



ZIA

INTERNATIONAL SERVICES PVT. LTD

Foreign Employment Consultant

www.ziaintlservices.com

About Us

Zia International Services Pvt. Ltd. is Nepal's leading government recognized recruitment agency provides all kind of manpower management services from Nepal to Malaysia, Saudi Arabia, Dubai, Kuwait, U.A.E., Oman, Qatar and other Gulf companies. **Mr. Khagendra Kumar Singh** is the founder head of **Zia International Services** with his 12 years of experience in running recruitment agency, Medical center, Training center and related services with various leading organizations of Nepal.

We **Zia International Service Pvt. Ltd.** always pay careful attention during the initial stage of candidate's selection and ensure that the professionals recruited by us have a productive and positive attitude.

An additional Technical Expert Panel of specialized technicians and engineers exist for specific of technical candidates. We also provide special testing facilities for skilled, semi-skilled and technical candidates where they are tested by our expert panels. We also under take the medical examination of all our candidates through our in-house panel of Doctors.

As a professionally managed recruitment agency we focus on the growing needs of companies abroad. We provide highly professional Human Resource Consultancy to our clients and candidates as well as try to build a courteous as well as proficient relationship with all of them.



About Us

Nepal is situated at the foothills of the Himalayas, where the greatest 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 nature. Nepal is also rich in flora & fauna, thick rain forest and its wonderful art land-space. The overwhelmingly scenery has attracted flocks of tourists from all over the world.

So, never ever 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 (91-151mile) wide.147,181sq.kmin 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 Republica of China & on the west, south and east by the Republica of India.

Terrain: Hilly and mountains, 77% Terai lowlands, 23% more than 25% above 3000m.

Latitude Range: From 70m aboce 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 300mmjune-sept1100mm.

Time: 15minutes ahead of Indian Standard Time, 5 hour45 minutes ahead of GMT

Population: 2,91,92,480Approx.

Language: Nepali is the national language, Devenagari the script, Altogether 26 languages are spoken.



MESSAGE FROM CHAIRMAN



Dear Respective Clients,
Warm salutation from the Federal Democratic Republic of Nepal.

First of all, I am very thankful to all who are willing to indulge in the business with us **Zia International Services Pvt. Ltd.** uphold the principles of Integrity, Service, Industry, Creativity and Professional for our Clients.

Everyone knows that the past two decades there has been a growing awareness, in all economies benefitting the sector and more professional approach can be witnessed - Human Resources at work, largely due to the impact period, have now started to recognize the benefits of increased efficiency, in all of their operational areas in order that may continue to grow - or even survive, and such efficiency has to be achieved by or through people.

Hence it's only possible to have the right type of manpower at a right time and right place.

We're always prepared to accept challenges by integrating each and everytype of activities involved in the placement job and bringing them under one umbrella.

Looking forward to collaborate with you in near future.

Regards,

Khagendra Kumar Singh
Chairman



Message from Managing Director



Zia International Services Pvt. Ltd. is a young, dynamic and high level human resource company that is committed to performance, quality placements and fruitful results. We endeavor to provide promising career avenues to prospective candidates by focusing on employment opportunities in high growth areas. We constitute the choicest source for staffing services to serve as a catalyst in bringing together career seekers and career sponsors.

There are various organizations, which are in need of good employees, and on the other hand there are qualified people looking for appropriate opportunities. We bridge this gap and assist business houses to pursue their search for steering manpower by our job placement services because our main objective is not only efficient recruitment and supply but also to prepare its talented and skillful Nepalese personnel for overseas markets by proper training.

Concluding with hope to get opportunity to give you service in future.

Thanks with Regards.

Gopal Bista
Managing Director



Categories We Provide

Categories of personnel available in Nepal for foreign employment are classified into four groups:

- A. Professional
- B. Skilled technician
- c. Semi-skilled/unskilled workers
- D. Security guards

Professional

- Engineers: Civil, Electrical, Mechanical, Chemical
- Architects/Planners
- Doctors: Specialists, Generals, Physicians
- * Dental Surgeon
- * Professor/Techers in Various Field
- * Bankers

Skilled Technicians

- Constructino Equipments Operators
- Junior Engineer/Technician
- Male & Female Nurses
- Pharmacists
- Laboratory Technician
- Medical Assistant
- Plant Operators:
 - Electrical / Mechanical
 - Foreman: Electrical/Mechanical
 - Supervisor/Oversears/Estimators
 - Wider: Gas Electic
 - Carpenters/Cabinet/Markers



- Steel Fixers/Riggers
- Mason/Tile Fixer/Plasterers
- Plumber/Pipe Fixers
- Drivers: Heavy/Light
- Hotel Perssonal/Waiters/Bakers
- Textile/Jute/Garment/Carpet
- Computer Operators



Categories We Provide



Skilled Technicians

- **International Experience Holder**
Those people who have work experience out of Nepal minimum 2 years as a technician.
- **Domestic Experience Holder**
Those people who have good quality experience inside Nepal as a technician.
- **Trade Training in Nepal**
Those people who has taken minimum 2 months technical training courses from Nepal Government recognize technical institute.
- **Trade Training by Employer**
Those people who has selected & trade trained by special representative of employer as per employer need & requirement.

Semi-Skilled / Unskilled

- Laborers
- Cleaners
- Sweepers
- Watchman/Security Guards
- Agriculture Labour/Farmers
- Industrial Labour
- Peons/Office Boys
- Loaders: Airport/Train Station



Recruitment Procedure

To begin with, the employer and the **Zia International Services Pvt. Ltd.** should execute an agency agreement between them stating adequately the terms and conditions regarding demand and supply of manpower from Nepal. This agreement should be signed by both the parties towards acceptance of stated Employer should provide to us following documents.

1. Demand Letter (Should be attested by Chamber of Commerce, Foreign Ministry and Nepal Embassy)
2. Power of Attorney (Should be attested by Chamber of Commerce. Foreign Ministry and Nepal Embassy)
3. Employment Contract(Should be attested by Company and concern person)
4. Guarantee Letter (Should be attested by Company and concern person)
5. Manpower Recruitment Agreement (Should be attested by Company and concern person)

MANPOWER SOURCING: Upon receipt of the required documents as mentioned formalities, with completed Job Description, & Power of Attorney, duly attested by the agencies in the respective countries for sourcing out the right people we go through our Data Bank and advertised in the leading newspaper to ensure enough for the category after getting the recruitment permission from the local authority the Ministry of Labor Department.

PRE-SCREENING: ASWRITTENINSAMPLE

FINALINTERVEIW: ASWRITTENINSAMPLE

Medical Checkup

After final selection we send the workers/candidates for medical checkup by the authorized medical center.

Application for visa

For selected candidates, we will apply for the visa endorsement.

Ticket and Emigration

If the ticket is providing by company than the employer may send PTA or remit necessary traveling expenses in favor of Zia International Services Pvt. Ltd. to facilitate traveling as scheduled. We obtain emigration clearance from the concerned Govt. Dept. For the candidates.

Orientation before departure

Zia International Services Pvt. Ltd. provides basic orientation to workers before traveling abroad. The workers are informed about their duties, responsibilities, safety issued, Labor laws and other relevant issue.



ZIA INTERNATIONAL SERVICES

HOUSEMAIDS				CONSTRUCTION MANPOWER
DRIVERS				HOSPITALITY MANPOWER
NANNY	NEPAL	INDIA	BANGLADESH	
COOK				SECURITY MANPOWER
NURSES				DRIVERS & OPERATORS
GARDNER	SRI LANKA	PHILLIPINES	INDONESIA	
PRIVATE TEACHER				HOTELS & RESTAURANT STAFFS
SECURITY GUARDS				ALL MANPOWER
	PAKISTAN	MYANMAR	KENYA	

PLEASE CONTACT FOR ANY KIND OF MANPOWER REQUIREMENTS.
LOCAL GURANTEEE FOR 3 MONTHS, COMPANY AGREEMENTS PROVIDED.
TIMELY DEVELOPMENT , TRADE TEST ; REPLACEMENT PROVIDED

CONTACT AMY TJI +977 – 1 4575555
+977-9851015545 9804812628



ZIA INTERNATIONAL SERVICES



We are providing manpower services since 10 years.

We will provide local guarantee, On time development, minimal paper work, 3 months replacement guarantee on both MALE and FEMALE candidates.



For: - India ; Nepal ; Bhutan ; Srilanka ; Bangladesh ; Pakistan ; Philippines ; Indonesia ; Myanmar ; Kenya ; ETC.

Household or Domestic Manpower: -

Housemaid, Nanny, Private Nurse, Private Teacher, Cook, Butler, Driver, Personal Dietician, Personal Secretary, Gardner, House Boy, ETC.



Hospitality Manpower: -

Manager, Asst Manager, Chef, Cook, Asst Cook, Baker, Roti Maker, Sweet Maker, Barista, Bar Tender, Captain, Order Taker, Waiter, Server, Food Runner, Room Boy, Bell Boy, Cleaner, Steward, Dishwasher, Helper, Laundry Worker, Valet Parking Attendant, Food Delivery Boy, ETC.



Construction Manpower :-

Engineer, Foreman, Site Supervisor, Supervisor, Time Keeper, Mason, Plumber, Electrician, Carpenter, Steel Fixer, Pipe Fitter, Welder, Painter, Fabricator, Labor ETC.



Driver and Operator :-

Bike, Car, Van, Bus, Truck, Trailer Drivers, ETC.

Excavator, Roller, Bull dozer, Forklift, Loader, Shovel, Operators.



Please Feel Free To Contact Anytime on

+977 - 1 - 45756 S\$
+977-985101 \$ S4\$, 9804812628
ziaintls@gmail.com



NEPAL



INDIA



BANGLADESH



SRI LANKA



INDONESIA



PAKISTAN



KENYA



MYANMAR



Valuable Companies

- ✓ M/s Sama Steel CO. W.L.L.
(P.O. Box. 5975, Doha - Qatar)
- ✓ M/s INDIGO TRADING & CONT. W.L.L.
(P.O. Box. 53678, Doha - Qatar)
- ✓ Dragon International
(P.O. Box. 30583, Doha - Qatar)
- ✓ Bloger Construction
(P.O. Box. 40394, Doha - Qatar)
- ✓ M/s Iconic International
(P.O. Box. 201475, Doha - Qatar)
- ✓ M/s Kawther Steel & Building Factory W.L.L.
(P.O. Box. 6763, Doha - Qatar)
- ✓ Al Jawhara Al Daema General Cont.
(P.O. Box. 657, Doha - Qatar)
- ✓ Alfutooh Trading & Transport & Cargo Co.
(P.O. Box. 4859, Doha - Qatar)
- ✓ M/s Zaitoon Restaurant & Grills
(P.O. Box. 40236, Doha - Qatar)
- ✓ M/s Zal Al Qamar
(P.O. Box. 92832, Doha - Qatar)
- ✓ Blue Duck Construction, Cleaning & Services
(P.O. Box. 15712, Doha - Qatar)
- ✓ M/s Peral Nation Trading & Cont. W.L.L.
(P.O. Box. 5975, Doha - Qatar)
- ✓ M/s Different Real Estate Development
(Doha - Qatar)
- ✓ M/s Al-Qarm Trading & Contracting
(Doha - Qatar)

- W M/s 2b Trading & Contracting
(P.O. Box. 19613, Doha - Qatar)
- Nael & Bin Harmal Hydroexport - Qatar W.L.L.
(P.O. Box. 24510, Doha - Qatar)

OTHER COMPANIES

- Dorado Enterprises WLL
- Bin Hadi Construction
- Nyok Lan Garents Sdn. Bhd.
- AL- Najm AL- Zafer Trad.& COnT. WLL
- Al-Jabalein Trading & Road Cont.
- Cortex Apparels Sdn. Bhd.
- United Steel Industries
- Sayyaf Ahmed Hassan Sawab Rest. Est.
- Wee Tatt Traders Sdn. Bhd.
- Joo Huat Nursery



OUR VALUABLE COMPANIES

OATAR

WINNERS GENERAL CONTRACTING & CLEANING W.L.L
AL JAZEERA TECHNICAL & OLIFIELD SUPPLIES CO.
GRAND HOUSE CONTRACTING & HOSPITALITY W.L.L
MIX MAX TRADING AND CONTRACTING CO.
AUTOMECH LIGHT & HEAVY PARTS.
SUCCESSFUL HOSPILITY EST.
DRAGON INTERNATIONAL.
BOLGER CONSTRUCTION.
ZAITOON RESTAURANT & GRILLS.
ICONIC INTERNATIONAL.
AL-QARM TRADING & CONTRACTING.
DIFFERENT REAL ESTATE DEVELOPMENT
ZAI AL QAMAR TRADING & CONTRACTING
AL KAWTHER STEEL & BUILDING FACTORY
PEARL NATION TRADING & CONTRACTING W.L.L
NAEL & BIN HARMAL HYDROEXPORT - QATAR WLL
BLUE DUCK CONSTRUCTION, CLEANING & SERVICES
YAMAMA GRANITE & MARBLE CO.
AL JAWHARA AL DAEMA GENERAL CONT.
AL FUTOOH TRADING TRANSPORT & CARGO CO. WLL
2B TRADING & CONTRACTING
SARAM TRANSPORT
AL SHAFEY TRAD. & CONT. W.L.L
AL-NAJM AL - ZAFER TRAD. & CONT. WLL
UDAY TRADING & CONTRACTING CO WLL
HTC COMPANY



OUR VALUABLE COMPANIES MALAYSIA

REDFORCE SECURITY SERVICES SDN. BHD.
SIRIJAYA INDUSTRIES SDN.BHD.
THE BAKER'S COTTAGE SDN BHD
AYAM AI FOOD CORPORATION SDN BHD
POLY-YARN INDUSTRIES SDN. BHD.
AMCOP SECURITY RESOURCES SDN. BHD.
DINEWORLD CORPORATION SDN BHD.
LEE SOON PEI
LA BELLE LADIES SALON
EDGE WELL SDN. BHD.
GUNONG EMAS TEA PLANTATIONS SDN BHD
TC HONG ENTERPRISE
MENARA KEKAL SDN BHD.
WEE TATT TRADERS SDN.BHD.
CHONG DECORATION & ENGINEERING
STS LAGENDA SDN.BHD.
GUAN XENG INDUSTRIES (M) SDN.BHD.
TERT LIT INDUSTRY MANAGEMENT
JOO HUAT T.H. NURSERY.
STS LAGENDA SDN.BHD.
LEOCH ACCUPOWER (M) SDN. BHD.
POLARSTONE (M) SDN. BHD.
TERT LIT INDUSTRY MANAGEMENT
B-SEVEN ENTERPRISE SDN BHD.
TYCOPLAS SDN.BHD.
YKP BUILDING SERVICES SDN.BHD.
NYOK LAN GARMENTS SDN BHD.
ASIA TUBE INDUSTRIES SDN.BHD.



OUR VALUABLE COMPANIES

UAE

HIGH TECH AUTO. MAINT.CENTER

CLEAN R US BEST CLEANING SOLUTION

GREEN VISION CONTRACTING LLC

FLEX ELECTRO MECHANICAL LLC

GRAND FLEX SERVICES LLC

SAUDI ARABIA

GROUND COFFEE SHOP FOR DRINKS

AL-WOJ00D ALMOMAYAZ CAFETERIA

FOAM SPENG SHARQIYA

FAHAD ABDULLAH AL JABER FACTORY

CHAR MINAR RESTAURANT FOR MEALS PROVIDE

M.S.SULIMAN AL-QURAIISHI FARM

A.R.ABDUL HADI MUBARAK VEG. OILS WAREHOUSE

HASAN HAMMAD ASKAR AL-BALDANI AL-HARBI FARM

CERAMIC PIPES COMPANY

ABDULLAH MOHAMMED AL-HASHIM TRANSPORT

HERITAGE RESTAURANT TO PROVIDE MEALS

GRAND VALLEY HOTEL VALLEY BUSINESS FOUNDATION

CARE FOCUS CONTRACTING EST.



Sample of Required Documents

CHRIS YOUKHAN PRIVATE LABOUR OFFICE

93 Nicosia panchia Street, Limassol - Cyprus
Tel: 25737812, Fax: 2573786
Email: morad@ziaintl.com.cy

Zia International Services Pvt. Ltd. Date: 01/08/2017
Tilganga-9 Manpower Bazar, Airport,
Kathmandu, Nepal

DEMAND LETTER

Dear Sir,

We, Chris Youkhan Private Labour Office, license No. 22 based in Limassol - Cyprus organized under the law of Foreign Employment of Cyprus, do hereby appoint you to be our lawful agent with our full Atorney in Nepal for handling the respective affairs of recruitment and dispatching the given following category:

S.N.	CATEGORY	QUANTITY	Monthly Salary
1.	Domestic Worker	25 / 50 / Female (Female only)	314 Euro

TERMS AND CONDITIONS:

- Period of Contract: 2 years (Renewable).
- Place of Employment: Cyprus
- Accommodation/ Food: Provided by the Employer.
- Working Hours: 8 hours per day.
- Working days: 28 days a month/6 days a week
- Overtime: Extra (as per Cyprus law)
- Medical: As per Cyprus Labor law
- Leave Benefits: As per Cyprus Labor law
- Probation Period: 3 months
- Insurance: As per Cyprus Labor law
- Air Ticket: Provided by the employer (Return ticket only)
- Visa: Provided by company

All other conditions of services will be governed according to the Cyprus Labor laws.

Chris Youkhan Private Labour Office
Chris Youkhan
Managing Director

Signature of Employer
Signature of Agent
Stamp of Chris Youkhan Private Labour Office
Stamp of Zia International Services Pvt. Ltd.

Purity Advanced Est.



مؤسسة النقاء المتطورة

مؤسسة النقاء المتطورة للموظفين

EMail: 50112085

DEMAND LETTER

M/S ZIA INTERNATIONAL SERVICES
PVT. LTD. Government License No. 03/08/2004
Kathmandu, Nepal

خطاب طلب
المسألة: طلب تعيين موظفين للعمل في
المطبخ في فندق "PURITY ADVANCED EST."
الموقع: 13000, 13000, 13000
التاريخ: 13/08/2017
الوقت: 10:00 AM
الجهة: Purity Advanced Est.

Please to send the following personnel of the terms & conditions given below according to the slots:

Visa No. 4307780902
Date: 12/1/2018

Category	Qty	Salary
LABOUR	28	4200

العدد	الراتب
28	4200

Terms & Conditions:

- Medical & Accommodation: Free
- Transportation: Free
- Visa: Provided by Company
- Working Hours: 8 hours
- Probation Period: 3 months
- Insurance: As per Cyprus Labor law
- Air Ticket: Provided by the employer
- Visa: Provided by company

الشروط والأحكام:

- التأمين والإقامة: مجاني
- النقل: مجاني
- التأشيرة: مقدمة من الشركة
- ساعات العمل: 8 ساعات
- فترة التجربة: 3 أشهر
- التأمين: وفقاً لقانون العمل في قبرص
- تذكرة السفر: مقدمة من الشركة
- التأشيرة: مقدمة من الشركة

Ms. An-Rajou
WERA CONTRACTING EST.

Ms. An-Rajou
WERA CONTRACTING EST.

Clean R Us

M/S ZIA INTERNATIONAL SERVICES PVT. LTD. Date: 29/08/2017

Company: Purity Advanced Est. Nepal
License No. 03/08/2004
Date: 29/08/2017
For: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

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

S. No.	Category/Job Title	No. of workers	Monthly Basic Salary (USD)	Period of Contract (Days)	Working Hours (per day)	Toll-free (per day)
1.	CLEANER (Female)	5	300	12	8	2

Terms and Conditions:

- Period of Employment: 12 months
- Place of Employment: UAE
- Accommodation: Provided by the company
- Working Hours: 8 hours per day/6 days a week
- Transportation: Provided by the company, free of cost
- Leave Benefits: As per UAE Labor Law
- Medical: Provided by the company, free of cost
- Insurance: As per UAE Labor Law
- Employment Visa: Provided by the company, free of cost
- Probation Period: 3 months
- Service Charge: As per UAE Labor Law
- Right to return: Provided by the company
- Air Ticket: Provided by the company
- All other conditions of services will be governed by the UAE Labor Law

Signature of Employer
Signature of Agent
Stamp of Clean R Us
Stamp of Zia International Services Pvt. Ltd.

SIRIYAYA INDUSTRIES SDN

Date: 11/08/2017
Zia International Services Pvt. Ltd.
Lic. No. 03/08/2004
Tilganga-9, Manpower Bazar, Airport, Kathmandu, Nepal

Dear Sir,

DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

We hereby appoint your company to recruit Nepal national workers for employment with our company and take all relevant administrative procedures.

Our recruitment terms and conditions are as follows:

- Number of workers: 50 (Thirty Male Workers)
- Job Category: Factory Workers
- Job Description: Production Operator
- Age: (18 - 35 yrs.)
- Contract Period: 12 months
- Basic Monthly Salary: RM 1000/day x 26 days - RM11000.00

Allowance	Amount in RM
Accommodation	0
Food	0
Transport	0
Medical	0
Other (as per company policy)	0
Total	RM11334.00

Working days: Monday to Saturday (8 hours per day)

Working hours: 8 hours per day 8 hours per week

Signature of Employer
Signature of Agent
Stamp of SiriYaya Industries SDN
Stamp of Zia International Services Pvt. Ltd.

Zai Al Qamar

Date: 09/12/2016
Zia International Services Pvt. Ltd.
License No. 03/08/2004
Tel No: +977-1-44789372
Ghatkunda 9, Tilganga, Kathmandu, Nepal

Demand Letter

We hereby appoint your company to select and recruit the following (Nepali) workers as per details given below:

S.No.	Job Title	Qty	Salary (USD/Month)
1.	Labourer	20	932
2.	Mason	10	1000
3.	Electrician	5	1000
4.	Site Staff	20	1000
5.	Plumber	20	1100
6.	Formwork	20	1100
7.	Painter	20	1100
8.	Ceiling Tarp man	20	1100
9.	Site Worker	20	1100

Terms and Conditions:

- Free sharing accommodation, medical services will be provided by company.
- 8 hours work and 8 days a week (Overtime as per UAE Labor Law)
- Free transport to and from work site by company.
- Food: 300/- provided as per company policy.
- Probation period: 3 months.
- Site: Work will be provided by the company, free of cost.
- Site: Work will be provided by the company, free of cost.
- Other terms and conditions will be governed by the UAE Labor Law.

Signature of Employer
Signature of Agent
Stamp of Zai Al Qamar
Stamp of Zia International Services Pvt. Ltd.



Sample of Required Documents

DEMAND LETTER

To, _____ (P) Ltd. Date: _____
 License No: _____ VISA NO: _____
 Kathmandu, Nepal VISA DATE: _____

Demand Letter

This is to request you to select and recruit the below mentioned categories of workers on behalf of M/S. COMPANY NAME, at given terms and conditions.

S#	Category	Qty	Salary
1			

- Terms & Conditions**
- 01 Period of Employment 2 years, renewable
 - 02 Place of Employment (Name of the Country) For joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years
 - 03 Air Passage Not provided by the company
 - 04 Service Charge Visa charge will be borne by the company
 - 05 Visa 8 hours per day, 6 days a week
 - 06 Working Hours 48 hours per week
 - 07 Over Time Provided by the company as per (Name of the Country) Labour Law
 - 08 Probation Period 90 days from the date of entry into (Name of the Country)
 - 09 Resident Permit Provided by the Company free of cost
 - 10 Accommodation Free Bachelor Accommodation should be provided by the company
 - 11 Water & Electricity Provided by the Company
 - 12 Food Provided by the Company
 - 13 Medical / Insurance Provided by the Company
 - 14 Transportation (Bus) Provided by the Company
 - 15 Uniform, Helmet and Shoes Provided by the Company
 - 16 Annual Leave 30 days
 - 17 Service Gratuity & Leave Pay Provided by the Company as per (Name of the Country) Labour Law
 - 18 Other Terms & Conditions Provided by the Company as per (Name of the Country) Labour Law

Yours truly,
 For M/S. COMPANY NAME

GUARANTEE LETTER

Date: _____

Guarantee Letter

Dear Sir,
 We hereby confirm to recruit Nepali workers (as per demand letter) through:

To, _____ (P) Ltd.
 License No: _____
 Kathmandu, Nepal

We shall guarantee you for these recruited workers who will not be transferred to any other company beside our company as they will be working with us according to company's agreement at all.

Yours truly,

For M/S. COMPANY NAME

POWER OF ATTORNEY

VISA NO : _____
 Date: _____
 VISA DATE: _____

Power of Attorney

We M/S. COMPANY NAME a company organized under the laws of State of (Name of the Country), do hereby nominate, constitute and appoint

To, _____ (P) Ltd.
 License No: _____
 Kathmandu, Nepal

to be our true and lawful attorneys and agents in Nepal in respect of handling all the affairs concerning recruitment/entering into contracts with selected employees, completion of immigration formalities etc. with the Protector of Emigrants, Government of Nepal and to sign all necessary documents required by the said offices in connection with the recruitment of persons for service with said company.

We also authorize our agents to negotiate with the Ministry of Labour in cases where the Ministry considers the salaries offered to be lower than the minimum permitted.

This Authorization is valid for two (2) year from date of issue.

For M/S. COMPANY NAME

SERVICE AGREEMENT

Date: _____

Service Agreement

This agreement has been made M/S. COMPANY NAME (hereinafter called the FIRST PARTY), & _____ (P) Ltd. Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at Kathmandu, Nepal.

Whereas the Second Party agrees to process the recruitment as per the Government's rules and regulations and suitable workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:

1. That the SECOND PARTY will make all the arrangement to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
2. FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3. FIRST PARTY will not give any service charge to SECOND PARTY.
4. FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement for the selected workers.
5. SECOND PARTY will be completely responsible to bring selected manpower from Nepal to (Name of the Country) and will guarantee for three months. During this period if any of the deployed workers found to be medically unfit, refused to work and got homesick, SECOND PARTY will bear all the expenses for repatriating the said workers back to his/her home country and make replacement free of charges.
6. FIRST PARTY shall make arrangements to make visa for all the selected workers.
7. FIRST PARTY will provide free accommodation & transportation for the selected workers here in as per the prevailing Labour Law of the state of (Name of the Country) & its own rules.
8. The First party will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labour Law of the State of (Name of the Country).
9. FIRST PARTY will make all the arrangements to receive all the selected workers within 25 days of issuing them the entry visa to (Name of the Country).
10. This agreement takes effect upon signing thereof by both the parties concerned.

The First Party and the Second Party certify that they have read the agreement and that they fully understand its terms and conditions together with its application. In witness where of the parties have their voluntary signed.

For M/S. COMPANY NAME

EMPLOYMENT CONTRACT

Date: _____

Employment Contract

This agreement is made and entered into _____ / _____ / _____ day of _____ M/S. COMPANY NAME (herein called the company as First Party), & Mr. _____ Nationality: Nepali, Passport Number _____ in his capacity as the Second Party hereby agreed the following terms and conditions.

The Second Party agreed to work with the First Party as _____ with the gross salary of _____ per month. The terms and conditions of the contract are as follows:


- S# Terms Conditions
- 01 Period of Employment 2 years, renewable
- 02 Place of Employment (Name of the Country) For joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years
- 03 Air Passage Not provided by the company
- 04 Service Charge Visa charge will be borne by the company
- 05 Visa 8 hours per day, 6 days a week (48 hours per week)
- 06 Working Hours 48 hours per week
- 07 Over Time Provided by the company as per (Name of the Country) Labour Law
- 08 Probation Period 90 days from the date of entry into (Name of the Country)
- 09 Resident Permit Provided by the Company free of cost
- 10 Accommodation Free Bachelor Accommodation should be provided by the company
- 11 Water & Electricity Provided by the Company
- 12 Food Provided by the Company
- 13 Medical / Insurance Provided by the Company
- 14 Transportation (Bus) Provided by the Company
- 15 Uniform, Helmet and Shoes Provided by the Company
- 16 Annual Leave 30 days
- 17 Service Gratuity & Leave Pay Provided by the company as Per (Name of the Country) Labour Law
- 18 Other Terms & Conditions Provided by the company as Per (Name of the Country) Labour Law

First Party/Second Party


For M/S. COMPANY NAME _____



License and Certificates



श्री ५ को सरकार
अर्थ मन्त्रालय
आन्तरिक राजश्व विभाग



स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

पान: ३०२२७५६०२
आन्तरिक राजश्व कार्यालय: ललितपुर

मिति: ०९/०३/२०६३
मू.अ.क. दर्ता मिति: _____
दिन महीना साल

करदाताको नाम: जिया इन्टरनेशनल सर्भिसेज प्रा.लि.
करदाताको प्रकार: प्राइभेट लिमिटेड
ठेगाना: बडा नं. १०, ज्वागल, कुपण्डोल
उपमहानगरपालिका: ललितपुर
ललितपुर

व्यवसाय कारोबारहरू: वैदेशिक रोजगार

करदाताको हस्ताक्षर: _____
कर अधिकृतको हस्ताक्षर: _____

यो प्रमाण पत्र देखिने गरी कारोबार गर्न / कृपया कार्यालयमा सम्बन्ध गर्नु हो ।



नेपाल सरकार
उद्योग, बाणिज्य तथा आपूर्ति मन्त्रालय
कम्पनी दर्ताको कार्यालय
कम्पनी दर्ताको प्रमाण - पत्र



प्रतिलिपी

दर्ता नं: ४००५९/६२/०६३

श्री जिआ इन्टरनेशनल सर्भिसेज
नामको प्राइभेट लिमिटेड कम्पनी संभवत् २०६३ साल आषाढ महिना ०८ गते रोज ५ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति: २०७९-०२-१८

स. रजिष्ट्रार
Government of Nepal
Ministry of Industry, Commerce & Supplies
Office of the Company Registrar
Registration No: 40059/62/063


CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s Zia International Services
Private Limited having incorporated it on the 22 day of June, 2063 pursuant to
sub-section (1) of section 5 of the Companies Act, 2066.

Date: 2022-06-01

Asst. Registrar

नोट: कम्पनी संस्थापकलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्न इजाजत प्रदान गरिएको जमानिने हुनाले कानून अनुसार लिम्पू अन्तर्गत सम्बन्धित विकायबाट लिइए मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।



नेपाल सरकार
श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय
वैदेशिक रोजगार विभाग
इजाजत पत्र

इजाजत पत्र नं. ८३३/०८३/०८४

मिति: २०६५/०३/१६

वैदेशिक रोजगार ऐन, २०६४ को दफा ११(२), ११क र ११ख एवं वैदेशिक रोजगार नियमावली, २०६४ को नियम ६ र ८क को प्रावधान बमोजिम विभागको मिति २०६५/०३/१६...को निर्णय अनुसार वेहायका संस्थाहरू एक आपसमा जिआ इन्टरनेशनल प्रा. लि. संस्था कायम भएकोले तपाईंलाई वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न यो इजाजत पत्र प्रदान गरिएको छ।

सि.नं.	संस्थाको नाम	इजाजत पत्र नं.
१	जिआ इन्टरनेशनल सर्भिसेज प्रा. लि.	८३३
२	काठमाडौं रेस्टोरेन्ट एन्ड बारास सलोन प्रा. लि.	१३५४
३	सुनसरी रेस्टोरेन्ट एन्ड बारास प्रा. लि.	११४५
४	रोजगार विभाग प्रा. लि.	१३०६
५	सुनसरी रेस्टोरेन्ट एन्ड बारास प्रा. लि.	११०६

इजाजतपत्र जारी गर्ने अधिकारीको
हस्ताक्षर: _____
नाम, पद: श्रेष्ठ सुराभरा पांडे
द्वज: महालि देवाव



License and Certificates

Distributed by:
Nepal Notary Public Council
S.N. 966169

His Majesty's Government
Ministry of Finance
Inland Revenue Department

Permanent Account Number (PAN) REGISTRATION CERTIFICATE

Permanent Account No. 3102274602
Date: 09 03 2063
23 06 2006

Inland Revenue Office: Lalitpur
VAT Registration Date: [] [] [] []

Name of the Taxpayer: Zia International Services Pvt. Ltd.
Type of Taxpayer: Private Limited
Address: Ward No. 10, Jwagal, Kuponole
Sub-Metropolitan City: Lalitpur
Business Activities: Foreign Employment
SD. SD.
Signature of Tax Payer Signature of Tax Officer

-This certificate should be displayed for all at the business place of office.

Stamp: The True Copy is True and Verified. Signature: [] Name: Madhu Sudan Thapa. Date: June 01, 2024. Certificate Number of the Notary Public: 2024. Date of Expiry of Certificate: Feb 18, 2025 AD. Seal of the Notary Public.

Distributed by:
Nepal Notary Public Council
S.N. 966238

Government of Nepal
Ministry of Industry
Office of the Company Registrar

Registration No.: 40059/62/063

CERTIFICATE OF INCORPORATION OF COMPANY

This certificate of Incorporation has been issued to M/s. Zia International Services Private Limited having incorporated it on the 22 day of June, 2006 pursuant to Sub-Section (1) of Section 5 of the Companies Act 2006.

Date: 2022-06-01
Sd. Assistant Registrar

Condition: Whereas mere registration of company is not assumed license to execute the objective of company, the business shall be operated only after obtaining permission according to objective of company from concerned entity to be obtained pursuant to law.

Stamp: The True Copy is True and Verified. Signature: [] Name: Madhu Sudan Thapa. Date: June 01, 2024. Certificate Number of the Notary Public: 2024. Date of Expiry of Certificate: Feb 18, 2025 AD. Seal of the Notary Public.

Distributed by:
Nepal Notary Public Council
S.N. 966171

Government of Nepal
Ministry of Labor, Employment and Social Security
Department of Foreign Employment

License No.: 633/063/064
Date: 2079/02/16 B.S.
(May 30, 2022 A.D.)

LICENCE

Whereas, the Zia International Services Pvt. Ltd. has been established after amalgamation of following organizations by the decision of Department, dated 2079/02/16 B.S. (May 30, 2022 A.D.) for the purpose of Section 11(2), 11(A) and 11(B) of Foreign Employment Act, 2064 (2007 A.D.) and Rule 6 and 8A of Foreign Employment Regulation 2064 (2007 A.D.), this License has been issued to you for the operation of foreign employment business, thereof.

S.No.	Name of the organizations	License No.
1	Zia International Services Pvt. Ltd.	633
2	Kathmandu Recruitment & Out Services Pvt. Ltd.	1344
3	Khalid International Overseas Pvt. Ltd.	1044
4	Rombus Overseas Pvt. Ltd.	1407
5	Madina Khalifa Manpower Pvt. Ltd.	1206

Issuing Authority
Signature: Sd. Name: Shesh Narayan Paudel
Designation: Director General
2079/02/16 B.S. (May 30, 2022 A.D.)

Stamp: The True Copy is True and Verified. Signature: [] Name: Madhu Sudan Thapa. Date: June 01, 2024. Certificate Number of the Notary Public: 2024. Date of Expiry of Certificate: Feb 18, 2025 AD. Seal of the Notary Public.

Distributed by:
Nepal Notary Public Council
S.N. 966189

Date of Renewal	Date of Validity	Renew Fee	Additional Renew Fee	Signature of Renewal
2079/02/16 B.S. (May 30, 2022 A.D.)	Till the end of Asar 2079 (July 15, 2022 A.D.)	10,000/-	210,000/-	Sd. Pradip Kumar Dhakal Sections Officer 2079/02/16 B.S. (May 30, 2022 A.D.)

Conditions:

- No work shall be carried out by opening branch Office without obtaining approval.
- No worker shall be sent on any condition to other country except in than the permitted countries.
- Directions issued from time to time by Government of Nepal shall be followed in addition to the provisions mentioned in prevailing acts and rules.

Stamp: The True Copy is True and Verified. Signature: [] Name: Madhu Sudan Thapa. Date: June 01, 2024. Certificate Number of the Notary Public: 2024. Date of Expiry of Certificate: Feb 18, 2025 AD. Seal of the Notary Public.



Our Company Partner



Govt.Regd. No. 53328/065

City Top Me enter

,Sinamangal- Kathmandu, Nepal
Email: Citytoppoly0,é@gmail.com
Phone No.: +.97 * 1693



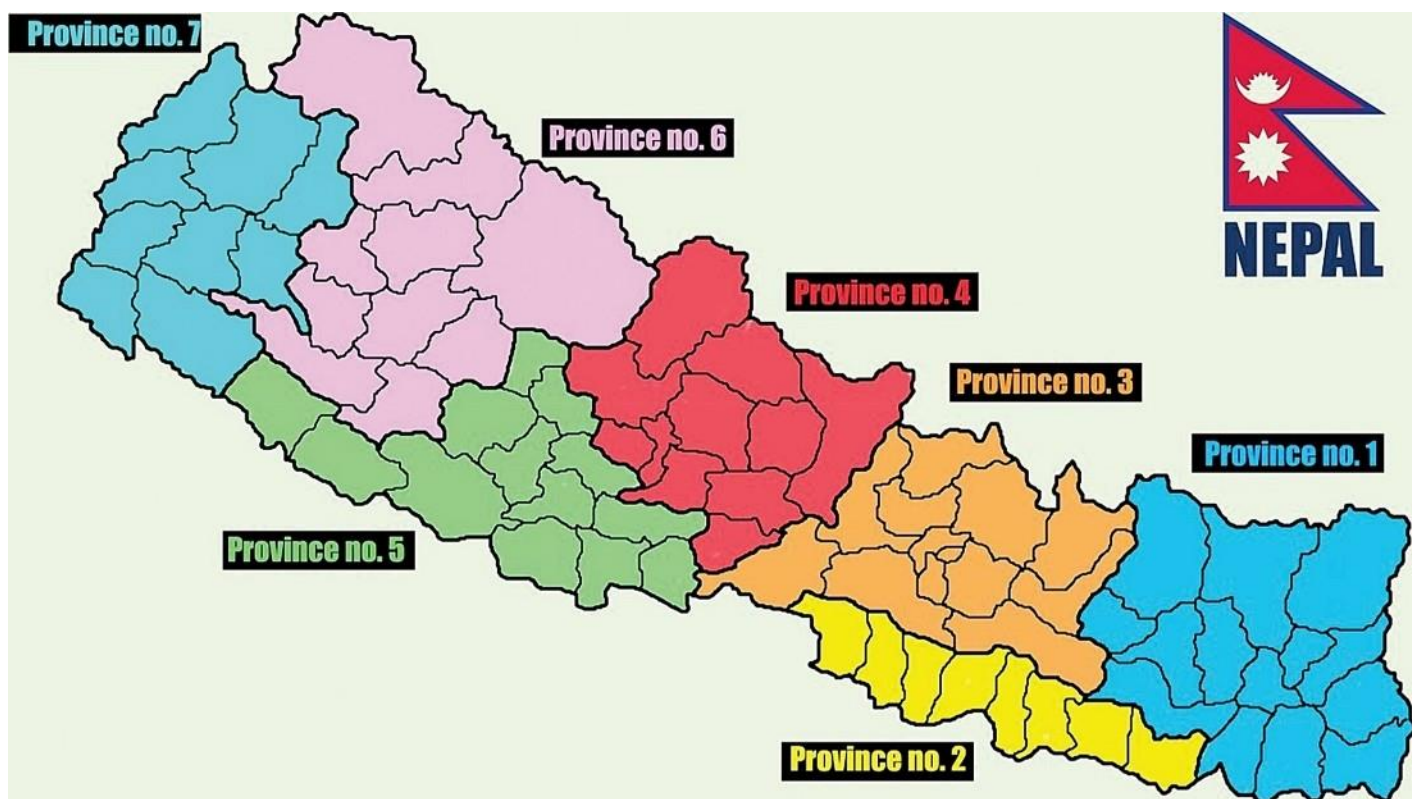
Govt.Regd. No. 96507/069/070



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Mithila Municipality- 6, Dhalkewar, Dhanusha
E-mail: shreeganeshorintation@gmail.com
Mob.: +977-9848949480, 9817892815





Z I A

INTERNATIONAL SERVICES PVT. LTD

Foreign Employment Consultant

Gaushala-9, Kathmandu, Nepal
Ph. No.: +977 - 1 - 4575555
+977-9851015545, 9804812628
E-mail: ziaintls@gmail.com

www.ziaintlservices.com