



# Sundar Nepal Overseas Pvt. Ltd.

Sinamangal-9, Kathmandu, Nepal

Tel. No.: +977-1-4478460

E-mail: sundarnpo@gmail.com

[www.sundarnepal.com](http://www.sundarnepal.com)

# Lincense Copy

English/Nepali Translation  
 Dispatch No. 2677/18



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

{GON Seal}

License No.: 1484/074/075

Date: March 28, 2018 A.D.

## LICENCE

This License has been conferred to **M/S Sundar Nepal Overseas Pvt. Ltd.** permitting it to carry out the business of foreign employment, subject to the Foreign Employment Act, 2064, Foreign Employment Regulation, 2064 and the terms and conditions mentioned in this License.

**License Issuing Authority's;**  
 Name: Bhuwan Prasad Acharya  
 Designation: Director General  
 Signature: Sd.  
 Date: March 28, 2018 A.D.

"The Translation Copy is True and Verified"  
 Signature: Kedar Nath Paudyal  
 Name: Kedar Nath Paudyal  
 Date: 03 JUL 2018  
 Certificate Number of the Notary Public: 2728  
 Date of Expiry of Certificate: June 23, 2023 AD  
 Seal of the Notary Public



English/Nepali Translation  
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Date of Renewal	Expiry Date of Renewal	Renewal Fees	Additional Renewal Fees	Renewing Authority's Signature and Seal
March 28, 2018 A. D.	June 2018		-	Sd. Section Officer
June 01, 2018 A. D.	Mid-July 2021	30,000/-		Sd. Section Officer

### Terms and Conditions

- No branch office can be opened and run without obtaining approval.
- No business will be carried out through the agent (broker)
- Sending of workers to the countries other than the licensed ones is restricted.
- In addition to the provisions contained under the laws, the directives issued by the Government from time to time will also have to be complied with.

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	नेपाल सरकार उद्योग मन्त्रालय
<b>कम्पनी रजिष्ट्रारको कार्यालय</b> <b>कम्पनी दर्ताको प्रमाण - पत्र</b>	
दर्ता नं: १८२७२१/०७४/०७५	
श्री सुन्दर नेपाल ओभरसिज	
नामको प्राइभेट लिमिटेड कम्पनी संवत् २०७४ साल माघ महिना १७ गते रोज ४ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण- पत्र दिइएको छ ।	
मिति: २०७४-१०-१७	 स. रजिष्ट्रार
Government of Nepal Ministry of Industry <b>Office of the Company Registrar</b> Registration No: 182721/074/075	
<b><u>CERTIFICATE OF INCORPORATION OF COMPANY</u></b>	
This Certificate of Incorporation has been issued to M/s Sundar Nepal Overseas Private Limited having incorporated it on the 31 day of January, 2018 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.	
Date: 2018-01-31	 Asst. Registrar
<p><u>शर्त</u> कम्पनी संस्थापकलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नसक्ने हुनाले कम्पनी अनुसार सित्तुपर्ने अतुल्यता सम्बन्धित तिकायबाट लिइएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्ने पर्नेछ ।</p>	

## Message from Chairman

It is our great pleasure to introduce with your reputed company. Sundar Nepal Overseas Pvt. Ltd., is one of the leading Nepali Human Resources and Manpower Recruitment Consultant approved by Government of Nepal and registered with Government of Nepal, Ministry of Labour under licence no. 1484/074/075. We are well organized and well staffed and all our customers and clients are highly satisfied with our reliable and timely services. Within a short period, we have successfully completed recruitment of thousands of skilled, semi-skilled and unskilled workforce for a number of overseas employers.



We undertake complete responsibility to recruit any category of personnel from Nepal on behalf of any legally authorised and genuine overseas employment regulations on the Government of Nepal and that of Government of the country of employment. With the perennial co-operation and support from you and your established company. We will always be able to preserve our status of being the top Manpower Consultants of Nepal and we like to play a significant role in our country's economic development by improving people's economic condition. If you are looking reliable services for recruitment of workers for your established company, we request you to try with us. We promise you that we would do best from our professional management to provide you reliable and prompt services. We heartily welcome your kind co-operation and generous recruitment offers. Hoping to get your reply from you as soon as possible.

Warm Regards....

Pitam Bdr. Magar  
Chairman  
Sundar Nepal Overseas Pvt. Ltd.

## Message from Managing Director

Dear Valuable Clients

It's my pleasure to introduce Sundar Nepal Overseas Pvt. Ltd. as one of the renowned Manpower Agency, registered under the Government of Nepal, Ministry of Labour. Our agency proudly presents itself to the international market as well as in Middle East for supplying skilled, semi-skilled & non-skilled workforce. We spent more than a decade in this business & almost forty percent of Nepalese workers are supplied in various countries like U.A.E., Malaysia, Qatar, Saudi Arabia & many more. Although the market is competitive this business is spreading rapidly.



As far as workforce we supply are concerned, we assure to our valuable clients that we will be responsible for your full satisfaction through their honesty & hardwork. Your satisfaction is in our first priority & we will give you prompt service as per your requirement. Our team is dedicated to our work & organization and we are playing key role to support for upliftment of the poor ones. Thus we are hopeful that we will be able to keep ourselves as one of the leading Manpower Agency in Nepal for years more.

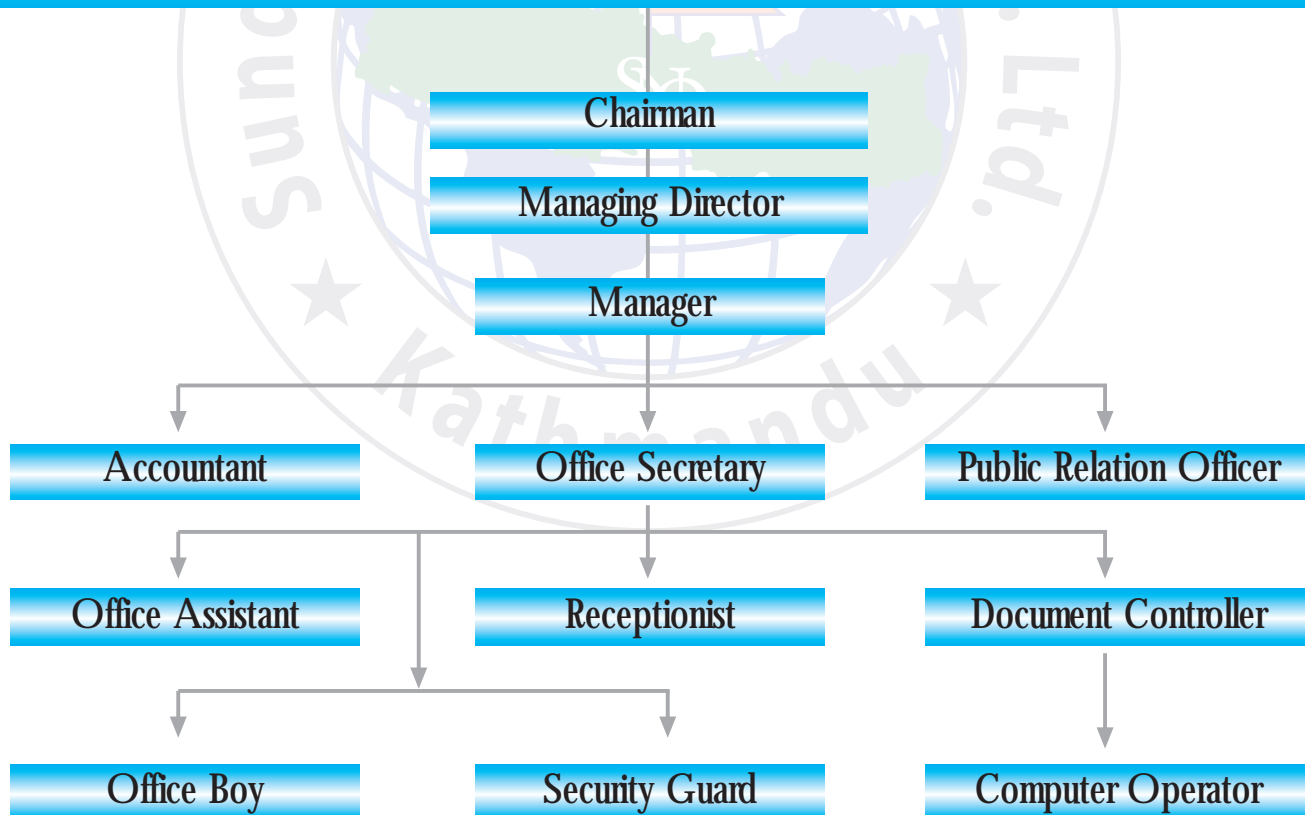
With Warm Regards,

Anil Acharya  
Managing Director  
Sundar Nepal Overseas Pvt. Ltd.

## Company Details

Company Name : Sundar Nepal Overseas Pvt. Ltd.  
Govt. Licence No. : 1484/074/075  
Types of Service : Manpower Supply  
Chairman : Mr. Pitam Bdr. Magar  
Managing Director : Mr. Anil Acharya  
Address : Sinamangal, Kathmandu, Nepal  
Telephone No. : +977-1-4478460, 4478764  
E-mail : sundarnpo@gmail.com  
Website : www.sundarnepal.com

## Organizational Structure



## Categories Description

### OFFICE PERSONNEL MANAGEMENT

Office Manager  
Asst. Manger  
Manager – Marketing, Sales, Admin  
Accountants, Cashiers  
Secretaries, Storekeeper, Purchasers  
Clerks, Typists, Data Entry Operators  
Office Boys  
Tea Boys  
Bell Boys

### BUILDING MAINTENANCE AND CONSTRUCTION ELECTRICIANS

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

### SUPERMARKET

Salesman  
Check Out Cashier  
Shelves/Rack Organizers  
Cleaners

### HOSPITAL STAFF GROUP

Doctor: Gynecology (Surgeon); MRCOG  
Doctor: Physician (General); MD  
Doctor: Surgeon; MD  
Doctor: Gynecology; MS  
Doctor: Urology; MS  
Doctor; Nephrology; MD  
Nurses (General Ward) – Diploma  
Nurses (Midwifery Gynecology) – Diploma  
Nurses (ICU) – Diploma  
Nurses (Surgery/Operation Theatre) – Diploma  
Asst. Nurses (Cleaners) Male – Diploma  
Asst. Nurses (Cleaners) Female – Diploma  
Technician Lab – Diploma  
X-ray Technician – Diploma

### INFORMATION TECHNOLOGY

Computer Engineer  
System Administrator  
Software Engineers  
Programmers  
System Analysis  
Network Administrators  
Data Entry Operators  
Computer Operators  
Computer Technicians  
Database Operators  
Data Entry Clerks



### AGRICULTURAL & FARMING GROUP

Engineer landscaping  
Engineer Irrigation  
Supervisors  
Foremen  
Gardeners  
Farmers

## Categories Description

### GARMENTS AND TEXTILE

Pattern Makers  
Cutting Masters  
Production Managers  
Supervisors  
Tailors  
Checkers, Helpers

### ENGINEERING

Electrical Engineer  
Mechanical Engineer  
Electronic Engineer  
Civil Engineer

### HOTEL AND CATERING STAFF

Manager and Asst. Manager  
Public Relation Officer  
Restaurant Captain  
Cook ( Continental, Chinese,  
Indian and Arabic)  
Asst. Cooks  
Waiters  
Stewards  
Fast Food Crew  
Food and Beverage Controller  
Food and Beverage Manager  
Bakers  
Barmen  
Kitchen Helpers  
Dishwasher men  
Laundrymen  
Pressmen  
Janitors  
Housekeepers/Room makers

### VEHICLE/HEAVY EQUIPMENT OPERATOR AUTO MECHANIC AND MAINTENANCE

Light Vehicle Drivers  
Car/Van/Minibus Drivers  
Heavy Equipment Operators  
Truck/Lorry/Trailer/Forklift/Crane Drivers  
Motor/Grader/Dozer/Backhoe/Roller Operators  
Bulldozer/Scraper Operator  
Auto Mechanic, Diesel Machine Mechanics  
Heavy Duty Mechanic  
Wireless Technician, Bar Benders

### AIR CONDITIONING

HVAC Engineers  
HVAC Foremen  
HVAC Supervisors  
HVAC Technicians





# Selection Process

In our endeavor to final perfect candidates and officer candidates a good career opportunity based on past achievements and demonstrated potential we have a rigorous selection process which can be adapted to selection at various levels. Points mentioned below are general in nature and normally customized for every position. In-depth understanding of the client's business, culture and objectives is taken before hand, the skills and interpersonal characteristics required in a position are defined and identified and accordingly a comprehensive position specification and job description are prepared.

## A. ADVERTISEMENTS

Following the authorization from our clients, we publish openings for a particular profession, with complete job description in the leading newspapers and other popular medias.

## B. PRESCREENING

The applications we receive, undergo initial screening by our recruitment consultants.

## C. INTERVIEW AND TRADE TEST

The short listed candidates are called for an interview. They are interviewed by our selection panel and the representatives of our clients. They subject the candidates to a trade test to check the authenticity of the trade of the candidates.

## D. MEDICAL CHECKUP

The candidates that are selected are sent for medical check up in a medical center, which is authorized by the country where the candidates will be placed.

## E. DOCUMENTATION HEAD

The individual files will be maintained for all selected candidates which will contain the following documents.

- o Original Passport
- o Ten Photographs
- o Trade test report of application
- o Employment agreement
- o Copy of Medical Test Report
- o Educational certificate & CVs

After going through the rigorous selection procedure, the selected candidates will be trained and assisted in the following ways:

**Training :** Every recruited candidates will undergo training as per the job description given by the client. The orientation and practical operating help them to work with safety and efficiently .

**Departure Formalities Passport:** We help in updating the passport of the recruited candidates.

**Visa:** with the co-operation of the employer we arrange the stamping of the visa on the passport of the recruited candidates.

**Immigration Clearance:** we also help the recruited candidates to obtain the immigration clearance from the Department of Labour and we also assist the candidates to be familiar with the necessary formalities to be performed while going abroad like Embarkation form, Departure Form, Security clearance, etc.

# Sample Documtes

M/S Sundar Nepal Overseas Pvt.Ltd.  
Kathmandu, Nepal  
Post Box No.8975, EPS 2822

## Demand Letter

Dear Sir/Madam

We have the pleasure to inform that we are in need to recruit the following workforce to work with us on the following terms and conditions as per the specification mentioned below

S.No	Category	Qty	Basic Salary	Ramarks

### Terms and Conditions.

1. Accommodation : Provided by the company
2. Food : Self employee/Employer
3. Medical provided : Health card for Gov. Hospital by the company
4. Air Ticket : After completion of Contract
5. Working Hours : 8 hours a day/ 48 hours a week
6. Transportation : Free of cost
7. Contract Priod : 2/3 years
8. Probation period : 90 days
9. Leave Benefits : 30 days paid per year
10. Other Benefits : As per country labour law.

Yours faithfully,

Authorized person Name:  
Authorized Signature:  
Company's Name:  
Company's Seal:

## POWER OF ATTORNEY

I the undersigned Mr. ....in my capacity as a .....  
.....of .....having address.....  
.....do herby appoint **M/S Sundar Nepal Overseas Pvt. Ltd., Kathmandu, Nepal**, to be our true and lawful attorney agent in Nepal in respect of handling all affairs concerning recruitment of Nepalese Workforce the following act an our behalf.

We also authorize our agent to handle all recruitment formalities such as registration of the demand with the department of labor to get permission and clearance, form the same department after payment of the necessary fee, etc. If any and to sign all the necessary documents required for the purpose of recruitment and passage of the required personal and arrange their passports, professional test, health examination to sign the employment contract and to arrange their travel documents.

Signature and seal with address of employer:

Authorized Signature:  
Name:  
Designation:

To,  
Ministry of Labour Depart  
Kathmandu, Nepal

## GUARANTEE LETTER

Dear Sir/Madam,

With due respect, we herby guarantee that we will provide emplyment to all the ....(no.of workers) Nepali workers being recruited for various positions by our local agent Sundar Nepal Overseas Pvt. Ltd., Kathmandu, Nepal, with valid license no. 1484/074/075 in our company .....(Employer's company name and add). In the territory of UAE/QATAR/KSA/MALAYSIA/KUWAIT/BAHRAIN during their contract period of 2/3 years.

Yours truly,  
Authorized person Name:  
Authorized Signature:  
Company's Name:  
Company's Seal

## EMPLOYMENT CONTRACT

This agreement between two parties: First Party the employer and second part the Employee.

First Party : ..... (Name and address)

**Second Party:**  
**Name of The Employee: Mr.**  
**Passport No.:**  
**Job Title:**  
**Salary:**

### Terms and Conditions.

1. Period of Contract : 2/3 Years
2. Probation Period : 90 days
3. Overtime : According to company rule/according UAE to labor low
4. Working Hours : 8 hours a day/ 48 hours a week
5. Accommodation : Provided
6. Food : Provide/Not Provide
7. Medical : Free health check up provided by the company to the govt. hospital
8. Leave : 30 days paid annual leave for every completed year of service and will provide return ticket to its workers
9. Contract period will be added with the agrees ness of both parties

### In case of Death:

In the event of death the employee body will be repatriated at the company's expenses and insurance compensation will be provided and end of determined in accroding to the law of land

### Complimentary terms and condition:

For the terms and conditions which are not prescribed in this contract, the both parties agrees to observe the labor law in the country of the employment and or the employers regulation and rules.  
In witness whereof, we hereby sign this contract this day of .....

First Party Name	Second Party Name
Designation	Designation
Date	Date
Signature	Signature
Witness	Witness

## Service Agreement

This agreement is made and entered into between ..... UAE hereinafter called the "First Party" represented by Sundar Nepal Overseas Pvt. Ltd., Kathmandu, Nepal having Government of Nepal License No. 1484/074/075, (hereinafter called the "Second Party") on ....., The First Party will specify the vacancies to the Second Party in detail and the Second Party will source the most suitable candidates to work as per the demand letter.

1. The Second Party will provide suitable candidates for all the required categories.
2. The First Party will make available to the Second Party all the relevant visas issued by the authorized government department.
3. The Second Party will deploy the selected workers as per the requirement of First Party.
4. The First Party will fulfill all the conditions agreed upon by both the parties regarding accommodation, salary, working hours, overtime, and other conditions and make sure that the recruited workers are paid their monthly salary in time on regular basis.
5. The Second Party shall furnish medical report from a qualified doctor for the selected candidate certifying that the candidate is in good health and is free from all infectious diseases.
6. The Second Party hereby agrees to replace any workers found unsuitable or unfit for the job or found medically unfit free of cost within the probationary period of months.
7. Both the Parties hereto have discussed all the above matters in detail and agreed to all the terms and conditions in this agreement and put their signature in two identical originals one to be kept by each Party.

# Office Building



Nepal is situated at the foothills of the Himalayas, where the great Mountains like Mt. Everest, the highest mountain of the world lies. Our neighboring countries are China, India, Bhutan and Bangladesh, Nepal is the land of the Lord Buddha, where peace and tranquility is as natural as the ice in the Himalayas. The Nepalese people are well known for their bravery, loyalty, peace keeping and well disciplined etiquette and nature. Nepal is also rich in lush green vegetation, thick rain forest and its wonderful art land-space. The overwhelmingly beautiful scenery has attracted flocks of tourists from all over the world.



So, never miss an opportunity to visit this beautiful Himalayan Kingdom of the world fondly described as the Switzerland of Asia.

- Size : 885-km (553 mile) long, 145-241 km (31-151 mile) wide, 147, 181-sq km in area.
- Position : 26-300 north latitude, 80-880 east longitude: on the India subcontinent bounded on the north by Tibet Autonomous Region of the People's Republic of China & on the west, south and east by the Republic of India.
- Terrain : Hilly and mountains, 77% Terai lowlands, 23% more than 25% above 3000m.
- Latitude Range : From 70m above sea level (230ft) in the terai, to 8848M (29,028ft) at Sagarmatha (Mt. Everest), Kathmandu Valley: 853m (2,798).
- Climate : Kathmandu-Summer 15-30°C, winter 0-16°C; Terai-Summer 21-39°C, winter 9-30°C. Rainfall (kathmandu) –oct- May 300mm june-sept. 1100mm.
- Time : 15 minutes ahead of Indian Standard Time, 5 hour 45 Minutes ahead of GMT
- Population : About 27 Million
- Language : Nepali is the national language, Devnagari the script Altogether 26 languages are spoken.



# Sundar Nepal Overseas Pvt. Ltd.

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