

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 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.



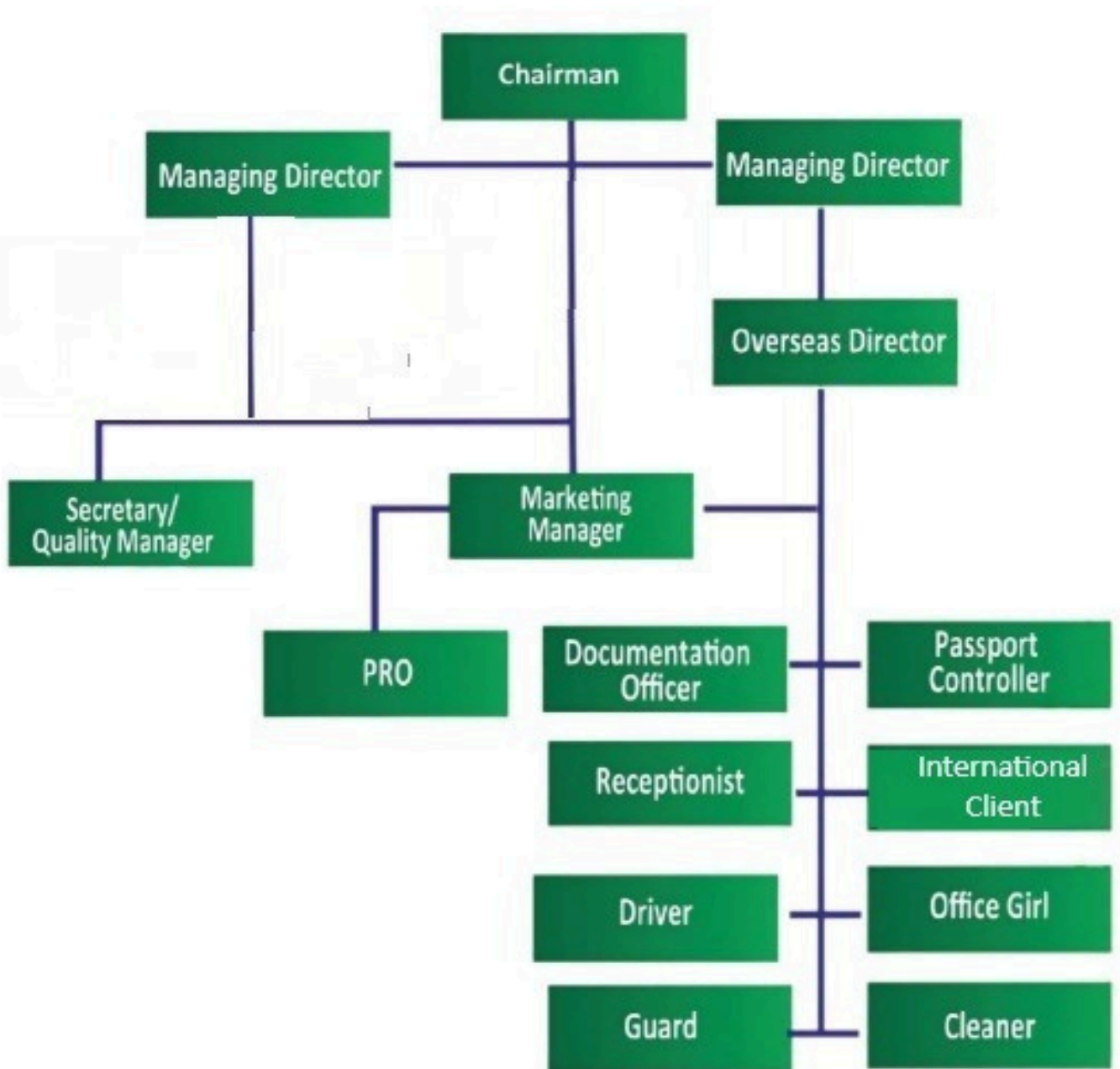


Company Profile

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 Suggested	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

As the Chairperson of Sunera Nepal Incorporated Pvt. Ltd., it is with great pleasure that I address you regarding a vital aspect of our company's vision – foreign employment and international partnerships.

In today's interconnected world, opportunities to expand beyond borders are abundant. We firmly believe that embracing global talent and expertise not only enriches our workforce but also fosters cultural exchange, innovation, and diversity. By connecting Nepali professionals with international employers, we open doors to fresh ideas, new approaches, and a broader perspective on business practices.

Our commitment is to maintain ethical recruitment practices, transparency, and a fair, inclusive work environment for all employees – both domestic and international. Through these efforts, we aim to build lasting partnerships with global organizations, providing skilled and dedicated manpower that contributes meaningfully to their success.

Together, let us stride confidently into the global arena, advancing our organization to new heights through collaboration, professionalism, and mutual respect.

Subash Sunar

Chairperson

Sunera Nepal Incorporated Pvt. Ltd.

Kathmandu, Nepal



Message From

Managing Director

As the Managing Director of Sunera Nepal Incorporated Pvt. Ltd., my name is Santa Bahadur Koirala, and it is my pleasure to share our vision and commitment to providing skilled and reliable manpower to international employers.

Since our establishment in 2004, we have focused on maintaining the highest standards in recruitment, training, and workforce management. At Sunera Nepal, we believe that quality, professionalism, and ethical practices are the foundation for building lasting partnerships with companies around the globe.



Our mission is to ensure that every placement of Nepali professionals contributes meaningfully to the success of our clients while promoting a fair and supportive working environment. By combining dedication, expertise, and a strong understanding of international labor requirements, we aim to bridge the gap between skilled Nepali workers and the needs of global employers.

Together, we continue to expand opportunities, share knowledge, and strengthen international cooperation, ensuring sustainable growth for our employees, clients, and organization.

Santa Bahadur Koirala

Managing Director
Sunera Nepal Incorporated Pvt. Ltd.
Kathmandu, Nepal

Message From

Managing Director

As the Managing Director of Sunera Nepal Incorporated Pvt. Ltd., my name is Bishal Tamang, and it is my pleasure to share our vision and commitment to providing skilled and reliable manpower to international employers.

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Together, we continue to expand opportunities, share knowledge, and strengthen international cooperation, ensuring sustainable growth for our employees, clients, and organization.

Bishal Tamang

Managing Director
Sunera Nepal Incorporated Pvt. Ltd.
Kathmandu, Nepal

Message From

OVERSEAS DIRECTOR

As the Overseas Director of Sunera Nepal Incorporated Pvt. Ltd., my name is Sukra Raj BK, and it is with great pleasure that I share our vision and commitment to international manpower placement.

In today's globalized world, the demand for competent and reliable manpower has never been greater. We firmly believe that by connecting skilled Nepali professionals with employers around the globe, we not only meet workforce needs but also foster cross-cultural collaboration, innovation, and diversity.



At Sunera Nepal, we are committed to maintaining ethical recruitment practices, transparency, and compliance with both Nepalese and international labor standards. Our aim is to build long-term, mutually beneficial partnerships with global organizations, ensuring that every placement contributes meaningfully to the success of both our employees and our clients.

Together, we continue to expand opportunities, share expertise, and strengthen international cooperation, as we take our organization to new heights through dedication, professionalism, and mutual respect.

Sukra Raj BK

Overseas Director

Sunera Nepal Incorporated Pvt. Ltd.

Kathmandu, Nepal

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.



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.



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.





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





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





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
INCORPORATED PVT. LTD.

ISO Certificate



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.



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.



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

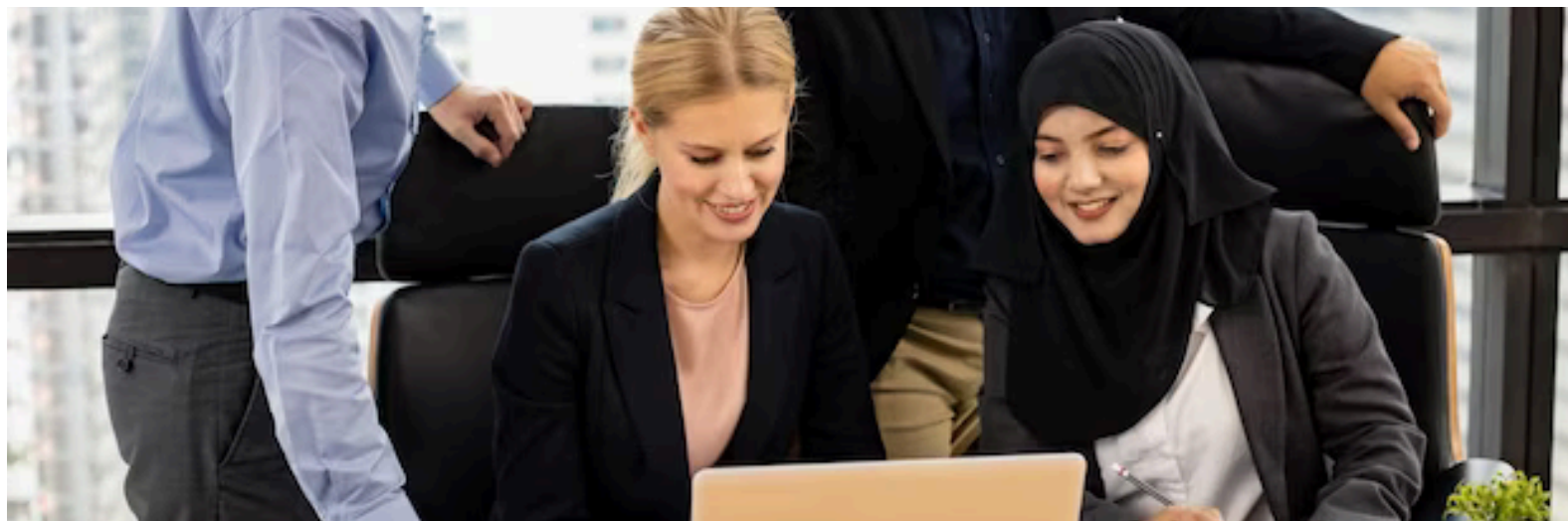
Sunera Nepal Incorporated Pvt. Ltd. Provides the technical trade test facilities and clients can select the workers conducting interview and trade test in the same place. During the trade test, our staff member will assist clients as well as workers with efficiency , like translating the language of 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 receive, we give the booking to our travel or directly to concerned airline to conform the seat form origin country to the nearest port of the Employing Country, of PTAs are not provided by the Employing. After the flight is conformed. We sent flight detail to our clients requesting them to receive the workers at the airport.

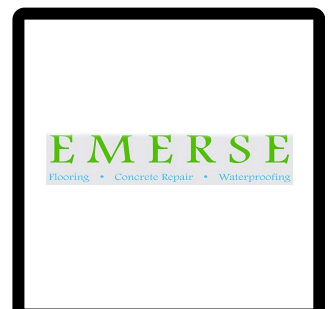




Flowchart



Our Valued Clients



Our Valued Clients



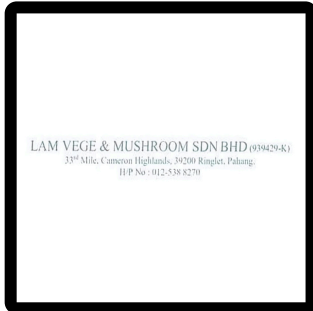
Our Valued Clients



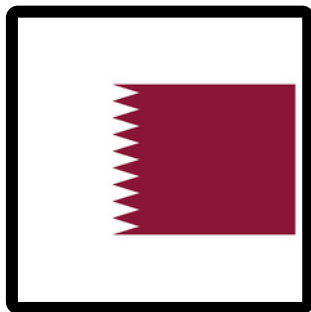


SUNERA NEPAL
INCORPORATED PVT. LTD.



Our Valued Clients



Country





नेपाल सरकार
श्रम तथा रोजगार मन्त्रालय

वैदेशिक रोजगार विभाग

इजाजत पत्र नं. २६५/०५६/०६०

मिति: ०६.११.१९९९

इजाजत पत्र

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी सुतेरा नेपाल इन्कॉर्पोरेटेड प्रा. लि. लाई यो इजाजत पत्र दिइएको छ।

इजाजत जारी गर्ने अधिकारीको
दस्तखत:- ६
नाम:- प्रताप कुमार पाठक
दर्जा:- महाविदेशी
मिति:- २०६१/११/१९

नविकरण गरेको मिति	नविकरण बहाल रहने मिति	नविकरण दस्तुर	यस नविकरण दस्तुर	नविकरण अधिकारीको सहि र मिति
२०६०/११/१९	२०६० आषाढ मसान्त सम्म			
२०६०/६/१२	२०६१ आषाढ मसान्त सम्म			
२०६१/२/२२	२०६२ आषाढ मसान्त सम्म	५१००००/-		
२०६२/१२/११	२०६३ आषाढ मसान्त सम्म	१०००००/-		
२०६३/२/२२	२०६४ आषाढ मसान्त सम्म	५१००००/-		
२०६४/०५/०६	२०६५ आषाढ मसान्त सम्म	६१००००/-		
०६/११/१९	०६/११/१९	१०००००/-		
२०६५/०८/२६	२०६६ आषाढ मसान्त सम्म	१०००००/-	१०,०००/-	
२०६६/०५/२७	२०६७ आषाढ मसान्त सम्म	१०००००/-		
२०६७/०३/३१	२०६८ आषाढ मसान्त सम्म	१०००००/-		
२०६८/०३/२९	२०६९ आषाढ मसान्त सम्म	१००,०००/-		
२०६९/०३/२९	२०७० आषाढ मसान्त सम्म	३०,०००/-		

१. स्वीकृति नसिद्धै शाखा कार्यालय खोली काम गर्न पाइने छैन।
२. स्वीकृति नसिद्धै एजेण्ट मार्फत कुनै पनि काम गराउन पाइने छैन।
३. इजाजत प्राप्त मुलुकमा बाहेक अन्य मुलुकमा कुनै पनि शर्तनामामा कामदारहरू पठाउन पाइने छैन।
४. प्रचलित ऐन नियममा भएको व्यवस्थाको अतिरिक्त नेपाल सरकारले समय समयमा बिएका निर्देशनहरूको पालना गर्नु पर्नेछ।



Government of Nepal
Ministry of Labor and Employment
Department of Foreign Employment

Replica
Sd.
July 06, 2014 AD
Section Officer

License No.: 367/059/060

Date: October 05, 2004 AD

LICENSE

This License is hereby issued to **M/s. Sunera Nepal Incorporated Pvt. Ltd.** authorizing to carry on the foreign employment business subject to complying with the provisions of the Foreign Employment Act, 2064 and Foreign Employment Rules, 2064.

License Issuing Authority's:

Signature : s/d
Name : Pratap Kumar Pathak
Designation : Director General
Date : October 05, 2004 AD

Distributed by:
Nepal Notary Public Council
S.N. 6095424

"The Translation Copy is True and Verified"
Signature: *[Signature]*
Name: Subash Poudel
Date: 23 JUL 2025
Certificate Number of the Notary Public: 63
Date of Expiry of Certificate: Nov.02, 2027 AD
Seal of the Notary Public



Date of Renewal	Valid Tenure of Renewal	Renewal Fee	Additional Renewal Fee	Signature of Renewal Officer and Date
October 05, 2004 AD	Up to end of 2070 Ashad (Mid July, 2013)			Sd.
July 21, 2025 AD	Up to end of 2085 Ashad (Mid July, 2028)	Rs. 30,000/-		Sd. Section Officer

Terms:

1. It shall not be permitted to open and run the branch office without obtaining permission.
2. It shall not be permitted to carry on any activities through agent without obtaining permission.
3. It shall not be permitted to send workers at any terms to any other country except the countries specified in the letter of permission.
4. You must abide by the directives issued by Government of Nepal from time to time in addition.

Distributed by:
Nepal Notary Public Council
S.N. 6095425

"The Translation Copy is True and Verified"
Signature: *[Signature]*
Name: Subash Poudel
Date: 23 JUL 2025
Certificate Number of the Notary Public: 63
Date of Expiry of Certificate: Nov.02, 2027 AD
Seal of the Notary Public





RENEWAL RECORD

S.N.	Date	Renewed up to	Signature of the official
1.	26 Apr. 2023	31 Jan. 2024	 26.4.23 Pradeep Kumar Dhakal Section Officer
2.	31 Jan 2024	31 Jan 2025	 2024.03.28 Section Officer
3.	18 Feb. 2025	16 August 2025	 2025-02-03 Section Officer
4.	31 July 2025	31 July 2026	 July 4, 2025
5.			
6.			
7.			
8.			
9.			
10.			

S.No. 678 Schedule-2

Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

**AUTHORITY CERTIFICATE FOR
SENDING TRAINEE WORKERS TO JAPAN**

It is certified that SUNERA NEPAL INCORPORATED PVT. LTD. Company Licence No. 367/059/60 situated in KATHMANDU, NEPAL is authorized as being the sending agency under Industrial Training and Technical Intern Training Program under JITCO. This Certificate holder must comply with the Foreign Employment Law, JITCO Directive and Instructions issued by the Ministry.

This certificate is valid **Until Renewed** and should be renewed every year within **31st July** days of its expiry.

Name: **Pradeep Kumar Dhakal**
Issue Date: **Section Officer**

2023-4-26
Pradeep Kumar Dhakal
Section Officer
Authorized Signature



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.



محمد الرحمن بن خالد الفتيحي

Name: SAURAB KOIRALA

**Company Name:
Sunera Nepal Incorporated
Pvt. Ltd.**

Card No:688

Signature (official use)

محمد الرحمن بن خالد الفتيحي



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:

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

**This document is verified by the
Embassy of Nepal, Abu Dhabi
United Arab Emirates (UAE)
Reg. No.: AECL25060436767
Date: 2025-06-18**

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



ترانسگارد جروپ لایمیتد
م.ب. ۲۲۶۳۰ - ترانسگارد جروپ - الحرة المنطقة
المنطقة الحرة بشار دبي - الإمارات العربية المتحدة
هاتف: +971 4 703 0500 - فاكس: +971 4 299 5664
البريد الإلكتروني: info@transguardgroup.com
الموقع الإلكتروني: www.transguardgroup.com
ترن: 100225443900005



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.



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 bill No. 1300/73807

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

This document is verified by the
Embassy of Nepal, Riyadh
Saudi Arabia
Reg. No.: SANS25052236865
Date: 2025-05-25

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 contract 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.

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 YAERS	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 - الرموز 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



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/Quantity	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:

Address: 42 Nakakayatsu Ashigawa, Ama City, Aichi Prefecture

Tel:+81-52-444-3401



Reg.No. . NE/Tokyo/Lab/ 94/081-82
Attested by the Embassy of
Nepal, Tokyo, Japan.
Signature:
Position: COUNSELLOR
Date 2024.10.14



SECURITY

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	50 20	2000	Male
02	Security Guard	30	2000	Female

Terms and Conditions:

- Accommodation : Provided by the company.
- Joining and return ticket cost : Provided by the Company
- Visa/Medical test, Emirates ID cost : Provided by the Company
- Working Hour and days : 08 hrs. per day, 06 days per week
- Medical and insurance : Provided by the company.
- Workmen's compensation insurance : Provided by the company
- Local Transportation : Provided by the Company
- Service / Agency /Broker fee : Provided by the Company.
- Right To retain employee's Passport : Employee
- 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 Almadani, General Manager
Royal Falcon Security LLC



Req. No. NE/ Lab-3/ 1502
Attested by the Embassy of Nepal,
Abu Dhabi, U.A.E.
Signature: [Signature]
Position: Counsellor (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 العرفة بالتمايد عبدالله احمد الشحي قد وقع على هذه الوثيقة بصفته مفوضاً من السادة .U.Ø±ÙÙØ\$Ù ØØ\$ÙÙÙÙ ØÙØ-Ø±Ø\$Ø*ØØ Ø.Ø*.Ù دون تحمل العرفة لاية مسؤولية قد تنشأ بسبب مضمون هذه الوثيقة



رقم طلب الخدمة : 1-18964038518 رمز التحقق : 8d0caab0fba
هذا المستند معتمد الكترونياً وليس بحاجة الى توقيع. ويمكنكم التحقق من صحة المستند عن طريق مسح رمز المربع أو اي كود او تغيير بلغي هذا المستند
(www.dubaichamber.com/verify)



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

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

For Elite Force PGSS LLC,

[Signature]

Mr. AKBAR MOHAMMED JALALUDDIN
General Manager



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

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

Scanned with CamScanner



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.





فيمل انتوني لمقاومات النجارة المسالمة
VIMAL ANTONY CONCRETE CARPENTER CONT

TRN. 100278298300003

DEMAND LETTER

Date: 11.07.2024

To,
M/s. Sunera Nepal In Corporated 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

This document is verified by the
Embassy of Nepal, Abu Dhabi
United Arab Emirates (UAE)
Reg. No.: AEKS2409024086
Date: 2024-09-10

S.N.	Job Category	No. of Workers	Gender	Basic Salary (AED per month)	Remarks
01	Stone Mason	28	M	AED 1200	
02	Carpenter	14	M	AED 1200	
03	Steel Fixer	32	M	AED 1200	
Total		84			

Terms and Conditions: -

1. Food : Provided by the company
2. Accommodation : Provided by the company
3. Joining and return air ticket cost : Provided by the company
4. Visa, medical test, Emirates ID cost : Provided by the company
5. Working hours and days : 8 hours/day and 6 days/week
6. Medical and Insurance : Provided by the company
7. Workmen's compensation insurance : Insured by the Company
8. Local transportation : Provided by the company
9. Service/Agency/Broker fee : Provided by the Company
10. 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





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	Wattress	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. 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 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



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. 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 Al Qairawan Nursery Management Co.

Mohammad Meshal Thekrallah Althekr Allah

Authorized Signature



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





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:

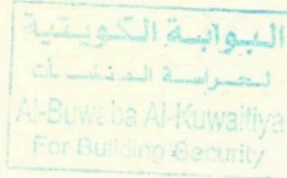
S.No:	Category/ Job Title	No. Of Workers	Monthly Salary KD	Gender	Period of Contract
1	Security Guard	200	125 KD	Male	Two Years

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. 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 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	Monthly Basic Salary (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

T: +971 4 34 124 84
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



Gulf Security Co.



شركة الضمان الخليجية

Date: 16/10/2024

Demand Letter

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 : 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

This document is verified by the
Embassy of Nepal, Kuwait City
Kuwait
Reg. No: KW202411061848
Date: 2024-11-10

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)





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	200	2 years	Female	8hrs.
2	Security Guard	10	130	2 years	Male	8hrs.

This document is verified by the
Embassy of Nepal, Kuwait City

The following terms and conditions are included in the contract

- Period of Employment : Two years (Renewable)
- Place of Employment : Kuwait
- Air Tickets : Two-way air tickets provided by the company
- Working hour : 8 hours per day, 6 days per week
- Over time : per company rule
- Probation Period : 30 days from date of entry into Kuwait
- Resident Permit : Resident Permit will be provided by the company
- Accommodation : Free bachelor accommodation provided by the company
- Food : Provided by the company
- Water/Electricity : Provided by the company
- Medical/Insurance : Provided by the company
- Transportation : Provided by the company
- Annual Leave : 30 days or as per Kuwait labor law.
- 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 ALJANAH MARKET CENTREL CO.

EBRAHIM H E ALKANDARI

Managing Director





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



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. 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 SAFCO ALUMINIUM FACTORY, WLL





United Actros General & Trading Co.



شركة اکتروس 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. 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 UNITED ACTROS GENERAL TRADING CO. FAHAD S ALZOAIBI & PARTNERS

Managing Director

FAHAD SNAITAN NASER ALZQABI



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
Date: 2025-04-03

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.

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** : RM 1700
 - i. Basic wages : RM 1700 month / RM 65.38 day
 - ii. 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



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.

This document is verified by the
Embassy of Nepal, Abu Dhabi

Sr No	Category	Gender	No of Workers	Monthly Basic Salary (AED)	Period of Contract
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

United Arab Emirates (UAE)
Reg. No.: AEIC25021425119
Date: 2025-02-14

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





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: 02/3802
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



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



AL Najma (ش.م.م.)
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

This document is verified by the
Embassy of Nepal, Abu Dhabi
United Arab Emirates (UAE)
Reg. No.: AE025013021199
Date: 2025-02-04

Terms and Condition:

- Food / Allowance : Provided by the Company
- Accommodation : Provided by the Company
- Local Transportation : Provided by the Company
- Period of Employment : 2 to 3 Years
6 months from joining date
- Trial Period
- 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

(Signature)

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 +971 6 5656140 Fax: +971 6 5656175 +971 6 5656175	الشارقة تليفون: +971 6 5656140 فاكس: +971 6 5656175	Abu Dhabi Tel: +971 2 5589466 +971 2 5589466 Fax: +971 6 5564241 +971 2 5564241	أبو ظبي تليفون: +971 2 5589466 فاكس: +971 2 5564241	Kuwait Branch Tel: +965 22468057 +965 22468057 Fax: +965 22468056 +965 22468056	فرع الكويت تليفون: +965 22468057 فاكس: +965 22468056	India Branch Tel: +91 4 44351001+91 4 44351001 Mob: +91 9629577774+91 9629577774	فرع الهند تليفون: +91 4 44351001 مكبركده: +91 9629577774
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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.dubachamber.com/verify). Any correction will render this certificate null and void.





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 applied 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.: MYJZ25042531095
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.






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.

1. Period of employment : Two years (renewable)
2. Place of Employment : West Bay Doha Qatar
3. 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.
4. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
5. Over time : As per Qatar Labour Law.
6. Probation Period : 90 days from date of entry into Qatar
7. Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
8. Accommodation : Free bachelor accommodation should be Provided by the company
9. Water, electricity & gas : Provided by the company
10. Food : Provided by the company
11. Medical / Insurance : Provided by the company
12. Transportation (Bus) : Provided by the company (to and from the work site)
13. Uniform, and safety Materials : Provided by the company
14. Service Gratuity and Leave pay : Provided by the company as per Qatar Labour Law.
15. Service Charge : provided by the company

Regd. No. 26505/19/80

Seen at The Embassy of Nepal

Labour Office

Embassy of Nepal
Doha

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) DEMAND LETTER

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 Hiyas & 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) DEMAND LETTER

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

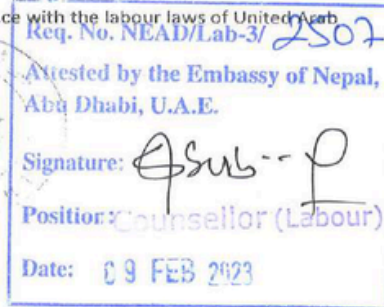
Food	: Provided by the company
Accommodation	: Provided by the company
Joining air ticket cost	: Provided by the company
Visa, medical test, Emirates ID cost	: Provided by the company
Probation Period	: 180 Days
Working hours and days	: 8 hours/day, 6 Days/week (48 hours per week)
Annual Leave	: 30 days 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



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/verify).
Any correction will render this certificate null and void.





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 accomodation 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





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 Pigeon
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. 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 regulation's laws.

AL GHUNAIM TRADING COMPANY LIMITED

KHALID AL-GHUNAIM



Affiliated Co.:





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. 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 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

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