

Date:

To,
QualServ Search Sdn. Bhd.
Recruiting Licence no 754/064/065
Company Registrar's Reg. No.:964585-X

Dear Sir/Madam ,

Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

We hereby appoint your company to recruit Nepal male/female workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

1. **Number of workers** : (In numerical and words)
2. **Job Category** :
3. **Job Description** :
4. **Age** : (18 – 40 yrs.)
5. **Contract Period** : 3 years
6. **Salary:**

Basic monthly salary: RM 21.00/day/26days x 8 hrs

Allowance	Amount in RM
Attendance	
Food	
Transport	
Shift	
Overtime (as per Government rule)	
Any other	
Total:	

7. **Working days** : Monday to Saturday (furnish details)
8. **Working hours** : 8 hours per day 48 hours per` week
9. **Overtime**

In accordance with Malaysian Labour Law: i.e.

Normal Days	Salary x 1.5
-------------	--------------

Sunday	Salary x 2.0
Public Holidays	Salary x 3.0

10. Workmen Compensation

In accordance with Malaysian Labour Law:
The foreign workers are covered by the existing Foreign Workers Compensation Scheme.

11. Accommodation

The employer provides free accommodation close to the working area to the workers with free water and electricity

12. Transportation

Shall be provided by employer

13. Government Levy and Immigration:

The employer will bear levy and immigration charges whatsoever and any other government fees & charges. The workers will not be levied any fees, levy & charges.

14. Annual Leave, Sick Leave and Public Holidays:

In accordance with Malaysian Labour laws:

Annual leave of 8 days for the first two years of service; for period of service between two years to five years the employee would qualify for 12 days of leave; and for services of more than five years the employee qualifies for 16 days of leave

Sick leave (without hospitalisation):

14 days for each year of service for service less than two years, and 18 days for services of two years to five years and 22 days annually for services exceeding five years.

And in cases of hospitalisation, the employee qualifies for 60 days leave in each calendar year.

The employee shall be entitled to paid holiday for a total of 10 public holidays in any one year of service that must include the following four days:

1. the National day

- (iii) That if the Employee is absent from work for more than two (2) consecutive working days without a reasonable cause or leave.
- (iv) That if the Employee is found to be underage on first appointment entry.
- (v) That if an authorised medical doctor certifies the Employee medically unfit for employment.

Kindly arrange to recruit as per the above-mentioned criteria at the earliest.

Thank you

Yours faithfully,

Employer's Authorised Signature

Attested in the country of employment by:

1. Name:

2. Designation:

Embassy of Nepal in Kuala Lumpur

3. NRIC No.:

4. Company's Chop: