

**Embassy of Nepal  
Suite 13A.01, Level 13A  
Wisma MCA, 163 Jalan Ampang  
50450 Kuala Lumpur**

Dear Sir/Madam,

**LETTER OF UNDERTAKING**

I do hereby undertake to recruit following Nepalese workers to work under our outsourcing license no. .... dated .....

<b>Source Country</b>	Nepal
<b>Total No. of Workers</b>	..... (Male/Female)
<b>Name of Manpower Agency in Nepal</b>	
<b>Age</b>	18 to 40 years
<b>Validity of Employment Contract</b>	Three (3) years
<b>Minimum Basic Wages/Salary</b>	RM546 per month (RM21.00 / 8 hrs per day X 26 days)
<b>Overtime Rates</b>	Normal Days: Salary X 1.5 Sunday: Salary X 2 Public Holiday: Salary X 3
<b>Minimum Guaranteed Salary</b>	RM 750.00
<b>Normal Working Hours</b>	8 hours/ day
<b>Normal Working Days</b>	26 days/ month
<b>Medical Benefits</b>	Shall be provided by the Employer in accordance with the Malaysian Labour Law including annual medical examination as required by the Immigration Department.
<b>Accommodation &amp; Security</b>	Shall be provided near the working area free of charge by the employer with the supply of electricity & water, basic cooking utensils and bedding. Security must be provided to all workers. Especially for female workers, female warden must be provided round the clock.
<b>Transportation</b>	Shall be provided by the employer
<b>Insurance (FWCS)</b>	Provided by employer under Foreign Workers Compensation Scheme (FWCS) throughout the employment period
<b>Bank Guarantee</b>	Payable to Immigration Department of Malaysia with validity of 18 months, RM750 per person (by the employer)

**Job Guarantee**

We guarantee that the workers will be employed with the principal company, with whom we have entered into an agreement, for the whole contract period. Due to unforeseen reason, if the principal company is unable to provide jobs to the workers, this company still pays the workers a minimum salary of RM 546.00 per month.

Thank you.

**Your faithfully,**  
..... Sdn. Bhd.

.....  
**Director**  
**NRIC No.:**  
Company's Chop