

Dear sir/madam,



Kindly refer to the demand request submitted to the Embassy of Nepal for new workers recruitment. The Embassy of Nepal would highly appreciate if following information and commitment is furnished to the Embassy to process your demand application.

1. How many Nepali workers do you currently have under your company?
2. How many female workers did you bring from Nepal in the past? If you have brought, please provide the details of companies they have been working.
3. How many workers did you repatriate to Nepal during Covid-19 pandemic? When did you repatriate last batch of workers?
4. Do you have any case of Nepali workers (under your company) in Saudi court or in prison or in Labour Office? If any, please mention their names and reason for the case.
5. Did any Nepali who come under your visa passed away in last 2 years? If yes, please provide names and the reason of death. How long did it take to send their dead bodies to Nepal?
6. As you are aware, with gradual slowdown of Covid 19 pandemic in Nepal and in the Kingdom of Saudi Arabia, Nepal Embassy has opened new demand attestation in a slow and cautious manner. The Embassy's system shows your company is also planning to bring workers from Nepal. How many workers do you plan to bring from Nepal in new demand? If you are supplying these workers to other client companies, please provide name and contact of your client companies whom you plan to give workers.
7. As you are also aware the Government of Nepal has decided a mandatory minimum salary of Nepali workers as per their profession. For example, a labour category worker should get SR 1000 plus SR 300 for food for his 8 hours of duty. How do you assure us that you will provide salaries and benefits to workers as agreed in the demand document attested from the Embassy of Nepal?
8. The company is also encouraged to assure us that when a Nepali worker faces serious problems such as loss of family members, serious sickness and other serious family problems, will be facilitated to go home on re-entry/early vacation.
9. The Embassy will process your documents only if you commit in official writing that Nepali workers will not be breached the contract in their salaries, overtime, human standard accommodation and other benefits once they join the job in company. There must also be commitment that no worker will be left without iqama and they will invariably allowed to return home, if the worker wishes, once their contract of two years terminates. If the contract is renewed, it must be upon written consent of the worker well in advance.
10. If in case, your company is unable to pay workers the amount as agreed in the demand documents and follow other provisions in the demand agreement, for the sake of the dignity of your company and its owner as well as in the interest of ethical recruitment, you are kindly advised not to submit demand documents to the embassy.
11. If your company and Nepal's recruitment agency agree on above important issues, kindly submit, by a return email, a joint commitment letter signed by HR manager or above from the employer side and the chief/official representative of Nepal's recruitment agency. A template/sample of the joint commitment letter as attached herewith.

To
His Excellency
Ambassador
Embassy of Nepal
Riyadh, Kingdom of Saudi Arabia



Kindly refer to Nepal Embassy's email dated ... regarding various issues raised by the embassy of Nepal in terms of recruiting new workers from Nepal. We would like to express our commitments to implement, in letter and spirit, following provisions raised by the Embassy of Nepal.

1. Our company is fully committed to implement the mandatory minimum salary of Nepali workers as decided by the Government in 2018 and as agreed while attesting the demand letter.

(For example, a labour category worker will receive SR 1000 plus SR 300 or free food for his 8 hours of duty. Workers of various categories will receive salaries and benefits as agreed in the demand document attested from the Embassy of Nepal)

2. Nepali workers will not be treated otherwise by our companies in their salaries, overtime, human standard accommodation and other benefits once they join the job in our company.
3. No workers will be sent to job without iqama after 3 months of their arrival. The company will invariably allow workers, if they wish, to return home once their contract of two years terminates. If they wish to renew the contract, the contract will be renewed upon obtaining their clear written consent.
4. No contract of more than two years will be signed with the worker even if the worker wishes to do so and the company will invariably provide electronic copy of the contract to the Embassy.
5. If the worker faces problems such as loss of family members, serious sickness and other serious family problems back home, company will allow and facilitate the worker in problem to go home on re-entry on his own expenses. The company will also see the possibility to send such worker in early vacation on company's expenses.
6. Our company plans to bring(number) new workers from Nepal in new demand.

(Please provide name and contact of your client company/ies if your company is sending workers to client companies)

We would also like to inform you that our company is fully committed to implement the Labour Reform Initiative (effective from 14 March 2021) of the Government of the Kingdom of Saudi Arabia.

We would like to reiterate that our company will not breach our commitment expressed by this letter regarding the recruitment of Nepali workers. If the Embassy finds that company breached the commitment, company will accept any penalties as per Saudi Labour law and the relevant Foreign Employment laws of Nepal.

Authorized person from the Employer Company

Name in full:
ID/Iqama number:
Designation:
Company name:
Company CR number:
Signature:
Company's Seal:

Authorized person from Nepal's
Recruitment Agency

Name in full:
ID number:
Designation:
Manpower Company name:

Signature:
Company's Seal