



नेपाली राजदूतावास  
**EMBASSY OF NEPAL**  
Kuala Lumpur, Malaysia

**Notice**

This is to inform that all the employers/companies in Brunei Darussalam intending to recruit Nepali nationals for employment will have to follow the following procedures.

**A. Procedure and documentation for direct recruitment without involvement of a recruitment agency:**

1. A copy of employment visa issued by the Immigration Department of Brunei and attested by Ministry of Foreign Affairs, Brunei Darussalam.
2. A copy of contract of employment attested by the Ministry of Foreign Affairs, Brunei Darussalam.
3. A letter of intention from the employer addressed to the Embassy stating the intention of recruiting workers from Nepal as well as stating referee's (Person recommending a worker from Nepal) name and his/her passport and citizenship copy.
4. A copy of the worker's Nepal Passport.
5. A copy of foreign worker license document attested by the Ministry of Foreign Affairs, Brunei Darussalam.
6. A copy of company registration document attested by the Ministry of Foreign Affairs, Brunei Darussalam.
7. A copy of relationship verification document, issued by the concerning authorities in Nepal, verifying the relationship between the referee and the worker from Nepal. Only one of the following persons can be a referee: Mother/ Father/ Daughter/ Son/ Brother/ Sister/ Husband/ Wife. (All the documents will have to be submitted in PDF format via the official email of the Embassy.)

**B. Procedure and documentation for recruitment through Nepali recruitment agency**

1. Copy of foreign worker license attested by the Ministry of Foreign Affairs, Brunei Darussalam.
2. Demand letter in the official letter pad of the company attested by the Ministry of Foreign Affairs, Brunei Darussalam.
3. Copy of contract of employment attested by by the Ministry of Foreign affairs, Brunei Darussalam.
4. Copy of power of attorney issued by the employer/company to the recruitment agency in Nepal attested by the by the Ministry of Foreign affairs, Brunei Darussalam.
5. Copy of agreement between the the employer/company and the recruitment agency in Nepal by the Ministry of Foreign affairs, Brunei Darussalam.
6. Copy of a commitment letter by the employer/company stating that female workers will not be employed for domestic works. (for female workers only).
7. Cover letter by the company/employer requesting the embassy for the attestation of documents. (Only Director, General Manager, Manager or a person with company's authorization shall submit the **two sets** of all documents for attestation)

Attestation fees will be as per the rules of the Government of Nepal to be deposited directly to the bank account of Embassy or paid at the Embassy. For further queries please contact the embassy at [eonkualalumpur@mofa.gov.np](mailto:eonkualalumpur@mofa.gov.np), Tel no. +60320201898/99 and +60320201901.

Embassy of Nepal  
Kuala Lumpur  
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