

## CHECKLIST OF THE DOCUMENTS TO BE PRESENTED TO THE EMBASSY

No.	Checklist	
1.	Notification letter to the Embassy of Nepal, KL	<input type="checkbox"/>
2.	KDN Approval/ Calling Visa/ Extension Approvals	<input type="checkbox"/>
3.	English Translation of Originals of Checklist No. 2	<input type="checkbox"/>
4.	Demand Letter	<input type="checkbox"/>
5.	Employment Contract	<input type="checkbox"/>
6.	Power of Attorney	<input type="checkbox"/>
7.	Affidavit/Sworn Statement of Service	<input type="checkbox"/>
8.	Agency Agreements	<input type="checkbox"/>
9.	Notification letter to the Embassy of Malaysia in Kathmandu	<input type="checkbox"/>
10.	Letter of Undertaking to the Department of Foreign Employment, Nepal	<input type="checkbox"/>
11.	Authorisation Letter from Company for signing the document and NRIC Photostat of Director/ Signatory <i>Note: HR representative from the company should submit the documents at the embassy together with the copy of NRIC or i-Card and authorization Letter.</i>	<input type="checkbox"/>
12.	Company's Memorandum & Articles of Association <ul style="list-style-type: none"> <li>• Form 49 – Register of Company Directors or</li> <li>• Form 24 – Return of Allotment of Shares or</li> <li>• Form 9 – Company Registration Certificate (SSM)</li> </ul>	<input type="checkbox"/>
13.	Company's Profile and Brochures	<input type="checkbox"/>
14.	Photographs of Working Area, Canteen, Hostel, etc.	<input type="checkbox"/>
15.	Other Relevant Documents/Information <ul style="list-style-type: none"> <li>• Manpower Agency's renewed License Copy.</li> <li>• Salary Statement (Payroll Summary of existing Nepalese workers for 3 months)</li> <li>• At least three existing Nepalese workers Name and Contact Number.</li> </ul>	<input type="checkbox"/>
16.	Additional Document for Outsourcing Companies: <ul style="list-style-type: none"> <li>• Copy of agreement between Principal and O/S Company.</li> <li>• Commitment letter from Principal Company</li> </ul>	<input type="checkbox"/>
17.	Appointed Nepalese Manpower Agency's renewed license copy.	<input type="checkbox"/>