

Govt. License No: 772/065/066



R.B. Overseas Pvt. Ltd.

**A COMPLETE
HUMAN RESOURCE
SOLUTIONS**

P.O Box 5300, Gongabu, Town Planning
Kathmandu, Nepal

+977 14971215, 4987457

hr.rboverseas@gmail.com, info@rboverseas.com.np

www.rboverseas.com.np

INTRODUCTION

R.B Overseas P. Ltd. is for supply of Nepalese human resources abroad is supplies all categories, skilled, semi-skilled, technical and professional manpower based on the demand of our clients. It functions as a bridge between Nepal and manpower importing nations around the world.

The company aims to export the competent manpower that our clients around the world demand. The concept has its route in employing maximum number of unemployed Nepalese youth. To reduce this increased unemployment burden of the country is the major objectives behind the birth of this organization.

We source our manpower through advertisement and through our official channels for semi-skilled and unskilled manpower. We headhunt to meet the demand of highly technical and professional manpower. Today, a huge number of such manpower throng to our company for a quality and prompt service. R.B Overseas has fully equipped management with the swift service aimed at our consumers across the world. Anyone wanting to source manpower from Nepal. For preliminary information of human resource. The company has a very mechanism to respond all enquiries relating to the company.



CORPORATE PROFILE

Name of the Company

R.B. OVERSEAS P. LTD.

Registration Authority

Ministry of Industry & Commerce

Office of the Company Registrar

Company Registration No: 55041/065/066

Ministry of Labour & Employment

Department of Foreign Employment

Govt. License No: 772/065/066

Ministry of Finance



Department of Internal Revenue

Member

Nepal Association of Foreign Employment Agencies

Contact Person

Mr. Rishi Ram Kandel, Chairman

Mobile: +977 9851075771,   +977 9801075771

Mr. Ramesh Kumar Kandel, Representative Director

Mobile: +97 9841307909   +977 9841307909

Shankar Adhikari, Japanese Language Instructor/ Translator

Mobile: +977 9765230111   +977 9765230111

Capital

Authorized - 30 Million Nepalese Rupees

Official Bank

Prime Bank Limited

Contact Details

P.O Box 5300, Gongabu, Town Planning

Kathmandu, Nepal

T: +977 14971215, 4987457

E: hr.rboverseas@gmail.com, info@rboverseas.com.np

W: www.rboverseas.com.np

MESSAGE FROM **CHAIRMAN**



We, **R.B. Overseas P. Ltd.** are very much pleased to introduce our self as one of the reputed international recruitment Agency in the field of out sourcing Nepalese human resources.

We started the company with a vision to offer professionals service and support taking care of each and every client. We have dedicated years and over to make a name in the field of Manpower Recruitment known for our services and credibility. In our country, unemployment ratio has always posed a threat to the fragile economy and being a part of solving the ratio of unemployment, we started our Services with a realization to cover the low economy condition and leaving of Nepalese people.

We support and practice the concept of '**Right Fit**' candidate in "**Minimum Possible Time**" to the extent that the company could claim to be pioneering in the endeavor towards sensible placement service. We are always eager to keep our company abreast on establishing a crucial link with each and every new opportunities coming in.

Our target are those clients for whom we can recruit quality Nepalese work forces in Middle East and Far East Countries and we are always headed to distinguish ourselves by providing the most possible flexibility, fast track, and reliability in client service. Our agency networks enable clients to benefit from a recruitment package customized to their individual company needs and time requirements for their human resources needs.

As a well- established recruitment company, we keep the promise to our clients and **customers-ON-TIME & ALWAYS.**

We vow to provide the quality service always.

Rishi Ram Kandel
Chairman

MESSAGE FROM THE REPRESENTATIVE DIRECTOR



Dear valued clients,

The foundation to any civil society is laid well and truly by the human spirit. Infact this spirit is actually a resource, a much needed one for producing all forms of goods and services, needed for the growth and development of mankind. For all the advances made whether in science, technology, industry, manufacturing, services, infrastructure and also in societal fields, human resource is undoubtedly the most defining resource. It is driving force and the lifeline of any progressive society.

To ensure that these human resources are judiciously employed and correctly placed, to the satisfaction of both the employer and the employee is our conscientious and constant endeavour. The humann resource is an asset that generates results and revenues. We believe in this perfect marriage of the employer on one hand and the employee on the other, which automatically leads to a world of peace, prosperity and progress.

A warm and gracious welcome to all our clients.

Thank you.

Ramesh Kumar Kandel
Representative Director

MESSAGE FROM
JAPANESE LANGUAGE
INSTRUCTOR / TRANSLATOR



Dear valued clients,

It gives us an immense pleasure to introduce ourselves as one of the most trustworthy manpower agency authorized to operate foreign employment profession in Nepal. We are equipped with well-experienced and enthusiastic personnel, Given this, we would like to bring it to our valued clients to meet the desired expectations abroad. We are fully dedicated young professionals being endowed with ample experience in related areas.

As an esteemed organization, we have always believed in placing the “Right workers to the Right Job,” so that your company doesn` t face any kind of hinderance in daily operations.

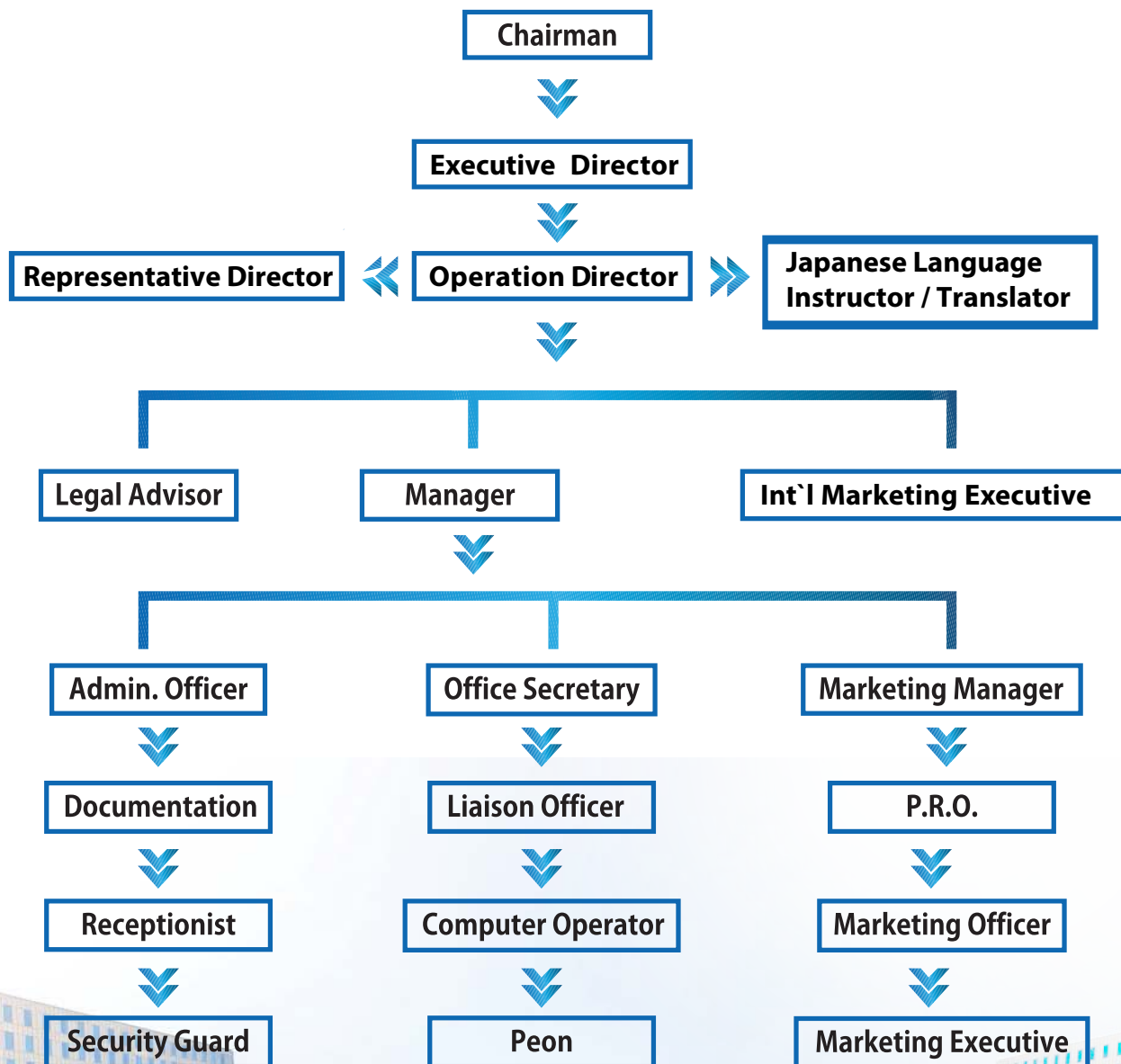
We would like to extend our sincere thanks and gratitude to all our overseas clients for choosing us as the business partner and urge them, in friendly spirit, to feel free to get in touch with us any-time by any means

Thank you.

Shankar Adhikari

Japanese Language Instructor/ Translator

ORGANISATION CHART



Super **Markets**

- Sales (Male/Female)
- Assistant Sales
- Store keeper
- Accountants
- Assistant / Jr. Accountants
- Cashiers
- Data Entry Operators
- Cleaners (Male/Female)
- Loader / Unloader
- Delivery boys
- Many more..

Garments & Textile **Sector**

- Pattern Makers
- Cutting Master
- Production Manager
- Supervisor
- Tailors
- Checkers
- Helpers & many more...

Security **Sector**

- Gurkha Security Guards
- MOI Guards
- Armed Guards
- Security Officers
- Civil Security Guard
- Body Guard / Bouncers
- Male / Female Security
- Watchmen



WE SUPPLY

Hotel & Caterings

- Waiters / Waitress/ Hostess
- Kitchen Commis I / II / III
- Room Attendants / Bell Boys
- Kitchen Stewards /Asst. Cooks
- F & B Captains
- Chef-de-partie & Sous Chef
- Secretary/Business Centre Asst.
- Pastry Man/Baker Confectioner
- Cook continental Chinese, Indian
- Dishwasher / Laundry



Construction & Engineering Sectors

- Engineers
- Supervisors
- Quality Surveyor
- Safety Officer
- Foreman / Plumber / Carpentry
- Heavy Equipment Operators
- Heavy / Light Driver
- Concrete Pump Operator
- Mason - Tile / Block / Plaster
- Painter - Spray / Roller
- Scaffolder
- Skilled Labours
- Unskilled Labours



WE SUPPLY

Vehicle / Machine Operators

- Light Vehicle Drivers
- Car/Van/Minibus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/
- Motor/ Grader/Dozer/Backhoe Operator
- Roller Operators
- Bulldozer Operator
- Scrapper Operator
- Auto Mechanic
- Diesel Mechanics
- Heavy Duty Mechanic
- Wireless Technician
- Denter/Painter



Hospital Staff Group

- Doctor: Gynecology (Surgeon); MRCOG
- Doctor: Physician (General); MD
- Doctor: Surgeon; MD
- Doctor: Gynecology; MS
- Doctor: Urology; MS
- Doctor: Skin (Skin & UD); MD
- Doctor: Nephrology; MD
- RN Nurses (General Ward) - Diploma
- RN Nurses (Midwifery Gynecology) - Diploma
- RN Nurses (ICU) - Diploma
- RN Nurses (Surgery/ Operation Theatre) -
- Asst. Nurses (Cleaners) Male - Diploma
- Asst. Nurses (Cleaners) Female - Diploma



Information **Technology**

- Computer Engineer
- System Administrator
- Software Engineers
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks

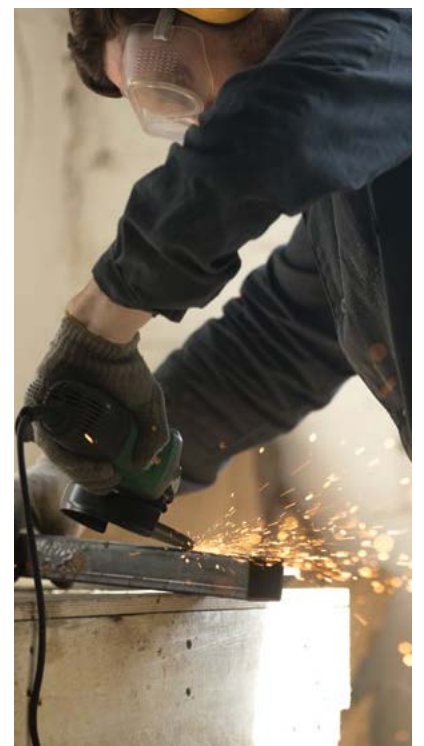
Air Conditioning (**Window / Split**)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians



Manufacturing

- Automotive
- Building Products
- Consumer Products
- Forestry Pulp & Paper
- Machinery & Equipment
- Pharmaceuticals
- Industrial Products



REQUIRED DOCUMENTS

Requirement of documents vary from country to country. Requirement of documents also depend on whether the embassy of manpower importing country has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final deal for sending workers in overseas. We follow the in-detail government provisions to avoid unnecessary hassles to the workers.

A. Principle Documents

1. Demand Letter: Demand letter should be addressed to R.B Overseas (P.) Ltd. Lic. No. 772/065/066, The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, residence permit and other benefits.
2. Power of Attorney: Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes R.B Overseas (P.) Ltd. Lic. No. 772/065/066, for sending workers legally.
3. Employment Contract: The employing company should provide the employee with an employment agreement as per demand letter.
4. Service Agreement: Employing Company should provide us service agreement between company and recruitment agency in Nepal .
5. Guarantee Letter: The employing company should not transfer any workers to another country without approval of competent Nepal Government authorities.

Above documents from 1 to 5 should be signed by company's authorized person, bear Company Seal and documents 1 & 2 should be attested from Chamber of Commerce or Ministry of Foreign Affairs from the respective country.

B. For Kingdom of Saudi Arabia

- a. Electronic Authorization Letter: The employing company has to write a letter according to visa approval slip to the Electronic Authorization Office or Embassy for visa endorsement of the workers.
- b. Visa Slip (Copy): The original visa slip is required in case of Block Visa. However, the photocopies of Block Visa are acceptable in case of multiple Block Visa.
- c. Company Registration (C. R.) /one photocopy only:
 1. In case of Block Visa issued for Nepal, the company should prepare all below mentioned principle documents authorized to R.B Overseas (P.) Ltd. Lic. No. 772/065/066, which is recognized Nepalese agent by the embassy of the Royal Kingdom of Saudi Arabia, located in Kathmandu, Nepal.

C. For Other Countries

The documents mentioned above A.1 to A.5 should be signed by company authorized person and bear company seal. The documents A.1 and A.2 must be duly sealed and attested by Chamber of Commerce and Ministry of Foreign Affairs from the respective country.

SAMPLE DOCUMENTS

DEMAND LETTER

To: (P) Ltd.
License No:
Kathmandu, Nepal

Date:
VISA NO:
VISA DATE:

Demand Letter

This is to request you to select and recruit the below mentioned categories of workers on behalf of M/S.COMPANY NAME at given terms and conditions:

S#	Category	Qty	Salary
1			

Terms & Conditions

- 01 Period of Employment 2 years, renewable
- 02 Place of Employment (Name of the Country)
- 03 Air Passage For Joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years
- 04 Service Charge Not provided by the company
- 05 Visa Visa charge will be borne by the company
- 06 Working Hours 8 hours per day (48 hours per week)
- 07 Over Time Provided by the company as per (Name of the Country) Labour Law
- 08 Probation Period 90 days from the date of entry into (Name of the Country)
- 09 Resident Permit Provided by the company free of cost
- 10 Accommodation Free Bachelor Accommodation should be provided by the company
- 11 Water & Electricity Provided by the company
- 12 Food Provided by the company
- 13 Medical / Insurance Provided by the company
- 14 Transportation (Bus) Provided by the company
- 15 Uniform, Helmet and Shoes Provided by the company
- 16 Annual Leave 30 days
- 17 Service Gratuity & Leave Pay Provided by the company as per (Name of the Country) Labour Law
- 18 Other Terms & Conditions Provided by the company as per (Name of the Country) Labour Law

Yours truly,
For M/S.COMPANY NAME

GUARANTEE LETTER

Date:

Guarantee Letter

Dear Sir,
We hereby confirm to recruit Nepali workers (as per demand letter) through:

To,(P) Ltd.
License No:
Kathmandu, Nepal

We shall guarantee you for these recruited workers who will not be transferred to our company as they will be working with you at the time of recruitment at all.

POWER OF ATTORNEY

VISA NO :
Date:
VISA DATE:

Power of Attorney

We M/S.COMPANY NAME a company organized under the laws of State of (Name of the Country), do hereby nominate, constitute and appoint

To, (P) Ltd.
License No:
Kathmandu, Nepal

to be our true and lawful attorneys and agents in Nepal in respect of handling all the affairs concerning recruitment/ entering into contracts with selected employees, completion of immigration formalities etc. with the Protector of Emigrants, Government of Nepal and to sign all necessary documents required by the said office in connection with the recruitment of workers from Nepal to

EMPLOYMENT CONTRACT

Date:

Employment Contract

This agreement is made and entered into ____/____/____ day of ____ M/S. COMPANY NAME (herein called the company as First Party).

& Mr. _____, Nationality: Nepali, Passport Number _____, in his capacity as the Second Party hereby agreed the following terms and conditions.

The Second Party agreed to work with the First Party as _____ with the gross salary of _____ per month. The terms and conditions of the contract are as follows:

- S# Terms Conditions
- 01 Period of Employment 2 years, renewable
- 02 Place of Employment (Name of the Country)
- 03 Air Passage For Joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years.
- 04 Service Charge Not provided by the company
- 05 Visa Visa charge will be borne by the company
- 06 Working Hours 8 hours per day, 6 days a week (48 hours per week)
- 07 Over Time Provided by the company as per (Name of the Country) Labour Law
- 08 Probation Period 90 days from the date of entry into (Name of the Country)
- 09 Resident Permit Provided by the Company free of cost
- 10 Accommodation Free Bachelor Accommodation should be provided by the company
- 11 Water & Electricity Provided by the Company
- 12 Food Provided by the Company
- 13 Medical / Insurance Provided by the Company
- 14 Transportation (Bus) Provided by the Company
- 15 Uniform, Helmet and Shoes Provided by the Company
- 16 Annual Leave 30 days
- 17 Service Gratuity & Leave Pay Provided by the company as Per (Name of the Country) Labour Law
- 18 Other Terms & Conditions Provided by the company as Per (Name of the Country) Labour Law

First Party/Second Party
For M/S.COMPANY NAME

SERVICE AGREEMENT

Date:

Service Agreement

This agreement has been made M/S.COMPANY NAME(hereinafter called the FIRST PARTY).

& (P) Ltd. Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at Kathmandu, Nepal. Herein after referred to as the SECOND PARTY.

Whereas the Second Party agrees to process the recruitment as per the Government's rules and regulations and suitable workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:

1. That the SECOND PARTY will make all the arrangement to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
2. FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3. FIRST PARTY will not give any service charge to SECOND PARTY.
4. FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement for the selected workers.
5. SECOND PARTY will be completely responsible to bring selected manpower from Nepal to (Name of the Country) and will guarantee for three months. During this period if any of the employed workers found to be medically unfit, refused to work and got homesick, SECOND PARTY will bear all the expenses for repatriating the said workers back to his/her home country and make replacement free of charges.
6. FIRST PARTY shall make arrangements to make visa for all the selected workers.
7. FIRST PARTY will provide free accommodation & transportation for the selected workers here in as per the prevailing Labour Law of the state of (Name of the Country) & its own rules.
8. The First party will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labour Law of the State of (Name of the Country).
9. FIRST PARTY will make all the arrangements to receive all the selected workers within 25 days of issuing them the entry visa to (Name of the Country).
10. This agreement takes effect upon signing thereof by both the parties concerned.

The First Party and the Second Party certify that they have read the agreement and that they fully understand its terms and conditions together with its application. In witness where of the parties have their voluntary signed.

For M/S.COMPANY NAME

RECRUITMENT PROCEDURES

Pre Labour Approval

After receiving the authorized Demand Letter from the respective company, the document are presented for pre-labor approval. The Department of Labor in Nepal analyzes the document and approve for further processing.

Advertisement

The Demand Letter which is approved from Labor Department of Nepal is published in National daily/weekly newspaper for collecting document. R.B Overseas (P.) Ltd. Lic. No. 772/065/066, uses different tools like Internet, SMS, telephone etc. in order to inform and collect documents. The documents are either collected through direct candidate or through sub agents/marketing executives.

Candidates Screening / Interviews

We maintain upto date data bank of potential candidate with full information on their skill and education, technical knowhow and experience as per the employer criterion. R.B Overseas (P.) Ltd. Lic. No. 772/065/066. shall make the short list the candidate for pre-interview. During pre interview, the short listed candidates are given priority on merit basis giving opportunity to all. The final interview for the short listed candidates will be conducted by the employer himself or his representative by taking an oral, written and practical test. If the employer or his representative is not available then we arrange for telephone or skype live interview.

Communications

Departments of R.B Overseas (P.) Ltd. Lic. No. 772/065/066. is fully computerized and networked in order to provide our clients and the candidates the best and prompt service. Our staff members are always committed and ready to help its clients providing quality manpower service.

Medical Checkup

Only selected candidate will send for full medical examination to the medical centre authorized by government of Nepal. The candidates who are physically and mentally fit are eligible to sign the employment contract and he/she should be entitled for further visa procedures.

Visa Processing

We send all the necessary documents as per requirement for further visa processing like passport copies, photographs, medical reports, experience certificates etc. to the employer.

Orientation

After receiving the job offer or employment visa, the orientation classes are compulsory organized by government registered technical institute of Nepal which provide full information about law and orders, immigration policy and religion of respective country. It helps to create awareness and make cordial relation between employer and employee. Besides this we give full information about the company, work place, job descriptions etc before flight.

Travel Arrangements

After confirmation of air ticket, we provide flight details to employer via email or telephone 12/24 hours before the departure. Before departure, we make them the affidavit to be signed between the worker and the recruitment agency. Finally, we handle them all the documents (original passport, air ticket, employment agreement etc).

TERMS & CONDITIONS

1. The FIRST PARTY shall issue the Demand letter to the R.B Overseas (P.) Ltd. mentioning the number of workers required and their categories, rate of salary and other service conditions of workers, along with Power of Attorney, Guarantee Letter, Manpower Recruitment Agreement and Employment Contract (authorizing the R.B Overseas (P.) Ltd. to recruit and expatriate the worker from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chambers of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules and regulation of both countries in regard to the condition necessary to import and supply.
3. The R.B Overseas (P.) Ltd. shall be responsible for short-listing of qualified candidates according to their trade qualifications and experience in conformity with the FIRST PARTY'S requirements. R.B Overseas (P.) Ltd. should notify the FIRST PARTY of such short listed qualified candidates who are ready for final Interview and selection.
4. The FIRST PARTY has the right to either send his representative or give the R.B Overseas (P.) Ltd. the right to select process and send such qualified workers at the R.B Overseas (P.) Ltd.'s full guarantee.
5. The worker will be interviewed, tested and selected by representative of the employer or by R.B Overseas (P.) Ltd.) on his behalf. The FIRST PARTY agrees to advise to the R.B Overseas (P.) Ltd. of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.
6. The R.B Overseas (P.) Ltd. shall assist the workers in matters relating to Nepal immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.
7. The R.B Overseas (P.) Ltd. shall at his own expenses provide airport assistance to the departing selected workers and inform the FIRST PARTY of their arrival detail by any means of communication (Fax, Email or Telephone) so as to receive them on arrival.
8. The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per requirement of the client and validity of Visa of the concerned country.
9. The earning of the worker per month and other service conditions shall be as per the attached demand letter and contract document against each category. The FIRST PARTY should clearly inform the R.B Overseas (P.) Ltd. about the salary and any other deduction as Tax etc being paid by the employer and R.B Overseas (P.) Ltd. in turn should clearly inform the candidate accordingly.
10. Within the three (3) month probation period from the commencement of employment, if the employer finds the selected worker to be unfit, unqualified to continue the employment, refuse to work, failed the medical tests upon arrival to Qatar or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified worker shall be done by the R.B Overseas (P.) Ltd. at maximum of a month from the termination of the unqualified worker. All expenses incurred in relation there to shall be borne.

LICENSE CERTIFICATES

Distributed by:
Nepal Notary Public Council
S.N. 2647258

Government of Nepal
Ministry of Labor, Employment and Social Security
Department of Foreign Employment

License No.: 772 Date: 2076/08/10 B.S.
(November 26, 2019 A.D.)

LICENCE

Whereas, the R.B. Overseas Pvt. Ltd. has been established after amalgamation of following organizations by the decision of Department, dated 2076/07/25 B.S. (November 11, 2019 A.D.) for the purpose of Section 11(2), 11(A) and 11(B) of Foreign Employment Act, 2064 (2007 A.D.) and Rule 6 and 8A of Foreign Employment Regulation 2064 (2007 A.D.), this License has been issued to you for the operation of foreign employment business, thereof.

Organizations Amalgamated to each other

S.No.	Name of the organizations	License No.
1	R.B. Overseas Pvt. Ltd.	772
2	Manang Overseas Pvt. Ltd.	1129

Issuing Authority
Signature: Sd.
Name: Dr. Bishma Kumar Bhusal
Designation: Director General
2076/08/10 B.S. (November 26, 2019 A.D.)

The Tribunal Above True and Verified
Signature: [Signature]
Name: Manish, Sudan Tamang
Date: 2076/08/25, 2076
Certificate Number of the Notary Public: 2076
Date of Expiry of Certificate: Feb. 18, 2025 AD
Seal of the Notary Public

Distributed by:
Nepal Notary Public Council
S.N. 2647257

Date of Renewal	Date of Validity	Renew Fee	Additional Renew Fee	Signature of Renewal
2080/03/31 B.S. (July 16, 2023 A.D.)	Till the end of Asar 2083 (July 16, 2026 A.D.)	30,000/-		Sd. Section Officer 2080/04/08 B.S. (July 24, 2023 A.D.)

Conditions:

- No work shall be carried out by opening branch Office without obtaining approval.
- No worker shall be sent on any condition to other country except in than the permitted countries.
- Directions issued from time to time by Government of Nepal shall be followed in addition to the provisions mentioned in prevailing acts and rules.

The Tribunal Above True and Verified
Signature: [Signature]
Name: Manish, Sudan Tamang
Date: 2076/08/25, 2076
Certificate Number of the Notary Public: 2076
Date of Expiry of Certificate: Feb. 18, 2025 AD
Seal of the Notary Public

नेपाल सरकार
श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय
वैदेशिक रोजगार विभाग
इजाजत पत्र

इजाजत पत्र नं. ७७२ मिति: २०७६/०८/१०

वैदेशिक रोजगार ऐन, २०६४ को दफा ११(२), ११क र ११ख एवं वैदेशिक रोजगार नियमावली, २०६४ को नियम ६ र द्क को प्रावधान बमोजिम विभागको मिति २०७६/०६/१४ को निर्णय अनुसार देहायका संस्थाहरू एक आपसमा गाभई [Name] संस्था कायम भएकोले तपाईंलाई वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न यो इजाजत पत्र प्रदान गरिएको छ।

एक आपस गाभिएका संस्थाहरू

क्र.सं.	संस्थाको नाम	इजाजत पत्र नं.
१	श्रम रोजगार तथा सुरक्षा विभाग	७७२
२	श्रम रोजगार तथा सुरक्षा विभाग	११२९

इजाजतपत्र जारी गर्ने अधिकारीको
दस्तखत:- [Signature]
नाम, पर:- डा. श्रीमान् कुमार भुसाल
दर्ता:- महानिदेशक

DEMAND LETTERS

securiguard مجموعة سيكيور جارد **سيكيور يجارد ميڊل ايسٽ**

Date: 01/10/2017

DEMAND LETTER

R. B. OVERSEAS PVT. LTD
License No. 772/065/066 Samakhushi
Kathmandu- Nepal

We hereby authorize you on our behalf to recruit the following candidates from Nepal and be our lawful agent in Nepal to recruit candidates.

Category	QTY	Monthly Basic Salary	Site allowance	Working Hours/ Days	Category
Male Security Guard (MOI)	100	AED 2000	AED 2000	Shours a day/06 Days a week	Male Security Guard (MOI)

Other Terms & Conditions

- Place of Employment : Abu Dhabi- UAE
- Period of Employment : 2 (Two) years/Renewable As per company Policy
- Food : Provided by the Company
- Accommodation and Transportation : Provided by the Company
- Probation Period : 6 (Six) months
- Leave Benefits : As per Company Rules
- Visa, Medical test Emirates ID : All the Cost. Provided by Company
- Health insurance : All the Cost. Provided by Company
- Annual Leave : 30 days open completion of one year
- Air ticket Joining & Return : Provided by Company
- Service Charge : Provided by Company
- Right to Retain Employee Passport : By Employee
- Height : 5'7 Inc.
- Age : 22-40 Years Old
- Language : Good Speak English and writing
- Experience : Minimum 3 years working Experience Army police
- Other Terms and conditions : As per UAE Labour Law

Abdullah Hamad Al Azezi
Chief Operating Officer
Securiguard Middle East

Signature: 
Date: 01 OCT 2017

Attested by the Embassy of Nepal, Abu Dhabi, U.A.E.

Signature: 
Position: Labour Attaché
Date: 01 OCT 2017

Member Unified Number: 345740
Authentication Certificate No: 9
The Chamber hereby attests, without prejudice that MOHAMED HAMDAN HASAN ALJALALF ALZAABI has duly signed this document in his mentioned capacity

Tel: +971 2 6666 898, Fax: +971 2 666 8980, PC E-mail: mail@gss-group

securiguard مجموعة سيكيور جارد **سيكيور يجارد ميڊل ايسٽ**

Date: 01/10/2017

DEMAND LETTER

R. B. OVERSEAS PVT. LTD Lic No. 772/065/066
Samakhushi Kathmandu- Nepal

We hereby authorize you on our behalf to recruit the following candidates from Nepal and be our lawful agent in Nepal to recruit candidates.

Category	QTY	Monthly Basic Salary	Working Hours/ Days
Male Security Guard	400	AED 2000	Shours Per day 1 hour including break /06 Days a week

Other Terms & Conditions

Place of Employment : Abu Dhabi- UAE

Period of Employment : 2 (Two) years/Renewable As per company Policy

Food : Provided by the Company

Accommodation and Transportation : Provided by the Company

Probation Period : 6 (Six) months

Leave Benefits : As per Company Rules

Visa, Medical test Emirates ID : All the Cost. Provided by Company

Health insurance : All the Cost. Provided by Company

Annual Leave : 30 days open completion of one year

Air ticket Joining & Return : Provided by Company

Service Charge : Not Provided by Company

Right to Retain Employee Passport : By Employee

Height : 5'7 inch

Age : 22-40 Years Old

Language : Good Speak English and writing

Experience : Minimum 2 Years Security Field Experience

Other Terms and conditions : As per UAE Labour Law

Abdullah Hamad Al Azezi
Chief Operating Officer
Securiguard Middle East

Signature: 
Date: 01 OCT 2017

Attested by the Embassy of Nepal, Abu Dhabi, U.A.E.

Signature: 
Position: Labour Attaché
Date: 01 OCT 2017

Tel: +971 2 6666 898, Fax: +971 2 666 8980, PC E-mail: mail@gss-group

Global Security Services Group المجموعة العالمية للخدمات الأمنية

Date: 14/09/2019

DEMAND LETTER

R.B. Overseas Pvt. Ltd.
Lic.No. 772/065/066 Samakhushi-26
Kathmandu- Nepal

We hereby authorize you on our behalf to recruit the following candidates from Nepal and be our lawful agent in Nepal to recruit candidates.

SN	Category	QTY	Monthly Basic Salary	Other Allowance	Working Hours	Working Days
1.	Male Security Guard	400	AED 2000.	AED000	08 Hours	06 Days a week

Other Terms & Conditions

- Place of Employment : Abu Dhabi- UAE
- Period of Employment : 2 (Two) years/Renewable As per company Policy
- Food : Provided by the Company
- Accommodation and Transportation : Provided by the Company
- Probation Period : 6 (Six) months
- Leave Benefits : As per Company Rules
- Visa, Medical test Emirates ID : All the Cost. Provided by Company
- Health insurance : All the Cost. Provided by Company
- Annual Leave : 30 days open completion of one year
- Air ticket Joining & Return : Provided by Company
- Service Charge : Not provided by Company
- Right to Retain Employee Passport : By Employee
- Height : 5'7 Inc.
- Language : Good Speak English and writing
- Experience : Army police or Minimum more than (2) years security field Experience
- Other Terms and conditions : As per UAE Labour Law

Mohamed Hamdan Hassan Alzaabi
CEO
Global Security Services Group

Signature: 
Date: 11 SEP 2019

Attested by the Embassy of Nepal, Abu Dhabi, U.A.E.

Signature: 
Position: Labour Attaché
Date: 11 SEP 2019

Member Unified Number: 345740
Authentication Certificate No: 9
The Chamber hereby attests, without prejudice that MOHAMED HAMDAN HASAN ALJALALF ALZAABI has duly signed this document in his mentioned capacity

تلفون: +971 2 6666 898, فاكس: +971 2 666 8980, بريد إلكتروني: mail@gss-group

Global Security Services Group المجموعة العالمية للخدمات الأمنية

Date: 05/06/2018

DEMAND LETTER

R.B. Overseas Pvt. Ltd.
Lic. No. 772/065/066 Samakhushi-05
Kathmandu- Nepal

We hereby authorize you on our behalf to recruit the following candidates from Nepal and be our lawful agent in Nepal to recruit candidates.

SN	Category	QTY	Monthly Basic Salary	Other Allowance	Working Hours	Working Days
1.	Male Security Guard	130	AED 2000	AED000	08 Hours	06 Days a week
2.	Female Security Guard	40	AED2000	AED000	08Hours	06 Days a week

Other Terms & Conditions

- Place of Employment : Abu Dhabi- UAE
- Period of Employment : 2 (Two) years/Renewable As per company Policy
- Food : Provided by the Company
- Accommodation and Transportation : Provided by the Company
- Probation Period : 6 (Six) months
- Leave Benefits : As per Company Rules
- Visa, Medical test Emirates ID : All the Cost. Provided by Company
- Health insurance : All the Cost. Provided by Company
- Annual Leave : 30 days open completion of one year
- Air ticket Joining & Return : Provided by Company
- Service Charge : Provided by Company
- Right to Retain Employee Passport : By Employee
- Height : 5'7 Inc.
- Language : Good Speak English and writing
- Experience : Minimum more than (2) years security field Experience
- Other Terms and conditions : As per UAE Labour Law

Mohamed Hamdan Hassan Al zaabi
Managing Director
Global Security Services Group

Signature: 
Date: 19 JUN 2018

Attested by the Embassy of Nepal, Abu Dhabi, U.A.E.

Signature: 
Position: Labour Attaché
Date: 19 JUN 2018

تلفون: +971 2 6777 006, فاكس: +971 2 67 805 55, بريد إلكتروني: mail@gss-group

DEMAND LETTERS

PVT. OFFICE OF H.R. SHEIKH
 MOHAMMED BIN KHALIFA BIN ZAYED AL NAHYAN

المكتب الخاص لسؤو الشيخ
 محمد بن خليفة بن زايد آل نهيان

الإمارات العربية المتحدة
 UNITED ARAB EMIRATES

Ref: MBK/069/02/2019
 Date: 01st February 2019

DEMAND LETTER

M/s R.B. Overseas Pvt. Ltd.
 License No. 772/065/066 -26
 Samakhushi-26,
 Kathmandu, Nepal.

Dear Sir/Madam,

We hereby authorize you on our behalf to recruit the following candidates from Nepal and be our lawful agent in Nepal to recruit candidates.

SN	Category	QTY	Monthly Basic Salary	Working Hours	Working Days
1	MALE SECURITY GUARD	100	AED 2000	08 Hours	06 Days a week

Other Terms & Conditions

- Place of Employment : Abu Dhabi- UAE
- Period of Employment : 2 (Two) years/Renewable As per company Policy
- Food : Provided by the Company
- Accommodation and Transportation : Provided by the Company
- Probation Period : 6 (Six) months
- Leave Benefits : As per Company Rules
- Visa, Medical test Emirates ID : All the Cost Provided by Company
- Health insurance : All the Cost Provided by Company
- Annual Leave : 30 days open completion of one year
- Air ticket Joining & Return : Provided by Company
- Service Charge : By Employee
- Right to Retain Employee Passport : 5"7" Inc.
- Height : Good Speak English and writing
- Language : Ex. Army police or Minimum more than (2)
- Experience : two years security filed Experience
- Other Terms and conditions : As per UAE Labour Law

Attested by the Embassy of Nepal,
 Abu Dhabi, U.A.E.

Signature:

Position: CHARGE D'AFFAIRES

Mohammed Rashed Al Nasser
 (Director General)

M.B.K. SECURITY SERVICES

ام بي كي للخدمات الامنية

Date: 24 / 01 / 2017

DEMAND LETTER

R. B. Overseas Pvt. Ltd.
 Licn. No. 772/065/066 Samakhushi
 Kathmandu- Nepal

We hereby authorize you on our behalf to recruit the following candidates from Nepal and be our lawful agent in Nepal to recruit candidates.

SN	Category	QTY	Monthly Basic Salary	Working Hours	Working Days
1	Security Guard	200	AED 2000	08 Hours	06 Days a week

Other Terms & Conditions

- Place of Employment : Abu Dhabi- UAE
- Period of Employment : 2 (Two) years/Renewable As per company Policy
- Food : Provided by the Company
- Accommodation and Transportation : Provided by the Company
- Probation Period : 6 (Six) months
- Leave Benefits : As per Company Rules
- Visa, Medical test Emirates ID : All the Cost Provided by Company
- Health insurance : 30 days open completion of one year
- Annual Leave : Provided by Company
- Air ticket Joining & Return : Provided by Company
- Service Charge : By Employee
- Right to Retain Employee Passport : 5"7" Inc.
- Height : Good Speak English and writing
- Language : Ex. Army police or Minimum more than (2)
- Experience : two security filed Experience
- Other Terms and conditions : As per UAE Labour Law

Mr. Hadeef Al Mazroei
 CEO
 M.B.K. SECURITY SERVICES

全力保安服務有限公司
 POWER FORCE SECURITY SERVICE COLTD.

ADD: 澳門亞車拿街(士街)荷蘭園二馬路)6號友聯大廈3D座
 TEL/FAX: 28563016 E-mail: mcs@powerforce.com

DEMAND LETTER

Date: 06 November, 2019

R.B. OVERSEAS PVT. LTD.
 SAMAKHUSHI TOWNPLANNING
 KATHMANDU, NEPAL
 GOVT LICENSE NO. 772/065/066

Dear Sir,

With reference to our power of attorney executed by us in your favors, we hereby request you to kindly arrange and supply the following manpower to work our organization.

SN	Category	No of Quota	Monthly salary (MOP)
1.	Security Guard	15	MOP 6656

These employees will also be entitled to the following, which will be duly mentioned in their individual employment contracts:

Other Terms and conditions :

Contract : 15 Months (Renewable)
 Working hours : 8hrs/day, 6 days a week or 48 hours per week
 Overtime : As per company require
 Food : Not provided
 Accommodation : Provide or Allowance monthly MOP 500/-
 Age : 21-45 years old
 Medical and Insurance : As per Macau Labour Law

OMNIRISC

Demarc Security Service (Macau) Ltd.
 安利保安服務(澳門)有限公司

DEMAND LETTER

Date: 10 October, 2019

R.B. OVERSEAS PVT. LTD.
 SAMAKHUSHI TOWNPLANNING
 KATHMANDU, NEPAL
 GOVT LICENSE NO. 772/065/066

Dear Sir/Madam,

With reference to our power of attorney executed by us in your favor, we hereby request you to kindly arrange and supply the following manpower to work our organization.

SN	Category	No of Quota	Monthly salary (MOP)
1.	Security Guard	20	MOP 7,200

These employees will also be entitled to the following, which will be duly mentioned in their individual employment contracts:

Other Terms and conditions:

Contract : 12 Months (Renewable)
 Working hours : 8hrs/day, 6 days a week or 48 hours per week
 Overtime : As per company requirement
 Social Security Fund : Provided by company
 Accommodation : Provide or Allowance monthly MOP 500/-
 Age : 21-39 year's old

DEMAND LETTERS

KAWALAN KESELAMATAN BUMIJAYA (M) SDN. BHD.
 No. 8R, Jalan Raya Tinggi 6, Taman Raya Tinggi, 41200 Klang, Selangor Darul Ehsan (01910-7)

Your Ref : KDN. S.205/642/1-2103 JLD 5 () **Date : 23rd October 2019**
Our Ref :

Date : 23rd October , 2019
 RB Overseas Pvt. Ltd
 Recruiting Licence No. 772/065/066
 Company Registrar's Registration 55041/065/066

Dear Sir,

RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

Based on the Ministry of Home Affairs Approval Reference **KDN. S.205/642/1-2103 JLD 5 () Dated 17th FEBRUARY 2020**, we hereby appoint your company to recruit **Nepal Male** workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of worker : 30 (Thirty) Guards
- Sector : SECURITY GUARDS
- Job Description : GUARDING & GENERAL SECURITY SERVICE
- Age (18 – 45 years old) : 24-45 years old
- Criteria for the Recruitment and Employment of Security Guard :
 - Male aged between 25-45 years old
 - Former security forces (if possible but not compulsory)
 - Does not possess any criminal records
 - Minimum height of 1.57 meter
 - Minimum weight of 50 kg (110.2 pound)
 - Good health/medically fit and without any disabilities (inclusive of good hearing and vision) as well as complies with the Malaysia medical requirement for foreign workers
 - Having possessed basic communication skills in English or Malay language
- Contract Period : 2 years
- Wages
 - Basic monthly wage : RM1,100.00 month (RM 42.31/day x 26 days)
 - Allowances : RM month
 - Overtime (OT) : RM 1163.46/month

EPC SECURITY SDN BHD
 Reg No. 010304-X

Date: 29 October 2019

To,
 M/s R.B OVERSEAS pvt.ltd
 P.O Box No.5300, Samakhushi-25,
 Town Planning, Kathmandu, Nepal.
 Recruiting Licence No. 772/065/066
 Company Registrar's Registration No. 55041/065/066

Dear Sir/Madam,

RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

Based on the Ministry of Home Affairs Approval Reference **KDN/ S.205/642/1-2646/JLD2 Dated 27 Mar 2018**, we hereby appoint your company to recruit **Nepal Male** workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : 25 Twenty-Five only
- Sector : Service
- Job Description : Security Guard
- Age (18 – 45 years old) : (25– 42 years old)
- Criteria for the Recruitment and Employment of Security Guard:
 - Male aged between 25-45 years old
 - Former security forces (if possible but not compulsory)
 - Does not possess any criminal records
 - Minimum height of 1.57 meter
 - Minimum weight of 50 kg (110.2 pound)
 - Good health/medically fit and without any disabilities (inclusive of good hearing and vision) as well as complies with the Malaysia medical requirement for foreign workers
 - Having possessed basic communication skills in English or Malay language
- Contract Period : 2 years

Al Jaber COIN SECURITY **الجابار كوين للأمن**

Date: 01 / 08 / 2016

DEMAND LETTER

R. B. Overseas Pvt. Ltd.
 Lice. No. 772 /065/066 Samakhushi
 Kathmandu- Nepal

We hereby authorize you on our behalf to recruit the following candidates from Nepal and be our lawful agent in Nepal to recruit candidates.

SN	Category	QTY	Monthly Basic Salary	Working Hours	Working Days
1	Security Guard	200	AED 2000	08 Hours	06 Days a week

Other Terms & Conditions

- Place of Employment : Abu Dhabi- UAE
- Period of Employment : 2 (Two) years/Renewable As per company Policy
- Food : Provided by the Company
- Accommodation and Transportation : Provided by the Company
- Probation Period : 6 (Six) months
- Leave Benefits : As per Company Rules
- Visa, Medical test Emirates ID : All the Cost. Provided by Company
- Health insurance : All the Cost. Provided by Company
- Annual Leave : 30 days open completion of one year
- Air ticket Joining & Return : Provided by Company
- Service Charge : Provided by Company
- Right to Retain Employee Passport : By Employee
- Height : 5'7 Inc.
- Language : Good Speak English and writing
- Experience : Ex. Army police or Minimum more then (2) two security filed Experience
- Other Terms and conditions : As per UAE Labour Law

Al Jaber Coin Security Group L.L.C
 JUMAA HAMAD AL-KAABI
 Executive General Manager

AL SRAIYA SECURITY SERVICES **السرير للخدمات الامنية**

M/s R.B OVERSEAS Pvt. Ltd
 License No: 772/065/066
 Gongabo-26, Town Planning, Kathmandu, Nepal.

Date: 2018-04-04

DEMAND LETTER

Dear Sir,

Please be informed that our company is in need of the following employees in the QATAR and we would like your agency to manage the recruitment for us.

S.N.	Category	No. of workers	Monthly basic salary/QPR	Food Allowance QPR	Period of contract	Gender	Remarks
1.	SECURITY GUARD	200	2000	300	2 years	MALE	
2.	LIGHT DRIVER	10	1700	300	2years	MALE	
3.	HEAVY DRIVER	10	2200	300	2years	MALE	

The following Terms & condition shall be included in the contract.

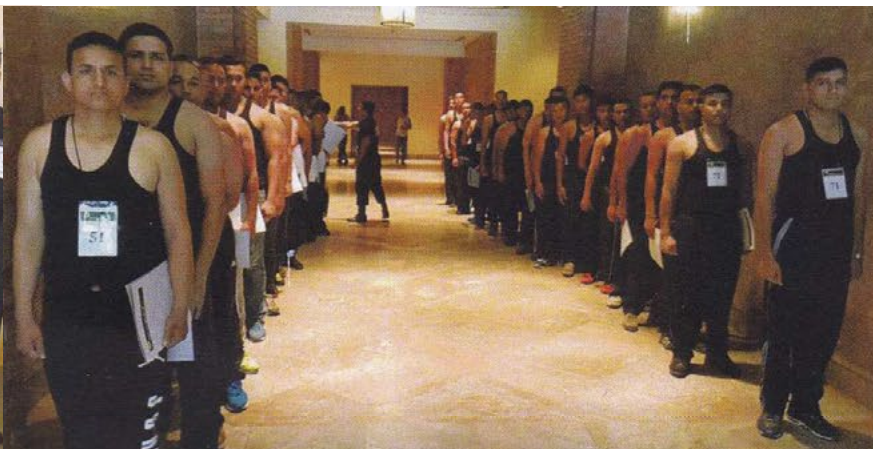
Period of employment	Two years (renewable)
Place of employment	QATAR
Joining and return air ticket	Provided by the Company
Service Charge	Not Provided by the company
Working Hour	8 hrs per day, 46hrs per week (48 hrs per week)
Over time	As per QATAR Labor Law
Probation Period	90 days from date of entry in QATAR
Residence permit	Residence permit will be provided by the Company free of cost
Accommodation	Free bachelor accommodation should be provided by the company
Annual Leave	30 days upon completion of one year
Water, electricity & gas	Provided by the company
Food Allowance	Provided by the company (QPR)
Medical / Insurance/ Visa	Provided by the company free of cost
Transportation (Bus)	Provided by the company
Uniforms and safety Materials	Provided by the company
Service Gratuity and Leave pay	Provided by the company as per QATAR Labor Law
Other Terms & Conditions	As per QATAR Labor Law

HANAD SAREE R S AL-KAABI
 M/S AL SRAIYA SECURITY SERVICES
 (GROUP) CHIEF EXECUTIVE OFFICER

GLOBALLY OUR DEPLOYED CANDIDATE



INTERVIEW / SELECTION



OUR VALUED CLIENTS



UAE

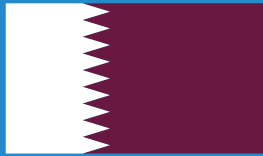
Securiguard Middle East
Global Security Services Group
Al Jaber Coin Security Group Llc
M.B.K. Security Services
Pvt Office Of H H Sheikh Mohd Bin Khalifa Bin Sayed Al Nehy
Skill Force Security Services Llc
Agile Guard & Surveillance Services Llc
Safe Urban Building G Security Services Llc
The Securer Events Security & Private Guarding Services Llc
Honest Security Services & Money Transfer
Prime Security Services
Guardian Safety & Security Llc
Valtrans Transportation Systems And Services Llc
Rwad Temporary Employment Owned By Masoud Saeed Alotaiba
One Person Company Llc
Sharjah Environment Company Llc- Beeah
Hirmas Real Estate Llc
Workers Village Real Estate Llc
Mjb Cleaning Services Llc
Al Lulu & Al Murjan Bld. Cleaning Services L.L.C
Whiskers Infracare Cleaning Services Llc
Abcleaning
Solutions Hygene-Ilc
E H K Cleaning Services L Lc
Arabtec Construction (Llc.)
Swiss Cottage Llc



MACAU

Macau City Security Service Co Ltd
Golden Oceans Security Service Co Ltd
Powe Force Security Service Co Ltd
Power Force Cleaning Service Co Ltd
Global Security Management Limited
New Trust Security Service Co Ltd
Golden Shield Security Ltd

OUR VALUED CLIENTS



QATAR

Al Sraiya Security Services
Mr Valet Parking Solutions
Al Jaber & Makhlouf W.L.L
Al Engineering & Services Wll
Al Alee For Supporting Services
Variety Cleaning Services Wll
Ability Trad. Cont. & Hospitality
Oriental Auto Parts
Aofa Art Decoration Company W L L
View Cleaning Company
Gulf Engineering Transportation & Contracting
Technofab Engineering Company W.L.L

Eagle Vision For Security Solutions
Al Jaber Electro-mechanical Co. Wll
Mirrikh Contracting Wll
Al-saah Project & Trade
Speedline Cleaning And Hospitality
Gulf East Trading & Contracting Wll.
Dany Hospitality & Events
Al-sheikh Transport & Cargo Services Wll
Armstrong Power
Authority Hospitality & Cleaning



KUWAIT

Afrah Al-Thahbya Est.For Delivery Of Consumer Order
Capital Business General Trading Co
Pick & Call Consumer Order Delivery Co
Wash App Central Laundry Company
Sahran International Gen Trad & Cont Co. Al Hazm Security Co.
Alraya Group For General Services.
Spice Boutique Inn
Apex Group International Genral Trading & Contracting Co. W.L.L.
Sabir International General Trading & Contracting Co.
Al Buwaba Al Kuwaitiya For Building Security Company W.L.L.



R.B. Overseas Pvt. Ltd.

P.O Box 5300, Gongabu, Town Planning
Kathmandu, Nepal

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hr.rboverseas@gmail.com, info@rboverseas.com.np

www.rboverseas.com.np

