

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 (Non 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 /food allowance ofSR, free Accommodation/ Accommodation allowance of SR and free medical facilities.
5. Working hours will be not exceeding 08 hours per day with one day off per week.
6. Overtime shall be paid for off duty hours and off duty days.
7. Overtime rate SR per hour.
8. All appointment will be subject to a probation period of 90 days from the date of appointment.
9. 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. Company)

&

(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) Return air ticket should be provided for all employees after completion of contract free of charge.

4. WORKING HOURS

- A) Working hours should be eight (8) for All employees per day & 48 hours per week.
- B) Over time shall be paid for off duty hours & off duty days.

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 or Food allowance SR shall be provided by company.
- C) Free accommodation shall be provided by company.
- D) Free Medical Shall be Provided by Company
- 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 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 thisday of20....

Atin.....

The Counsellor

Embassy of Sri Lanka

Riyadh,

K.S.A.

Date

Subject : Guarantee Letter

Dear Sir,

We would like to give my guarantee that we recruit people from Sri Lanka , through M/S(Sri Lankan Agent Name)..... . They will work at my company only and will Not transfer to other company or country.

So we hereby kindly request you to accept the Guarantee letter.

Thanks & Regard's

.....

Name

Designation

Company Stamp

(Chairman / General Manager / Managing Director / HR Manager)

**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 KSA 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