाल सरकार श्रम तथा रोजगार मन्त्रालय वैदेशिक रोजगार विभाग		
इजाजत पत्र		
इजाजत पत्र नं. २६५/०५६/०६०	मिति: ०६/१६/१९	
वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी <u>सुतेरा नेपाल इन्कपोरेटेड प्रा. लि.</u> लाई यो इजाजत पत्र दिइएको छ।		
इजाजत जारी गर्ने अधिकारीको दस्तखत:- <u>८</u> नाम:- <u>प्रताप कुमार पाठक</u> दर्जा:- <u>महानिर्देशक</u> मिति:- <u>२०६१/१६/१९</u>		

नविकरण गरेको मिति	नविकरण बहाल रहने मिति	नविकरण दस्तुर	थप नविकरण दस्तुर	नविकरण अधिकारीको सहि र मिति
२०६९/०६/१९ देखि २०७०/०६/१९	आषाढ मसान्त सम्म			६
२०७०/६/१२	२०७१ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७१/३/२२	२०७२ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७२/१२/११	२०७३ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७२/२/२२	२०७३ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७३/१०/१०	२०७४ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७४/१२/२६	२०७५ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७५/१०/२७	२०७६ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७६/३/२९	२०७७ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७६/१०/२७	२०७७ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७७/३/२९	२०७८ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७८/३/२९	२०७९ आषाढ मसान्त सम्म	रु. १०,०००/-		६
२०७९/३/२९	२०८० आषाढ मसान्त सम्म	रु. १०,०००/-		६

शर्तहरू:

- स्वीकृति नलिई शाखा कार्यालय खोली काम गर्न पाइने छैन।
- स्वीकृति नलिई एजेंट मार्फत कुनै पनि काम गराउन पाइने छैन।
- इजाजत प्राप्त मुलुकमा बाहेक अन्य मुलुकमा कुनै पनि शर्तनामामा कामदारहरू पठाउन पाइने छैन।
- प्रबलित ऐन नियममा भएको व्यवस्थाको अतिरिक्त नेपाल सरकारले समय समयमा दिएका निर्देशनहरूको पालना गर्नु पर्नेछ।



SUNERA NEPAL
INCORPORATED PVT. LTD.

TRANSLATION COPY
Registration No. 52-082
transnabaset@gmail.com

Office Seal

Sd.
Replica
2071-03-22 BS (06-07-2014 AD)
Section Officer

Dispersed by:
Nepal Notary Public Council
S.N.
4857050

Cost of
Arms of
Nepal

Government of Nepal
Ministry of Labor, Employment and Social Security
Department of Foreign Employment
LICENSE

License No.: 367/059/060

Date: 2061-06-19 BS (05-10-2004 AD)

This License has been issued to the **Sunera Nepal Incorporated Pvt. Ltd.** authorizing to operate the business of Foreign Employment subject to the Foreign Employment Act, 2064 B.S. (2008 A.D.) and Regulation 2064 B.S. (2008 AD) and the terms and conditions mentioned in this license.

License Providing Authority's

Signature: Sd.

Name: Pratap Kumar Pathak

Designation: Director

Date: 2061-06-19 BS (05-10-2004 AD)

"The Translation Copy is True and Verified"
Signature:
Name: Basanta Bdr. Basnet
Date: 08 AUG 2024
Certificate Number of the Notary Public: 337
Date of Expiry of Certificate: Nov 02, 2027 AD
Seal of the Notary Public



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Renewal Date	Renewal Validity Date	Renewal Charge	Additional Renewal Charge	Signature and date of Renewing Authority
From 2061-06-19 BS (5-10-2004 AD)	Till Mid July 2013			2061-06-19 BS (5-10-2004 AD) Section Officer Office Seal
2070-06-13 BS (29-09-2013 AD)	Till Mid July 2014			2070-06-13 BS (29-09-2013 AD) Section Officer Office Seal
2071-03-22 BS (06-07-2014 AD)	Till Mid July 2015	Rs 10,000.00		2071-03-22 BS (06-07-2014 AD) Section Officer Office Seal
2072-05-11 BS (28-08-2015 AD)	Till Mid July 2018	Rs 30,000.00		2072-05-11 BS (28-08-2015 AD) Section Officer Office Seal
2075-03-32 BS (16-07-2018 AD)	Till Mid July 2019	Rs 10,000.00		2075-03-32 BS (16-07-2018 AD) Section Officer Office Seal
2076-04-05 BS (21-07-2019 AD)	Till Mid July 2020	Rs 10,000.00		2076-04-05 BS (21-07-2019 AD) Section Officer Office Seal
2077-04-15 BS (30-07-2020 AD)	Till Mid July 2021	Rs 10,000.00		2077-04-15 BS (30-07-2020 AD) Section Officer Office Seal
2078-04-26 BS (10-08-2021 AD)	Till Mid July 2022	Rs 10,000.00	Rs 10,000.00	2078-04-26 BS (10-08-2021 AD) Section Officer Office Seal

"The Translation Copy is True and Verified"
Signature:
Name: Basanta Bdr. Basnet
Date: 08 AUG 2024
Certificate Number of the Notary Public: 337
Date of Expiry of Certificate: Nov 02, 2027 AD
Seal of the Notary Public



CS CamScanner



SUNERA NEPAL INCORPORATED PVT. LTD.

2079-03-31 BS (15-07-2022 AD)	Till Mid July 2023	Rs 10,000.00	2079-03-31 BS(15-07-2022 AD) Section Officer Office Seal
2080-03-31 BS (16-07-2023 AD)	Till Mid July 2024	Rs 10,000.00	2080-03-31 BS(16-07-2023 AD) Section Officer Office Seal
2081-03-31 BS (15-07-2024 AD)	Till Mid July 2025	Rs 10,000.00	2081-04-01 BS (16-07-2024 AD) Section Officer Office Seal

Conditions:

1. No Business of the company can be carried out by operating Branch office without prior approval.
2. No Business can be executed through agent (Broker).
3. No worker can be sent in any other country expect other than permission granted under any conditions.
4. Excepts to the provision mentioned in the prevailling laws, rules, directives issued time to time from the Government of Nepal should be followed.

"The Translation Copy is True and Verified"
Signature:
Name: Bhaskar Bdr. Basnyal
Date: 08 AUG 2024
Certificate Number of the Notary Public: 337
Date of Expiry of Certificate: Nov.02, 2027 AD
Seal of the Notary Public



CS CamScanner



SUNERA NEPAL
INCORPORATED PVT. LTD.



Name: NARAYAN THAPA

Company Name:
Sunera Nepal Incorporated Pvt.Ltd

Card No:688

Signature(official use)

.....



SUNERA NEPAL INCORPORATED PVT. LTD.



To,
Sunera Nepal Incorporated
Trade Lic. 367/059/060
Maharajgunj -3, Bansbari, Kathmandu, Nepal

Date: 6th May 2025

Demand Letter

We, TRANSGUARD GROUP LLC, located at P.O. Box: 22630, Dubai, UAE hereby appoint Sunera Nepal Incorporated Pvt., Ltd., Nepal. License No. 367/059/060 to be our authorized agency in Nepal to recruit following mentioned Nepali workers for our company.

Sr. #	Categories	Nos of Workers	Gender	Basic Salary
1	Fast Food Crew	180	Male	1440
2	Fast Food Crew	20	Female	1440

Other Terms and condition:

1. Accommodation/Transportation : Provided by the Company
2. Food : Provided by the Company
3. Duty Hours : 8 Hrs/day & 48 hrs/week
4. Probation Period : 6 months
5. Period of contract : 2 years
6. Joining ticket : Provided by the Company
7. Visa, Medical and EID : Provided by the Company
8. Return Air Ticket (After 2 Years) : Provided by the Company
9. Working days : 26 days per month
10. Overtime : In accordance with UAE Labour Law
11. Medical/Insurance : Provided as per UAE labor law
12. Leave benefit : 30 Days per year
13. Agency Recruitment Fee : Provided by the Company

Yours faithfully,

FOR AND ON BEHALF OF
TRANSGUARD GROUP LLC
Nicholas Simon Beer
Chief Financial Officer



Transguard Group LLC
P.O. Box: 22630 - Transguard Group Headquarters
Airport Freezone, Dubai, United Arab Emirates
T: +971 4 703 0500 F: +971 4 299 5664
E-mail: info@transguardgroup.com
Website: www.transguardgroup.com
TRN: 100225443900005



ترانسجارد جروب في.إل.إم
م.ب. ٢٢٦٣٠ - ترانسجارد جروب للقر الرئيسي
المنطقة الحرة بشار دبي - الإمارات العربية المتحدة
هاتف: +٩٧١ ٤ ٧٠٣ ٠٥٠٠ - فاكس: +٩٧١ ٤ ٢٩٩ ٥٦٦٤
البريد الإلكتروني: info@transguardgroup.com
الموقع الإلكتروني: www.transguardgroup.com
ت.ر.ن: ١٠٠٢٢٥٤٤٣٩٠٠٠٠٥



The Dubai Chamber of Commerce hereby verified the signature of the authorized person
NICHOLAS SIMON BEER of M/S TRANSGUARD GROUP L.L.C. The chamber does not bear any
responsibility towards others' right.



SR#: 1-22964776791

Verify ID #: c69985f3-f8fb-488e-876e-905457388ca1

This document is electronically issued and does not require signature. Verify the document by scanning the QR Code or
(<https://www.dubaichambers.com/en/document-verification>). Any correction will render this certificate null and void.



SUNERA NEPAL
INCORPORATED PVT. LTD.



شركة تفويض لصناعة مواد البناء
TFWED For Building Materials Ind. CO.
Closed Joint Stock Co. شركة مساهمة مغلقة

Date: - 18/05/2025

DEMAND LETTER

To,
SUNERA NEPAL INCORPORATED PVT LTD
Government Licence.No.367/059/060
Maharajgunj 03, Kathmandu Nepal
Tel: 977-1-5908134/5908135

Dear Sir,
This is to request to you select and recruit the below categorized of worker on behalf of company at given below terms and condition against as per attached visa slip.

Our block visa is No. 130073897

S.N.	CATEGORY	VACANCIES	MONTHLY SALARY (SR)	FOOD ALLOWANCE
01	HEAVY TRUCK DRIVER	03	1900	300

TERMS AND CONDITIONS:

1. Period of Contract: Two (2) years (Renewable)
2. Accommodation: Provided by the Company
3. Transportation: Provided by the Company
4. Medical and Insurance: Provided by the Company
5. Food: Provided by the company (SR 300/-)
6. Air Ticket: Ticket shall be provided KTM to KSA and also provided after the completion of two years contret from KSA to KTM
7. Working Hours: 8 hrs./Day, 6 days a week
8. Probation period: 90 days
9. Other Benefits: As per KSA Labor Law.
10. Service Charges: Not provided by the company.
11. Residential Permit: Provided by the Company.
12. Visa: Free Provided by the Company.
13. Leave: 42 days after the completion of 2 years.
14. Holidays: One day in a week
15. Other term and condition: As per the Labor Law of kingdom of Saudi Arabia

All Other terms and conditions are as per Labor laws of kingdom of Saudi Arabia and all other terms and conditions in our employment contract.

Managing Director

Tafwed Company for Building Materials Manufacturing, a closed

Saudi Arabia - P.O. Box - 16638 Riyadh 11474
Tel.: 4620847 Fax: 4642037
C.R. - 1010260775 Ind. Lic : T/2845
C.C. No. : 209372





SUNERA NEPAL INCORPORATED PVT. LTD.

Date:2024/7/22

To,

sunera nepal incorporated pvt .ltd
Address: maharajgunj-3 , bansbari , kathmandu, nepal
License No:367/059/060
TEL: +997-1-5908134

Dear sir

DEMAND LETTER FOR RECRUITMENT OF INTERN WORKERS FROM NEPAL

We hereby appoint your company to recruit Nepali trainee/intern workers for training/internship program with our association and alias with relevant authorities concerning recruitment.

Our requirement and terms of employment are as below.

S. No	Job Category	No of Trainee	Gender/ Quantit y	Intern Allowance	Name of the implementing Organization
1	Building sheet metal work	1	Male-1	178,013PY/Month 1,000JPY/day as driving allowance (Paid if you drive to the site yourself)	Daiko Construction Co., Ltd. 43Nishinokawa,Nakakayazu, Ama City, Aichi Prefecture TEL : +81-52-444-8255 FAX : +81-52-445-4182 IKEDA RYO

1. internship period:3 years (first one month will be the lecturing period)
2. Duty hours:8 Hours per day, 5~6 days per week
3. Air package: KTM-JPN-KTM economy class air ticket well be provided by the company
4. Food: Trainee himself
5. Commuting cost: will be provided by the company
6. Medical: will be provided by the company (Partially own expenses)
7. Insurance: Approx. 25,488JPY/month as social insurance premium, Approx.1,068JPY /month as Employment insurance premium and Approx. 3,450JPY/month as tax will be charged.
8. Others: Approx. 30,000 ~ 31,000JPY/month as housing expenses, Approx.15,000 ~ 15,500JPY/month as utility cost, Approx.36,000~37,200 JPY/month as meal expenses
9. Resident permit: Will be provided by the Employer. The date is gave permission from immigration bureau.
10. Selection method: Interview
11. Others: As per the country's Labour Law
12. Tentative Arrival date in Japan:2024/11/01

Representative signature

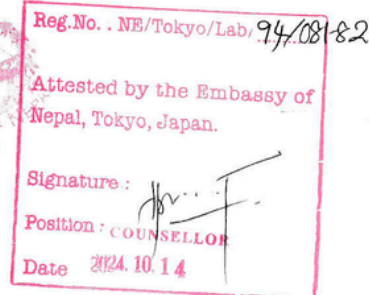
Yuijin Cooperative

Representative Director: Ando Tooru

Signature:

Adress: 42 Nakakayatsu Ashigawa, Ama City, Aichi Prefecture

Tel:+81-52-444-3401





SUNERA NEPAL
INCORPORATED PVT. LTD.

AL-WAHEEB CO.

For Poultry Products & Feeds W.L.L



شركة الوهيب
للدواجن والبيض والأعلاف ذ.م.م

DEMAND LETTER

Ref. No.:

Date: 03/07/2024

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

SN	Category/Job Title	No. of Workers	Monthly Basic Salary (KD)	Period of Contract	Gender	Duty
1	Poultry Helper / Labor (India)	50	90 KD	2 YEARS	MALE	8HR 26 DAYS
2	Electrician	5	150 KD	2 YEARS	MALE	8HR 26 DAYS
3	Welder	5	150 KD	2 YEARS	MALE	8HR 26 DAYS
4	AC Mechanic	5	150 KD	2 YEARS	MALE	8HR 26 DAYS
5	HEAVY DRIVER	5	150 KD	2 YEARS	MALE	8HR 26 DAYS

Period of employment	: Two years (Renewable).
Food	: Provided by the company
Accommodation	: Provided by the company
Joining and return air ticket cost	: Provided by the company
Visa, medical test	: Provided by the company
Probation Period	: 90 Days from date of entry into Kuwait
Resident Permit /Civil ID	: Provided by the Company
Working hours and days	: 8 hours per day/6 days per week
Over Time	: As per company rule
Annual Leave	: Minimum 30 days as per Kuwait labor law
Medical and Insurance	: Provided by the company
Workmen's compensation insurance	: Insured by the Company
Local transportation	: Provided by the company
Other Service Benefit	: As per Kuwait Labor law
Agency Fee/ Service Charge	: Not provided by the company

Other benefits such as annual leave, over time, etc. in accordance with the labor laws of Kuwait.

Yours truly,

For, AL-WAHEEB CO. FOR POULTRY PRODUCT & FEEDS W.L.L

HAMED AH ALWAHIB



ت/المكتب : ٢٢٦٤٥٩٧٧ - تقال : ٩٩٠٢٢٣٨٥ - فاكس : ٢٢٦٤٥١٥١ - ص.ب ١٤٣٢٤ الفيحاء - الرمز البريدي ٧٢٨٥٤ الكويت
Tel. Office : 22645977 - Mob.: 99022385 - Fax : 22645151 - P.O. Box : 14324 Feiha'a - Code No.: 72854 Kuwait
E-mail : hamed@alwaheeb.net



SUNERA NEPAL INCORPORATED PVT. LTD.



Date: 20th September 2023

Demand Letter

M/s. Sunera Nepal Incorporated Pvt. Ltd.
P.O. Box 19023, Govt License No: 367/059/060
Bansbari, Kathmandu, Nepal

Dear Sir,

With reference to our power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our company.

S.N.	Category / Job Title	No. of Workers	SALARY (AED)	Gender
01	Security Guard	150 120	2000	Male
02	Security Guard	30	2000	Female

Terms and Conditions:

1. Accommodation : Provided by the company.
2. Joining and return ticket cost : Provided by the Company
3. Visa/Medical test, Emirates ID cost : Provided by the Company
4. Working Hour and days : 08 hrs. per day, 06 days per week
5. Medical and insurance : Provided by the company.
6. Workmen's compensation insurance : Provided by the company
7. Local Transportation : Provided by the Company
8. Service / Agency / Broker fee : Provided by the Company.
9. Right To retain employee's Passport : Employee
10. Annual Leave : 30 Days per year

Other benefits such as annual leave, overtime, etc. should be in accordance with the labor laws of the United Arab Emirates.

For and on behalf of
Royal Falcon Security LLC

Mr. Majed Abdulla Ahmed
General Manager



Req. No. NE/ Lab-3/ 1502
Attested by the Embassy of Nepal,
Abu Dhabi, U.A.E.
Signature:
Position: Counselor (Labour)
Date: 31 OCT 2023

Tel. 00971 4 33 22 444 / 00971 4 35 98 795 - Fax. 00971 4 32 90 404 - P.O.Box: 26008 - Dubai
Website: www.royalfalconsecurity.ae - Email: info@royalfalconsecurity.ae



تشهد الغرفة بالمصادقة على هذه الوثيقة بصفتها مفوضاً من السادة
دون تحمل الغرفة أية مسؤولية قد تنشأ بسبب مضمون هذه الوثيقة



رقم طلب الخدمة : 1-18964038518 رمز التحقق : 8d0caab0fba
هذا المستند معتمد إلكترونياً وليس بحاجة إلى توقيع. ويمكنكم التحقق من صحة المستند عن طريق مسح رمز المربع أو (www.dubaichamber.com/verify) أي كود أو تغيير يلغى هذا المستند



SUNERA NEPAL INCORPORATED PVT. LTD.



ELITE FORCE PROPERTY GUARD & SURVEILLANCE SERVICES LLC

M/S Sunera Nepal Incorporated Pvt Ltd,
License No- 367/059/060.

Date: 30-05-2023

DEMAND LETTER

We are pleased to issue this Demand Letter in your favor to recruit and supply workers from Nepal to work with our company on the following terms and conditions.

S.N	Category	QTY	Basic Salary (AED)	Allowance	Total
1	Security Guard (Male)	30	1200	600	1800

Terms and Conditions:

1. Period of Employment
 2. Probation period
 3. Accommodation
 4. Food Allowance
 5. Working Hours/day
 6. Transportation
 7. Medical & Insurance
 8. Visa/ Medical Test
 9. Annual Leave
 10. Air Tickets
 11. Over Time
 12. Service Charge
- 02 Years (renewable)
90 Days
Provided by the Company
Provided by the Company/ AED 300
8 hours per day / 6 Days per week
Provided by the Company
Provided by the Company
Provided by the Company
30 Days with one month's salary
Provided upon joining & return
As per when required by the company
Provided by the Company

All other terms and conditions will be as per UAE Labour Law.

For Elite Force PGSS LLC,

Mr. AKBAR MOHAMMED JALALUDDIN
General Manager



No. NEAD/Lab-3/ 792
Attested by the Embassy of Nepal,
Abu Dhabi, U.A.E.
Signature: *[Signature]*
Post/Sec: *[Signature]*
Counsellor (Labour)
Date: 00 SEP 2023

Tel: +971 4 2837665, P.O. Box: 112050
E-Mail: info@eliteforceuae@gmail.com, WEB: www.eliteforce-security.com

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The chamber hereby attests, without prejudice that AKBAR MOHAMMED JALALUDDIN being authorized by M/S ELITE FORCE PROPERTY GUARD & SURVEILLANCE SERVICES L.L.C has duly signed this document in his mentioned capacity.

Service Request #: 1-18698721293 Verify ID #: 760735339d5

This document is electronically issued and does not require signature. Verify the document by scanning the QR Code or (www.dubaichamber.com/verify). Any correction will render this certificate null and void.





SUNERA NEPAL
INCORPORATED PVT. LTD.



فيمل انتوني لمقاومات النجارة المسلحة
VIMAL ANTONY CONCRETE CARPENTER CONT

TRN. 100278298300003

DEMAND LETTER

Date: 11.07.2024

To,
M/s. Sunera Nepal Incorporated Pvt. Ltd,
P.O. Box: 19023
Maharajgunj-3, Bansbari,
Kathmandu, Nepal
Gov. Licence No. : 367/059/060
Company Registered No : 23033/059/060

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company

S.N.	Job Category	No. of Workers	Gender	Basic Salary (AED per month)	Remarks
01	Stone Mason	28	M	AED 1200	
02	Carpenter	16	M	AED 1200	
03	Steel Fixer	32	M	AED 1200	
Total		84			

Terms and Conditions: -

- Food : Provided by the company
- Accommodation : Provided by the company
- Joining and return air ticket cost : Provided by the company
- Visa, medical test, Emirates ID cost : Provided by the company
- Working hours and days : 8 hours/day and 6 days/week
- Medical and Insurance : Provided by the company
- Workmen's compensation insurance : Insured by the Company
- Local transportation : Provided by the company
- Service/Agency/Broker fee : Provided by the Company
- Leave Benefit : 30 Days Per year

Other benefits such as overtime, etc. should be in accordance with the labor laws of the United Arab Emirates.

For and on behalf
Vimal Antony Concrete Carpenter Cont

Vimal Antony
Managing Director



Tel.: +971 6 56 27 495, Fax: +971 6 56 27 496, P.O.Box : 30529, Sharjah, United Arab Emirates
E-mail: info@naithilgroup.com, www.naithilgroup.com



DEMAND LETTER

Date: 31/07/2023

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender	Duration
1	Waitress	40	120	Female	Two Years
2	Cleaner	25	85 - 80 120	Female	Two Years
3	Waiter	40	120	Male	Tow years
4	Cleaner,	25	85 - 80 120	Male	Two years
5	Cook, hot kitchen, cold kitchen, Pastry chef	20	150	Male	Two years

The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Place Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day, 6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. End of service benefits : The Second party shall be due the end of service benefits as set Forth in the regulations laws.

For Boulevard Catering Services Co.

Mona Khaled Motlaq Alrasheedi / Nader Ali Rabaq Abdulrahman

Authorized Signature

www.BOULEVARD.com-Email: info@boulevard.com-tel:22091402 - 90080417 & 67677703

Bld. No. 48, Off. 11, Floo 3, Jaber Al- Mubarak S., Sharq, Block 5, Kuwait



القيروان
AL-QAIRAWAN
Nursery Management - إدارة المصانع

DEMAND LETTER

Date: 24/07/2030

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender	Period of Contract
1	Indoor Helper	36	130 KD	Female	Two Years

The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Place Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day, 6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. End of service benefits : The Second party shall be due the end of service benefits as set Forth in the regulations laws.

For Al Qairawan Nursery Management Co.

Mohammad Meshal Thekrallah Althekr Allah

Authorized Signature



SUNERA NEPAL
INCORPORATED PVT. LTD.

LUSH
FRESH HANDMADE COSMETICS



DEMAND LETTER

Date: 24/07/2030

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender	Period of Contract
1	Sales Person/Associate	11	150KD	Female	Two Years

The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Plcae Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day, 6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accomodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. End of service benefits : The Second party shall be due the end of service benefits as set Forth in the regulations laws.

FOR LUSH KUWAIT GEN.TRAD.CO

Ayman Saud Abdulaziz Alshatti

Authorized Signature



حولي - شارع تونس - دوار صادق - مجمع الفضالة - الدور الرابع - تلفون: +٩٦٥ ٢٢٩٤٤٤٤ - فاكس: +٩٦٥ ٢٢٩٤٤٤٤٤
Hawally, Tunis Street, Near round about Sadek, AlFadallah Building, 4th floor - T +965 22944440 - F +965 22944441
info@lushkuwait.com www.LushKuwait.com



SUNERA NEPAL
INCORPORATED PVT. LTD.



شركة البوابة الكويتية لحراسة المنشآت
AL-Buwaba Al-Kuwaitiya for Building Security Co.

DEMAND LETTER

Date: 11/07/2023

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

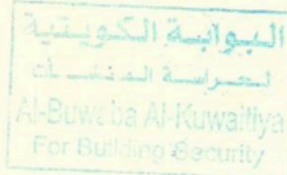
S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender	Period of Contract
1	Security Guard	200	125 KD	Male	Two Years

The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Place Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day, 6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. End of service benefits : The Second party shall be due the end of service benefits as set forth in the regulations laws.

For Al Buwaba AL Kuwaitiya for Building Security Co.

EISSA MOHAMMAD SALEH ALFNAINI



الكويت - العاصمة - منطقة شرق - شارع مبارك الكبير - قطعة 6 - مبني رقم 934 - برج ITS - الدور الرابع
Sharq, Mubarak Al-Kabir Street - Block 6 - Building No. 934 - ITS Tower - 4th Floor-KUWAIT
P.O.Box No.: 5745 Safat - 13058 Kuwait - Email : albwbaalkuwaitiya@gmail.com



SUNERA NEPAL
INCORPORATED PVT. LTD.

securiguard Middle East



سيكيوريجارد ميديل است

Date: 15 Nov 2024

Sunera Nepal Incorporated Pvt. Ltd.
License No : 367/059/060
Maharajgunj-3, Bansbari, Kathmandu

Subject: **DEMAND LETTER**

Dear Sir,

We want to recruit the following categories of workers from Nepal to work for our company. Kindly arrange the manpower needed on behalf of our company.

Sr No	Category	Gender	No of Workers	Salary Basic (AED)	Period of Contract
1	SECURITY	Female	25	2000	2 Years
1	SECURITY	Male	100	2000	2 Years

This document is verified by the
Embassy of Nepal, Abu Dhabi
United Arab Emirates (UAE)
Reg. No.: AEAS24112215595
Date: 2024-11-22

Following terms and conditions shall apply:

Period of Contract	: Two (2) Years (Renewable)
Place of Employment	: UAE
Food	: Provided by company
Accommodation & Transport	: Provided by company
Probation Period	: Six (6) Months from date of joining
Working Hours	: 8 Hours a day / 06 days a week
Employment Visa & Emirates ID Cost	: Provided by company
Medical Insurance	: As per UAE Labor Law
O.T. & Other Benefits	: As per UAE Labor Law
Air passage	: Joining & Return air ticket in every two years
Workmen's Compensation Insurance	: As per UAE Labor Law
Services Charges	: Provide by company
Right to retain Employee's Passport	: Employee
Annual Leave	: 30 days with one month salary

Other benefits such as annual leave, over time etc. should be in accordance with the labor laws of United Arab Emirates

For and on behalf of

Securiguard Middle East

Ahmed Mohamed Ibrahim



T: +971 2 65 83 355
F: +971 2 65 83 366
E: sgme@emirates.net.ae
www.securiguard.ae
P.O. Box : 73696
Abu Dhabi, UAE

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F: +971 4 34 124 84
E: sgme@emirates.net.ae
www.securiguard.ae
P.O. Box : 233641
Dubai, UAE

T: +971 6 73 141 00
F: +971 6 74 001 76
E: sgme@emirates.net.ae
www.securiguard.ae
P.O. Box : 16411
Ajman, UAE



SUNERA NEPAL
INCORPORATED PVT. LTD.

Gulf Security Co.



Demand Letter

شركة الضمان الخليجية

Date: 16/10/2024

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

SR No.	Category/Job Title	No. of Workers	Monthly Basic Salary (KD)	Period of Contract	Gender	Duty
1	Security Guard	60	130	2 years	Male	8hrs.
2	Security Guard	9	130	2 years	Female	8hrs.

The following terms and conditions shall be included in the contract

1. Period of Employment : Two years (Renewable)
2. Place of Employment : Embassy of Nepal, Kuwait City
3. Air Tickets : two way air tickets provided by the company
4. Working hour : 8 hours per day, 6 days per week
4. Over time : As per company rule
6. Probation Period : 30 days
7. Resident Permit : Resident Permit will be provided by the company
8. Accommodation : Accommodation provided by the company
9. Food : Provided by the company
10. Water/Electricity : Provided by the company
11. Medical/Insurance : Provided by the company
12. Transportation : Provided by the company
13. Annual Leave : Minimum 30 days or as per Kuwait labor law.
14. Agency Fees/Service Charge : provided by the company

Other benefits such as annual leave, over time, etc. in accordance with the labor laws of Kuwait.

Yours truly,

FOR GULF SECURITY CO.

Khaled Al-Ghunaim

(General Manager)





SUNERA NEPAL INCORPORATED PVT. LTD.



شركة سوق الجنت المركزي TEYOR AL JANAH

21/07/2024

M/s. Sunera Nepal Incorporated Pvt. Ltd.
P.O. Box 19023, Govt. License No: 367/059/060
Bansbari-03 Kathmandu, Nepal

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S. No	Category/Job Title	No. of Workers	Monthly Basic Salary (KD)	Period of Contract	Gender	Duty
1	Packer/Store Assistant	07	100	2 years	Female	8hrs.
2	Security Guard	10	130	2 years	Male	8hrs.

The following terms and conditions are included in the contract

1. Period of Employment : Two years (Renewable)
2. Place of Employment : Kuwait
3. Air Tickets : Two-way air tickets provided by the company
4. Working hour : 8 hours per day, 6 days per week
4. Over time : per company rule
6. Probation Period : 90 days from date of entry into Kuwait
7. Resident Permit : Resident Permit will be provided by the company
8. Accommodation : Free bachelor accommodation provided by the company
9. Food : Provided by the company
10. Water/Electricity : Provided by the company
11. Medical/Insurance : Provided by the company
12. Transportation : Provided by the company
13. Annual Leave : 30 days or as per Kuwait labor law.
14. Agency Fees/Service Charge : provided by the company

Other benefits such as annual leave, over time, etc. in accordance with the labor laws of Kuwait.
Yours truly,

FOR TEYOR AL JANAH MARKET CENTRE CO.

EBRAHIM H E ALKANDARI

Managing Director



الشويخ الصناعية الثالثة - قطعة ج - شارع محمد بن القاسم
مجمع طيبر الجنت (5+4) - مستأيل وزارة الدفاع - الدور 1
مكتب إدارة طيبر الجنت - تلفون : 24922053 - سجل تجاري رقم : 82451



SUNERA NEPAL
INCORPORATED PVT. LTD.

Al-Kulaib International Trading Co. W.L.L.

Gen. Trad. Contracting and Transportation

Paid up Capital KD. 10,000,000



شركة الكليب الدولية التجارية ذ.م.م.

تجارة عامة ومقاولات ونقل

رأس المال المدفوع ١٠,٠٠٠,٠٠٠ د.ك.

DEMAND LETTER

Date: 23/05/2023

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender
1	Heavy Driver	25	175	MALE
2	Workers	20	90	MALE
3	Workers	5	90	FEMALE

The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Place Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day, 6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. End of service benefits : The Second party shall be due the end of service benefits as set forth in the regulations laws.

Al-Kulaib International Trading Co.

Abdul Razzaq Abdullah Mohammad Ahmad



Head Office Tel: 22245865 - Fax: 22245864
al@kulaib-int.com, malik@kulaib-int.com
www.kulaib-int.com



C. R. No.: 22908
Qibla Square Tower, 4th floor, Al-Soor St, Salhiya
P.O. Box: 29447, Zip Code: 13155 - Kuwait



SAFCO سافكو
Aluminium Factory Co. شركة مصنع الألمنيوم



DEMAND LETTER

Date: 06/04/2023

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender
1	ALUMINIUM TECHNICIAN	50	175	MALE
2	TECHNICAL LABOUR	25	120	MALE
3	HEAVY VEHICLE DRIVER	05	200	MALE

The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Place Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day, 6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. End of service benefits : The Second party shall be due the end of service benefits as set Forth in the regulations laws.

FOR SAFCO ALUMINIUM FACTORY, WLL



الكويت - أمقرة : قطعة 4 ، قسيمة 276 ، ص. ب رقم 10 ، سنترال الجهراء المركزي

KUWAIT - Amghara, Block 4, Parcel 276, P.O.Box No: 10, Al-Jahra Central

Tel: (+965) 22064427 - 22064428 - Fax: (+965) 24735222 - E-mail: info@safco-kuwait.com



SUNERA NEPAL
INCORPORATED PVT. LTD.

United Actros General & Trading Co.



شركة أكتروس المتحدة للتجارة العامة

DEMAND LETTER

Date: 22/01/2025

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender
1	Dump Truck/Heavy Driver	110 90	150	Male
2	Auto Electrician	10	150	Male
3	Denting & Painting	20	150	Male
4	Cleaner/Office Boy	15	120	Male

This document is verified by the
Embassy of Nepal, Kuwait City
Kuwait
Reg. No.: KW1Y25040630090
Date: 2025-04-10

The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Place Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day, 6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. End of service benefits : The Second party shall be due the end of service benefits as set Forth in the regulations laws.

FOR UNITED ACTROS GENERAL TRADING CO. FAHAD S ALZOAIBI & PARTNERS

Managing Director

FAHAD SNAITAN NASER ALZOAIBI

الفحاحيل ، شارع عبدالله العجيل ، يال مول ، الدور ١٢ ، مكتب رقم ١٥ - تلفون ٢٢٢١٨١٤٤
Fahaheel, Abdullah Al-Ajeel Street, Yaal Mall , 12th Floor, Office No. 15 - Telephone No. 22218144
Web:www.uactros.com | Email:info@uactros.com



SUNERA NEPAL
INCORPORATED PVT. LTD.



AT GUARDS SECURITY SERVICES SDN BHD
(1092709-X)

Date : 25 MARCH 2025

SUNERA NEPAL INCORPORATED PVT. LTD.
(367/059/060)
WARD NO. 10 BANESHWOR,
KATHMANDU, NEPAL

Dear Sir,

RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

This document is verified by the
Embassy of Nepal, Kuala Lumpur

Based on the Ministry of Home Affairs Approval Reference KDN.K.S. 600-3/21/6 JLD.19 (43) dated 03 March 2025, we hereby appoint your company to recruit Sixty workers for employment with our company and liaise with relevant authorities concerning recruitment.

Reg. No: MYKUM25082829327

Date: 2025-04-03

Our recruitment terms and conditions are as follows:

1. **Number of Workers** : 60 workers
2. **Sector** : Services (Security Guard)
3. **Job Description** : Security Guards :
4. **Criteria for the Recruitment and Employment of Security Guard:**
 - a. Male aged between 25-45 years old;
 - b. Former security forces (if possible but not compulsory);
 - c. Does not possess any criminal records;
 - d. Minimum height of 1.57 meter;
 - e. Minimum weight of 50 kg (110.2 pound);
 - f. Good health/medically fit and without any disabilities (inclusive of good hearing and vision) as well as complies with the Malaysia medical requirement for foreign workers; and
 - g. Having possessed basic communication skills in English or Malay language.
5. **Monthly Wages**
 - i. Basic wages : RM 1700
 - ii. Allowances (if any) : RM 1700 month / RM 65.38 day
 - iii. Allowances (if any) : RM.....



AT GUARDS SECURITY SERVICES SDN BHD (1092709-X)

NO.180-3-6 WISMA MAHKOTA JALAN MAHKOTA, TAMAN MALURI, 55100 KUALA LUMPUR, MALAYSIA, TEL : 03-9202 7699 / FAX : 03-920 17699



SUNERA NEPAL INCORPORATED PVT. LTD.



مجموعة المتحدة القابضة
United Group Holding



00040085 / 2/11/2025
Date: February 05, 2025

To: M/S Sunera Nepal Incorporated Pvt. Ltd.
License No: 367/059/060
Location: Maharajgunj-3, Bansbari, Kathmandu

Subject: **DEMAND LETTER**

Dear Sir,

We want to recruit the following categories of workers from Nepal to work for our company. Kindly arrange the manpower needed for the mentioned company.

Sr No	Category	United Arab Emirates (UAE)			Period of Contract
		Gender	No of Workers	Monthly Basic Salary (AED)	
1	Dog Handler/Filing Clerk/Archive Clerk/Helper/ Dog Breeder	Male	300	AED 2700 (breakdown): Basic Salary: AED 1,350 Others: AED 1350)	2 years

Following terms and conditions shall be applicable:

Period of Contract	: Two (2) Years (Renewable)
Place of Employment	: UAE
Food	: Provided by company
Accommodation & Transport	: Provided by company
Probation Period	: Six (6) Months from date of joining
Working Hours	: 8 Hours a day / 06 days a week
Employment Visa & Emirates ID Cost	: Provided by company
Medical Insurance	: As per UAE Labor Law
O.T. & Other Benefits	: As per UAE Labor Law
Air passage	: Joining & Return air ticket in every two years
Workmen's Compensation Insurance	: As per UAE Labor Law
Services Charges	: Provide by company
Right to retain Employee's Passport	: Employee
Annual Leave	: 30 days with one month salary
Uniform	: Provided by company

For and on behalf of
United Group Holding LLC
Signature:
Name: Matar Al Blooshi
Position: Group Chief Investment Officer



ص.ب. 161، أبو ظبي، الإمارات العربية المتحدة، هاتف: +971 2 414 1111، فاكس: +971 2 667 7006
PO Box 161, Abu Dhabi, UNITED ARAB EMIRATES (UAE) +971 2 414 1111 FAX: +971 2 667 7006



SUNERA NEPAL
INCORPORATED PVT. LTD.

PLANET EVENT & HOSPITALITY



بلانت افینت اند ہوسپیتالیتی

Date: - 14/12/2024.

M/S SUNERA NEPAL INCORPORATED PVT. LTD.
License no. 367/059/060
Maharajgunj-03, Basbari, Kathmandu, Nepal.

DEMAND LETTER

Dear Sir/Madam:

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

No.	Category as per Visa Issued	Gender		No. of workers	Basic Salary (digit)	Basic Salary (words)	Air Ticket for joining the company and returning home after completion of contract period
		Male	Female				
1	SUPERVISOR	1	0	1	2500	Two thousand and five hundred only	Provided by the company
2	GEN. CLEAN. WORKER	0	2	2	1300	One thousand and three hundred only	Provided by the company
3	REPRESENTATIVE	1	0	1	2200	Two thousand and two hundred only	Provided by the company
4	LABOURER	4	0	4	1100	One thousand and one hundred only	Provided by the company
5	DRY CLEAN WORKER	0	2	2	1200	One thousand and two hundred only	Provided by the company
Total		6	4	10	-	-	-

The following Terms & Conditions shall be included in the contract.

- Period of employment : Two years (renewable)
- Place of Employment : Doha, Qatar
- Air Ticket : For Joining the Company for the first time (KTM-DOHA) and then Up & down air ticket will be provided after the completion of two years' contract.
- Working Hour : 8 hrs. per day, 6 days per week (48 hrs. per week)
- Over time : As per Qatar Labour Law.
- Probation Period : 6 months from date of entry into Qatar
- Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
- Accommodation : Free bachelor accommodation should be provided by the company.
- Water, electricity & gas : Provided by the company
- Food : Provided by the company or Allowance QR. 300/- or QR. 500/-
- Medical / Insurance : Provided by the company
- Transportation (Bus) : Provided by the company (to and from the work site)
- Uniform, and safety Materials : Provided by the company
- Annual leave : 30 days per year
- Service Gratuity and Leave pay : Provided by the company as per Qatar Labour Law.
- Right to Retain Passport : Employee
- Service Charge : Provided by the company.
- Other Term & Conditions : As per Qatar Labour Law.

PRABIN GURUNG
MANAGER
PLANET EVENT AND HOSPITALITY



Endorsement No: 52028

Membership No: 02/38032

The Chamber certifies the signature of

Mr. PRABIN GURUNG

of M/S: PLANET EVENT AND HOSPITALITY

Without due liability of documents Content

Doha: 16/12/2024

Signature

C.R.No: 203032

70817501 / 70817502

VIP Hotel, M Floor, Al Jahra – Doha



SUNERA NEPAL
INCORPORATED PVT. LTD.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



AL FAREEDA INTERNATIONAL BUILDING MAINTENANCE (L.L.C.)
(Integrated Facilities Management - All Types of Cleaning, Pest Control, Office Boy Service & Building Maintenance)



Date: 19th Jun 2024

M/S Sunera Nepal Incorporated Pvt. Ltd

License No: 367/059/060

Kathmandu, Nepal

Demand Letter

With reference to our power of attorney executed by us in your favors, we hereby request you to kindly supply the following categories of manpower to work in our organization:

S. N	POSITION	QTY	GENDER	SALARY(AED)
1	Cleaner	30	Female	800
2	Cleaner	30	Female	900
3	Security Guard (S/G)	30	Male	1200
4	Security Guard (S/G)	10	Female	1200
5	Valet Parking Drivers	25	Male	1500

Terms and Condition:

- Food / Allowance : Provided by the Company
- Accommodation : Provided by the Company
- Local Transportation : Provided by the Company
- Period of Employment : 12 Months
- Trial Period : 6 months from joining date
- Daily working hours : 8 hours a day and 6 days a week
- Overtime : As per the UAE Labor Law
- Air Ticket (Return/Join) : Provided by the Company
- Medical Facilities and Leave Benefits : Provided by the Company
- Insurance : Provided by the Company
- Vacation : 30 days per year
- Visa : Provided by the Company "FREE"
- All other terms and conditions : As per the UAE Labor Law
- Service Charge : Provided by the Company
- Right to retain Passport : Employee

Yours Sincerely,

M/s. AL NAJMA AL FAREEDA INTERNATIONAL BUILDING MAINTENANCE L.L.C

ABUL KALAM JAMAL MOHAMMED,
(MANAGING DIRECTOR)



Corporate Office: Dubai - P.O. Box : 83808, Makeen Building, Airport Road, Dubai - UAE Tel: +971 4 2954961/62/63, Fax: +971 4 2954960
Email: Info@alfareedagroupintl.com Website: www.alfareedagroupintl.com Toll Free: 800-62 5 62(NAJMA)

Sharjah: Tel: +971 6 5656140, Fax: +971 6 5656175
Abu Dhabi: Tel: +971 2 5569466, Fax: +971 2 5564241
Kuwait Branch: Tel: +965 22468057, Fax: +965 22468056
India Branch: Tel: +91 4 44351001, Mob: +91 9629577774
Qatar Branch: Tel: +974 44351001, Mob: +974 9929577774



The chamber hereby attests, without prejudice that JAMAL MOHAMED ABUL KALAM being authorized by M/S ALNAJMA ALFAREEDA INTERNATIONAL BUILDING MAINTENANCE L.L.C has duly signed this document in his mentioned capacity.

Service Request # : 1-20614088034 Verify ID # : d92d328ffde

This document is electronically issued and does not require signature. Verify the document by scanning the QR Code or (www.dubaichamber.com/verify). Any correction will render this certificate null and void.





SUNERA NEPAL
INCORPORATED PVT. LTD.



LEADER GLOBAL HERITAGE SDN BHD
(Company No : 554554-D)
B606 Blok B Oasis Square
Jalan PJU 1A/7 Ara Damansara
47301 Petaling Jaya
Selangor Darul Ehsan, Malaysia
T 017-205 4018
E leadergroupmanagement@gmail.com

Date: 5th March 2025

SUNNERA NEPAL INCORPORATED PVT.LTD
MAHARAJGUNJ-3, BANSBARI
KATHMANDU, NEPAL

Dear Sir,

RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

Based on the Ministry of Home Affairs Approval Reference No. DN.K.S.600-3/21/6 JLD.18 (24) dated 3/3/2025, whereby you have agreed to recruit Seventy two (72) Security Guards for employment with our company and liaise with relevant authorities concerning recruitment.

This document is verified by the
Embassy of Nepal, Kuala Lumpur
Reg. No.: MYJ25042531095
Date: 2025-04-30

Our recruitment terms and conditions are as follows:

1. **Number of Workers** : 72 Security Guard workers
2. **Sector** : Services (Security Guard)
3. **Job Description** : Security Guard
4. **Criteria for the Recruitment and Employment of Security Guards:**
 - a. Male aged between 25-45 years old;
 - b. Former security forces (if possible but not compulsory);
 - c. Does not possess any criminal records;
 - d. Minimum height of 1.57 meter;
 - e. Minimum weight of 50 kg (110.2 pound);
 - f. Good health/medically fit and without any disabilities (inclusive of good hearing and vision) as well as complies with the Malaysia medical requirement for foreign workers; and
 - g. Having possessed basic communication skills in English or Malay language.
5. **Monthly Wages** : RM 1700.00
 - i. Basic wages : RM 65.38 day x 26 days
 - ii. Allowances (if any) : RM.....
6. **Working Days** : In accordance with Malaysia Labour Laws.
7. **Working Hours** : In accordance with Malaysia Labour Laws.





SUNERA NEPAL
INCORPORATED PVT. LTD.



Babylon Telecommunications WLL
P.O. Box 24684
Doha, Qatar
www.babtel.net

[Signature]


Date: 21-January-2023

M/s Sunera Nepal Incorporated (P) Ltd.
License No 367/059/060
Regd No 23033/059/060

DEMAND LETTER

Dear Sir/Madam

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

No.	Category	No. of workers	Salary (digit)	Salary (in words)	Air Ticket for joining the company and returning home after completion of contract period
01.	Admin Assistant	1	QAR 3000.00	Three Thousand Riyal	provided by the company
02.	-----	-----	-----	-----	
03.	-----	-----	-----	-----	

The following Terms & conditions shall be included in the contract.

- Period of employment : Two years (renewable)
- Place of Employment : West Bay Doha Qatar
- Air Ticket : For Joining the Company for the first time (KTM-DOHA) and then Up & down air ticket will be provided after the completion of two years contract
- Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
- Over time : As per Qatar Labour Law.
- Probation Period : 90 days from date of entry into Qatar
- Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
- Accommodation : Free bachelor accommodation should be Provided by the company
- Water, electricity & gas : Provided by the company
- Food : Provided by the company
- Medical / Insurance : Provided by the company
- Transportation (Bus) : Provided by the company (to and from the work site)
- Uniform, and safety Materials : Provided by the company
- Service Gratuity and Leave pay : Provided by the company as per Qatar Labour Law.
- Service Charge : provided by the company

Regd. No. 23033/059/060

Seen at The Embassy of Nepal

[Signature]
Labour & Welfare

Phone: +974 44231288 P. O. Box- 24113 Office No. 1, 9th Floor Fintech Circle, QFC Tower 1, No. 98- Doha Qatar





SUNERA NEPAL INCORPORATED PVT. LTD.

IMG THEME PARK (L.L.C.)



ای ام جی ٹیم پارک (ش.ذ.م.م.)

Ref. No.:

Date: 13th September 2022

M/s. Sunera Nepal Incorporated Pvt. Ltd.
P.O. Box 19023, Govt License No:367/059/060
Bansbari, Kathmandu, Nepal

Dear Sir,

With reference to our Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following category of manpower to work in our Company:

SR #	Category/Job Title	No. of Workers		Monthly Basic Salary (AED)	Period of Contract	Remarks
		Male	Female			
1.	Cleaner	10	10	1200	2 years	
2.	Host (Park Services)	10	10	1200	2 years	
3.	Retail Sales Assistant	5	5	1500	2 years	
4.	Host	10	5	1750	2 years	
5.	Waiter / Waitress	10	5	1750	2 years	
6.	Commis	10	10	1750	2 years	
7.	Actor	10	5	1750	2 years	
8.	Security Guard	15	10	1920	2 years	
9.	Technician	10	5	3000	2 years	

Terms and Conditions

Food	: Provided by the company
Accommodation	: Provided by the company
Joining air ticket cost	: Provided by the company
Visa, medical test, Emirates ID cost	: Provided by the company
Probation Period	: 180 Days
Working hours and days	: 8 hours/day, 6 Days/week (48 hours per week)
Annual Leave	: 30 days per annum
Medical and Insurance	: Provided by the company
Workmen's compensation insurance	: Insured by the Company
Local transportation	: Provided by the company from Accommodation to work Place
Service fee	: Not Provided by the company
Right to retain employee's Passport	: Employee

Other benefits such as annual leave, over time, etc. in accordance with the labour laws of United Arab Emirates.

Yours truly,

For IMG Theme Park LLC

Izeldin Khalil Akasha Khyal
Manager

Req. No. NEAD/Lab-3/ 2507
Attested by the Embassy of Nepal,
Abu Dhabi, U.A.E.
Signature:
Position: Counsellor (Labour)
Date: 09 FEB 2023



A Member of Hyas & Mustafa Galadari Group
P.O. Box: 114444, Dubai, United Arab Emirates, Tel: +971 4 2611111, Fax: +971 4 3235115, Email: info@imgaladari.com
Website: www.imgaladari.com



The chamber hereby attests, without prejudice that DR IZELDIN KHALIL AKASHA being authorized by M/S IMG THEME PARK L.L.C has duly signed this document in his mentioned capacity.

Service Request #: 1-18058913823 Verify ID #: 13b7d415f74

This document is electronically issued and does not require signature. Verify the document by scanning the QR Code or (www.dubai-chamber.com/en/verify).
Any correction will render this certificate null and void.





SUNERA NEPAL INCORPORATED PVT. LTD.

IMG THEME PARK (L.L.C.)



ای ام جی ٹیم پارک (ش.ذ.م.م.)

Ref. No.:

Date: 13th September 2022

M/s. Sunera Nepal Incorporated Pvt. Ltd.
P.O. Box 19023, Govt License No:367/059/060
Bansbari, Kathmandu, Nepal

Dear Sir,

With reference to our Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following category of manpower to work in our Company:

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		Male	Female			
1.	Cleaner	10	10	1200	2 years	
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8.	Security Guard	15	10	1920	2 years	
9.	Technician	10	5	3000	2 years	

Terms and Conditions

Food	: Provided by the company
Accommodation	: Provided by the company
Joining air ticket cost	: Provided by the company
Visa, medical test, Emirates ID cost	: Provided by the company
Probation Period	: 180 Days
Working hours and days	: 8 hours/day, 6 Days/week (48 hours per week)
Annual Leave	: 30 days per annum
Medical and Insurance	: Provided by the company
Workmen's compensation insurance	: Insured by the Company
Local transportation	: Provided by the company from Accommodation to work Place
Service fee	: Not Provided by the company
Right to retain employee's Passport	: Employee

Other benefits such as annual leave, over time, etc. in accordance with the labour laws of United Arab Emirates.

Yours truly,

For IMG Theme Park LLC

Izeldin Khalil Akasha Khyal
Manager

Req. No. NEAD/Lab-3/ 2507
Attested by the Embassy of Nepal,
Abu Dhabi, U.A.E.
Signature:
Position: Counsellor (Labour)
Date: 09 FEB 2023



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Website: www.imgaladari.com



The chamber hereby attests, without prejudice that DR IZELDIN KHALIL AKASHA being authorized by M/S IMG THEME PARK L.L.C has duly signed this document in his mentioned capacity.

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SUNERA NEPAL
INCORPORATED PVT. LTD.



DELIVERY & MORE

DEMAND LETTER

Date: 10/11/2022

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender	Period of Contract
1	BIKE DELEVERY	40	120	Male	Two Years

The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Plcae Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day,6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accomodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. Other Service Benefits : As Per Kuwait Labor Law.

For Delivery and More Consumer Goods Co.

Salem Abdullah Awwad Alsanea

AUTHORIZED SIGNATORY



Kuwait City - Mirqab - Khaled ibn Alwaleed Street - Mazaya Tower - B3 - Floor 21st
DELIVERY & MORE FOR DELIVERY CONSUMER ORDERS CO.
E-mail : info@deliveryandmore.com
Website : www.deliverymore.com



SUNERA NEPAL
INCORPORATED PVT. LTD.



Al-Ghunaim Trading Co. Ltd. شركة الغنيم التجارية المحدودة

P.O. Box 809 Safat 13009 Kuwait.

Tel.: (965) 1 840 1 840 Fax: (965) 2 484 4300

www.al-ghunaim.net, E-mail: info@al-ghunaim.net



DEMAND LETTER

Date: 12 October 2022

The Paper
Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender	Period of Contract
1	Security Guard	175	130	Male	Two Years
2	Security Guard	25	130	Female	Two Years
3	Light Driver(GCC)	05	170	Male	Two Years



The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Place Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day, 6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. End of service benefits : The Second party shall be due the end of service benefits as set forth in the regulation's laws.

AL GHUNAIM TRADING COMPANY LIMITED

KHALID AL-GHUNAIM



Affiliated Co.:



IRG



KMK Restaurant Management Company



شركة معهد يورفيدا هيلث الصحي
Ayurvedic Health Institute Company

DEMAND LETTER

Date: 02/10/2022

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender	Period of Contract
1	Workers	25	100	Male	Two Years

The following terms and condition shall be included in the contract

1. Period of Employment : Two years (Renewable).
2. Place Of Employment : Kuwait City.
3. Air Ticket : Two way air ticket provided by the company.
4. Working Hour : 8 hours per day, 6 days per week.
5. Over Time : As company rule.
6. Probation Period : 90 days From date of entry into Kuwait.
7. Resident Permit : Resident permit will be provided by the company.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Food : Provided by the company.
10. Water/Electricity : Provided by the company.
11. Medical/Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Annual Leave : Minimum 30 days or as per Kuwait labour law.
14. Agency Fees/Service Charge : Not provided by the company.
15. Visa free : Provided by the company.
16. End of service benefits : The Second party shall be due the end of service benefits as set

Forth in the regulation's laws.

For Ayurvedic Health Institute Company

RAKAN S F ALOTAIR

AUTHORIZED SIGNATORY

ENCLOSED

- Demand Letter
- Photocopy of Visa Stamped Passport
- Agreement Contract Letter
- Photocopy of Final Approval Letter
- Orientation Certificates
- Medical Report
- Miscellaneous Documents

Head Office

 **Maharajgunj-3, Bansbari, Kathmandu**

 **+977-1-5908134, 5908135**

 **info@suneranepal.com.np**

 **www.suneranepal.com.np**

