Demand Letter

Date: **15 Sep 2026**

As per the Authorization Letter issued in your name, please arrange to recruit the following personnel, the terms & conditions given below.

S.N	Description	Gender	QTY	Salary (Kuwaiti Dinar)

Other Term and condition: -

1.	Period of contract	: 2 years renewal
2.	Probation Period	: 100 days
3.	Place of work	: Kuwait
4.	Accommodation	: Provided by Company
5.	Transportation	: Provided by Company
6.	Leave, Medical & Insurance	: Provided by Company with worksite insurance
7.	Joining Tickets	: Joining ticket and after completed contract Period.
8.	Air Ticket	: For final Cancellation by Company
9.	All other condition	: As per Labor Law of the host country (Medical, insurance, leave salary as Per Host Country & over time calculate on basic salary).
10.	Duty Hour	: 8 Hrs. (26 days/month)
11.	Demand will be validity	: 2 years.
12.	Food	: Provided by company
13.	Visa	: Free By Company.
14.	Annual Paid Leave	: 30 days in a year
15.	Service Fee	: Not Provided by company

Yours truly,

Signature :

Name : **Name of Personnel……**

Post : Post of Personnel……

For : **Name of Personnel……**

Date: **15 Sep 2026**

Authorization Letter

This is to certify that we, **Company Name……..**, Kuwait, provide the Authorization Letter to recruit the Nepalese Manpower do hereby appoint M/s. **Sherman Global Management Consultants Pvt. Ltd.** License No.: 1219/074/75 Tel : 00977- 01-4573705 Address: G.P.O.Box:8975, EPC 519, Sinamangal-9, Kathmandu, Nepal, to be our true and lawful Attorney and respect of handling all our manpower requirement, such as registration of the demand with the Department of foreign Employment and permission of Nepal Government, clearance etc. from all the necessary documents required for the purpose of recruitment and passage of the required personnel and arranged their passport, visa and passage for Nos. of personnel mentioned in the demand letter. This Authorization Letter will be valid for 2 years from the date of issuance. We will authorize this Authorization Letter.

Yours truly,

Signature :
Name : **Name of Personnel……**
Post : Post of Personnel……

For : **Name of Personnel……**

Date: **15 Sep 2026**

Agency agreement

This contract is made and entered into force on Date: **15 Sep 2026** by and between **Company Name……, Kuwait** Represented by Board Member **Name of Personnel……** (Hereafter called the first party) M/s. **Sherman Global Management Consultants Pvt. Ltd.** License No.: 1219/074/75 Tel : 00977- 01-4573705 Address: G.P.O.Box:8975, EPC 519, Sinamangal-9, Kathmandu, Nepal, represented by **Chairman Mr. Shyam Bahadur Chhetri** (Hereafter called the second party) for the recruitment of workforce from Nepal in accordance with terms and conditions as Mentioned below:

1. The first party has agreed to provide necessary documents such as demand letter, power of attorney, Agency agreement, and employment agreement and guarantee paper to the second party.
2. The first party shall be responsible to guarantee the fulfillment of the conditions agreed upon the conditions agreed upon the employee regarding salary, accommodation and other condition as stated in the demand letter and to make sure that the worker are paid monthly salary on regular basis and other facilities.
3. The second party agreed to mobilize the required number of manpower for the first party.
4. The second party agreed to explain the employment terms and condition, job nature salary, accommodation etc. to the workers at the time of interview on before departure.
5. The second party agreed to provide the selected worker for the required jobs on time.
6. The second party agreed to arrange all test requirements according to the first party orders for selecting unskilled, skilled & professional workers.
7. The second party undertakes to replace any worker who is found not suitable for health or work reason during the probation of 90 days & first party will arrange the visa.
8. Both parties agreed to co-operate with each other for fulfilling the demand on mutual benefits.
9. The labors will be working inside Kuwait and will not be sent to Iraq.
10. The first party will not pay to the second party recruitment fee.

Both parties here to discussed all the above terms & conditions in details and agreed to all terms and conditions stipulated in this agreement and affixed their signature in two identical original on to be checked by each party.

The first party	**The second party**
Company Name…….	**Sherman Global Management Consultants Pvt. Ltd.**
……	……
Name of Personnel	**Shyam Bahadur Chhetri** **Chairman**
Signature--------	**Signature--------**

Date: **15 Sep 2026**

Guarantee letter

Dear Sir,

We **Company Name…….** Kuwait, hereby guarantee that the workers as per our demand letter of **M/s. Sherman Global Management Consultants Pvt. Ltd.** executed in favor of the terms and condition will be as follows:

1. The candidates will work in the organization as specified throughout the contract period. Hence we give surly of continuation of the Nepalese worker with us during the contract period.
2. The basic salary as per the demand letter will be given to the candidate.
3. This entire worker is working inside Kuwait and not sending Iraq.
4. Safe, hygienic and suitable accommodation will Provided (max 4 workers and room size 3.5 X 4.5 Meter)
5. Company will provide visa, joining ticket and returning ticket after completion the contract period in free of cost and will not reduce any amount from worker.
6. Guarantee that the First Party will not pay any service fee to second party.

Yours truly,

Yours truly,

Name : **Name of Personnel……**

Post : Post of Personnel……

For : **Name of Personnel……**

EMPLOYMENT CONTRACT

This Contract is made and entered into between **Company Name……., PO. Box: ….. Safat Kuwait. Tel (+965) ……. Fax: (+965) ……** (First Party) and Miss/Mr. (_____) Nepalese Nationality, Passport No. (_____), in the capacity as the Second Party hereby agreed the following Terms & Conditions. The Second Party agreed to work with the First Party (as per Demand) with the Basic Monthly Salary of KD. (_____) with the Terms & Conditions as follows:

1. Period of Employment	:	2 Years (Renewable).
2. Place of Employment	:	Kuwait
3. Food	:	Provided by the Company
4. Accommodation	:	Provided by the Company
5. Working Hours	:	8 Hours per Day
6. Working Days	:	26 Days per Month.
7. Joining & Returning Air Ticket	:	Provided by the Company
8. Over Time	:	As per Kuwait Labor Law
9. Visa	:	Provided by the Company Free of Cost
10. Residence Permit	:	Provided by the Company Free of Cost
11. Medical & Insurance	:	Provide by the Company
12. Transportation	:	Provided by the Company To and from work
13. Annual Leave	:	30 Days per Year
14. Probation Period	:	3 Months from the date of joining.
15.	:	As per Kuwait Labor Law
16. All Other Conditions	:	As per Kuwait Labor Law.

Signature and seal with complete address of the sponsor
First party
---------- (Signature of Employee)
Signature (Name of Employee)
Position (Address in Nepal with Phone No.)
Date:
Company Name: **Company Name……**
Company's Seal

Date: 15 Sep 2026

Subject: Request Demand Letter Attestation

Dear sir/Madam,

With respect to the above-mentioned subject, I would like to request that the attached Demand letter of our company for recruiting the manpower from Nepal in the stated job categories be attested from Embassy. I hereby declare that all the document submitted along with the demand letter are authentic, as verified and attested by the competent authorities of the state of the Kuwait, and all the workers recruited in our company will get salary, accommodation, food, transportation, Insurance, medical treatment, overtime allowance (if any), free visa, joining as well as returning air ticket after the completion of the contract and other facilities as mentioned in the Demand letter including other right in line with Kuwait labor laws.

Our company will take good care of the Nepali worker who are provided with the above mentioned facilities since the date of their arrival in the state of Kuwait. If any issues arise with regard to the Nepali workers, our company will extend all necessary cooperation and assistance to the Embassy for resolving those issues in the spirit of cooperation with strict adherence to the implementation of rights and facilities for Nepal workers as stipulated in the demand letter.

Yours Sincerely

For **Company Name……**

Mr. **Name of Personnel……**