Date:

H.E. The Ambassador

Embassy of Nepal,

Manama, Kingdom of Bahrain

This is to state that Mr./MS…………………………………………………………… bearer of Nepalese passport No……………………………………………….. Has been offered a job …………………………………………………………………in my company…………………………………………………………………………………………………………………………………………… In this regard, we assure that the company will take full responsibility of the worker as mentioned in contract, while working in our company in the Kingdom of Bahrain.

I would like to request you to kindly extend necessary cooperation to the above mentioned worker to assure/resume work in our company.

Thanking You,

Company Name:

Name:

Position:

CPR No:

Contact No:

Signature:

1. **Required document to be submitted in the Embassy (for Bahraini Experience)**

|  |
| --- |
| 1. Citizenship Certificate (Copy)   ( नागरीकता कपी) |
| 1. Passport (Copy of Page No. 2,3,31)   (पासपोर्टको कपी)   1. Old Bahraini CPR Copy   (सिपिआर कपी)   1. Old work residence permit (Copy)   (पुरानो भिषा स्टिकर कपी)   1. Old Foreign Employment Permit sticker   (पुरानो श्रम स्टिकर कपी)   1. Other related Document (Driving License, Experience Certificate etc.)  |  | | --- | | 1. **Company related Documents** | | 1. Employment Contract/Agreement (Embassy format) attested by **Bahrain Chamber of Commerce** | | b. New Visa Copy | |  | | c. CR copy of Company | | d. Sponsor’s CPR copy  e. Request letter (As Above ) | |

**Further information: Embassy of Nepal**

**Telephone No: 17725583**

Date:

**Employment Contract/Agreement**

This is to state that Mr. /.Ms………………………………………., bearer of Nepalese Passport

No. ……………………. has been offered a job (………………….) in my company

( ) under the following terms and conditions.

1. Designation for the job :

2. Basic Salary : BD

3. Working hours : 8 hours per day and 6 days a week.

4. Over time : In accordance with the Labor Law of the Kingdom of Bahrain.

5. Probation Period : Three months (As per the Law of the Kingdom of Bahrain).

6. Annual Leave : all employees will be entitled to 30 days annually (i.e. 2 ½ days per month)

7. Food : Provided by the Company/Employer or provided allowance ------

8. Accommodation : Provided by the Company/Employer.

9. Workmen's compensation Insurance: Provided by the Company at its cost

10. Transportation : Provided by the Company/Employer.

11. Air Passage : joining and return ticket provided by the company

12. Visa & Others fees : Provided by the Company/Employer.

13. Medical : Provided by the Company.

14. Period of Contract : Two Years (Renewable).

15. 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: Passport No. :

CR/CPRNo.: Citizenship No. Telephone No.: Telephone No. : Mobile No. :

To,

Embassy of Nepal, Manama

Kingdom of Bahrain

**Ref:- Guarantee Granted**

Dear Sir,

With respect to aforesaid reference, I, undersigned, hereby for Nepali workers arriving in the Kingdom of Bahrain express my consent that the company shall bear all the expenses including Covid-19 test and for home isolation as per the health protocol made mandatory by the Government of Kingdom of Bahrain. It will be sole responsibilities of my company to provide the employees with required assurances before they are declared fit by the Ministry of Health, Kingdom of Bahrain to resume their job in the Kingdom.

Name:

Designation:

CR Number:

Mobile:

Date:

On behalf of ------Company

(Seal and Signature)