

Pioneer in recruitment



MIRACLE
Manpower (P.) Ltd.



www.manpowermiracle.com



MIRACLE
Manpower (P.) Ltd.

🏠 Samakhushi-26, Kathmandu, Nepal

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✉ manpowermiracle@gmail.com

🌐 manpowermiracle.com

 /manpowermiracle

नमस्कार

Hello

Selamat

مرحبا

你好

வணக்கம்



Greeting from Miracle Manpower, Nepal



MIRACLE MANPOWER PVT. LTD.

Corporate Profile

Name of Company

Miracle Manpower Pvt. Ltd.

Company Reg. No.

169980/073/074

Govt. Lic. No.

Govt. of Nepal, Ministry of Labor
License No. 1223/074/075

PAN No. (Tax)

60593572

Established In

2017

Chairman

Mr. Vijay Karki

Nepal Mobile : (+977) 9843583983

Viber/Whatsapp : (+977) 9843583983

Email : bijaykarki.np33@gmail.com

Managing Director

Mr. Premdorchi Sherpa

Nepal Mobile : (+977) 9802052771

Malaysia Mobile : (+60) 12 369 9778

Viber/Whatsapp : (+60) 12 369 9778

Email : Prem.sherpa7@gmail.com

Company Address

Samakhushi-26, Kathmandu, Nepal

Postal Address

P.O. Box: 572, Kathmandu, Nepal

Telephone Numbers

(+977) 1 4351003

Fax

(+977) 1 4351003

Viber/Whatsapp

+977 9843583983 (Nepal)

+60 123699778 (Malaysia)

E.mail

manpowermiracle@gmail.com

Website

www.manpowermiracle.com

Nature of Business

Manpower Supplying:

Professionals

Skilled

Semi-Skilled

Un-Skilled

Manpower Served Country

Saudi Arab, UAE, Qatar, Kuwait, Oman,
Bahrain, Malaysia, Cyprus, Poland etc.



Message from **CHAIRMAN**

Dear Clients,

It gives me immense pleasure to write about Miracle Manpower considering the contribution, we are successfully making in the employment market today. Our agency has established itself as an efficient human resource providing company in Saudi Arab, UAE, Qatar, Kuwait, Oman, Bahrain, Malaysia, Cyprus, Poland etc. Despite having proper infrastructure in these countries, they have mostly been unable to execute its development plans and strategies due to shortage of proper manpower. Miracle Manpower has come into being for filling up this dearth and providing our clients with their potential employees.

Our primary motive is to merge the needs of both client and employee and attain leadership in the placements industry. Indeed sorting out the appropriate candidate with required skill and potential is quite a difficult task; but we believe, it's nothing impossible. Having experience and an extensive understanding of the job market, our endeavors have always been to get the best candidates for our clients with highest aptitude. Our Agency networks enable clients to benefit from a recruitment package tailored to their individual company needs and time requirements for their human resources needs.

Besides emphasizing on quality, we boast of our advanced systems, strategizing efficiency and team spirit in ensuring timely dispatch after complete legal procedures of the employees. Ethics and integrity have always been our promises that have lead us towards a satisfactory client service. We expand on these principles encouraging growth of our candidates and clients.

Miracle Manpower has received approval from the Government of Nepal to operate in this competitive job market.

Thank you,

Vijay Karki
Chairman

Message from **MANAGING DIRECTOR**

Dear Clients,

Miracle Manpower Pvt. Ltd. has been in recruiting service of the Nepalese manpower, where there is skilled, semiskilled and unskilled workforce available, keen to work overseas for furtherance of the prospects.

Miracle Manpower Pvt. Ltd. has one fundamental mission: connect the best available talent with the best available career opportunities. The clients we partner with are among the most successful companies in the region. They are leader in their field, when they are staffing needs they seek candidates who fulfill the job requirement.

Bringing together the organization needing such workers for better production and the pool of good skilled workers and this gap has been successfully bridged by the services provided by Miracle Manpower Pvt. Ltd.

Having been in this field for over 10 years, I can foresee a bright future in rendering this service of bringing closer the employers and employees for their mutual prosperity.

We do feel that there is ample scope for us to work for you to fulfill your needs in manpower. If necessary we can meet, discuss and finalize other terms and conditions to our mutual business interest.

We can assure you of complete satisfaction with our style of operation, confidentiality as well as fruitful results.

With best wishes,

Mr. Premdorchi Sherpa
Managing Director



INTRODUCTION

"CHANNELIZING THE SKILLED WORKERS IN THE CORRECT DIRECTION!"

Miracle Manpower Pvt. Ltd. one of the leading manpower recruitment agency in Nepal, established under the Company Act 2053 of Nepal Government Registration No. 169980/073/074 and Department of Foreign Employment. Government of Nepal with License No. 1223/074/075.

It was established by the leading experts in the field of recruitment service. Since the establishment, the company has gained vast experience in the field of recruitment which has enabled it to be one of the reputed company in the country. Within the short period of time company has owned remarkable achievement and has ensured the total satisfaction of many renewed companies and organization inside the country and overseas.

Miracle Manpower Pvt. Ltd. has dispatched thousands of professional (skilled, semi-skilled and unskilled) from Nepal to Qatar, UAE, Saudi Arabia, Kuwait, Malaysia and East Asia etc. Its highly qualified professional makes our clients get maximum output at minimum cost and effort. Our clients can rely on us. We have never failed them in the past and will make it equally easy for them in future. We complete in the employment service industry by offering a complete range of recruitment service.

At Miracle, we view manpower as a partnership and a bridge to build a lasting relationship with our clients. This philosophy translates to why Miracle has retained some of its clients gained at the start of its operations. At the core of Miracle's philosophy is its commitment to providing Top Quality Recruitment Solutions. We always aims to exceed client's expectations as we view every recruitment undertaking as a long-term partnership borne out of trust, professionalism and service satisfaction. Many of our existing clients have enjoyed the benefits of our professionalism and integrity which has enabled us to search and sign up top-quality workers from some of the world's well-known and established companies and industries and career of candidates we have considered and deployed.

OUR VISION:

To be the best worldwide provider of high-value staffing services and the center for quality employment opportunities.

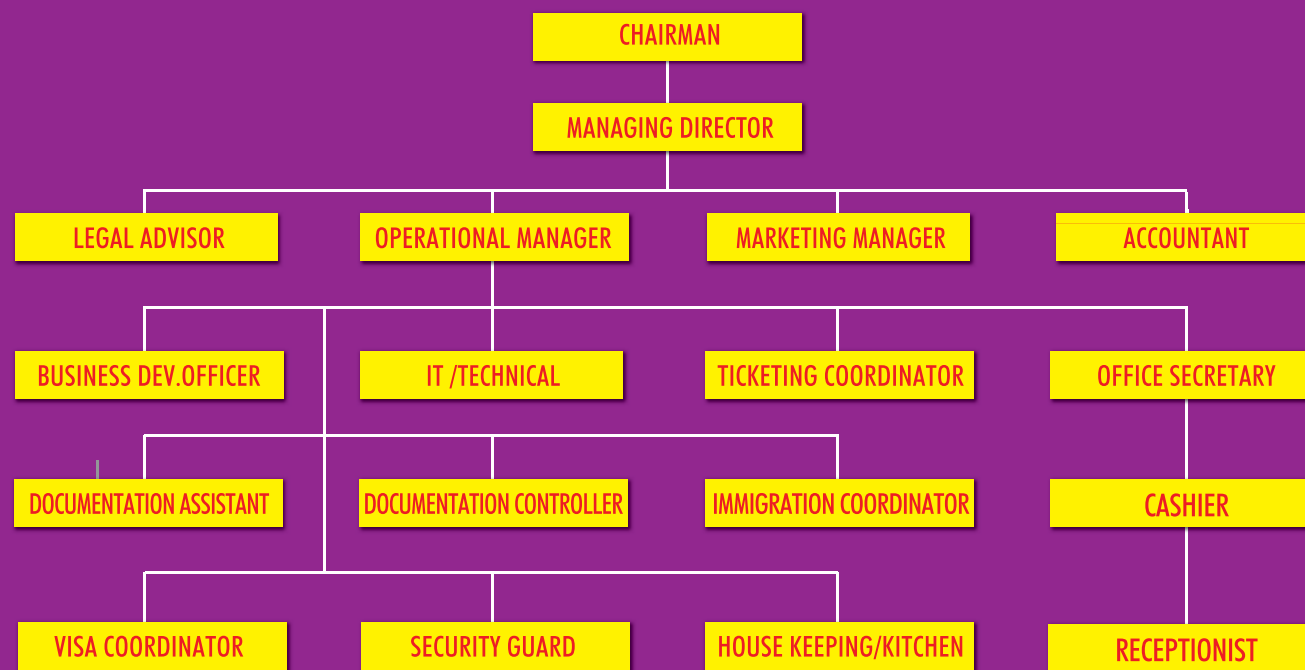
MISSION:

- » To provide distinctive services to our clients and maintain legal practices.
- » To meet the expectation of our clients and applicants through optimum utilization of our available manpower resources.
- » To be a benchmark model in the application of quality management in the manpower industry in Nepal

OUR OBJECTIVES

- » To provide a highly resourceful and dynamic exchange between opportunity seekers and employers.
- » To provide the World's most complete End-to-End solution to our clients through well-defined systems, process and strategic initiatives.
- » To provide best possible support in searching the right kind of candidates by strictly adhering to the policy.
- » To cover entirely the leading sectors like Engineering, Maintenance, Constructions, Manufacturing, Service, Security, Hospitality etc.
- » To support the empowerment of overseas workers through educational awareness and direct involvement.
- » Miracle Manpower is committed to our overseas workers welfare. That they are provided decent wages, quality living conditions in a safe environment and that we carefully choose our clients that adhere to these principals.

ORGANISATIONAL CHART



ON DUTY



THE MANAGEMENT TEAM

Management Team and Personnel of Miracle Manpower supply agencies are much talented in their respective areas such as communication, public relation, foreign affairs, knowledge and resources. Our management team has good correspondence with extensive international experience in the field of 'Foreign Employment Consultant'. It gives more attention to clients' contentment and satisfaction.

Unless an employer gets the right person, it harms the productivity and can even face loss. We would like to highlight your several prime factors and solutions, which differentiate us from other recruitment manpower companies.

We have a strong team to manage all the recruitment process to give the best quality to our clients. Our team is focusing on that the companies should get the desired candidates they are looking for and the candidates should get his desired platform.





WHY RECRUIT NEPALESE WORKERS?

Through the experience gained over the year in the foreign employment, it has been seen that many countries have shown their interest in hiring the Nepalese professional, skilled, semi-skilled and unskilled manpower because of the following reasons.

- » Nepalese workers are well known for their hard work, dedication, and possess a strong will to succeed.
- » The employers could get the advantage of wider choice.
- » Every categories of manpower are readily available.
- » Legal Formalities and procedures for the recruitment at Labour Department of Nepal are simple.
- » Nepalese workers are comparatively cost effective and their hiring cost is lower as compared to other labour exporting countries.
- » Competent and many with skills and overseas experience.
- » Loyal to employers, caring and compassionate to fellow workers.
- » Nepalese workers are experienced in working in the extreme climatic conditions.

WHY WORK WITH MIRACLE MANPOWER ?

Miracle Manpower is committed to adhere to the industry's best practices and to comply with all the legal requirements of the Labour Department of Nepal. The Miracle Manpower Team is composed of consultants exposed to the realities of the recruitment industry.

As such, we are able to provide our employers with guidance in selection of candidates, conduct of trade tests when required, completion of legal documents and required examinations, and acculturation and pre-departure orientation among the applicants prior to mobilization and deployment. We endeavor to make the entire recruitment process simple, predictable, and "on-time" all the time for our clients. At Miracle, we spouse professionalism, dependability, and commitment as our corporate values to ensure Total Customer Satisfaction.

The following are the reasons why we are successful.

- » We are always between clients and candidates to assure that recruitment process runs quickly and smoothly and inform them about the progress in every step.
- » We help you to get the best candidates and best jobs.
- » We provide services through our team of highly professional and trained recruitment consultants.
- » We are very cost effective without compromising with the quality.
- » We focus on individual approach to our clients and candidates to understand their requirements and special needs to achieve quality results.
- » Client's and Candidate's satisfaction is our top priority whatever the needs and requirements. That is why listen carefully to our clients and candidates.
- » We start the recruitment process with the identification of our client's specific needs and finish with the placement of ideal candidate and it is the code of our recruitment practice.
- » We are known for deployment of quality and reliable manpower on time according to employer's convenience
- » We are responsive as well as communicative, so we do not let any gaps in between the client and us. We are transparent and make the recruitment process as simple as possible.
- » We are affiliated with top Training Institute and we can provide refreshment training as well as full training to the applicant whenever they required.

Note: To avoid loss of Time and Money, one has to be very careful in selecting the partner. The partner must not be conscious about his/her benefit only, but also about the problems of partner.



RECRUITMENT TERMS AND CONDITIONS

1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY 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 SECOND PARTY) 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 SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experience in conformity with the FIRST PARTY'S requirements. The SECOND PARTY 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 SECOND PARTY the right to select process and send such qualified workers at the SECOND PARTY'S full guarantee.
5. The worker will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agrees to advise to the SECOND PARTY of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.
6. The SECOND PARTY 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 SECOND PARTY 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 not charge any VISA FEE and provides AIR TICKET to the candidates.
9. 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.
10. 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 SECOND PARTY about the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidate accordingly.
11. 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 destination country or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified worker shall be done by the SECOND PARTY at maximum of a month from the termination of the unqualified worker. All expenses incurred in relation there to shall be borne by the SECOND PARTY.
12. Arrival of the selected candidates will be within One Month upon issuing their visas. For any delay rather than this period, the visas will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.
13. FIRST PARTY has to compensate the candidate on their own expenditure if the candidate will not get all facilities as per Employment Contract and the company will collapse before contract periods.
14. The FIRST PARTY agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to Nepal as per the labours law of country concerned.

RECRUITMENT PROCEDURES

1. Initial Enquiry from employer:

You may contact recruitment companies directly and discuss your specific requirement and details on terms and conditions of service for Nepali workers.

2. Legal Documents: from employer for government formalities.

Once requirement is confirmed and initial agreement is made between recruitment companies (Nepal) and employer regarding terms and conditions and selection process, as per Nepalese Government labor law requires employing company to produce following duly authenticated/ attested documents in favor of recruitment companies (Nepal) to finalize the recruiting process:

1. Power of Attorney between Recruiting Agent and Employer.
2. Demand Letter listing the manpower requirement and terms and conditions.
3. Employment Contract including terms and conditions of service.
4. Recruitment Service Agreement listing each party responsibility.
5. Guarantee letter confirming country of employment.

Once above original documents are received from employer, recruitment companies will submit application to Department of Labor for authorization.

2. Pre-Labour Approval:

After receiving the authorized demand letter from the company, the document are presented for pre- labor approval. The department of Labor in Nepal analyzes the document and approve for further processing.

3. Manpower Pooling: Advertisement, Screening and short listing.

Once The Department of Labor is satisfied about the credibility of the demand, attestation and terms and conditions offered are conformity with the government regulation. The Government grants the permission to recruiting agency for advertise the requirement in local and national newspapers and start of recruitment process. Recruitment Company starts screening and short listing candidates before final interview. The process includes:

1. Print and Broadcast Media Advertisement
2. On-the-spot-sourcing (City and Provincial)
3. Through Our Highly Qualified Agents
4. Recommended Personnel
5. Internal Candidate Bank

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4. Selection :

The mode of selection of contract workers may be executed under the following procedures:

Preliminary Interview:

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. Miracle will short list the candidate for pre-interview and determine the capabilities of each applicant via one-on-one interviews to ascertain who are most qualified and fit for the employer's final selection.

Final Interview/Selection:

Selection by Employer's Authorized Representative, Recruitment Company Personnel.

- ▶ **Direct Interview (by Employer):** Many employers visit Nepal for final interview. We make all necessary preparations for interview. We call short listed candidates for the particular day.
- ▶ **Interview on behalf of Employer:** Sometimes manpower importing agencies give full authority to manpower consultant for entire selection procedures. In such case, we carry out interviews on behalf of employers abroad and make all dispatching arrangements to the employment destination. The selection is made purely merit basis and finally select the most competent workers from our manpower reserve.
- ▶ **Interview through Skype:** Sometimes manpower importing agencies select the candidate through interview via online (Skype). We have all the necessary arrangements for this process.
- ▶ **Transmittal of Resumes:** Employer may select the candidates from the Resumes of all Prospective candidates. We forward the resumes of candidates of who pass the pre-qualification interview and testing conducted at our end. In such cases, the name of the successful candidates may be relayed to us via phone, fax, or email.

5. Full Documentation Assistance:

We provide the selected applicants' assistance in securing the travel documents required by both Labour Office and Embassy, like Trade Test, Passport, Police Clearance, Medical Certificate, Orientation and Exit Pass.

6. Medical Checkup:

The selected candidates are sent to an authorized hospital or clinics for a full medical examination (and vaccination where required). The candidates who are medically and physically fit for employment are forwarded for recruitment process such as contract signing, visa processing.

7. Employment Visa Process:

Once selected candidates are medically and physically fit, employer has to process their employment visa. The Visa system varies country to country. Where paper visa system available, employer has to make copy of issued visa available to recruitment companies as soon as visa is issued for individuals for government clearance for mobilization. Where visa has to be endorsed onto a passport, employing company has provided all necessary documents to assist visa endorsement from embassy of employing country.

8. Orientation:

Nepal labor law requires all new candidates traveling overseas for employment take orientation class to familiarize local laws & orders, labor laws and immigration policy, environment and tradition and culture of employing country. Candidates should also understand their responsibilities, terms and conditions and benefits of employment prior to submitting for final approval for mobilization.

9. Final Labour Approval: (Government Clearance)

All the necessary documents like original passport, visa copy (original if not issued online), medical report, orientation certificate, insurance policy are submitted in Labor Department of Nepal for final approval and immigration clearance. The Department of Labor analyzes the documents and provides final approval.

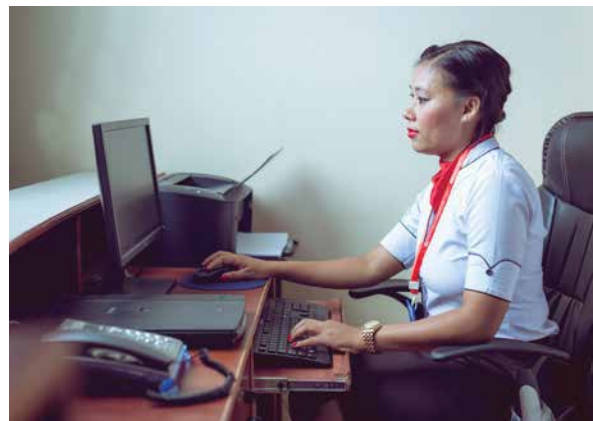
11. Travel Arrangement:

Once paper visa is received or visa is endorsed from embassy of employing country, Employer may process for the flight (E-Ticket) or Miracle Manpower will make necessary arrangement for flight ticket and departure.

12. Reception from Employer:

After the flight is confirmed we send flight details to our employer. Representative from employer will receive the candidate from airport and arrange hostel for them. Employer will provide the respective job duties to the candidates as per the employment agreement.

OUR TEAM



OUR SECURITY GUARDS IN BAHRAIN / MALAYSIA



JOB CATEGORIES

Administrative & Related Staff for All Category

General Manager
C.A./Accountant
Mangers-Marketing/
Sales/Admin/H.R./
Production/Finance
Officer, Secretary
Shift In-charge
Sales Assistant
Cashier / Clerks
Telephone Operator
Computer Operator
Data Entry Assistant
Hostel Incharge
Store Keeper
Time Keeper
Receptionist
Office Assistant



Supermarkets

Salesmen/Salesgirls
Check Out Cashiers
Trolley Boys
Shelves Organizers
Super Market Labours
Shop assistant
Out Door Salesman
Sundry Shop
Wholesale Assistant
Retail Shop Worker



Service

Logistics Manager
Cust. Service Assistant
Counter Sales Boy/Girl
Data Entry Operator
Out-sourcing Worker
Marine Cleaners
Beautician
Air Hostess
Offset Press Operator
Laundry Supervisor
Laundry Workers
Delivery Boys
Dry Cleaner / Presser



Engineering Surveyor/Technician

Civil / Architect
Electrical / Electronic
Mechanical / Industrial
Electro-Mechanical
Air-Conditioning
Project Managers
Planing / Draftsman
AutoCad Operator
Equipment Technician

Factory Manufacturing Industrial

Production Operator
Machine Operator
Filling/Packing Worker
Industrial Helpers
Load / Unload Labor
Q.C. In charge
Finishing men
Tailors
Garment Helper
Iron men
General Worker

Construction/ Contracting

Supervisor / Foreman
Masons / Helpers
Block Machine Operator
Scaffolding/ Steel Fitter
Electrician
Cement/ Concrete
Block & Stone Mason
Plasterers/ Block Setter
Floor Finishers
Tiles & Marble Fixers
Stagers / Riggers
Plumber / Pipe Fitter
Steel/ Duct Fabricators
Sand Blaster / Driller
Metal Painter/Polishers
Wall / Spray Painters
Shovel Operator
Construction Helper

Hotel, Restaurant, Catering, Fastfood

Manager/ Supervisor -
F&B/House Keeping/
PRO,
Front Office Staffs
Valet Attendant
Room Boy / Bell Boy
Trolley Boy
Chef / Souse Chef
Chef de Partie
Multi Cuisine Cook
Bakery / Pastry Cook
Tandoor Roti Maker
Kitchen helper

Restaurant Captain
Barman / Bar Tender
Waiters / Waiters
Barista

Restaurant Manager
Restaurant Crew
Catering Supervisor
Catering Helpers
Home Delivery Man

Cleaners (Indoor/Outdoor)

Cleaning Supervisor
Washers
Hospital Cleaner
Office Cleaner
Floor / Carpet Cleaner
Building/Window
Gen. Cleaning Labour

IT / Communication

IT /System Engineer
Computer Programmer
IT Security Consultant
Graphic/Web Designer
Communication
Technician
Hardware/Network
Interior Designer



Security & Safety

Security Supervisor
Security Guards
(British Gurkhas, Ex.
Army, Ex. Police & Civil)
Armed Gurkha Force
Club Security/Bouncer
Female Security Guards
Civil/Body Guard
Janitors/Watchman
Safety & Fire Guards
Life Guards

Light/Heavy Vehicle Driver / Heavy Equipment Operator/ Technicians

Electric Technician Foreman, Labor

Maintenance:
Machinery, Auto A/C,
Electronics

Welding & Metalic Works

Carpenter:
Furniture
Furnishing/Shuttering
Door & Windows

Agriculture & Livestock Farming Supervisor, Labour

Medical, Health, Sports / Fitness

**Professional,
Foreman/Labour
(Skilled/Semi-Skilled/
Unskilled for any field**

We can supply any
category- Listed or
Non Listed here,
please contact us for
your requirement.



REQUIRED LEGAL DOCUMENTS

According to Country



QATAR

- 1. Demand Letter
- 2. Power of Attorney
- 3. Agency Agreement
- 4. Employment Contract
- 5. Guarantee Letter

(Above documents must be attested by Chamber of Commerce and Nepalese Embassy)



UNITED ARAB EMIRATES

- 1. Demand Letter
- 2. Power of Attorney
- 3. Agency agreement
- 4. Employment contract
- 5. Guarantee Letter

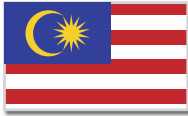
(Above documents must be attested by Chamber of Commerce and Nepalese Embassy)



OMAN

- 1. Demand Letter
- 2. Power of Attorney
- 3. Agency Agreement
- 4. Employment Contract
- 5. Guarantee Letter

(Above documents must be attested by Chamber of Commerce and Nepalese Embassy)



MALAYSIA

- 1. Demand Letter
- 2. Power of Attorney
- 3. Agency Agreement
- 4. Employment Contract
- 5. Guarantee Letter

(Above documents must be attested by Notary Public and Nepalese Embassy)



BAHRAIN

- 1. Demand Letter
- 2. Power of Attorney
- 3. Agency Agreement
- 4. Employment Contract
- 5. Guarantee Letter

(Above documents must be attested by Chamber of Commerce and Nepalese Embassy)



KINGDOM OF SAUDI ARABIA

- 1. Demand Letter
- 2. Power of Attorney
- 3. Agency Agreement
- 4. Employment Contract
- 5. Guarantee Letter

(Above documents must be attested by Chamber of Commerce and Foreign Affairs and Nepalese Embassy)

- 6. Visa Copy / Company Registration Copy (CR Copy) and E-Wakala Copy



SAMPLE DOCUMENTS FORMAT FROM RECRUITING COMPANY

OUR LEGAL DOCUMENTS

Demand Letter

Employment Contract

Power Of Attorney

Letter of Guarantee

Service Agreement

Date: _____
To, _____
M/s Miracle Manpower Pvt. Ltd. / Govt. Lic No.: 928/067/68
Baluwatar, Kathmandu, Nepal
Sub: **DEMAND LETTER**

We request you to recruit on our behalf the under mentioned categories of personnel under the following terms and conditions;

S.No.	Category	Nos.	Salary Per Month (SR/QR/AED/RM)

Terms & Conditions

1. Contract Period: _____ Years (Renewable)
2. Working days/hours: 6 days /8 hrs per day
3. Accommodation & Transportation: Provided by the company
4. Food: Provided by the company
5. Medical benefit & Leave Benefit: As per Malaysia/UAE Labor Law
6. Condition for renewal & termination of employment and final settlement,
7. Compensation for injury and death: As per Malaysia/UAE Labor Law Settlement of disputes & disposal
8. Transportation of dead body of worker: As per Malaysia/UAE Labor Law
9. Arbitration /Mode of settlement of Disputes: As per Malaysia/UAE Labor Law

All other conditions of service shall be in accordance with Malaysia/UAE Labor Law.

For and on behalf of
NAME & STAMP OF THE COMPANY

Name of Authorized person
Designation

COMPANY LETTER HEAD	
Date:	Employment Contract
This Employment Contract is made on day dated between:	
1 st Name of Employer	: (Company Name).....
	: Address.....
	K.S.A.\ UAE\ Qatar\ Oman\ Kuwait \ Malaysia etc.
2 nd Name of Employee	:
	Nationality: Nepal Passport No:.....
The 2 nd Party agrees to work with the 1 st party on the following terms and conditions:	
1. Profession
2. Basic Salary
3. Period of employment months (renewable)
4. Probation period years from the date of joining
5. Working Hours / day hours a day /6 days a week
6. Overtime	As per the Company
7. Accommodation / Transportation	Provided by the company
8. Medical / Sick Leave	As per country's labour law
9. Leave	60 days per two years
10. For the termination of employment and final settlement	As per country's Labour Law
11. Provisions in regard to renewal of contract	As Per country's labour Law
12. Provision in regard to compensation	As per country's labour law
13. Arbitration/Mode of settlement of disputes	As per country's labour law

All other conditions of service shall be in accordance withcountry Name (K.S.A.\ UAE\ Qatar\ Oman\ Kuwait\ Malaysia) labour laws.

For and on behalf of
NAME & STAMP OF THE COMPANY

Name of Authorized person
Designation

Candidate's Name
Designation

COMPANY LETTERHEAD

Date: _____

POWER OF ATTORNEY

Known all men by these presents that we, M/S (Co. Name)....., P.O.Box (Country name).... does hereby appoint **M/s Miracle Manpower Pvt. Ltd.,** Baluwatar, Kathmandu, Nepal, approved by the Government of Nepal, Ministry of Labour, Labour Department License No. 928/067/68, to be our true and lawful attorney and agent in Nepal to execute the following things and act.

- All recruitment activities in Nepal, by advertising in the media /call for applications from suitable candidates, processing applications and conducting necessary interviews.
- To handle departure formalities on behalf of (Co. Name) including with the protector of immigrants and all other government agencies and sign all the necessary documents required by the aid offices in connection with the recruitment of personnel required for employment with it and arrange all matters relating to their deployment such as entering into contract with the selected workers, completion of immigration formalities, arranging their package etc. as per the demand letter issued dated
- This Power of Attorney has been signed and sealed this day in and shall be valid in connection with the hiring of workers as per our agreements.

For and on behalf of
NAME & STAMP OF THE COMPANY

 Name of Authorized person
 Designation

COMPANY LETTERHEAD

Date:

The Directors General,

Department of Labour, Ministry of Labour and Transport Management,
Tinkune, Kathmandu, Nepal.

Subject: **Letter of Guarantee.**

Dear Sir,

We have sent a Demand Letter to Miracle Manpower Pvt. Ltd., License No. 928/067/68, for numbers of Nepalese workers for our company. We hereby confirm that all the workers we demanded will be given the exact job as well as the accurate salary and other facilities as per the demand letter. Workers won't send or supply to any other country & company beside our company. We the company will take full guarantee for all the workers in case if we fail to meet the above criteria. Hope your good self will grant permission and approve the documents and visa for the further proceed.

Your timely co-operation and support on this regard is highly appreciated.

Thank you.

For and on behalf of

NAME & STAMP OF THE COMPANY

Name of Authorized person
Designation

COMPANY LETTERHEAD

SERVICE AGREEMENT BETWEEN

.....(Company name)..... & **Miracle Manpower Pvt. Ltd.,**

On this date, it is agreed between M/s/.....(Co. name) (herein after called Employer) and M/s Miracle Manpower Pvt. Ltd., License No: 928/067/68 Kathmandu, Nepal (herein after called Recruiting Agent);

1. That the employer hereby agrees to Recruiting agent, who is government approved recruiting agent in Nepal, for the recruitment of Nepalese workers.
2. That the recruiting agent shall send the required personnel at the earliest possible and strictly according to merits, qualification & experience as required by the Employer.
3. The profession, salary and all other benefits will be as per the Demand Letter no., Dated & Employment Contract.
4. That the agent must ensure that each candidate should be medically fit for the job and holds the valid passport.
5. That in case of any dispute between the two parties shall be settled mutually and amicably.

In witness whereof, we have executed this agreement on date in the presence of subscribing witness.

For and on behalf of
NAME & STAMP OF THE COMPANY

For and on behalf of
Miracle Manpower Pvt. Ltd.

Name of Authorized person

Designation

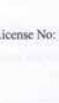

Managing Director

[illegible]

Registration Certificate

 <p style="text-align: center;">नेपाल सरकार उद्योग मन्त्रालय</p> <p style="text-align: center;">कम्पनी रजिष्ट्रारको कार्यालय कम्पनी दर्ताको समान - पत्र</p>	
दिनांक नं.: १६९८०/७३/०४४	
श्री मिर्चलक म्यानपावर	
नामको प्राइभेट लिमिटेड कम्पनी संख्या २० ७४ साल आषाढ महिना ०६ गते रोज ३ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ ।	
मिति: २०७४-०४-१९	Government of Nepal Ministry of Industry
Office of the Company Registrar	
स. रजिस्ट्रार	
Registration No: 169980/73/074	
<u>CERTIFICATE OF INCORPORATION OF COMPANY</u>	
This Certificate of Incorporation has been issued to	
M/s Miracle Manpower	
Private Limited having incorporated it on the 20 day of June, 2017 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.	
Asst. Registrar	
Date: 2017-08-03	
सत्य	कम्पनी संस्थापनाबाट मात्र कम्पनीको उद्देश्य कार्यालयका नयाँ हस्ताक्षर प्रदान गरिएको समावेश हुनाले कागज आधारित सिटिङ अनुमान सुबन्धित विकासबाट लिएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्न पाउँछ । कम्पनीको सिटि २०७३/११० मा सम्पूर्ण विधि लागूकरणको शिवाय कतिपय वस्तुहरू उपर्युक्त भन्ने जस्ता तथ्यांकहरू प्राप्त गरेका छन्। तथा सिटि वस्तुहरूमा नयाँ वा परिवर्तित जानकारीलाई यसै म्याग्निफाइड प्रमाणपत्रमा राख्नु पर्ने कुरामा कम्पनीका सदस्यहरूलाई भई उनले योग्य सेवाहरू प्राप्त गर्ने तरिका त्यस कम्पनीको नाम परिवर्तन गर्दा सिटि २०७३/१११ को नियमावलीअनुसार म्याग्निफाइड प्रमाणपत्रमा राख्नु आवश्यक गरिएको छ ।

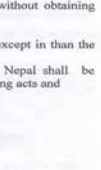
Licence in English

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Case of Area of Nepal</p> </div> <div style="text-align: center;"> <p>Government of Nepal Ministry of Labor and Employment Department of Foreign Employment</p> </div> <div style="text-align: center;">  <p>Office Seal</p> </div> </div>		<p>Date: 2074/4/5 BS (July 20, 2017 AD.)</p>
<p>License No: 1223/074/75</p>		
<p><u>License</u></p>		
<p>This license has been issued to the Udayapur Overseas Pvt. Ltd. authorized to operate foreign employment services subject to the terms and condition mentioned in this license, Foreign Employment Act 2064 (2007 AD.), Foreign Employment Regulation 2064 (2007AD.).</p>		
<p>New name has been mentioned as Miracle manpower Pvt. Ltd from the Letter of Office of Company Registrar, with dispatch No. 2884, on Date 2074/4/19 (August 3, 2017 AD.)</p>		
<p>License Issuing Officer's: Name: Bishow Raj Pandey Designation: Director General Signature: Sd. Date: 2074/4/5 B.S (July 20, 2017 AD.)</p>		


Renewal				
Date of Renewal	Date of Validity	Renewal Charge	Extra Renewal Charge	Signature of Renewal
2074/4/5 (July 20, 2017)	Till Up to Middle of July 2018			Sd. Section Officer

Terms:

1. No work shall be carried out by opening branch office without obtaining approval.
2. No work shall be done through agent.
3. No work shall be sent on any condition to other country except in than the permitted countries.
4. Directions issued from time to time by Government of Nepal shall be followed in addition to the provisions mentioned in prevailing acts and rules.




PAN



भारत सरकार
अर्थ मन्त्रालय
आन्तरिक राजस्व विभाग
नयाँ दिल्ली, भारत

नेपाल सरकार
अर्थ मन्त्रालय
आन्तरिक राजस्व विभाग



स्थायी लेखा नम्बर (PAN) दता प्रमाण पत्र

स्थायी लेखा नम्बर : ६०५९३५७२१

कारदाता सेवा कार्यालय : महाकायस्थ

दर्ता मिति : ०२ ०५ २०७५

दिन महिना साल

कारदाताको नाम

कारदाताको प्रकार :

प्राइभेट लिमिटेड

ठेगाना :

वाई नं. १६, सागखुली
महानगरपालिका: काठमाडौं,
काठमाडौं


दस्तावेजका कारणहरू :

वैदेशिक रोजगार,

कारदाताको दस्तखत

कर अधिकृतको दस्तखत

कर अधिकृत



MIRACLE
Marketing (P) Ltd.

SOME DEMAND LETTERS

SOME DEMAND LETTERS

SASA SECURITY SERVICES SDN. BHD. ROC NO. (205051-K)
Boulevard Business Park, A-1-11 Pusat Komersial Jalan Kuching,
Jalan Kuching, Off Jalan Kuching, 51200 Kuala Lumpur.
Tel: 03 6242 4250 Fax: 03 6242 4260 GST NO : 000742359040

Date : 04/08/2017

MIRACLE MANPOWER PVT.LTD
(Gov. Lic. No. 1223/074/075)
Samakhushi-26, Kathmandu,
Nepal

Dear Sir/Madam

REF: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

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:

1. Number of worker : 50 (FIFTY) Security Guards
2. Job Category : Security Guard
3. Job Description : Security Services
4. Age : 25-43 years
5. Contract Period : 3 years
6. Basic Monthly Salary : RM1050.00

Allowance	Amount in RM
Attendance	-
Food	-
Transport	-
Shift	-
Overtime (as per Government rule)	RM 1050.00
Any other	-
Total:	RM 2100.00

7. Working days : Monday to Saturday (furnish details)

8. Working hours : 8 hours per day 48 hours per week

PRIMA PLATINUM SDN BHD (CO. NO.722751-T)
GST NO:000225484000
NO.5-1, JALAN DATARAN SELAYANG 1,
DATARAN SELAYANG, 68100 BATU CAVES,
SELANGOR DARUL EHSAN.
TEL: 03-6189 9963 FAX: 03-6189 9936
E-MAIL: prima_platinum@yahoo.com

Date :07/08/2017

MIRACLE MANPOWER PVT.LTD
(Gov. Lic. No. 1223/074/075)
Samakhushi 26, Kathmandu,
Nepal

Dear Sir/Madam

REF: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

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:

1. Number of worker : 50 (FIFTY) Security Guards
2. Job Category : Security Guard
3. Job Description : Security Services
4. Age : 25-43 years
5. Contract Period : 3 years
6. Basic Monthly Salary : RM1050.00

Allowance	Amount in RM
Attendance	-
Food	-
Transport	-
Shift	-
Overtime (as per Government rule)	RM 1050.00
Any other	-
Total:	RM 2100.00

7. Working days : Monday to Saturday (furnish details)

8. Working hours : 8 hours per day 48 hours per week

**Security
Guard
Malaysia**

MIRACLE MANPOWER PVT.LTD.
(Gov. Lic. No. 1223/074/075)
Samakhushi-26, Kathmandu,
Nepal

Date : 01/09/2017

Dear Sir/Madam

REF: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

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:

1. Number of worker : 20 TWENTY (Security Guards)
2. Job Category : Security Guard
3. Job Description : Security Services
4. Age : 25-43 years
5. Contract Period : 3 years
6. Basic Monthly Salary : RM1050.00

Allowance	Amount in RM
Attendance	-
Food	-
Transport	-
Shift	-
Overtime (as per Government rule)	RM 650.00
Any other	-
Total:	RM 1700.00

7. Working days : Monday to Saturday (furnish details)

8. Working hours : 8 hours per day 48 hours per week

EXCELLENT SECURITY NETWORK SDN BHD
(Co.No. 538992-P)
NO.11-1, JALAN RAMPAI NIAGA 2, RAMPAI BUSINESS PARK, TAMAN SRI RAMPAL,
SETAPAK, 53300 KUALA LUMPUR. TEL : 03 - 4143 5001 FAX : 03 - 4142 0824

Date : 04/08/2017

MIRACLE MANPOWER PVT.LTD
(Gov. Lic. No. 1223/074/075)
Samakhushi-26, Kathmandu,
Nepal

Dear Sir/Madam

REF: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

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:

1. Number of worker : 50 (FIFTY) Security Guards
2. Job Category : Security Guard
3. Job Description : Security Services
4. Age : 25-43 years
5. Contract Period : 3 years
6. Basic Monthly Salary : RM1050.00

Allowance	Amount in RM
Attendance	-
Food	-
Transport	-
Shift	-
Overtime (as per Government rule)	RM 1050.00
Any other	-
Total:	RM 2100.00

7. Working days : Monday to Saturday (furnish details)

8. Working hours : 8 hours per day 48 hours per week

ETHIVOULOS GRIGORIOU
Private Employment Agency and Immigration Services - License No. 270
Kyriakou Adamou 02, Shop No. 4 & 5, 8220, Chloraka, Paphos - Cyprus
TEL: +357-26221131 - FAX: +357-26222047 - EMAIL: admin@estiacyprus.com

Date: 18.09.2017

Mr. Efthivoulos Grigoriou - Lic. No. 270
Kyriakou Adamou 02, Shop No. 4 & 5, 8220, Chloraka, Cyprus

Mr. Vijay Karki, Chairman of Miracle Manpower Pvt. Ltd.,
Samakhushi - 26, Kathmandu, Nepal, Labour
License No 1223/074/075

DEMAND LETTER

Dear Sir,

We require the under mentioned categories of workers for immediate employments in
REPUBLIC OF CYPRUS. Terms and Conditions as follows:

#	Category	Qty	Salary
01	Domestic Worker (Female)	20	€310

TERMS & CONDITIONS

1. Working days: 6 days per week.
2. Working hours shall not exceed 8 hours per day and 48 hours per week.
3. Food & Accommodation will be provided free by the employer.
4. Period of contract two (2) years for domestic workers and can be renewable by mutual agreement.
5. Air ticket -will be provided by employer at free of cost.
6. One day off per week for all employees.
7. Probation period will be 3 months (90 days).
8. Medical will be provided by the employer.
9. The other terms and conditions are as per Labour Law of **REPUBLIC OF CYPRUS.**

Facilities such as annual leave, sick leave, insurance etc. shall be done in accordance with the labor policy of the country of employment.

Best Regards,

Cyprus

مطعم الجملة
WHOLESALE RESTAURANT

20th August 2017

DEMAND LETTER

M/s Miracle Manpower (P) Ltd
Samukshi - 26
Kathmandu, Nepal
Licence No.1223/074/075

Dear Sir,

I hereby place an order to select and recruit the following Nepali workers on behalf of our company, as detailed as follows.

S.N.	JOB POSITION	GENDER	QTY	BASIC SALARY(BD)
01	WAITER	Male	10	120/-
02	WAITRESS	Female	5	120/-
03	COOK	Male	5	150/-
04	WORKER (GENERAL)	Male	5	100/-

Terms and Conditions:

1. Working hour will 8 Hour Daily and 6 days in a week
2. Two years and renewable contract.
3. Residence permits (Visa) will be provided by the company.
4. Free accommodation, medical, insurance will be provided by the company.
5. Food will be provided by the company.
6. Joining Air ticket will be provided by the company and after completion of contract period return air ticket for his/her home country will be provided by the company.
7. Local transportation will be provided by the company.
8. Employer will not pay any service charge to recruiting agency.
9. Right to retain employee's passport by the employee.
10. Other terms and conditions will be as per Bahrain Labour Law

Looking forward for your kind cooperation and prompt action in this matter

Regards,
S. Karki

Baharain/Restaurant

GRAND QATAR PALACE HOTEL

25 Sep 2017

M/s. Miracle Manpower (Pvt. Ltd.)
Kathmandu, Nepal
License No.: 1223/074/075

DEMAND LETTER

Dear Sir / Madam,

We request you to recruit the following suitable personnel for our company from Nepal as per details given below.

SN	CATEGORY	No.	SALARY (QR)
1	Waitress	10	1400+ 30Q

The following Terms and Conditions shall be included in the contract.

1. Period of Employment : Two Years (renewable)
2. Place of Employment : Doha-Qatar
3. Air Ticket : For joining the company for the first time (KTM-DOHA) and then Up & down air ticket will be provided after the completion of two years Contract.
4. Working Hour : 8 hrs per day, 6 days per week (48 hours per week)
5. Over Time : As per Qatar Labor Law
6. Probation Period : 90 days from date of entry in Qatar
7. Resident Permit : Resident permit will be provided by the company free of cost
8. Accommodation : Free Sharing Bachelor Accommodation should be provided by the company.
9. Water, Electricity & Gas : Provided by the company.
10. Food / Medical / Insurance : Provided by the company (to and from work site).
11. Transportation (Bus) : Provided by the company
12. Uniform, and Safety Materials : Provided by the company as per Qatar Labor Law
13. Service Gratuity and Leave Pay : As per Qatar Labor Law
14. Other Terms and Conditions : As per Qatar Labor Law

For and on behalf of **GRAND QATAR PALACE HOTEL**

MR. MOHAMMED SHAKER KALLAVIL SIDDIQUE Regn. No. 5586/6917
Managing Director
Grand Qatar Palace Hotel

Qatar

BATSCO Security Services WLL

Date: 22nd Oct 2017

Ref. No:

M/s. Miracle Manpower (Pvt. Ltd.)
Nepal Government License No. 1223/074/075
P.O. Box 572, Kathmandu,
Nepal

Demand Letter

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our Company:

S. No.	Category/Job Title	No. of Workers	Monthly Basic Salary (USD)	Working Hours	Holiday Per Week
01	Security Guard	50	120	One Hundred Twenty	8
	Total:	50			

Terms and Conditions:

Period of Employment : Two years
Place of Employment : Kingdom of Bahrain
Food : Free Food provided by the company or allowance BDT 25,000/-
Accommodation : Provided by the company
Air passage : Joining and return ticket provided by the company
Working Hours : 08 hours per day, 06 days a week
Local transportation : Provided by the company
Medical Insurance : provided by company
Workman's Compensation Insurance : Insured by Company
Employment Visa & Resident permit : Free
Probation period : Three month
Annual leave : All employee will be entitled to 30 days annually

Other benefits such as annual leave, over time, leave salary, service indemnity etc. will be provided as per Labor Law of the Kingdom of Bahrain.

Yours truly,
For M/s. BATSCO CO. WLL
Signature: 
Name: **Mr. Mohammed Tammam**
Position: **Managing Director**

Stamp: 

Date: 23-11-2017

Stamp: 

Stamp: 

Stamp: 

Tel: (+973) 1793886 Fax: (+973) 17784991 P.O. Box: 18066, Manama, Kingdom of Bahrain. E-mail: info@batsoo.net, Website: www.batsoo.net
Head Office: (+973) 17820302 Fax: (+973) 17820217

Baharain/Security Guard

OUR VALUABLE CLIENTS

Malaysia

SASA SECURITY SERVICES SDN. BHD.
EXCELLENT SECURITY SERVICE SDN. BHD.
PRIMA PLATINUM SDN. BHD.
KAWALAN KESELAMATAN IKHLAS SDN. BHD.
WIDETECH MANUFACTURING SDN. BHD.
JERAI SECURITY SERVICES SDN. BHD.
CSC ENGINEERING SDN. BHD.
Q-CEM SDN. BHD.

UAE

UNITED SECURITY GROUP L.L.C.
GLOBAL FOOD INDUSTRIES L.L.C.
GRAND QATAR PALACE HOTEL

Baharain

AL JAZEERA SECURITY SERVICES CO. W.L.L.
INTERNATIONAL SECURITY SERVICES CO. W.L.L.
BATSCO SECURITY SERVICES CO. W.L.L.
LITTLE CHEF RESTAURANT
KAYAN

Qatar

GRAND QATAR PALACE HOTEL
REGENCY GROUP HOLDING
GULF WAREHOUSING COMPANY
AL MEERA

Cyprus

ESTIA CYPRUS
THEO EMPLOYMENT



NEPAL Country Profile

Nepal is a small, landlocked country situated between India and China. Nepal, the birth place of Gautam Buddha and long Himalayan range with world's highest peak Mount Everest holds its unique identity in the world. It has a marvelous natural beauty and amazing landscapes. The influential architectural genius of the past brings alive the culture of Nepal. Thousands of temples and shrines still survive amidst the modern changes.



Nepal stands tall as a nation of peace, love and harmony, the people of this country have diverse religious and ethnic backgrounds yet blended perfectly as one community. There are numerous cultural and religious festivities celebrated round the year which makes it a land of joy and celebration. Nepal remains one of the few countries having such a vast and complex cultures.

Nepal has been recognized mainly as The birth place of Lord Gautama Buddha, the light of Asia, Mountain ranges with highest peaks in the world, including Mt. Everest, The Country of Natural Heaven, The Country of brave Gurkhas, The place to experiment with various spiritual practices, The country of temples, art, culture and historically significant religious sites, The country for Adventurous people, The best place for recreation and holidays from around the world

Above all, the honest and ever welcoming people are well known in the world. It is one of the most exciting destinations for all who love traveling and adventure. It is probably the richest country in terms of its natural beauty, biodiversity, cultures and traditions, art and historic architectures.

The Nepalese people have always been preferred to other societies for their simplicity and their prowess for diligent working abilities. They have proved their efficiency in protecting many countries and building great cities.

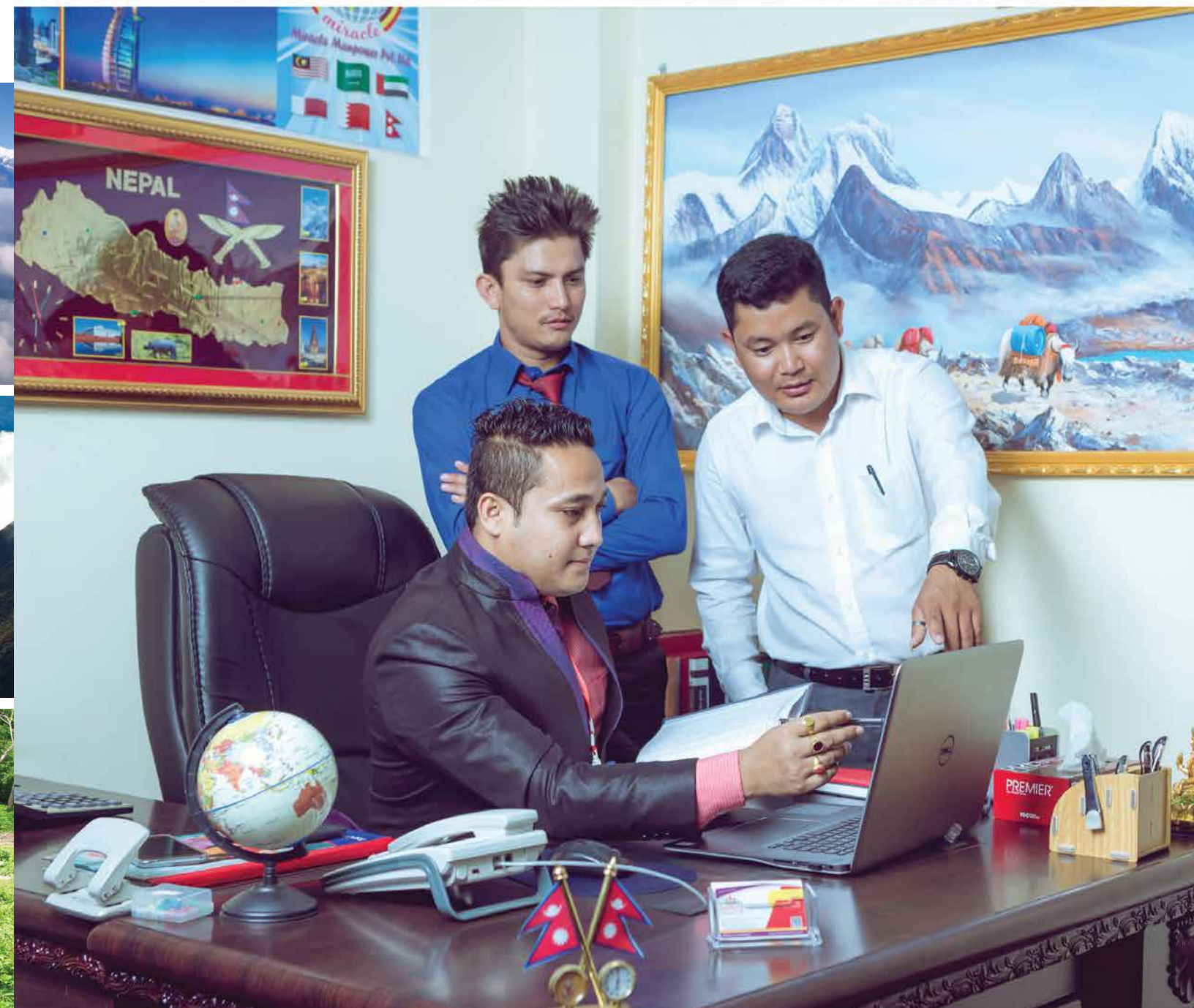
Nepal at a Glance

- Official Name: The Federal Democratic Republic of Nepal
- Head of State: President
- Head of Government: Prime Minister
- Capital: Kathmandu
- Area: 147,181 sq.km (56,827 sq. mile)
- Location: South Asia – Situated between India and China. (China to the North and India to the South, East and West)
- Time Zone: +5:45 GMT
- Official Language: Nepali, English as well practiced in Business and Tourism sector.
- Geographical Division: Mountain, Hill and Terai Regions.
- Temperature / Clothing: Nepal has different temperature range depending on the regions (Terrain, Hill and Mountain). So clothing depends on where you are travelling even in the same season. Nepal can be visited whole year around."



MIRACLE MANPOWER OFFICE BUILDING

Miracle Office Premises





MIRACLE

Manpower (P.) Ltd.

Pioneer in recruitment



🏠 Samakhushi-26, Kathmandu, Nepal
✉ P.O. Box: 572
☎ (+977) 1 4351003
✉ manpowermiracle@gmail.com
🌐 manpowermiracle.com