

Date:

**Director General  
Department of Foreign Employment  
Kathmandu, Nepal**

Dear Sir/Madam,

**LETTER OF UNDERTAKING TO THE DEPARTMENT OF FOREIGN  
EMPLOYMENT, NEPAL**

I do hereby undertake to recruit the following Nepalese workers to work under our Company license no. .... dated .....

<b>Source Country</b>	Nepal
<b>Total No. of Workers</b>	..... (Male/Female)
<b>Name of Manpower Agency in Nepal</b>	
<b>Age</b>	... to... years
<b>Validity of Employment Contract</b>	Three (3) years
<b>Minimum Basic Wages/Salary*</b>	RM ..... per month (RM ..... / 8 hrs per day * 26 days)
<b>Overtime Rates</b>	Normal Days: Salary X 1.5 Sunday: Salary X 2 Public Holiday: Salary X 3
<b>Minimum Guaranteed Salary</b>	RM .....
<b>Normal Working Hours</b>	8 hours/ day
<b>Normal Working Days</b>	26 days/ month
<b>Medical Benefits</b>	Shall be provided by the Employer in accordance with the Malaysian Labour Law including annual medical examination as required by the Immigration Department.
<b>Accommodation &amp; Security</b>	Shall be provided near the working area by the employer with the supply of electricity & water, basic cooking utensils and bedding. Security must be provided to all workers. Especially for female workers, female warden must be provided round the clock.
<b>Transportation</b>	Shall be provided by the employer
<b>Insurance (FWCS)</b>	Provided by employer under Foreign Workers Compensation Scheme (FWCS) throughout the employment period
<b>Bank Guarantee</b>	Payable to Immigration Department of Malaysia with validity of 18 months, RM750 per person (by the employer)

**Job Guarantee**

I guarantee that the workers will be employed with my company for the whole contract period. Due to unforeseen reason, if my company is unable to provide jobs to the workers, my company shall continue to pay the workers a minimum salary of RM ..... per month.

Thank you.

**Your faithfully,**  
..... Sdn. Bhd.

**Director**  
**NRIC No.:**  
Company's Chop

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\* For Security Guards, the Minimum salary shall not be less than RM 1050.00 and construction worker RM.1140.00 as basic for the working hours (8 hours/normal day) and overtime should be paid extra as per the Rule of Government of Malaysia.