(Sample)

H.E. The Ambassador,

Embassy of Nepal Date:

Manama, Kingdom of Bahrain

This is to certify that Mr./Mrs.……………………………………...,holder of Nepal passport No…………………………… is working as a ……….…………………. since ………………… Under sponsorship of …………………………………………holder of Bahraini passport No.………………………….and CPR No. …………………………..

I would like to bring to you kind attention that Mr./Mrs. ………………………………. is carrying a valid resident permit expiring in….…………….he/she is also carrying multi visa, he/she traveling to Nepal as annual vacation.

All her expenses during her staying in Bahrain will be borne by………………………. (Employer)

We kindly request you to facilitate the request.

Yours sincerely,

 (Signature)

1. **Required documents from Owner**
2. Employment Contract/Agreement ( Embassy format in **Government Letterhead**)
3. Request letter (as above in **Government Letterhead**)
4. CPR copy with details
5. Passport Copy
6. **Required documents from Staff**

|  |
| --- |
| 1. Original Passport (सक्कल पासपोर्ट)
2. Passport Copy (Page No. 2,3,31)(पासपोर्ट कपी पेज नं. २,३,३१)
3. work residence permit sticker old and new Copy (नयाँ/पुरानो भिषा स्टिकर कपी)
4. Bahraini CPR Copy with details (सिपिआर कपी)
5. Old Foreign Employment Permit sticker(पुरानो श्रम स्टिकर कपी)
6. Citizenship Certificate (Front/Back Copy) ( नागरीकता कपी)
 |
| 1. Request letter with signature(स्वघोषणा पत्र/निवेदन)
 |

**# The Embassy shall not accept the documents if the contract/Letter contain any hand-written correction or use of correcting fluid on it.**

**Further information: Embassy of Nepal**

 **Telephone: 17725583**

 Date:

**Employment Contract/Agreement**

 This is to state that Ms.\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, bearer of Nepalese Passport No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has been renewed the job \_\_\_\_\_\_\_\_ in my house \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the following terms and conditions.

1. Designation for the job : \_\_\_\_\_\_
2. Salary : \_\_\_\_\_BD
3. Working hours : 8 hours per day and 6 days a week.
4. Over time : In accordance with the Labour Law of the Kingdom of Bahrain.
5. Probation Period : Three months (As per the Law of the Kingdom of Bahrain).
6. Annual Paid Leave : 60 days after completion of 2 years of the Employment Contract.
7. Food : Provided by the Owner.
8. Accommodation : Provided by the Owner.
9. Transportation : Provided by the Owner.
10. Air Ticket : joining and return ticket provided by the Owner.
11. Visa & Others fees : Provided by the Owner.
12. Medical/Insurance : Provided by the Owner.
13. Period of Contract : Two Years (Renewable).
14. Other terms and conditions such as leave salary, indemnity etc shall be subject to the Labour Law of the Kingdom of Bahrain.

Employer Employee

Signature : Signature :

Name : Name :

Designation : Address :

Name of the Company( if any): Passport No. :

CR/CPR No. : Citizenship No. :

Telephone No. : Telephone No. :

Mobile No. :

Email:

House No:

Road No:

Area No:

Area Name:

**# The Embassy shall not accept the documents if the contract/letter contain any hand-written correction or use of correcting fluid on it.**

मितिः

श्रीमान महामहिम राजदूतज्यू,

नेपाली राजदूतावास

मनामा, बमराइन ।

**विषयः स्वघोषणापत्र**

म श्री/श्रीमती/सुश्री........................................................................... (पासपोर्ट नं..........................................

सिपिआर नं.................................................) बिगत ...................... देखि बहराइनमा घरेलु कामदारको रूपमा कार्यरत रहेको/रहेकी छु । यस अवधिमा मलाई मेरो रोजगारदाताबाट कुनै प्रकारको हिंसा/दुर्व्यवहार वा करारनामामा उल्लेखित सेवा सर्त भन्दा विपरीतका क्रियाकलापहरू भएको छैन । म आफ्नो काम, सेवा, सुविधा तथा रोजगारदाताको व्यवहारप्रर्ति पूर्ण रूपमा सन्तुष्ट भएकोले र उक्त रोजगारी मेरा निम्ति सुरक्षित महाशुस गरेको/गरेकिले सोही रोजगारदाताकोमा फर्किएर काममा आउनको लागि यस राजदूतावासबाट श्री वैदेशिक रोजगार विभाग, काठमाण्डौं, नेपालको घरेलु कामदार निर्देशिकाको अनुसूची-८ को सिफारिस गरिदिनुहुन तपसिल बमोजिका विवरण सहित अनुरोध गर्दछु ।

**तपसिलः**

|  |  |
| --- | --- |
| नाम, थरः |  |
| स्थायी ठेगानाः |  |
| अस्थायी ठेगानाः |  |
| बहराइनको सम्पर्क नः |  |
| अभिभावकको नाम, थरः |  |
| अभिभावकसंगको नाताः |  |
| अभिभावकको सम्पर्क नः |  |
| रोजगारदाताको नाम, थरः |  |
| रोजगारदाताको ठेगानाः |  |
| रोजगारदाताको सम्पर्क नः |  |
| तलब रकमः |  |
| कामको प्रकृतिः |  |
| अन्य सुविधा भए उल्लेख गर्नेः |  |

माथि उल्लेखित विवरणहरू ठिक साँचो हो । अन्यथा पर्न गएमा कानून बमोजिम सहुँला बुझाउँला ।

 **औंठा छाप कामदारको दस्तखत**

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
|  |