**Embassy of Nepal**

**State of Kuwait**

**Check List for Demand Letter Attestation**

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Required Documents** | **Remark**s |
| 1. | Demand Letter Attestation Record Form | Well-filled up Form signed by the company representative |
| 2. | Company's Request Letter for Demand Letter Attestation | To be printed on Letterhead of company in Kuwait and Signed by Authorized Signatory or HR Manager |
| 3. | Nepali Manpower Agency's Guarantee/Commitment Letter | To be printed on Nepali Manpower Agency’s Letterhead and signed (sealed) by Chairman/Managing Director of Nepali Manpower Agency |
| 4. | Latest Workers Quota issued by the Ministry of Social Affairs and Labour of Kuwait within last 3 months. (Zadual Mehan) | Submit the original copy of English Translation |
| 5. | Demand Letter addressed to a Manpower Supplying Agency in Nepal issued by the Company | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait |
| 6. | Power of Attorney to a Manpower Supplying Agency in Nepal issued by the Company. | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait |
| 7. | Guarantee Letter, with the following provisions:   1. Guarantee of the workers’ stay & work only in Kuwait. 2. Accommodation: safe, hygienic and suitable accommodation (maximum 4 workers per room) 3. Separate accommodation for female workers. 4. Guarantee that the company will provide visa, joining ticket and returning ticket after completion of the contract period free of cost and will not deduct any amount from the salary of the workers | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait. |
| 8. | Sample Employment Contract between the company and the worker in both Arabic and English language | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait |
| 9. | Recruitment Agreement between the Recruiting Company of the State of Kuwait and the Manpower Supplying Agency of Nepal signed by the both parties (Please clearly mention that the Company of Kuwait (first Party) **will provide** any service charge to the Manpower Agency (Second Party) or **Not** . | Attested by the Chamber of Commerce and the Ministry of Foreign Affairs, Kuwait as well as a scanned copy signed/sealed by Nepali Manpower Agency |
| 10. | License copy of the company and Nepali Manpower Supplying Agency. | In case of Kuwaiti License, submit the original copy of English translation. |
| 11. | Certificate of Authorized Signatory of the company with a copy of his/her Civil ID card and authorization letter of the company to the representative for processing the documents for attestation. | Submit the original copy of English translation. |
| 12. | A copy of an agreement between the Recruiting Agency or Office of Kuwait and the Supplying Company of Kuwait **in case of hiring workers through the agency or supplying company in Kuwait** (if any) | Submit the original copy of English translation. |
| 13. | A copy of tender or contract of the project or work place indicating number of manpower, duration of contract, etc. | Submit the original copy of English Translation. |
| 14. | Salary Receipt of Nepali workers working in company | Authorized Bank Transfer details |
| 15. | Guarantee Letter for Non-Deployment of Female Workers in Domestic Work **(In case of recruitment of only female workers)** | Sample text to be printed on company’s letter head and get it signed by authorized signatory |

**Note:**

* Required documents need to be arranged serially. Before registration, be sure that the submitted documents fulfill all the requirements and the positions and numbers in the demand strictly match the positions and numbers in the quota. Once documents are registered and attestation fee is paid, it cannot be reimbursed.
* Please proceed for the visa issuance of the workers only after the pre-approval from the Department of Foreign Employment of Nepal. **(Visit kw.nepalembassy.gov.np, Download section for accessing relevant documents);**