A COMPLETE MANPOWER SUPPLY AGENCY

INTERNATIONAL STAFFING SERVICES (P.) LTD.
ABOUT US

International Staffing Services Pvt. Ltd. functions with only one goal: to deliver specific services based on client’s need. We focus on your goals and objectives, and we mold our services around them for the effective results for you.

International Staffing Services has continuously provided services to the global labor market with sustainable use of human-resources of Nepal. Utilization of specialized human resources to meet the needs of international market is one of our main goals, and we have fulfilled this goal in the past and it will continue in the mere future as well.

MANAGEMENT

International Staffing Services Pvt. Ltd. runs on a business model in which we turn our client’s goal into results in any given condition.

We work harder to provide seamless service when faced with a challenge. Our management team has always been successful in adapting to every change, thereby helping ISS to achieve success in providing excellent services. Our strategic advantage over competitors is clear from the fact that our management list includes well-known regional and international industry experts in our team.

Our team has sound understanding of the requirements of variety of companies around the globe, and can thus contribute to your organization with their experience and expertise while recruiting Nepalese manpower.

International Staffing Services is registered under Nepal Government, Department of Labor with the license number 570/062-63. We provide overseas services to our clients from our office premise at Gairi Tole, Basundhara, Kathmandu, Nepal.

MANAGEMENT FEATURES

We feature exclusively trained Human Resource Management team that will cater the needs of clients and candidates at any given time.

Our team is efficient with meeting client’s goals before the deadline.

We have highly trained professionals who will scrutinize into every minor details of the clients requirement, while selecting appropriate candidates.

We thrive in helping nations develop on a global scale.

OBJECTIVES

- Generate employment to skilled and capable Nepalese workers in the international market.
- Value client’s needs with utmost professionalism.
- Find honest, healthy, and competent candidates as suitable for client’s requirements.
- Actively participate in increasing the GDP and GNP of Nepal through our services to the Nepalese People.
- Encourage international relationship, and take it to a new level of business and friendship.

SERVICES

Our services begin with a good relationship with clients and candidates, and our services continue as long as clients and candidates require us.

Our relationship with our clients and candidates, and our services will always be at their best at any given time, without any discrimination and prejudice based on race, gender, and religion.
MESSAGE FROM THE CHAIRMAN

As a part of ISS, it gives me the honour to serve you, our clients, with our resources for your optimal productivity. Our professional services will help you devise strategic plans, specifically designed for your needs, and thus, provide with a superb client-based service to help your goals.

In ISS we thrive to do our best, and I can guarantee that you will leave satisfied with our services. Our specializations in manpower recruitment has evolved with our experience in the global market and thus, we can provide you with services that the international market survives on.

Let us be of service to you and provide you with the most competent human resource for your company.

MR. L.B. THAPA
MESSAGE FROM THE MANAGING DIRECTOR

As the Managing Director of International Staffing Services, I’m thankful to our clients and candidates, who have been helping us grow each year in our services. Also, for our future clients and candidates, I’d like to welcome them to make use of our services in Manpower Recruitment in Nepal.

ISS is one of the most recognizable Manpower Companies in Nepal, as we have been consistent in satisfying the needs of our customers. Our understanding and knowledge in the field of proper utilization of human resources of Nepal for various jobs around the globe is undeniably high. We choose only the best of the candidates for the required work, and our main focus is on making sure that our candidates can GET THE JOB DONE.

We will provide you with an upper hand in the international business market if you choose to use our services.

MR. BUDDHI PRAKASH THAPA
MESSAGE FROM THE DIRECTOR

I welcome you to International Staffing Services Pvt. Ltd. We will guarantee you experience and facility like never before with world class recruitment services with emphasis on quality, understanding and prudent analysis into each candidate’s adaptability to bring about our satisfaction.

Our specialization in human resource services to the international businesses has so far been outstandingly effective. Our ever-increasing international client list proves to us that we do our work better than other companies, which continuously motivates us to achieve the best for our clients.

As the Director of ISS, I can assure you that your needs will be looked after well by our team of well trained professionals in the field of recruiting need-based human resources from different regions of Nepal.

MR. PITAMBER PRASAD MAINALI
POTENTIAL OF MANPOWER IN NEPAL

Nepal has gained a reputation at a global scale for producing skilled workers that can do any range of work with dedication, honesty, efficiency and effectively. Nepalese workers are quick learners, who are focused and yield good results at their tasks. Furthermore, Nepalese Manpower or skilled workers are adaptable, which is one of their biggest advantages for working overseas, as working and living conditions vary abroad.

At International Staffing Services, we continue to recognize that it is the talent, strength and resilience of our people that is the foundation on which we continue to grow our business. We have made good progress on our commitments to provide a competitive, professional and reliable workforce.

International Staffing Services specializes in selectively recruiting professional, semi-professional, and amateur manpower as per the work requirements provided by our clients. We have highly professional employee’s working just to satisfy our client’s needs and demands. ISS puts equal effort in solving all problems faced by its clients and partners, by updating itself to global business standards and ethics.
डेरी ६ दैनिक सरकार
श्रम तथा यातायात व्यवस्था मन्त्रालय
श्रम तथा रोजगार प्रवर्धन विभाग

इजाजत पत्र

२०७२ वैदेशिक रोजगार नियमावली, २०५६ र यस इजाजतपत्रमा लेखिएका शर्तहरूको अधिनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी...दृष्टिकोण...अन्न...सालिल।....लाई यो इजाजत पत्र जारी गरिएको छ।

इजाजतपत्र जारी गर्न अधिकारी:
नाम: नेपाल गृह अभियान
श्रेणी: रेगिस्तानार्थी
स्थान: ललितपुर
मिति: २०७२.४.१६
Government of Nepal
Ministry of Labor and Transport Management
Department of Labour and Employment Promotion

License No. 570/062-063

License

This License has hereby been given to International Staffing Services Pvt. Ltd. authorizing to carry on foreign employment business, subject to the Foreign Employment Act, 1985, and the Foreign Employment Regulation 1999.

Authority Providing this License Certificate:
Name: Prajwal Sharma Aryal
Designation: For Director General
Signature: Sd.
Date: Jan. 1, 2006
THE BOARD OF DIRECTORS
JOB CATEGORIES

PROFESSIONALS
- Engineers: Civil / Electrical / Mechanical / Electronic / Telecommunication
- Architects / Planners
- Doctor: Specialists / General Physicians / Surgeons
- Chartered / Cost Accountants
- Banking Specialists

SKILLED
- Constructions Supervisors / Overseers
- Welders (Gas / Gas)
- Foremen (Electrical / Mechanical / Civil)
- Plant Operators (Electrical / Mechanical / Civil)
- Earth Moving / Construction Of Equipment Operator
- Electricians (L.T & H.T)
- Mechanists / Turners / Toolmakers
- Carpenters / Cabinet Markers
- Steel Fixers
- Scaffolders
- Masons / Tile Fixers / Plasterers
- Plumbers / Pipe Filters
- Mechanics (Air Conditioning / Heavy / Light Equipment)
- Draughtsman (Electrical / Mechanical / Civil)
- Hotel Personnel (Waiters / Cooks / Bakers / Front Office Personnel Etc.
- Computer Operators
- Garments / Textile / Jute Workers
- Administration Personnel
- Drivers (Light / Heavy)
- Security Personnel (Ex-Army / Policemen
- Male / Female Nurses
- Pharmacists
- Laboratory Technicians / Medical Assistants / Paramedics

UNSKILLED
- Laborers
- Cleaners / Sweepers
- Agriculture Laborers / Farmers
- Watchmen / Guards
- Peons / Office Boys
- Airport Loaders
- Industrial Laborers

SEMI SKILLED
- Carpenters / Shutters
- Mason Helpers
- Concrete Mixer Operators
- Pump Operators / Helpers
- Helpers (Electrical / Mechanical / Erection)
- Block Makers / Assistants Cooks
- Tailors / Tailor Helpers
- Laundry / Washer Man
- Barbers
- Shop Assistants
- Gardeners
Selected candidates meet the requirement criteria of our clients. We evaluate their skill set to match the job description, and their ability and willingness towards the new job. We focus on adding valuable labor to the client’s companies.

**TRADE TEST**

Trade test will be evaluated and conducted by an engineer of the required trade with the help of a selection board at the technical training institute.

If a client/company requires the employees to take an interview as well as practical test, the trade test will not be taken at the technical training institute, instead it will be conducted at company’s premises under the supervision of the selection board.

**MEDICAL CHECK-UP**

Selected candidates will be required to take physical tests for diagnosis of any ailments/illness at an authorized hospital or clinic. Only those candidates who are declared fit by the medical institution after the test, will be eligible for foreign employment, and be offered to sign the employment contract.

**DOCUMENT REQUIRED FOR GOVERNMENT PROCEDURE**

The Government of Nepal requires the below listed documents for foreign employment of Nepalese Citizens.

The Ministry of Foreign Affairs and the Chamber of Commerce of Nepal must then certify these documents. For deployment, we take a maximum of 30 days receiving the original document.

- Demand Letter
- Power of Attorney
- Agreement between agency and sponsor
- Employment Agreement
- Guarantee Letter

**TRAVELING AGREEMENT**

In all cases, the employer or company abroad, will send those passports endorsed with a visa to concerned airlines to confirm the scheduled flight from Nepal to the nearest airport of working site.

**ORIENTATION**

Orientation program after confirmation of employment will again highlight facts about the conditions at the work place and give selected candidates an overall information about the country’s and company’s rule and regulations.

Moreover, they are given a platform to identify, know and understand about the work environment and the local people. The orientation program motivates and informs them about their responsibilities as an employer of that certain company.
REQUIRED DOCUMENTS

PRINCIPLE DOCUMENTS
- Demand Letter
- Power of Attorney

SAUDI - ARABIA
- Demand Letter
- Power of Attorney
- Agency Agreement
- Employment Contract
- Guarantee Letter
- Visa Slip
- Authorized Letter from Local Recruitment Agency

QATAR
- Demand Letter
- Power of Attorney
- Agency Agreement
- Employment Contract
- Guarantee Letter

BAHRAIN
- Demand Letter
- Power of Attorney
- Agency Agreement
- Employment Contract
- Guarantee Letter

DUBAI
- Demand Letter
- Power of Attorney
- Agency Agreement
- Employment Contract
- Guarantee Letter

KUWAIT
- Demand Letter
- Power of Attorney
- Agency Agreement
- Employment Contract
- Guarantee Letter

MALAYSIA
- KDN Approval from Labour Ministry
- Translation Letter from Labour Ministry or Home Ministry
- Demand Letter
- Power of Attorney
- Agency Agreement
- Employment Contract
- Guarantee Letter

All the legal documents should be approved from the concerned country’s chamber of commerce, foreign affairs and from Nepalese Consulate or Nepalese Embassy.
SAMPLE DOCUMENTS

QUOTATION
DEMAND LETTER (SPECIMEN)
POWER OF ATTORNEY (SPECIMEN)
AGENCY AGREEMENT (SPECIMEN)
GUARANTEE LETTER (SPECIMEN)
SERVICE/EMPLOYMENT AGREEMENT (SPECIMEN)
Dear Sir/Madam,

MANPOWER RECRUITMENT SERVICES FROM NEPAL

As one of the leading International Recruiting Agency in Nepal, we are honoured to be of service to our clients. We specialize in providing manpower recruitment services to companies in Saudi Arabia, Bahrain, Qatar, UAE, Kuwait and other countries for skilled, semi-skilled, unskilled, academic, professional, domestic aides, security personnel (Ex-British Army), Hotels staff, Hospital staff, labourers, general agricultural and construction workers from Nepal within the shortest possible time.

We would like to offer our recruitment human resource services to your company when you need foreign workers who may not be readily available at your own country.

Our Terms and conditions for Recruitment of Personnel are as follows:

1. MONTHLY SALARY
   As per existing reasonable rates of the Employers esteemed organization or as per proposed salary structure enclosed. On specific request, we can also provide you the rates of monthly salaries of your required categories.

2. AIR PASSAGE
   Economic class Air-Ticket from place of origin to place of employment (Host country) and return to place of origin, after completion of contract is to be provided by employer, free or should employee wish to cut recruitment cost one way from place of origin to Host country will be burden by employee/ Agent.

3. RECRUITMENT FEES/COMMISSION
   Subject to finalization at the time of conclusion of contracts.

4. TIME REQUIRED FOR RECRUITMENT
   After receipt of all necessary documents we will be able to expatriate the recruited person within one month.

5. EMPLOYEES’ BENEFIT
   Employer shall provide following facilities to the workers:
   (a) Free reasonable accommodation.
   (b) Free medical treatment.
   (c) Free Transport.
   (d) Free food or food allowance.
   (e) Overtime, annual leave, sick leave, social security insurance and all other benefits will be given to the workers according to labour laws of the host country.

6. DEAD BODIES
   Dispatch of dead bodies or evacuation due to serious injury will be made to the place of origin at the expense of employer.

7. CONTRACT PERIOD : 2-3 years but renewable on mutual consent
   Any other terms and conditions not mentioned here will be settled at the time of agreement covering laws of the host country and will be settled by our mutual correspondences. Please feel free to contact us for any further information, negotiations or clarifications & we are always at your service.

Thank you and we look forward to receive your favourable reply and we assure you our best service and fullest cooperation at all times.

Yours faithfully,

M/S International Staffing Services Pvt. Ltd.
Managing Director
M/S International Staffing Services Pvt. Ltd.,
Gairi Tole, Basundhara, Kathmandu, Nepal
License No.: 570/062/063

Dear Sir/Madam,
We ___________________________ do hereby place and order for you to select and recruit ______________________ worker
on our behalf on the following terms and conditions.

Location of Project :
Nature of Project :

<table>
<thead>
<tr>
<th>No.</th>
<th>Job Category</th>
<th>Number Required</th>
<th>Period of Contract</th>
<th>Basic Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note : Basic Salary should be based on 8 hrs. work per day, 26 days per month.

In addition to the above candidate, the following facilities will be provided to the recruits.

1. Working Hours
2. Overtime Benefits (Holiday)
3. Overtime Benefits (Normal days)
4. Passage
5. Food
6. Accommodation
7. Medical Treatment Facilities
8. Gratuity
9. Leave
10. Repatriation
11. Allowance

Yours truly,

Authorised Signature & Seal of the Company

Note : The above mentioned documents need to be attested by Concern Govt. Authority or Concern Country Chamber of Commerce and if there is Nepalese Consulates or Embassy it should be attested from there also.
We, Messer ..................................................................................................... a company registered and organized under the laws of ............................................................. do hereby appoint M/S International Staffing Services Pvt. Ltd., to be our lawful agents in Nepal and also attorneys for the purpose of handling all the affairs concerning the recruitment of workers, trade test and employees on our behalf for our company in connection with employment Visa Number ......................... dated ....................................... issued by the .............................................. It is also certify that the employment contract signed by the said ......

............................................. will be prepared after the workers arrival in host country (place of hire) ............................................. and the same will be fully honored by our Company.

Yours truly,

Authorised Signature & Seal of the Company

Note:  The above mentioned documents need to be attested by Concern Govt. Authority or Concern Country Chamber of Commerce and if there is Nepalese Consulates or Embassy it should be attested from there also.
On this ................................................................................................ it is agreed between ........................................................................ represented by ........................................................................ (hereinafter called First Party) and M/S International Staffing Services Pvt. Ltd., Gairi Tole, Basundhara, Kathmandu, Nepal (hereinafter called Second Party).

1. The employer hereby agrees to appoint M/S International Staffing Services Pvt. Ltd. which is government approved recruiting agent in Kathmandu, Nepal for the recruitment of Nepalese workers.

2. The recruiting agent shall send the required personnel at the earliest possible and strictly according to merits, qualification and experiences as required by the Employer.

3. The Category, salary and all other benefit will be as per the demand letter and employment contract.

4. The agent must medically examine is candidate and ensure that he holds valid passport.

5. In case of any disputer between the two parties, the same shall be settled mutually and amicably.

In witness whereof we have executed this agreement ........................................................................
......................................................................................................................................................
......................................................................................................................................................

......................................................................................................................................................

......................................................................................................................................................

............................................. this ...........................................................................................
........................................................ ......................................

''VUIPSJTFE4FBMPGUIF$PNQBOZ ''VUIPSJTFE4FBMPGUIF$PNQBOZ

First Party Signature &
Authorised Seal of the Company

Second Party Signature &
Authorised Seal of the Company
GUARANTEE LETTER (SPECIMEN)

Director General
Ministry of Labour & Transport Management
Department of Labour
New Baneshwor, Tinkune, Kathmandu, Nepal

Subject : Manpower for (Country Name)

Dear Sir,

Further to our demand letter dated ........................................, please be confirmed that the categories of manpower we have requested from you are to work in (Country of Employer) only. Therefore nobody will go to work in another company or country.

We thank you for your support and attention.

Yours truly,

Authorized Signature & Seal of the Company
This Agreement is made in between M/S ........................................................................................................ The employer-FIRST PARTY and
Mr. ........................................................................................................................................................................ S/O ................................................................
....................................................................................................................... Nepali National bearing Passport No. ................................ the employee-SECOND PARTY. The first party
agrees to employ the Second Party in this Company as .............................................................................. on the following terms & conditions.

1. Salary :
   Per month for 8 (eight) hours duty per day with one day of every week and government declared holiday.

2. Overtime :
   As per labour law of ...........................................(concerned country)

3. Contract Period :
   Initially for 2 years, but renewable on mutual consent, unless terminated by either party, giving in writing at least one month notice of such intention.

4. Accommodation :
   Free accommodation with all living facilities will be provided by the employer.

5. Ticket:
   Free Air-Passage to be provided by employer from Kathmandu to .................................................. for joining return air passes from ................................. to Kathmandu after completion of contract period also to be provided by the employer.

6. Leave, Medical & Insurance :
   Admissible under the labour law of .................................................. (concerned country)

7. Transportation :
   Free transportation from residence to work site to be provided by the employer.

8. Repatriation :
   Repatriation arrangement including return of dead and Service benefit to the legal heirs of the employees shall be the Responsibility of the employer.

Any other terms and conditions not mention in the agreement will be governed by the labor law of ..................................................
(concerned country)

Signature of left hand thumb

Impression of the Employee Signature and Seal of Employer
To,
M/s. International Staffing Services (P) Ltd.
P.O Box 24384
Samakhushi, Kathmandu, Nepal

Subject: Demand Letter

Dear Sir,

We are pleased to inform you that we have selected your company for recruiting manpower from Nepal under the following terms and conditions.

<table>
<thead>
<tr>
<th>S.N</th>
<th>CATEGORY</th>
<th>QTY. NO</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Electrician</td>
<td>103</td>
<td>QAR 1200/-</td>
</tr>
<tr>
<td>2.</td>
<td>Duct Erector</td>
<td>30</td>
<td>QAR 1200/-</td>
</tr>
<tr>
<td>3.</td>
<td>Duct Insulator</td>
<td>15</td>
<td>QAR 1200/-</td>
</tr>
<tr>
<td>4.</td>
<td>Pipe Fitter</td>
<td>30</td>
<td>QAR 1200/-</td>
</tr>
<tr>
<td>5.</td>
<td>Plumber</td>
<td>25</td>
<td>QAR 1200/-</td>
</tr>
<tr>
<td>6.</td>
<td>Carpenter</td>
<td>80</td>
<td>QAR 1200/-</td>
</tr>
<tr>
<td>7.</td>
<td>Steel Fixer</td>
<td>48</td>
<td>QAR 1200/-</td>
</tr>
<tr>
<td>8.</td>
<td>Helper</td>
<td>71</td>
<td>QAR 300/-</td>
</tr>
</tbody>
</table>

Terms and Conditions:

1. Contract Period : 2 years renewable by mutual consent.
2. Place of Employment : Qatar
3. Air ticket : Return Ticket back to Kathmandu after contract.
4. Working hours : 8 hours / 6 days in a week. Friday holiday.
5. Overtime : As per Qatar Labor Law
6. Probation : 3 months
7. Residential Permit : Company will provide
8. Accommodation : Shared Accommodation with water, electricity and transport. Provided
9. Uniform and Safety : Provided
10. Service Gratuity : As per Qatar Labor Law
11. Food : Provided by the company

Yours faithfully,

For Aktor S.A

Savvas Constantinou
Head of Finance and Administration
DEMAND LETTER

Date: 22.02.2012

To,

INTERNATIONAL STAFFING SERVICES (P) LTD.
POST BOX: 64384, ANAMNAGAR,
KATHMANDU, NEPAL.
GOV. LIC. 570/662/83,

Dear Sir,

In connection with the manpower request from Nepal we Alsa Engineering & Construction Company L.l.C. P.O.Box No. 54294, Abu Dhabi, United Arab Emirates, registered under the Laws of United Arab Emirates, execute job order in favor of above mentioned company. Please recruit the following category of worker under the following terms and conditions:

<table>
<thead>
<tr>
<th>S No</th>
<th>Position</th>
<th>Qty in Nrs</th>
<th>Salary (AED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Helpers/Labour</td>
<td>50</td>
<td>700 + F + A</td>
</tr>
</tbody>
</table>

TERMS & CONDITIONS

1. Medical Facilities, Transportation & Accommodation will be provided free of charge by the company.
2. Working Hours: 8 hours a Day and 6 days a week.
3. Period of contract will be for 3 years.
4. Food Provided.
5. Company will pay Insurance and Bonus.
6. After completion of contract period company will give return Air ticket back to his home country.

Alsa Engineering

P.O. Box: 54294
Abu Dhabi, UAE
T: 971 2 6581551 F: 971 2 6581550 / 6580995
E: alsaeng@alsaeng.ae W: www.alsaeng.ae
Dear International Staffing Services (P) Ltd,
P.O. Box 24384, Samakushi,
Kathmandu, Nepal,

Recruitment Request

You are requested to recruit personnel on our behalf based on the below conditions to work at our company in Saudi Arabia:

<table>
<thead>
<tr>
<th>No.</th>
<th>Profession</th>
<th>Quantity</th>
<th>B. Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Helper</td>
<td>100</td>
<td>SR 800</td>
</tr>
</tbody>
</table>

Nationality: Nepalese  
Working Hours: 8 Hours/6 Days a week (based on Saudi Labor Law)  
Overtime: 150% (based on Saudi Labor Law)  
Housing & Food: Provided  
Probationary Period: 90 Days  
Contract Duration: One Year  
Annual Vacation: 22.5 Days per Year  
Air Tickets: (1) One ticket upon departure from Kathmandu to Riyadh at the beginning of the contract and one ticket departing to Kathmandu at the end of contractual period (2) one roundtrip ticket Riyadh/Kathmandu/Riyadh every 2 years upon an approved vacation  
Medical Care: Provided

Thank you,

Yasser Y. Almushigh
Sr. Recruitment Executive  
21/10/2012
**DEMAND LETTER**

Ms. M/s. International Staffing Services Pvt. Ltd.
Lic. No. - 570/862/063
P.O. Box: 24384, Gongoba,
Kathmandu, Nepal

Dear Sir,

Please arrange to recruit and send the following workers for us earliest possible convenience as per Visa No. 1300045328 date: 01/06/1453H

<table>
<thead>
<tr>
<th>Category</th>
<th>Qty</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOM BOY</td>
<td>70</td>
<td>1000/-</td>
</tr>
<tr>
<td>DISH WASHER</td>
<td>20</td>
<td>1200/-</td>
</tr>
<tr>
<td>LAUNDRY MAN</td>
<td>20</td>
<td>1000/-</td>
</tr>
<tr>
<td>KITCHEN HELPER</td>
<td>20</td>
<td>1000/-</td>
</tr>
<tr>
<td>WAITER</td>
<td>15</td>
<td>1200/-</td>
</tr>
</tbody>
</table>

**Total (145) Persons only.**

**TERMS AND CONDITIONS**

1) Free Food
2) Free Accommodation.
3) Free Medical Treatment.
4) Air Passage From and to point of hire
5) Working Hours/vacation and other facilities are as per Saudi Workmen's law
6) Duration of employment contracts 2 years
7) Working Hour: 8 hr per day, 6 day per week

---

**Company Signature**

Al-Yusr Townsend & Bottum Co. Ltd.
Date: 17.07.2014

DEMAND LETTER

M/S International Staffing Services Pvt. Ltd
License No.: 570/062/063
Kathmandu - Nepal

Dear Sir,

Please arrange to recruit and send the following workers for us earliest possible convenience as per Visa No. 1300462157
Dated 1435/08/06 H

<table>
<thead>
<tr>
<th>Category</th>
<th>Qty</th>
<th>Salary SR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPENTER</td>
<td>10</td>
<td>1200</td>
</tr>
<tr>
<td>PIPE FITTER</td>
<td>10</td>
<td>1200</td>
</tr>
<tr>
<td>ROAD VEHICLES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRIVERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>880</td>
</tr>
<tr>
<td>LABOR</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

Total (120) Persons Only

Terms and Conditions:

- Accommodation: Provided
- Free Food: Provided by Co
- Period of Employment: 02 Years
- Working Hours: 8 Hours Daily 6 days per week
- Local Transportation: Provided
- Flight from & to KSA: After completion of Contract.
- Medical & all other terms and benefits as per Saudi Labour Law.

M/s. Mapa Trade and Construction Inc.
M/s. International Staffing Services Pvt. Ltd.
Post Box 24384,
Aram Nagar,
Kathmandu, Nepal.

Attn : Mr. Rajesh S. Nair - President

Sub : Demand Order

We hereby authorize M/s. International Staffing Services Pvt. Ltd. to recruit the following categories of Nepal Workers for employment in our projects in Abu Dhabi, U.A.E. under our sponsorship at the rate of wage, terms and conditions as below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Job Trade</th>
<th>No. of Workers</th>
<th>Basic Monthly Salary (AED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>House boy / Camp boy</td>
<td>50</td>
<td>950.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TERMS & CONDITIONS**

1. Contract Period: One (1) year and extendible
2. Place of employment: Abu Dhabi (U.A.E.)
3. Probation period: Ninety (90) calendar days
4. Working: 8 hours/day, 6 days/week, 208 hours/month
5. Food & Transportation: By Employer
6. Accommodation: By Employer
7. Joining air ticket: By the Employee
8. Overtime allowance: Applicable as per Local Labor Law
9. Others: Free medical care/insurance, shall be provided by the Company

The above manpower will be recruited only subject to visas availability. All other benefits will be in accordance with UAE Labor Law.

Yours faithfully,

Hae Joo Lee
General Manager
Hyundai Engineering & Construction

[Stamp]

[Stamp]

[Stamp]

[Stamp]
Demand Letter

13/2/2013

To,

M/S International Staffing Services Pvt Ltd
P.O.Box # 2504, Anamanagar, Kathmandu, Nepal
GOVT LICENSE: 570/062/063

Dear Sir,

In connection with the manpower request from Nepal wc M/S. Industrial Technology Qatar WLL. P.O.Box # 6002, Doha- Qatar registered under the laws of Doha-Qatar, execute job order
in favor of above mentioned company.

Please recruit the following Categories of worker under the following terms and conditions:

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Position</th>
<th>Qty in Nos.</th>
<th>Salaries in QR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labourer</td>
<td>100</td>
<td>900</td>
</tr>
<tr>
<td>2</td>
<td>Mechanic</td>
<td>15</td>
<td>1,100</td>
</tr>
<tr>
<td>3</td>
<td>Foreman</td>
<td>5</td>
<td>2,300</td>
</tr>
</tbody>
</table>

**TERMS & CONDITIONS**

1. Medical Facilities, Transportation & Accommodation will be provided free of charge by the company.
2. Working Hours: 8 hours a Day and 6 days a week.
3. Period of contract will be for 2 years.
4. Food will be provided by the company.
5. Insurance coverage shall be provided under the Workman's Compensation Regulations, in accordance to the Labour Laws of Qatar.
6. After completion of contract period company will give return Air ticket back to his home country.
7. Other terms and conditions will be as per Qatar Labour Law.

Looking forward to your kind cooperation and prompt action in this matter.

Thanking You,

For Industrial Technology Qatar WLL

Pavan Singh
Managing Director
DEMAND LETTER

13 September 2013

INTERNATIONAL STAFFING SERVICES (P) LTD.

Licence No: 570/062/063

P.O. Box: 24384.

Samakhusi,

KATHMANDU,

NEPAL.

Tel: 00977 - 1 - 4382271/ 4382156

Fax: 00977-1-4382302

Sub: Recruitment of Manpower from Nepal

M/s. Imperial Trading & Contracting Co. W.L.L., P.O. Box 23665, Doha-Qatar, Telephone No: +974-44684437, Fax: +974-44684438, needs services of the following personnel as per the detailed terms and conditions given below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>No. of Vacancies</th>
<th>Monthly Salary (Qatar Riyals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labourer</td>
<td>200</td>
<td>1000</td>
</tr>
<tr>
<td>2</td>
<td>Painter</td>
<td>50</td>
<td>1000</td>
</tr>
</tbody>
</table>

Terms & Conditions:

1. Duration of Contract: 2 Years Renewable
2. Working Hours: 8 Hours per day / 6 days a week
3. Weekly Holiday: Friday
4. Accommodation: Provided by the company
5. Food: Provided by the company
6. Local Transportation: Provided by the company
7. Medical Insurance: Provided by the company
8. Probation Period: 90 days
9. Residence Permit: Provided by the Company free of cost
10. Ticket: After the completion of every contract period round trip air ticket will be provided by the company.
11. Leave benefits: As per Qatar Labor Law
12. Water and electricity: Provided by the company
13. Overtime: As per Qatar Labor Law

All other terms and conditions of the services shall be in accordance with the Qatar Labour Laws.

We do hereby appoint/authorize M/s. INTERNATIONAL STAFFING SERVICES (P) LTD, Nepal, to recruit the above category of personnel as per the above terms and conditions.

Thanks and Regards,

For M/s. Imperial Trading & Contracting Co. W.L.L.

[Signature]

MANAGING DIRECTOR
Date: 17 Muharram 1434H
(1 December 2012)

M/S International Staffing Services (P) LTD.
P.O.Box 24384, Anamnagar, Kathmandu, Nepal
(License No. 570/062/003)

Subj: Demand Order

We, Middle East Engineering & Development Co., Ltd. (MEEDCO), hereby authorize you to recruit the following Nepalese workers on our behalf, under our Block Visas No. 1300167242 dated 17/11/2012H.

Trades and Numbers of Workers Required

<table>
<thead>
<tr>
<th>Job Trade</th>
<th>Required No.</th>
<th>Salary (SR/day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Labour</td>
<td>33</td>
<td>800</td>
</tr>
<tr>
<td>Truck Driver</td>
<td>15</td>
<td>1,800</td>
</tr>
<tr>
<td>Workshop Worker</td>
<td>1</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>69</strong></td>
<td></td>
</tr>
</tbody>
</table>

Terms & Conditions

- Contract Period: Two (2) year and extensible
- Probation Period: Ninety (90) calendar days
- Working hours and days: 8 hour per day, 26 days per month.
- Overtime: Following to the local labour law
- Airfare Passage: Provided by Employer
- Food & Accommodation: Provided by Employer

المفهوم والأعداد المطلوبة

العدد المطلوب: 69

المهمات والإعدادات المطلوبة

- عامل عام: 33
- سائق شاحنة: 15
- عامل برشة: 1

الشروط وال cittatan

- مدة العقد: ستان (2) سنة للتجديد بعد ذلك
- المدة الإخير: ستة (6) يوماً تقلما
- ساعات وأيام العمل: 8 ساعات يومياً، 32 يوماً
- الأجر الإضافي: خاضع للنظام المحلي
- داكر الضرائب: يتعرف صاحب العمل
- الأمور والإعدادات: يتعرف صاحب العمل
To:
M/s. International Staffing Services Pvt. Ltd.
Post Box 24384,
Anam Nagar,
Kathmandu, Nepal.

Attn: Mr. Buddhi Prakash Thapa

Dear Sir,

Sub: Demand Letter

We hereby authorize M/s. International Staffing Services Pvt. Ltd. to recruit the following categories of Nepal Workers for employment in our project in U.A.E. under our sponsorship at the rate of wage, terms and conditions as below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category</th>
<th>Nos. Required</th>
<th>Monthly Salary Per Month in AED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assistant Electricians</td>
<td>10</td>
<td>1000/-</td>
</tr>
<tr>
<td>2</td>
<td>Plumbers</td>
<td>10</td>
<td>1000/-</td>
</tr>
<tr>
<td>3</td>
<td>Ordinary Laborer</td>
<td>6</td>
<td>500/-</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

Terms & Conditions:

1) Contact Period: Two(2) year and renewable
2) Place of employment: U.A.E
3) Probation period: Ninety (90) Calendar days.
4) Working: 8 hours /day, 6 days week
5) Food & Transportation: By Employer
6) Accommodation: By Employer
7) Joining air ticket: By the Employer
8) Overtime allowance: Applicable as per Local labor Law
9) Others: Free medical care/insurance, workers compensation shall be provided by the company.

The above manpower will be recruited only subject to visas availability. All other benefits will be accordance with UAE Labor Law.

Thanking You.

Yours truly,

For Pluto Electro-Mechanical Contracting Company
Managing Director
Ref. : UCC-NEP-AP-IS-006
Date : 04/09/2013

M/s INTERNATIONAL STAFFING SERVICES (P) LTD
License No. 570/062/063
PO BOX 24384,
Kathmandu, Nepal

DEMAND LETTER

Dear Sir,

With reference to the power of attorney, we request you to recruit the following personnel for our company from Nepal as per the terms and conditions given below. This demand letter is valid for six months from the date of issue.

<table>
<thead>
<tr>
<th>SER.</th>
<th>Category</th>
<th>Required No.</th>
<th>Salary (QRS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SCAFFOLDER</td>
<td>200</td>
<td>1400</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

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

- 01. Period of contract: Unlimited as per Qatar Labor Law
- 02. Place of work: Qatar
- 03. Working Hours: 8 Hour per day (48 hours/week)
- 04. Over Time: As per Qatar Labor Law
- 05. Food/Food Allowance: Included in the Salary
- 06. Probation Period: Six (6) Months
- 07. Air Ticket: Provided by Company
- 08. Accommodation: Provided by Company
- 09. Transportation: Provided by Company
- 10. Medical Benefits: Provided by Company

Note: All the other terms & conditions as per Qatari Labor Law.

Yours faithfully,

For URBACON TRADING & CONTRACTING

[Signature]

RAMEZ AL KHAYyat
Managing Director
# COMPANY PROFILE

<table>
<thead>
<tr>
<th>Name</th>
<th>International Staffing Services Pvt. Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Incorporation</td>
<td>2005/2006</td>
</tr>
<tr>
<td>Company License No.</td>
<td>570/062/063</td>
</tr>
<tr>
<td>Dhaka ID No.</td>
<td>1131</td>
</tr>
<tr>
<td>Principal Business</td>
<td>Manpower Recruitment</td>
</tr>
<tr>
<td>Office Address</td>
<td>Gairi Tole, Basundhara, Kathmandu, Nepal</td>
</tr>
<tr>
<td></td>
<td>P.O. Box: 24384</td>
</tr>
<tr>
<td>Authorized Capital</td>
<td>NRs.10,000,000.00 (10 Million)</td>
</tr>
<tr>
<td>Paid Up Capital</td>
<td>NRs. 7,500000.00 (7.5 Million)</td>
</tr>
<tr>
<td>Official E-mail IDs</td>
<td><a href="mailto:issnepal@wlink.com.np">issnepal@wlink.com.np</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:buddhiprakash@issnepal.com">buddhiprakash@issnepal.com</a></td>
</tr>
<tr>
<td>Official Website</td>
<td><a href="http://www.issnepal.com">www.issnepal.com</a></td>
</tr>
<tr>
<td>Location</td>
<td>7 Km from International airport</td>
</tr>
<tr>
<td></td>
<td>3 Km from five star hotels</td>
</tr>
<tr>
<td>Board of Director</td>
<td></td>
</tr>
<tr>
<td>Chairman</td>
<td>Mr. L.B. Thapa</td>
</tr>
<tr>
<td>Managing Director</td>
<td>Mr. Buddhi Prakash Thapa</td>
</tr>
<tr>
<td>Director</td>
<td>Mr. Pitamber Prasad Mainali</td>
</tr>
<tr>
<td>Employee</td>
<td>15 Staffs</td>
</tr>
<tr>
<td>Legal Advisor</td>
<td>Mr. Kumar Niroula</td>
</tr>
<tr>
<td>Official Bank</td>
<td>Siddhartha Bank Limited,</td>
</tr>
<tr>
<td></td>
<td>Standard Chartered Bank Limited,</td>
</tr>
<tr>
<td></td>
<td>Himalayan Bank Limited</td>
</tr>
</tbody>
</table>
INTERNATIONAL STAFFING SERVICES PVT. LTD.
Gairi Tole, Basundhara, Kathmandu, Nepal
P.O. Box: 24384
TEL: +977 1 4016811, 4016817
FAX: +977 1 4016797
E-MAIL: issnepal@wlink.com.np
www.issnepal.com