



## Nepal in Brief

Nepal, officially the Federal Democratic Republic of Nepal, is a landlocked sovereign state located in South Asia. Nepal is situated within latitude 26° 22' N to 30° 27' N and longitude 80° 4E to 88° 12' E. with an area of 147,181 square kilometers (56,827 sq mi). Its Shape is roughly rectangular about 885km long East to West and about 200km wide North to South and occupies 0.3 and 0.03% of land area of Asia and the world respectively. Population of Nepal is approximately 27 million (and nearly 2 million absentee workers living abroad), Nepal is the world's 93rd largest country by land mass and the 41st most populous country. It is located in the Himalayas and bordered to the north by the People's Republic of China, and to the south, east, and west by the Republic of India. Specifically, the Indian states of Uttarakhand, Uttar Pradesh, Bihar, West Bengal, and Sikkim border Nepal, while across the Himalayas lies the Tibetan Autonomous Region. Nepal is separated from Bangladesh by the narrow Indian Siliguri corridor. Kathmandu is the nation's capital and largest metropolis.

The mountainous north of Nepal has eight of the world's ten tallest mountains, including the highest point on Earth, Mount Everest, called Sagarmatha in Nepali. It contains more than 240 peaks over 20,000 ft (6,096 m) above sea level. The southern Terai region is fertile and humid. Lumbini, the birthplace of Lord Gautam Buddha, is located in this region. Lumbini is one of the holiest places of one of the world's great religions, and its remains contain important evidence about the nature of Buddhist pilgrimage centres from as early as the 3rd century BC.

Hinduism is practiced by about 81.3% of Nepalis, making it the country with the highest percentage of Hindus. Buddhism is linked historically with Nepal and is practiced by 16%, Kirat 5.1%, Islam by 4.4%, Christianity 1.4%, and animism 0.4%. A large section of the population, especially in hill region, even though they follow Hindu customs, may identify themselves as both Hindu as well as Buddhists which can be attributed to syncretic nature of Hinduism and Buddhism in Nepal. In 2013, Nepal ranked the 157th place on the Human Development Index (HDI) and is one of the least developed nations in the entire world.

**Federal Democratic Republic of Nepal**  
सङ्घीय लोकतान्त्रिक गणतन्त्र नेपाल  
**Sanghiya Loktantrik Ganatantra Nepal**



Flag

Coat of arms

**Motto:** जननी जन्मभूमिश्च स्वर्गादपि गरीयसी  
"Mother and Motherland are Greater than Heaven"

**Anthem:** *Sayaun Thunga Phulka*  
Made of Hundreds of Flowers



**Capital:** Kathmandu (Largest City) 27°42'N 85°19'E

**Official Language:** Nepali

**Demonym:** Nepali, Nepalese, Gurkhas

**Government:** Federal Parliamentary Republic

**President:** Ram Baran Yadav

**Prime Minister:** Sushil Koirala

**Legislature:** Constituent Assembly

**Unification:**

Kingdom declared 25 September 1768

State declared: 15 January 2007

Republic declared: 28 May 2008

**Area:**

Total 147,181 km<sup>2</sup> / 56,827 sq mi (95th)

Water (%) 2.8

**Population:**

2011 census 26,494,504

Density 180/km<sup>2</sup>, 518/sqmi (62th)

**GDP (PPP) 2012 estimate**

Total \$ 41.22 billion

Per Capita \$ 1,200

**GDP (Nominal) 2012 estimate**

Total \$19.921 billion

Per Capita \$ 743

**Currency:** Nepalese Rupee (NPR)

**Time Zone:** NPT (UTC +5:45)

**Drives on the left**

**Calling Code:** +977

**ISO 3166 Code:** NP

**Internet TLD:** .np

# License

Government of Nepal  
**Ministry of Labour and Transport Management**  
**Department of Foreign Employment**

Licence No.: 838/066/067

Date: - January 22, 2010

## Licence

This licence has been given to **Sugam Overseas Pvt. Ltd.**, authorizing to carry on foreign employment business, subject to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2008 and the terms and conditions specified in this licence.

### **Licence issuing authority:**

Name: Mohan Krishna Sapkota

Designation: Director General

Signature: Sd.

Date: January 22, 2010



*Mohan Krishna Sapkota*  
Aug 09, 2011



Reg. No: 4711  
Attested the seal of Law Books Management Board and signature of its Production/Section Officer.

*[Signature]*  
Registrar Officer  
Date: 09 AUG 2011

# Certificates

नेपाल सरकार  
उद्योग मन्त्रालय

**कम्पनी रजिष्ट्रारको कार्यालय**  
**कम्पनी दर्ताको प्रमाण-पत्र**

दर्ता नं: ६८४४३/०६६/०६७

श्री सुगम ओभरसीज प्राइवेट लिमिटेड कम्पनी संवत् २०६६ साल मंसिर महिना २५ गते रोज. ५ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति: २०६६/८/२५

स. रजिष्ट्रार  
सहायक रजिष्ट्रार

Government of Nepal  
Ministry of Industry

**Office of the Company Registrar**

Registration No: 68443/066/067

**CERTIFICATE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to M/s. Sugam Overseas Private Limited having incorporated it on the 10 day of Dec 09 pursuant to sub-section (1) of section 5 of the Companies Act 2006.

Date: 2009/12/10 Asst. Registrar

सुगम ओभरसीज प्राइवेट लिमिटेड कम्पनीको उद्देश्य कार्यालय गर्न इजरायल प्रदाय गरिएको ब्यान्कि हस्ताक्षर प्राप्त अनुसार निम्न अनुमति सम्पन्न विभाजन विवरण प्राप्त माथ कम्पनीको उद्देश्य अनुसार कारोबार गर्न पाउँछ।

नेपाल सरकार  
अर्थ मन्त्रालय  
आन्तरिक राजश्व विभाग

**स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र**

नेपाल सरकारको आन्तरिक राजश्व विभागको कार्यालयमा दर्ता गरिएको छ।

पान: ३०३१६७२२६

आन्तरिक राजश्व कार्यालय: काठमाडौं ३

मिति: २९ ०८ २०६६

मु.अ.क. दर्ता मिति: दिन महीना साल

करदाताको नाम: सुगम ओभरसीज प्रा. लि.

करदाताको प्रकार: प्राइवेट लिमिटेड

ठेगाना: बडा नं. ८, गोगु

गाविस: गोगु

काठमाडौं

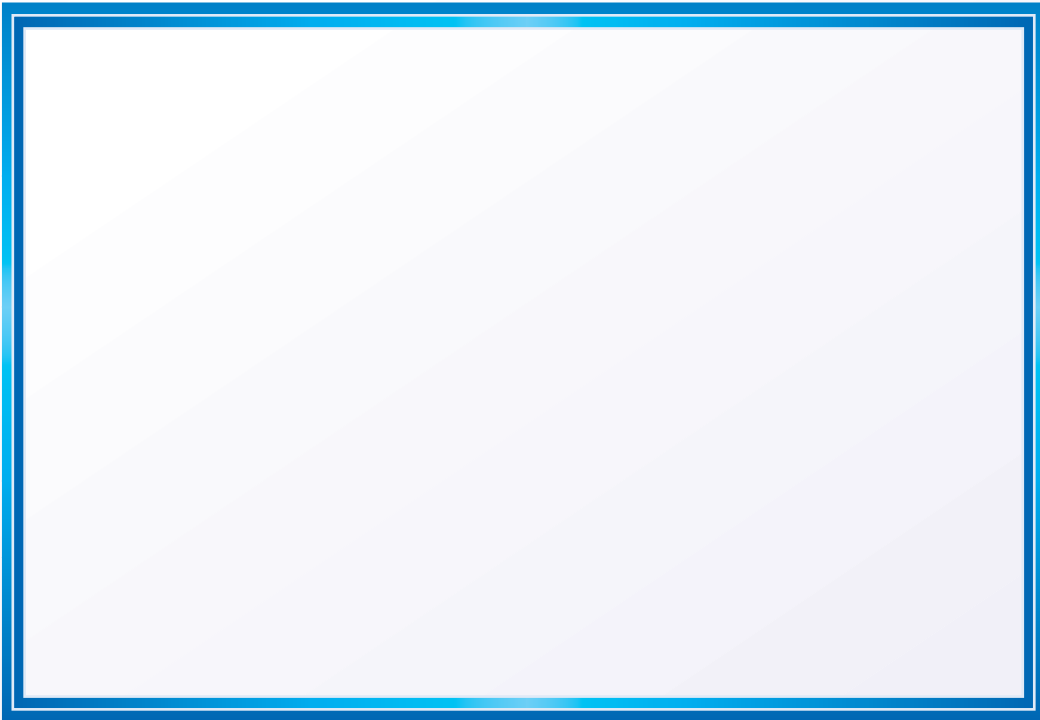
व्यवसाय कारोबारको प्रकार: वैदेशिक रोजगार

करदाताको दलखत:  

कर अधिकृतको दलखत:  ०६/११/१३

**करदाताले पाएका सुविधाहरू:**

- करदातालाई अतिरिक्त कसमा विन विनक जारी गर्नुपर्ने।
- मु.अ.क.मा दर्ता हुनेले करको दर अतिरिक्त वा वैधानिक वा अधिप्राप्तिको समान भएको र विभिन्न मु.अ.क.मा विवरण तथा मु.अ.क.मा दर्ता हुनुपर्ने।
- अतिरिक्त करको दर अतिरिक्त वा वैधानिक वा अधिप्राप्तिको समान भएको र विभिन्न करको दर अतिरिक्त वा वैधानिक वा अधिप्राप्तिको समान हुनुपर्ने।
- अतिरिक्त करको दर अतिरिक्त वा वैधानिक वा अधिप्राप्तिको समान भएको र विभिन्न करको दर अतिरिक्त वा वैधानिक वा अधिप्राप्तिको समान हुनुपर्ने।
- करदाताको विवरण र कर रकम अनुसन्धान, अनुसन्धान र विवरणको समान।
- को व्यवसाय विवरण तथा करदाताको विवरणको समान हुनुपर्ने।
- कुनै विवरण प्राप्त कार्यालयमा समान हुनुपर्ने।



# Message from **MANAGING DIRECTOR**



Dear Clients,

Greetings from all of us at **Sugam Overseas Pvt. Ltd.** !

At **Sugam Overseas**, there is a simple philosophy at work; clients are not our audience, but our success partners. And in their growth, lies our growth. So wherever they are, Nepal or abroad, we are always in search of opportunities that will make them succeed in their respective professions. In continuation of this philosophy, we at **Sugam Overseas**, Nepal's leading Government recognized recruiting organization, take great delight in helping the clients achieve what they seek.

As thought leaders, we know, "job Satisfaction for working people can only come if there is a right person for the right job". Our commitment towards this viewpoint has resulted into high-level satisfaction for both customers and job seekers. Which enable thousands of job seekers from across Nepal to find a job abroad.

What's more, our ultra-modern office, our well-qualified team, our extensive database of professionals and our smart selection criteria, all contribute to make us best in the recruitment industry. Reason why our customers share a pride to be associated with us, they know we will provide them with only the right people for the required assignment, whatever the constraint.

Lastly, I would like to take this opportunity to extend my good wishes to our esteemed employers and job seekers who have helped us reach where we can rub shoulders with the who's who of the industry. I am also grateful to all my team members, because without them this feat would not have been possible.

Hope you all will continue to support us in our passion to change worlds.

Warm regards,

**D. P. (Dilip) Bhattarai**  
Managing Director

# Message from **EXECUTIVE DIRECTOR**



Dear Clients,

Professional & One of the leading Recruitment Consultancy providing end to end recruitment solutions worldwide. **Sugam Overseas** has been committed to providing both clients and candidates with an unrivalled level of service. We are registered with the Ministry of Labour and Employment, Government of Nepal.

At **Sugam Overseas** , we consistently hit the mark in our recruiting efforts because we dedicate the resources to understand and appreciate candidate and client requirements as well as those needed to recruit and source qualified candidates. We also validate every candidate and every requirement through a rigorous documentation process that ensures that we only work with quality requirements and quality candidates ensuring that all parties involved in the process are working towards the same conclusion. All of our staffs are committed to providing a comprehensive, effective recruitment agencies services and are able to cope with every recruitment need & we help creating employment opportunities.

They are carefully trained to efficiently handle all aspects of manpower mobilization, screening, and documentation. We try our very best to provide candidates with the most suitable position in their respective fields. Whether we are conducting national or international searches, we always maintain the same regard for confidentiality and quality of service, and our goal to exceed your expectations. the first time, every time.

With regards,

**Saru Bhattarai**  
Executive Director

# Message from **MARKETING DIRECTOR (FOREIGN)**



In present, there are hundreds of recruiting companies in Nepal, among which **Sugam Overseas** is found to be most specific and the reliable as its expert team, its collaboration, its formation, and as a whole, its vision to look after why foreign employment is so vital for today's generation.

We aim to make the right assimilation of the two parties and have the progressive initiation for the betterment of an individual and company. Hovering to quarries and information may deprive the reality and lacks the reliability, so, **Sugam Overseas** goes so closely to every intuition and acts accordingly.

We have established Help Desk, Public Relation Desk, Query Desk that address to the people directly. Our brochure helps the clients abroad to know about us and Nepalese workers. Likewise, management is always eager to deal on the different issues with clients. As our success is closely related with our well-wisher, clients and the employee candidate we are always ready to co-ordinate with deep respect and responsibility. With experience of many years **Sugam Overseas** is the best Manpower from Nepal, I want to assure you for quality service.

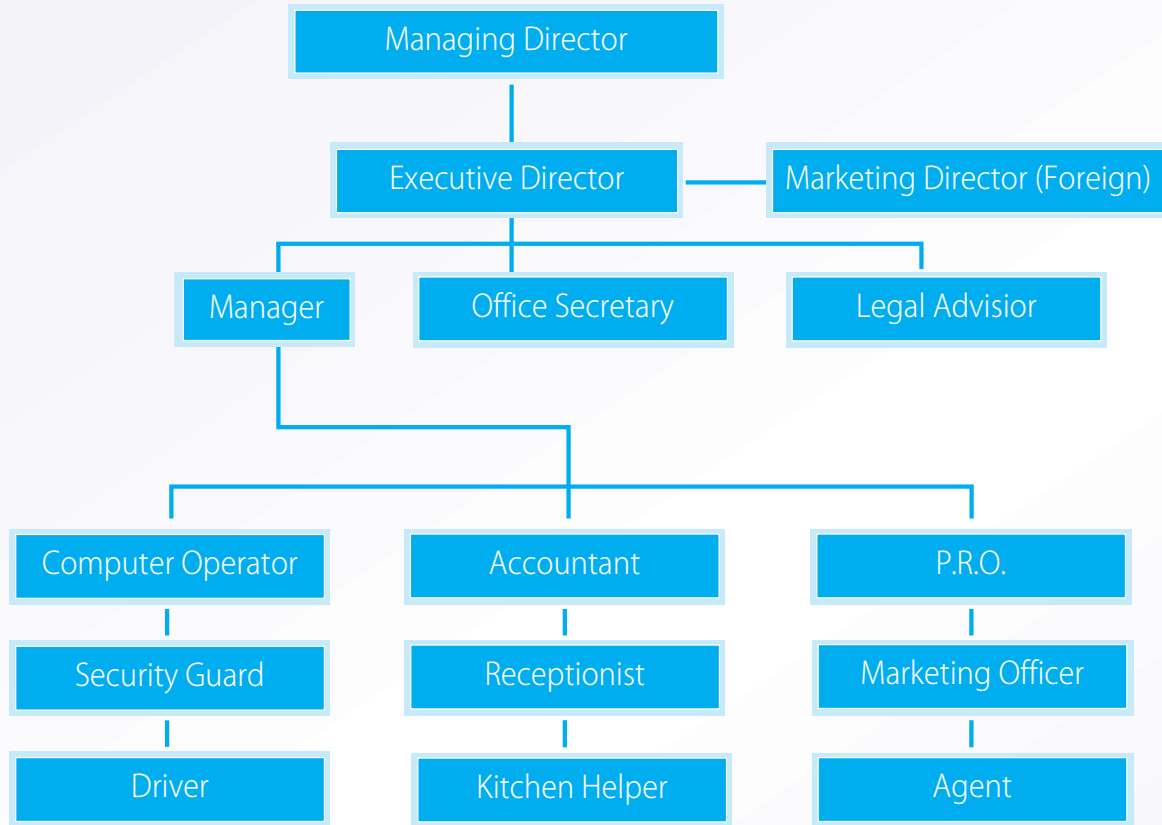
With regards,

**Sudeep Kharal**  
Marketing Director (Foreign)

# Company Profile

Name of the Company	<b>Sugam Overseas Pvt. Ltd.</b>
Registration Authority	Ministry of Industry & Commerce Office of the Company Registrar <b>Company Registration No: 68443/066/067</b> Ministry of Labour & Employment Department of Foreign Employment <b>License No: 838/066/067</b> Ministry of Finance Department of Internal Revenue <b>PAN No: 303967226</b>
Member	Nepal Association of Foreign Employment Agencies Nepolian Health Care Center Pvt. Ltd.
Board of Directors	<b>Mr. D. P. (Dilip) Bhattarai (Managing Director)</b> Mob: +977 - 9851009946, 9813492755 <b>Mrs. Saru Bhattarai (Executive Director)</b> Mob: +977 -9841596513, 9803980570 <b>Mr. Sudeep Kharal (Marketing Director) ( Foreign)</b> Mob: +971-551771025 (UAE)
Capital Structures	Authorized - 10 Million Nepalese Rupees Paid-Up - 5 Million Nepalese Rupees Issued - 7.5 Million Nepalese Rupees
Official Banks	M/S Global IME Bank Limited, New Road, Kathmandu
Legal Advisor	Mr. Ram Hari Regmi
Auditor	M/S Gautam Associates & Co.
Working Experiences	Comprehensive background in Implementing and accomplishing company's mission by working at extensive level in senior management capacity for years in the national and international organizations & overseas employment business fields.
Mailing Address	Dhapasi-08, Samakhusi (Ring Road), Kathmandu, Nepal Tel: 977-1-4386106 , Fax: 977-1-4364366 Email: info.sugam@gmail.com, info@sugamoverseas.com.np, hr@sugamoverseas.com.np, Skype: sugam.overseas Website: www.sugamoverseas.com.np

# Organization Chart



## Sister Company



### **Black Berry** **Travel & Tours Pvt. Ltd.**

*Your Complete Travel Partner*

Thamel-29, Lekhnath Marg, Kathmandu, Nepal  
Tel: 00977-1-4421657, Fax: 00977-1-4364366  
Email: berrytravels4u@gmail.com



# About Us

Sugam Overseas Pvt. Ltd. is one among and leading Manpower Recruitment Agency in Nepal. Sugam Overseas Pvt. Ltd. is already recognized as highly successful in providing its clients, reliable, qualified and cost effective solutions to their HRD & Personnel needs either from our comprehensive database or through creative advertisements, extensive search & selection.

Sugam Overseas Pvt. Ltd. is established and managed by professionals having extensive experience in HRD, IT Industry Marketing, Financial Management, Constructions Industries etc. with the entire necessary infrastructure.

Sugam Overseas Pvt. Ltd. is registered and Licensed by the Government of Nepal for conducting international recruitment services.

At Sugam Overseas Pvt. Ltd. we want to understand your goals, your needs and how the inevitable changes of this business are affecting your world. With such an understanding we then match the right talent to deliver successful results.

Aside from being high performance... we're also the nicest people you'll ever meet.

## Our Mission

We are totally committed to providing our patrons the best in terms of quality and standards. Honesty and fair play is an integral part of the high ethics to which we stick at all times; even during very critical periods.

We believe in finding the right job for the right candidate and the right candidate for the right company at the right salary level. We take upon ourselves the onus of finding an equitable salary level that is sustainable for the employer as well as the employee. Our guiding principles are giving every stake holders a level ground in which everyone stands to gain, contribute to humanity and progress together.

In our pursuit for excellence we keep in mind the need to remain neutral toward everyone who deal with us and strive to build a better tomorrow.

## Our Vision

We envision a world in which everyone is satisfactorily employed and every company is satisfied with its employees. We orient our actions and thoughts in this direction relentlessly and encourage our staff to work toward achieving these objectives to its fullest extent. We foresee and work toward a world in which employer-employee relationship is at its cordial best, and in achieving a zero-dispute environment.



# Why Nepalese workers ?

Over the past few years, a growing number of employers from overseas countries are paying their attention to Nepal for recruitment of manpower to cope with the increasing requirement of manpower in their countries. The following are the lucrative advantages to hire Nepalese workers.

- The fact that Nepalese people are committed to their duties and responsibilities cannot be denied because of which countries, especially from the Middle East and East Asian countries have shifted their interest towards Nepalese manpower by recruiting them in different categories. The reason could definitely be the honesty, hard work, loyalty, discipline and above all commitment of Nepalese people towards one's duties and responsibilities.
- Manpower in Nepal are comparatively more cost effective and their hiring cost is lower as compared to other countries.
- All categories of workers such as professionals, skilled, semi skilled and unskilled almost in all fields are readily available for immediate placement.
- Nepalese workers are laborious and sustain their working capability even in the most arduous conditions.
- Nepalese workers discharge their duties relentlessly, without hitch and without any kind of discontent.
- The government procedures and formalities in Nepal are comparatively simple.
- The Nepalese people are peace-loving, simple-minded, dedicated and extremely loyal to their employers, have high sense of responsibilities & discipline.

# Why Us ?

There are various reasons why is the Sugam Overseas Pvt. Ltd. best to help our both national and international clients to hire work force as their requirements.

- Sugam Overseas Pvt. Ltd. has registered with Licence No.: 838/066/067 under The Ministry of Labor & Employment, Department of Foreign Employment of Nepal.
- All the staff of Sugam Overseas Pvt. Ltd. are experience and proficient expertise in this field and all are supportive as well. They have good "Team Spirit" which is the heart or main organ of any company to be succeeding.
- Sugam Overseas Pvt. Ltd. has that confidence to facilitate you & offer excellent services. We are well organized in performing all the assignment required for the appropriate grant of your mission. We ensure you full satisfaction.
- We have the potential to cater to the needs of our valued patrons.
- Willing to be ablaze the "Midnight Oil" to achieve the patrons' full satisfaction.

# We Supply

## Engineering

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer



## Doctor / Nurse

- Doctor Gynecology (Surgeon) MRCOG
- Doctor Physician (General) MD
- Doctor Surgeon (General) MD
- Doctor (Gynecology) MS
- Doctor (Urology) MS
- Doctor Skin (Skin & UD) MD
- Doctor (Nephrology) MD
- Nurses (General Wards) Diploma
- Nurses (Midwifery Gynecology) Diploma
- Nurses (ICU) Diploma
- Nurses (Surgery Operation Theatre) Diploma
- Asst. Nurses (Cleaners) Male -Diploma
- Technician Lab Diploma
- X-Ray Technicians Diploma



## Information Technology

- Computer Engineer
- System Administrator
- Software Engineer
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks



# We Supply

## Official Personnel Management Group

- Officer Manager
- Assist Manager
- Manager-Marketing, Sales, Administration
- Accountants, Cashiers
- Secretaries, Storekeepers, Purchasers
- Clerks, Typists, Data Entry Operators
- Office Boys
- Tea Boys
- Bell Boys

## Air Conditioning (Window Type, Split Level & Central Unit)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians

## Garments And Textile

- Pattern Makers
- Cutting Masters
- Production Managers
- Supervisors
- Tailors
- Checker, Helpers

## Supermarket

- Salesman
- Check out Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners



# We Supply

## Building Structure Maintenance & Construction Group

- Electricians
- Plumbers, Welders, Steel Fixers & Pipe Fitters
- Carpenters (Finishing & Shuttering)
- Electronic Technicians
- Painters(Spray Wall)
- Mason- Construction Helpers
- Mason- Brick Layers
- Mason - Tile/ Marble Fitters



## Vehicle/Heavy Equipments Operator/ Auto Mechanic And Maintenance

- Light Vehicle Drivers
- Car/ Van/Mini-bus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane Drivers
- Motor/Grader/Dozer/Backhoe/Roller Operators
- Bulldozer/Scrapper Operators
- Auto Mechanic/Diesel Machine Mechanics
- Heavy Duty Mechanics
- Wireless Technicians/Bar Benders



## Agriculture / Plantation



# We Supply

## Hotel & Catering

- Manager & Assist Manager
- Public Relation Officer & Restaurant Captain
- Cooks (Continental, Chinese, Indian & Arabic)
- Asst. Cooks
- Waiters
- Stewards
- Fast Food Crew
- Food and Beverage Controllers
- Food and Beverage Manager
- Bakers
- Barmen
- Kitchen Helpers
- Dishwasher Men
- Laundry Men
- Pressmen
- Janitors
- House Keepers, Room Makers

## Security Sector

- Ex-British Army
- Ex-Indian Army
- Ex-Nepalese Army
- Ex-Nepal Police
- Watch Man
- Security Officer
- Security Supervisor
- Civil Security Guard
- Body Guard & many more.



# Required Documents

Requirement of documents vary from country to country. Documents requirements also depend on whether the embassy of manpower importing has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final deal for sending workers overseas. We follow the in-detail government provisions to avoid unnecessary hassles to the workers.

## Principle Documents:

- 1. Demand Letter:** Demand letter should be addressed to Sugam Overseas Pvt. Ltd. License No: 838/066/067, The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, residence permit and other benefits.
- 2. Power of Attorney:** Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes Sugam Overseas Pvt. Ltd. License No: 838/066/067 for sending workers legally.
- 3. Employment Contract:** The employing company should provide the employee with an employment agreement as per demand letter.
- 4. Service Agreement:** Employing Company should provide us service agreement between company and recruitment agency in Nepal.
- 5. Guarantee Letter:** The employing company should not transfer any workers to another country without approval of competent Nepal Government authorities.  
Above documents from 1 to 5 should be signed by company's authorized person, bear Company Seal and documents 1 & 2 should be attested from Chamber of Commerce or Ministry of Foreign Affairs from the respective country.

## For Kingdom of Saudi Arabia:

- A.** In case of Block Visa issued for Kathmandu, Nepal, the company should prepare all above mentioned principle documents authorized to Sugam Overseas Pvt. Ltd. License No: 838/066/067, which is recognized Nepalese agent by the embassy of the Royal Kingdom of Saudi Arabia, located in Kathmandu, Nepal.

## Important:

We prefer Kathmandu, Nepal for visa endorsement because we have our own ID Card through which we can endorse the visa on time.

- B.** In case of Block Visa issued for nearest embassies-Delhi and Mumbai, India, the employing company should prepare all following documents in the name of Sugam Overseas Pvt. Ltd. License No: 838/066/067  
1. Electronic Authorization Letter, 2. CR Copy (Company Registration Copy), 3. Visa Approval Slip

## Important:

We do not prefer these places for visa endorsement because we have to rely on Indian agencies. Documents from 1 to 5 should be same as above. But the following documents should be in the name of associate office recommended by Sugam Overseas Pvt. Ltd. License No: 838/066/067

- 6. Electronic Authorization Letter:** The employing company has to write a letter according to visa approval slip to the Electronic Authorization Office or Embassy for visa endorsement of the workers.
- 7. Visa Slip (Copy):** The original visa slip is required in case of Block Visa. However, the photocopies of Block Visa are acceptable in case of multiple Block Visa.
- 8. Company Registration (C. R.) /one photocopy only.**

## For Other Countries:

The documents mentioned above 1 to 5 should be signed by company authorized person and bear company seal. The documents 1 and 2 must be duly sealed and attested by Chamber of Commerce and Ministry of Foreign Affairs from the respective country.

# Sample of Required Documents

**Specimen Copy**

Date: \_\_\_\_\_

**DEMAND LETTER**

To,  
**Sugam Overseas Pvt. Ltd.**  
 License No.: 838/066/067  
 Kathmandu, Nepal

Kindly arrange to select and recruit following workers to work for our various ongoing projects in (Country Name) .

S. No.	Job Title	No Required	Salary

**Terms And Conditions:**

- The place of employment shall be (Name of Country).
- Working hours will be eight (8) hours per day-6 days a week.
- Resident permit fee will be borne by the Employer.
- Food, Accommodation, Insurance, Medical and Transportation will be provided by the company.
- Duration of contract will be 2 years.
- Company will provide round trip ticket upon completion of contract.
- Other terms as per (Name of Country) Labour Law.

**For Company**  
 Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_

**Specimen Copy**

Date: \_\_\_\_\_

To,  
**The Director General**  
**Department Of Labour**  
 Tinkune, Kathmandu  
 Nepal

**SUB: GUARANTEE LETTER**

Dear Sir,

This letter is to confirm that the recruitment of Nepalese workers which were given to our agent **M/S Sugam Overseas Pvt. Ltd.** Vide our demand letter dated ..... is for the Nepalese workers exclusively for our company in ..... (Name of Country) only.

We hereby guarantee that these workers will be employed in this company for at least a period of 2 years and will not be assigned job elsewhere other than (Name of Country).

We would highly appreciate if you kindly release the permission for deployment of workers as per our demand letter at the earliest.

Thanking you,  
 yours faithfully,  
 ..... (Company Name)

**Specimen Copy**

Date: \_\_\_\_\_

**POWER OF ATTORNEY**

We .....(Company Name), ..... (Name of Country) hereby appoint **M/S Sugam Overseas Pvt. Ltd., Kathmandu, Nepal** holding **License No.: 838/066/067** to be our lawful attorney and recruiting agent Nepal for the purpose of handling all to sign all necessary documents as required by the laws and regulations pertaining to employment of workers to arrange for their passports and visa endorsements with the Embassy and arrangements for their passage and other legal formalities that deem necessary.

For ..... (Company Name)  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_

**Specimen Copy**

Date: \_\_\_\_\_

**EMPLOYMENT CONTRACT**

Name: .....  
 Passport No:.....

You have been selected to working capacity of.....  
 Under following terms and conditions:

- The Basic Salary will be .....
- Place of Employment shall be ..... (Name of Country).
- Contract period will two years and renewable with mutual consent.
- Normal working hours shall be 08 hours in a day with one day off in a week.
- Entitled to 30 days annual leave after completion of 2 years service.
- Probation period will be of 6 months period.
- Accommodation, Food, Medical and transportation will be provided by the company.
- Insurance Coverage provided by the workman's compensation policy to the company.
- Company will round trip air ticket form (Name of Country) to country to Origin upon completion of 2 (two) years contract.
- Other benefit according to the (Name of Country) Labour Law.

**For, Company Name**

**First Party** \_\_\_\_\_ **Second Party,** \_\_\_\_\_  
 Name: \_\_\_\_\_ **Employee** \_\_\_\_\_  
 Designation: \_\_\_\_\_

**Specimen Copy**

Date: \_\_\_\_\_

**SERVICE AGREEMENT**

This agreement has been made on the .....(Date) between ..... (Company Name) having its office in ..... (Name of Country) (hereinafter called the First Part) and **Sugam Overseas Pvt. Ltd.** having its office in Kathmandu, Nepal (hereinafter called the Second Party) on the following terms and conditions:

- Sugam Overseas Pvt. Ltd. agrees to deploy workers to First Party's Company based on the Demand Letter dated: .....
- The First Party has promised to provide all the facilities to the workers, which is mention on the Demand Letter. If not, The First Party will be responsible for all the expenses.
- Sugam Overseas Pvt. Ltd.will be responsible of the following cases if:
  - Visa expired
  - Late deployments
  - Inefficient Workers
- This agreement will be considered valid if both parties will be fully responsible to their commitment.

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**First Party** \_\_\_\_\_ **Second Party** \_\_\_\_\_  
 ..... (Company Name) .....



# Selection & Deployment

## Pre Labor Approval

After receiving the authorized demand letter from the company, the document are presented for pre- labor approval. The department of Labor in Nepal analyzes the document and approve for further processing.



## Candidate Screening/Interview

We maintain upto date data bank of potential candidate with full information on their skill and education, technical knowhow and experience as per the employer criterion. Sugam Overseas Pvt. Ltd. will the short list the candidate for pre-interview. During pre interview the short listed candidate are given priority on merit basis giving opportunity to all. The final interview for the short listed candidate will be conducted by the employer himself or his representative by taking an oral, written and practical test. If the employer or his representative is not available than we arrange for telephone or skype interview.



## Advertisement

The approved demand letter which is received from Labor Department of Nepal is published in National daily/weekly newspaper for collecting document. Sugam Overseas Pvt. Ltd., also uses different tools like internet, SMS, telephone etc. in order to inform and collect documents. The documents are either collected through direct candidate or through sub agents/marketing executives.

**UAE मा वैदेशिक रोजगार** कम्पनी **GOLDEN COAST FZE** जहाँ UAE

पूरा संवेदन विधि २०७०-७१-८३ फायसी नं: १०००१६९८

LT.No: 70979

क्र.सं.	कामदारको पद	आवक संख्या	आवक शुल्क	आवक शुल्क	आवक शुल्क	आवक शुल्क	आवक शुल्क	आवक शुल्क	आवक शुल्क
1.	Indoor Warehouse Helpers	0	25	950	२५,८६०				
2.	Indoor Warehouse Helpers	25	0	950	२५,८६०				

कुल लागत खर्च रु. ६०,०००/-

**सुगम ओभरसिज प्रा. लि.**

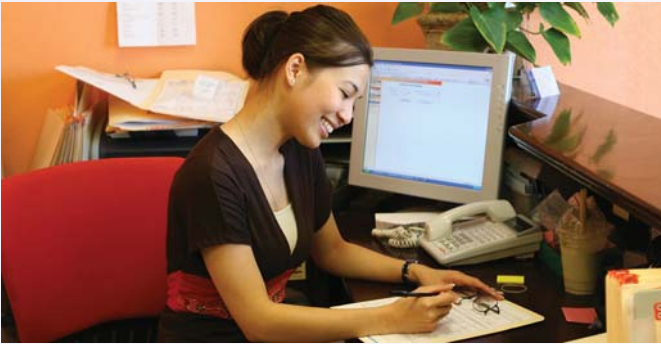
घाणसी-०८, सामाखुसी (दिङ्गुरोड) काठमाडौं नेपाल फोन: ८३८६९०६  
फ्याक्स: ८३६८३६६ मो. ९८८९५९६५९३ ९८०३९८०५७०

## Communications

Departments of Sugam Overseas Pvt. Ltd. is fully computerized and networked in order to provide our clients and the candidates the best and prompt service. Our staff members are always committed and ready to help its clients providing quality manpower service.



# Selection & Deployment



## Visa Processing

We send all the necessary documents as per requirement for further visa processing like passport copies, photographs, medical report, experience certificate etc. to the employer.



## Medical Checkup

Only selected candidate will send for full medical examination to the medical centre authorized by government of Nepal. The candidates who are physical and mentally fit are eligible to sign the employment contract and he/she should be entitled to proceed for visa.



## Orientation

After receiving the job offer or employment visa, the orientation classes are compulsory organized by government registered technical institute of Nepal which provide full information about law and orders, immigration policy and religion of respective country. It helps to create awareness and make cordial relation between employer and employee. Besides this we give full information about the company, work place, job description etc before flight.



## Final Labor approval

All the necessary documents like original passport, visa copy (original if not issued online), medical report, orientation certificate, insurance policy are submitted in Labor Department of Nepal for final approval and immigration clearance. The Department of Labor analyzes the documents and provides final approval.



## Travel Arrangement

As soon as visa endorse passport or paper visa are received we give the booking to our travel agent or directly to concern airline to conform seats to the nearest airport of origin country. After the flight is confirmed we send flight details to our employer requesting them for airport pick-up and hostel arrangement.

# Terms & Conditions

1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY mentioning the number of workers required and their categories, rate of salary and other service conditions of workers, along with Power of Attorney, Guarantee Letter, Manpower Recruitment Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit and expatriate the worker from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chambers of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules and regulation of both countries in regard to the condition necessary to import and supply.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experience in conformity with the FIRST PARTY'S requirements. The SECOND PARTY should notify the FIRST PARTY of such short listed qualified candidates who are ready for final Interview and selection.
4. The FIRST PARTY has the right to either send his representative or give the SECOND PARTY the right to select process and send such qualified workers at the SECOND PARTY's full guarantee.
5. The worker will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agrees to advise to the SECOND PARTY of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.
6. The SECOND PARTY shall assist the workers in matters relating to Nepal immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.
7. The SECOND PARTY shall at his own expenses provide airport assistance to the departing selected workers and inform the FIRST PARTY of their arrival detail by any means of communication (Fax, Email or Telephone) so as to receive them on arrival.
8. The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per requirement of the client and validity of Visa of the concerned country.
9. The earning of the worker per month and other service conditions shall be as per the attached demand letter and contract document against each category. The FIRST PARTY should clearly inform the SECOND PARTY about the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidate accordingly.
10. Within the three (3) month probation period from the commencement of employment, if the employer finds the selected worker to be unfit, unqualified to continue the employment, refuse to work, failed the medical tests upon arrival to Qatar or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified worker shall be done by the SECOND PARTY at maximum of a month from the termination of the unqualified worker. All expenses incurred in relation there to shall be borne by the SECOND PARTY.
11. Arrival of the selected candidates will be within One Month upon issuing their visas. For any delay rather than this period, the visas will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.
12. FIRST PARTY has to compensate the candidate on their own expenditure if the candidate will not get all facilities as per Employment Contract and the company will collapse before contract periods.
13. The FIRST PARTY agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to nepal as per the labours law of country concerned.

# Demand Letters

**الشركة الوطنية للمواد الغذائية**  
**National Food Products Company**  
UNITED ARAB EMIRATES

Date: 14<sup>th</sup> June, 2010

M/S Sugam Overseas Pvt. Ltd.,  
License No.: 838/066/067,  
Dhapasi-8, Kathmandu, Nepal

**DEMAND LETTER**

Dear Sir,

Hereby we would like to inform you that we require the manpower from Nepal. Please arrange the following workers for an interview at your office.

S.N.	CATEGORIES	REQ. NO	SALARY / Month (Dhs.)
01.	GCC Light Driver (UAE License)	20	1500/- + Food
02.	Asst. Store Keeper	15	1500/- + Food
03.	Accountant	15	2000/- + Food
04.	Factory Helper	40	1000/- + Food
<b>Total</b>		<b>90</b>	

**Terms of Conditions**

- Period of Contract : 2 Years
- Working hours : 08 hours/6 days a week.
- Food : Provided by company.
- Accommodation : Provided by company.
- Transportation : Provided by company.
- Leave/Holidays : As per Law of UAE.
- Medical/Insurance : Provided by company.
- Air Ticket : Every two year.
- Other terms and condition : As per Law of UAE.

Thanks & Best Regards,  
M/S National Food Products Company, P.O.Box : 61130, Dubai, UAE

**Bilal Hameed**  
Human Resources Manager  
M/S National Food Products Company, P.O.Box : 61130, Dubai, UAE

هاتف: 484 8848 / فاكس: 484 8848 / بريد إلكتروني: info@nfpco.com  
 DUBAI P.O. BOX 61130 TEL: +971 4 884 5588 FAX: +971 4 884 5587

**جولدن كوست م.م.ج.ع.**  
**GOLDEN Coast FZE**

To: P.O. Box : 41862, Hamriyah Free Zone, Sharjah, U.A.E. Phone : +971 6 526-2511, Fax : +971 6 526-2512  
E-mail : info@pranint.com

M/S SUGAM OVERSEAS PVT. LTD.  
LICENSE NO.838/066/067  
CHAPASI - B, SAMAKHUSHI ( RING ROAD)  
KATHMANDU, NEPAL.

*Handwritten signature*

Subject: DEMAND LETTER.  
We require services of following personnel from NEPAL as per the detailed terms and conditions below.

Sr. No	Category	Quantity	Basic Salary (AED)
1	Indoor Warehouse Helpers (Females)	25	950 AED
2	Indoor Warehouse Helpers (Males)	25	950 AED

- Place of Employment : United Arab Emirates (UAE)
- Period of Contract : 3 yrs (Three years)
- Probation period : 6 months
- Working Hours : 8 Hours
- Accommodation : Company provided
- Transportation : Company provided
- Leave benefit : As per UAE labour law
- End of Service benefits : As per UAE labour law
- Medical : As per UAE labour law
- Overtime : variable (Paid as per UAE labour law)
- Air ticket : Return Ticket provided every 2 years.
- Residence permit cost : Company provided.
- All other terms and conditions : As per UAE labour laws.

The individual employment Contract will be signed after obtaining the Employment Visa only. For any query please contact on 06971- 552239763.

Yours Truly,  
For Golden Coast FZE  
Saleh El Assadi  
General manager

مكتب مسؤولة مسجلة في السجل التجاري رقم (17) لسنة 2009

**BAIT AL NOKHADA**  
TENTS & FABRIC SHADE

**بيت النوخدة**  
للتنجيم و التظليل

**DEMAND LETTER**

DATED: 02.04.13

TO,  
M/S SUGAM OVERSEAS PVT LTD,  
DHAPASI-08  
KATHMANDU, NEPAL  
LICENSE NO: 838/066/067

Kind Attn: Mr. Dilip Bhattarai / Marketing Director

Dear Sir,

We request you to recruit the following suitable personnel for our Company from Nepal as per the details given below:

S. No.	Category	No. of Workers	Salary in AED
01	Aluminum Fabricator	10	1,300/- + Food
02	Welder	15	1,300/- + Food
03	Soft Maker	15	1,200/- + Food
04	Helper	10	1,000/- + Food
<b>Total</b>		<b>50</b>	

The following terms of services shall be included in the contract -

- Monthly Salary : as per agreement
- Overtime : will be given exclusive of salary
- Place of Employment : UAE
- Period of Employment : 2 years
- Working Hours : 08 hours per day
- Weekly holiday : Friday
- Probation Period : 6 Months
- Accommodation & Transportation: Provided by the Company
- Medical : As per UAE Labour Law
- Other provision & Benefits : As per UAE Labour Law
- Air tickets on leave : after 2 years (completion of contract)

All terms and conditions are as per UAE Labour Law

Best Regards,  
For M/S BAIT AL NOKHADA TENTS & SHADES, LLC.  
*Handwritten signature*  
**Jikku Varghese**  
HR Manager

هاتف: 55 55 55 / فاكس: 55 55 55 / بريد إلكتروني: info@bnk.com  
 DUBAI P.O. BOX 61130 TEL: +971 4 884 5588 FAX: +971 4 884 5587

**يونيتاغ**  
**UNITAG**

SUGAM OVERSEAS PVT LTD  
LICENSE NO 838/066/067  
SAMAKHUSHI  
KATHMANDU  
NEPAL

28 NOVEMBER 2013

*Handwritten signature*

**DEMAND LETTER**

With reference to the Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following manpower to work in kingdom of Bahrain

**General Cleaner**      100 nos      **Salary BD 100**

**Terms and conditions**

Contract : 2 Years  
Working Hours : 9 hours a day ( 1 hour Break), 6 days a week  
Accommodation : Provided by Company  
Medical 7 insurance : Provided by Company  
Air tickets : Free return ticket on completion of period of Contract  
Probation : 90 Days

Yours Faithfully  
*Handwritten signature*  
**Saikumar Pillai**  
Commercial Manager

UNITAG LICENSE IN Government Number 315  
 P.O. Box 410 Manama Kingdom of Bahrain  
 Tel: +973 77 22680 / Fax: +973 77 22688  
 E-mail: info@unitagpvt.com  
 WWW.UNITAGPVT.COM  
 Establishment 1974 CB 1733

# Demand Letters

**بيت الصمامة لمقاولات التنظيف**  
Al Yamama House for Cleanir

10-Jul-14  
M/S: SUGAM OVERSEAS PVT.LTD.  
Lic No: 838/66/67  
Samakhushi, Lalitpur, Kathmandu, Nepal

**Subject: Demand Letter**

Attn: Mr. Dilip Bhattarai (Managing Director)  
Dear Sir,

As per the Letter of Authorization Issued in your Name, please arrange to recruit the following personnel from Nepal on the terms & conditions below:

S. No	Category	Req.No	Salary In BD/Month
1	CLEANER (Male)	50	BD.110,000
2	CLEANER (Female)	10	BD.110,000
3	Worker(Male)	50	BD.110,000

**Other Terms & Conditions:**

- Period of employment : Two (2) years (renewable)
- Place of Employment : Kingdom of Bahrain
- Working Hours : 8 hours per day, 6 days per week
- Accommodation : Free accommodation
- Air Passage : Round trip ticket will be provided after the completion of two years contract
- Transportation : Provided by the company
- Uniform : Provided by the company
- Residence Permit : Provided by the company
- Medical/Insurance : Provided by the company
- Food : Not Provided by the company
- Other Terms and Conditions : As per Bahrain Labour Law

All other terms and conditions are as per Labour laws of Kingdom of Bahrain and all other terms and conditions in our employment contract.

For M/S AL YAMAMA HOUSE FOR CLEANING CONTRACTING

Mrs. Kaltham Ahmed Abdulla  
Managing Director  
M/S AL YAMAMA HOUSE FOR CLEANING CONTRACTING  
P.O. BOX No. 23837  
Manama, Kingdom of Bahrain

19-7-2014

**TSS SECURITY SERVICES (M) SDN. BHD.** (28409-A)  
Suite # 152-3-12, Block 152 Komplek Midari, Jalan Jejaka, Taman Maluri, 55100 Kuala Lumpur.  
T: 03-9287 9457 / F: 03-9287 9459  
W: www.tss-security.com.my E: info@tss-security.com.my

Date: 20<sup>th</sup> August 2013

To,  
**SUGAM OVERSEAS Pvt. Ltd.**  
Dhapasi -08, Samakhushi (Ring Road)  
Kathmandu  
Nepal.

Recruiting Licence no 838/66/67  
Company Registrar's Reg. No:838/66/67

Dear Sir/Madam ,

**Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : (30) Thirty Only
- Job Category : Services
- Job Description : Security Guard
- Age : (18 - 40 yrs.)
- Contract Period : 3 years
- Salary: Basic monthly salary: 28 days x 12 Mts / RM950.00

Allowance	Amount in RM
Attendance	No
Food	No
Transport	Free
Shift	No
Overtime (as per Government rule)	RM 450.00
Any other (Free Hostel)	Free
Total:	RM1400.00

Charge d'Affaires  
EMBASSY OF NEPAL  
Suite 13A01, 12th Floor  
Wisma NCS, 100, Jalan Ampang,  
50450 Kuala Lumpur, Malaysia  
Ref No: 5049 09 20

**CAWANGAN**  
Wisma 155, No.4, Tkt. 2, Jalan Hilera 2, Kawasan Perniagaan Hilera, Jalan Semarak, 43000 Kajang, Selangor Darul Ehsan. Tel: 03-87362207  
Lot 6031, Prima Executive, Taman Sri Sundareshan, Lusak, 70100 Port Dickson, Negeri Sembilan Darul Fuzun. Tel: 06-6103521 Fax: 06-6104288  
No. 286, Tingkat 1, Jalan Pengkalan Chepa, 10060 Kota Bharu, Kelantan Darul Naim. Tel: 09-7483723  
Wisma 155, Jln. Lengkong Hiding Raya, Taman Sri Tahan, 30200 Ipoh, Perak Darul Ridzuan.  
25, Complex Surge No.2, Desa Aia, 11050 Bawari Layan, Pulau Pinang. Tel: Fax: 04-6376382  
No. 11A, Jalan Sri Bahagia 5, Taman Sri Bahagia, 81000 Johor Bahru, Johor Darul Takzim. Tel: 07-2225146

**METROPOLITAN PALACE**  
DUBAI

25<sup>th</sup> March 2014

To: M/S/ SUGAM OVERSEAS P. LTD  
GOVT. LICENSE NO: 838/66/67  
DHAPASI - 08, RING ROAD  
(SAMAKHUSHI) KATHMANDU, NEPAL

Req. No. NEAD/Lab-3/ 3675  
Attested by the Embassy of Nepal,  
Abu Dhabi, U.A.E.  
Signature: [Signature]  
Position: Labour Attaché  
Date: 03 APR 2014

**Subject: DEMAND LETTER**

Further to our recent correspondence, we hereby request you to recruit the following staff under the following terms & conditions:

Sr No	Category	Quantity	Basic Salary (AED)
1	Chambermaid/Chamberman	25	800
2	Waiter/Waiters	25	900
3	Receptionist	25	1400
4	Cook	15	1200

- Place of Employment : United Arab Emirates (UAE)
- Period of Contract : Open Contract
- Probation Period : 6 Months
- Working Hours : 8 Hours - Excluding Meal Break
- Food : Company Provided
- Accommodation : Company Provided
- Transportation : As per UAE Labour law
- Leave Benefit : As per UAE Labour law
- End of Service benefits : As per UAE Labour law
- Medical : As per UAE Labour law / Company Policy
- Overtime : As per company policy
- Air Ticket : Return ticket provided every after 2 years or Equivalent value of ticket
- Residence permit Cost : Company provided
- All other terms and conditions : As per UAE Labour law / Company Policy

The Employment Visa will be provided upon signing of the individual Employment Contract. For any query please contact +971 4 2051257.

Yours Truly,  
Adnan Khan Sherwani  
Human Resource Manager

Metropolitan Palace Hotel  
Dubai

شارع الصفاة، برج 1، دبي، الإمارات العربية المتحدة، 33333. هاتف: 971 4 207 0000. فاكس: 971 4 207 9993  
Metropolitan Street, P.O. Box 33000, DUBAI, United Arab Emirates. Tel: 971 4 207 0000. Fax: 971 4 207 9993  
info@metropolitanhotels.com Web: www.metropolitanhotels.com

**Universal United Co. Trading & Contracting W.L.L.**  
الشركة العالمية للتجارة والمقاولات ذ.م.م

Ref No: UUC/01 300413  
M/s. Sugam Overseas PVT.Ltd  
License No: 838/066/056

Date: 05/05/2013

**Demand letter**

Dear sir/Madam

We request you to recruit the following suitable personnel for our company from Nepal as per details given below:

Sr.No	Category	No's	salary	Food allow	Air ticket
1	labourer	20	900	300	Join & return ticket for every two years

Total number of workers is 20 (TWENTY)

The following terms and conditions shall be included in the contract.

- Period of employment : Two years renewable
- Place of employment : Doha, Qatar
- Air ticket: joining the company for the first time (YTD) and down air ticket will be provided after the completion of Two years contract
- Working hours: 8 hrs, Per day, 6 days (48 hrs.) per week.
- Overtime: as per Qatar labor law
- Probation period: 90 days from the date of entry Qatar
- Resident permit: will be provided by the company for free of cost
- Accommodation: free bachelor accommodation will be provided by the company
- Water, electricity, gas: provided by the company
- Food: QR 300 food allowance will be provided by the company
- Medical/insurance: will be provided by the company
- Transportation: will be provided by the company
- Uniform & safety Materials: will be provided by the company
- Service Gratuity & Leave Pay: be provided by the company as per Qatari Labour Law
- Other Terms & Conditions : as per Qatari Labour Law

M/s Universal United Trading and Contracting WLL

Mr. Magdi Al-Sebaly

Mobile: +974 33 484 858 Fax: +974 33 484 857 Email: info@universal-uae.com Web: www.universal-uae.com

P.O. Box: 220 Doha - Qatar

# Clients Logos

