

To:

Embassy of Nepal

Manama, Kingdom of Bahrain

Date:

### **Application for Guarantee and Undertaking**

I, (Position)..... of the....., (Company Name) authorized legally to decide and sign this undertaking hereby declare the following:

1. The attached Demand Letter, Power of Attorney, Agency Agreement, Employment Contract, Guarantee letter and all the other documents submitted herein are the part of undertaking.
2. Embassy of Nepal shall be informed of the arrival of the employees within three months about their profession, salary, status of residence permits.
3. Embassy of Nepal and its officials can have the access to the accommodation of the employees And office for the purpose of inspection.
4. The salary of the employees shall be given within two weeks of the completion of every working month. All the employees shall be provided with time -card for calculation of overtime allowance.
5. The employees once recruited directly by the company or through its authorized recruiting Agency, will not be relegated or downgraded in terms of position, salary, benefits and work at any cost. The position and category of the employees shall be decided only prior to selection and recruitment.
6. The photocopy of the employment contract issued by the company and certified with original sign and stamp with authorized recruiting agency at the time of departure from Nepal will be considered as legally valid contract for the purpose of clause no.5 Mentioned above and no Contract shall be made with less salary and benefits after arrival.
7. Fees/ cost of residence permit, medical, electricity, water, and accommodation shall be solely born by the employer; Employer shall also bear the fines, if any, because of the delay in the processing of above cases.
8. The employees shall be repatriated within one month after the completion of the contract with all his rights either for vacation or termination.

9. Employer shall be fully responsible for the salary and facilities of employees even if they are supplied to other employers. Salary shall be paid by bank account..
10. In case of any misunderstanding /dispute between employer and the employee, Embassy of Nepal shall be contacted first for the amicable settlement of the grievances
11. All other terms and conditions not mentioned herein shall be subject to the legal provisions of the kingdom of Bahrain.

#### **MANDATORY INFORMATION**

Total Number of the Staff (currently employed):
Total Number of Nepali Staff (Existing) :
Office Address:
Accommodation Address:
Signatory Full name:
Designation in the company:
CPR No.:
Mobile No:
Company CR No:
Email:
Website:
Telephone No.
Fax.:
Post Box No:
Company Type:
Signature:

To:

Embassy of Nepal

Manama, Kingdom of Bahrain

Date:

**Ref:- Request for the Attestation of Demand Documents**

Dear Sir/Madam,

With respect to demand of Nepali workers for our company under various categories, I, undersigned, hereby request for attestation of following demand documents:

1. Demand Letter
2. Power of Attorney
3. Guarantee Letter
4. Service Agreement
5. Employment Contract
6. Application for Guarantee and Undertaking

I also would like to express my consent that the company shall bear all the expenses relating to health protocol and job and occupational safety requirements made mandatory by the Government of Kingdom of Bahrain and undertake to provide facilities and benefits as per the Labour Law of Kingdom of Bahrain.

Name:

Designation:

CR Number:

Mobile:

Date:

On behalf of -----Company-----

(Seal and Signature)