

COMMITMENT SAMPLE

Company Letter Head

Date:

Embassy of Nepal

Wisma Paradise,
No. 63, Jalan Ampang
50450 Kuala Lumpur

Email: info@nepalembassy.com.my

Dear Sir/Madam:

Re: Commitment/ Letter of Guarantee for Recruiting security guards/Workers from Nepal

In reference to the demand of (in number)..... security guards/workers from (manpower Agency of Nepal to our company on the basis of KDN Approval No.dated, we would like to confirm and guarantee the following terms and conditions:

1. We will not charge any amount with the recruiting agency of Nepal, selected candidates and do not deduct any amount from his/her salary as a visa/ commission which will be totally free.
2. We will provide free visa and free air ticket to the selected candidates from Kathmandu to Malaysia (company) and after completion of contract, we will provide free air ticket from Malaysia to Kathmandu.
3. Once security guards/workers arrive Malaysia, we will report their particulars and relevant documents to the Embassy of Nepal in Kuala Lumpur within one month.
4. We will not transfer the security guards/workers to other companies in case of shortage of job order in our company and if such situation arises then we will do needful action with the permission of Embassy of Nepal in Kuala Lumpur.
5. The Embassy will notify the company if the security guards/workers need to return home with valid reason. The company will arrange repatriation process of the worker at the earliest possible time.

6. The accommodation arranged for the security guards/workers will be in good condition. It will have the basic facilities for living and cooking utensils. Company will arrange separate hostel for female with special security for them.
7. The company is committed to comply with the Minimum Wages Policy of the Government of Malaysia and the recruitment guidelines of the Government of Nepal. Accordingly, workers will get their salary, overtime and the facilities on time as per contract.
8. Security guards/Workers will get immediate medical attention if they fall sick. Treatment and insurance compensation will be proceeded on time.
9. Any further guidance provided by the Government of Malaysia and the Embassy of Nepal in Kuala Lumpur will be followed.
10. Security guards/workers will be well informed about the terms and conditions of their work and the facilities in advance.
11. Company will sensitize about the probable risk of the work place and will provide basic safety equipment to the security guards/workers without any deduction from their salary.
12. company will deposit the required cost of Airfare and Visa fees of the above mentioned numbers of Nepalese security guards/workers in the Bank Account of Nepalese Recruitment Agency.
13. Our company (Please, compulsorily choose only one option:(1) **will pay all related service charges** OR (2) **will not pay any service charge**) to the Nepalese Recruiting Agency required for the recruitment of the above mentioned Nepalese security guards/workers.

Your cooperation is highly appreciated.

Thank you

Employer Company Name:

Company Address:

Employer's Authorized Signature:

Name:

Designation:

NRIC No.

Company Chop: