**Embassy of Nepal, Kuala Lumpur**

Wisma Paradise, 63, Jalan Ampang

50450 Kuala Lumpur

I, the Director of the ……………….………………………. SDN BHD, acknowledge the rights and privileges of the Nepali employees that we recruit from Nepal. We are fully aware and committed to the provisions of the Demand Letter and Contract of Employment submitted to the esteemed Embassy.

My company will be paying all the recruitment related expenses, including the flight ticket and Service charge, to the concerned Nepal Agency and will be sharing the proof of the transfer to the Embassy. All the accommodation facilities provided will be according to the legal standards set by the Government of Malaysia. The Employees will be paid their salary and overtime on time through their bank account.

The employees will not be deployed to the clients other than those mentioned in the **Appendix A** attached herewith. Wherever the Nepali employees are deployed, my company will be fully responsible for all the matters related to the Nepali employees. We would also like to assure that all the incoming worker’s details and JTK hostel certificate will be provided to the Embassy within 3 months of their arrival.

**Signature of Employer: ………………………**

 **Full name:**

 **NRIC No:**

 **Handphone number:**

 **Email:**

 **Date:**

**Kuala Lumpur, Malaysia**