

Date .....

Ref. Number of the Mission .....

M/s ..... and .....(Name and Address of the Sri Lankan Agent)

Licence Number of the Sri Lankan Agent.: .....

Tel.Numbers: .....

Fax Numbers: .....

Dear Sir / Madam,

### **Job Order (Domestic Worker )**

We are pleasure in placing with you an order for supply of manpower for the job categories listed below on following terms and conditions.

NO	CATEGORY	QTY.	SALARY ( SR )
01			
02			
03			
04			
05			

#### **Terms & Conditions**

1. Contract period is 02 years.
2. Female and / Male categories will be entitled to onward air tickets.
3. The recruits will be entitled to return air ticket after completion of contract period.
4. The recruits will be entitled for free food, Accommodation and medical facilities.
5. Working hours will be not exceeding 12 hours per day with one day off per week.
6. All appointment will be subject to a probation period of 90 days from the date of appointment.
7. All other terms & conditions of employment shall be in accordance with the laws & regulations of the Kingdom of Saudi Arabia.

You are kindly requested to make arrangements to supply the above categories of workers with necessary approval of the Sri Lanka Bureau of Foreign Employment in Sri Lanka.

The Power of Attorney and Agreement of Recruitment are attached herewith for necessary action please.

Your faithfully,  
Signature:

.....  
Authorized officer of foreign  
Agent

.....  
Official Seal and Signature of  
Authorized officer in Sri Lankan

## AGREEMENT

This agreement made and entered in to between (Name of Chief Executive / Chairman / Managing Director, Name & Address of K.S.A. Agency)

&

(Name of Chief Executive / Chairman / Managing Director, Name & Address of Sri Lanka agent)

to recruit manpower from Sri Lanka for employment in Kingdom of Saudi Arabia & shall have the following terms & conditions herein after referred to.

### 1. RECRUITMENT

The person or persons recruited shall be for the employment recruited as per demand letter & shall be designated as stated in the letter of demand.

### 2. DURATION OF THE CONTRACT

The duration of the contract initially shall be for a period of two years (2) & renewable by mutual agreement.

### 3. AIR PASSEGE

- A) Free both way (onward & return) air tickets should be provided for female categories.
- B) For Male categories Return air ticket should be provided for all employees after completion of contract free of charge.

### 4. WORKING HOURS

- A) Working hours will not exceed 12 hrs per day. One day off per week.

### 5. RESPONSIBILITIES OF THE FOREIGN PRINCIPAL

- A) The salary & other allowances shall be paid as stated in the letter of demand or the letter of appointment.
- B) Free Food shall be provided
- C) Free accommodation shall be provided.
- D) Free Medical Provided.
- E) All complaints made by the employee or employees and their relations regarding the employee or employers and their working condition shall be settle as soon as possible.

### 6. RESPONSIBILITIES OF THE LOCAL AGENT

- A) The local agent shall select suitable candidates according to the foreign principal's requirements & submit the relevant documents to foreign principal.

B) The local agent shall undertake to ensure that all candidates will be for the employment mention in the agreement and shall be guaranteed for a period of 90 days from the date of departure 90 days period considered as probation period.

**7. TERMS OF PAYMENTS**

The foreign principal shall pay the sum of US \$ .....for selected employee as processing & administrative fees payable upon final selection of employee.

**8. ANNUAL LEAVE**

The employee or employees shall be entitled to ..... days / months paid leave on completion of 24 months period.

**9. IN THE CASE OF DEATH**

In the case of death of the employee or employees during the contract period the foreign principal shall agree to dispatch the remains of the deceased along with the personal effects & saving on the expenses of the foreign principal.

**10. COMPANSATION**

The foreign principal shall ensure that the personal & accident insurance for the employee or employees to be provided for work & connected illness injuries or death will be in accordance with the pertinent laws of the host country.

**11. OTHER TERMS & CONDITIONS**

All the terms & condition of employment shall be covered by the prevailing laws of the country.

.....  
The foreign principal  
(Signature & rubber stamp)  
Date

.....  
The local agent  
(Signature & rubber stamp)  
Date

Date:

**SPECIAL POWER OF ATTORNEY**

I/We .....

(Name of Chief Executive / Managing Director/Director)

.....

(Designation or Status in Company)

Of .....

(Name of Company & Address)

Do hereby appoint, as our recruitment Agent in Sri Lanka

.....

(Name of Person /Agency)

Of .....

(Address in Sri Lanka)

Sri Lanka Foreign Employment Agent, Licensed by the Sri Lanka Bureau of Foreign Employment, in terms of the Sri Lanka Bureau Of Foreign Employment Act. No. 21 of 1985.

I/We confirmed the said Agent and his authorized representatives

Power of Attorney to undertake, on our behalf, the following:

- 1.All recruitment activities in Sri Lanka, by way of issuing Advertisement in the media, calling for application from prospective Candidates, processing application and interviewing candidate and any other activities incidental to recruitment on our behalf.

2. Signing documents on our behalf, including contracts of employment of selected candidates.

and

3. To represent on our behalf, at the embassy of

..... in .....

For the purpose of obtaining visa stamped on the passport of selected recruits to travel to the

Country of employment, as may be instructed by us.

I/We do understand that the conferring of this Power of Attorney

Shall hold.

.....

(Name of Employer /Company)

And its authorized representatives, Jointly and severally liable along

With the said recruitment Agent for all actions authorized and

Undertaken by the recruitment Agent, on our behalf, in terms of this instrument.

.....

(Signature)

(Company seal) Name & Title .....

Signed on this .....day of .....20...

At .....in.....

NOT FOR RECRUITMENT

**Pre-Departure Expenses & Service Commission**

Local Agency Name

Address :

License Number:

Approval Job Order No: .....

Due to the COVID-19 pandemic situation, we have revised the Pre-departure Expenses borne by the Foreign agent /Sponsor and the Service commission of the Local Agent as following to the above Job order,

	Age categorized	Pre-Departure Expenses Borne By Foreign Agent/ Sponsor US\$	Local Agent Service Commission US\$	Total US\$
1				
	Expenses	Passport / Training /Medical/ Air Ticket/ SLBFE Levy/ Contract Fee/ Translation/ Documents stamp MOFA / Medical Council/ Embassy/ Musaned & Enjaz fee/ Courier Service/ Communication/ Advertisement /Promotional Activities/ Travelling / Family Settle allowance		

Thank you

Best Regards

Agreed By,

.....

.....

Company Stamp :

Company Stamp:

**REGISTRATION OF RECRUITMENT SAUDI AGENTS/ COMPANIES /  
EMPLOYEES FOR RECRUITMENT OF MALE & FEMALE FROM SRI LANKA**

Please fill the form in English block letters:

1. Name of the applicants: .....
- Designation: Proprietor / Partner / Managing Director / Director / Employer
- ID or Iqama No: .....
- Business Name: .....
- Business Address: .....
- Post Box No.: ..... Area / Zip code: .....
- Telephone No.: ..... Fax No.: .....
- Mobile No.: ..... E-mail address: .....

2. (a) Whether the applicant is an individual, a firm, a company or public institute  
(Please tick appropriate cage)

- An Individual                       A Recruiting Agency
- A Company                               A public institute

(b) If a recruitment Agency / Company / Public Institute attaché certificate of Business Registration / License obtained for the business.

(c) If an individual attaché the copy of the passport & copy of the Visa of the worker / Housemaid.

(d) Attach photocopy of your identify ("pathaga")

(e) Attach banks reference letter on financial status.

.....  
**Business Seal & Signature**

**3. Record of business:**

(a) Date of commencement of recruitment business: .....

(b) The countries you deal with at present: .....

(c) Number of Sri Lankan workers recruited by you in

2013..... 2014..... 2015..... 2016..... 2017..... 2018.....

**4. You will be allowed to deal with only 03 Sri Lanka incensed agents. Please give the names & license number of proposes agents,**

Agent's name	License No.
(1) .....	.....
(2) .....	.....
(3) .....	.....
(4) .....	.....
(5) .....	.....

I certify that the above particulars are true & correct.

**Date:** .....

.....

**Signature of the applicant**

**Business Seal**

Declaration on the Commission payment from the  
**KSA** Agents/Company to Sri Lanka Agents on the  
Job order issued by the mission.  
(Sri Lanka Embassy – Riyadh)

Date : .....

Job order reference No : .....

KSA Agent/Company : .....

Sri Lankan Agent : .....

Job Categories	Salary (SAR)	Commission from <b>KSA</b> Company to SL Agent (USD )

.....  
**KSA Agency/Company Seal**

.....  
**Authorized person's signature  
& Name**

JO/19/.....

Form 04

**DETAILS OF FOREIGN (SAUDI) AGENCY**

Name of the Agency : .....

Registered Owner Name : .....

National Identity Card No : .....

E- Mail Address : .....

Telephone & Fax Number : .....

Mobile Number : .....

Commercial Registration No : .....

Name of the Representative : .....

Identity Card / Iqama No : .....

E-Mail Address : .....

Mobile Number : .....

Name of the Translator : .....

Iqama / ID Number : .....

E-Mail Address : .....

Mobile Number : .....

.....

Date

.....

Business Seal & Signature