(Sample)

H.E. The Ambassador,

Embassy of Nepal, Date:

Manama, Kingdom of Bahrain

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

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

All her expenses during her staying in Bahrain will be borne by the employer.

I would like to request you to kindly extend necessary cooperation to the above mentioned worker in availing the necessary documents.

Yours sincerely,

(Signature)

1. **Required documents from Sponsor:**
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**

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| 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) ( नागरिकता कपी) |
| 1. Request letter with signature(स्वघोषणा पत्र/निवेदन) |

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

**Further information: Embassy of Nepal**

**Telephone: 17725583**

**Email: eonmanama@mofa.gov.np**

Date:

**Employment Contract/Agreement**

This is to state that Mr./Ms.\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, bearer of Nepali 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:

मितिः

श्रीमान महामहिम राजदूतज्यू,

नेपाली राजदूतावास,

मनामा, बहराइन।

**विषयः स्वघोषणापत्र**

म श्री/सुश्री/श्रीमती.........................................................(पासपोर्ट नं............................सिपिआर नं.................................) विगत ................................देखि बहराइनमा घरेलु कामदारको रुपमा कार्यरत रहेको/रहेकी छु। यस अवधिमा मलाई रोजगारदाताबाट कुनै प्रकारको हिंसा/दुर्व्यवहार वा करारनामामा उल्लिखित सेवा सर्त भन्दा विपरितका क्रियाकलापहरु भएको छैन।म आफ्नो काम, सेवा, सुविधा तथा रोजगारदाताको व्यवहार प्रति पूर्ण रुपमा सन्तुष्ट भऐकोले र उक्त रोजगारी मेरो निम्ति सुरक्षित महशुस गरेको/गरेकीले सोही रोजगारदाताकोमा फर्किएर काममा आउनको लागि यस राजदूतावासबाट श्री वैदेशिक रोजगार विभाग, काठमाडौंमा वैदेशिक रोजगारमा घरेलु कामदार पठाउने सम्बन्धी निर्देशिका,२०७२ को अनुसूची-८ को सिफारिस गरिदिनुहुन तपसिल बमोजिमका विवरण सहित अनुरोध गर्दछु।

**तपसिलः**

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| 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 ठीक साँचो हो । अन्यथा पर्न गएमा कानून बमोजिम सहुँला बुझाउँला ।

**औंठा छाप कामदारको दस्तखत**

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