

(To be typed in the company's letter head specimen Demand Letter Copy)

Date:

### **SERVICE AGREEMENT**

This contract is made and entered into on (Date) by and between (.....) (herein after called "The First Party") and **M/S Madina International Services Pvt. Ltd.**, Lalitpur Nepal, Post Box No 8975 EPC 2822 (herein after called "The Second Party") for the recruitment of unskilled, skilled and professional workforce from Nepal in accordance with the terms and conditions as mentioned below:

1. The First Party has agreed to provide the necessary documents such as Demand Letter, Power of Attorney, Service Agreement and Employment Contract to the Second Party.
2. The First Party shall be responsible to guarantee the fulfillment of all the conditions agreed upon the employee regarding salary, accommodation and other conditions as stated in the demand letter and to make sure that the workers are paid their monthly salary on regular basis and other facilities.

### **WHEREAS**

3. The Second Party agrees to mobilize the required number of manpower for the First Party.
4. Second Party agrees to provide the specified workers for the required jobs on time.
5. The Second Party agrees to explain the real facts such as the employment terms and conditions, job nature, salary, accommodation etc. to the workers at the time of the interview of before departure.
6. The Second Party agrees to arrange all the test requirements according to the First Party's order for selecting unskilled, skilled and professional workers.

### **AGREED**

7. Both the party agreed to co-operate each other in fulfilling the demands on mutual benefits.
8. This agreement is valid only from --/--/---- until --/--/----(....year)

Both the parties hereto have discussed all the above terms and conditions in details and agreed to all terms and conditions stipulated in this agreement and put their departure in two identical original, on to be kept by each party.

The First Party

The Second Party

Company's Name:

Madina International Services Pvt .Ltd

Authorized Signature

Name: Hassan Khaled Ferji

Designation

Company Seal

Subarna Shrestha

Managing Director

Company Seal