

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.

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The foreign principal
(Signature & rubber stamp)
Date

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The local agent
(Signature & rubber stamp)
Date