

Specimen Agency Agreement

(To be typed in your company's letterhead)

This contract is made and entered into on date by and between (NAME AND ADDRESS OF YOUR COMPANY) (HEREAFTER CALLED THE FIRST PARTY) and M/S (NAME & ADDRESS OF MANPOWER AGENCY IN NEPAL SECOND PARTY) for the recruitment of workforce from Nepal in accordance with terms and conditions as mentioned below:

1. The second party will send the bio-data, medical report, photo and the passport photocopy of Nepali workers to the first party within..... Working days from the date of this agreement. The first party will send the original Calling Visa to the second party within a maximum of weeks from the date of getting the medical report, photos and passport photocopies. The second party will send the workers withinweeks of getting the original Calling Visa.
2. The first party has agreed to provide necessary documents such as demand letter, power of attorney, agency agreement, and employment agreement and guarantee paper to the second party.
3. The first party shall be responsible to guarantee the fulfillment of the conditions agreed upon the employee regarding salary, accommodation and other conditions as stated in the demand letter and to make sure that the workers are paid their monthly salary on regular basis and other facilities.

Whereas

4. The second party agreed to mobilize the required number of manpower for the first party.
5. The second party agreed to explain the real facts such as the employment terms and conditions, job nature, salary, accommodation etc to the workers at the time of interview or before departure.
6. The second party agreed to provide the specified workers for the required jobs on the time.
7. The second party agreed to arrange the entire test requirement according to the first party's orders for selecting unskilled, skilled and professional workers.

Agreed

8. Both the parties agreed to co-operate each other in fulfilling the demand on mutual benefits.
9. This agreement is valid only from untilYears.

Both the parties hereto have discussed all the above terms and conditions in details and agreed to all terms and conditions stipulated in this agreement and put their signature in two identical original, one to be checked by each party.

The First Party

The Second Party

(Seal & Signature)

(Seal & Signature)

(Note: this agreement paper should be on the official letter head of the employer company with seal and authorized signature. this is not needed to be attested. this agreement Paper is essential for the govt. formalities in Nepal.)