



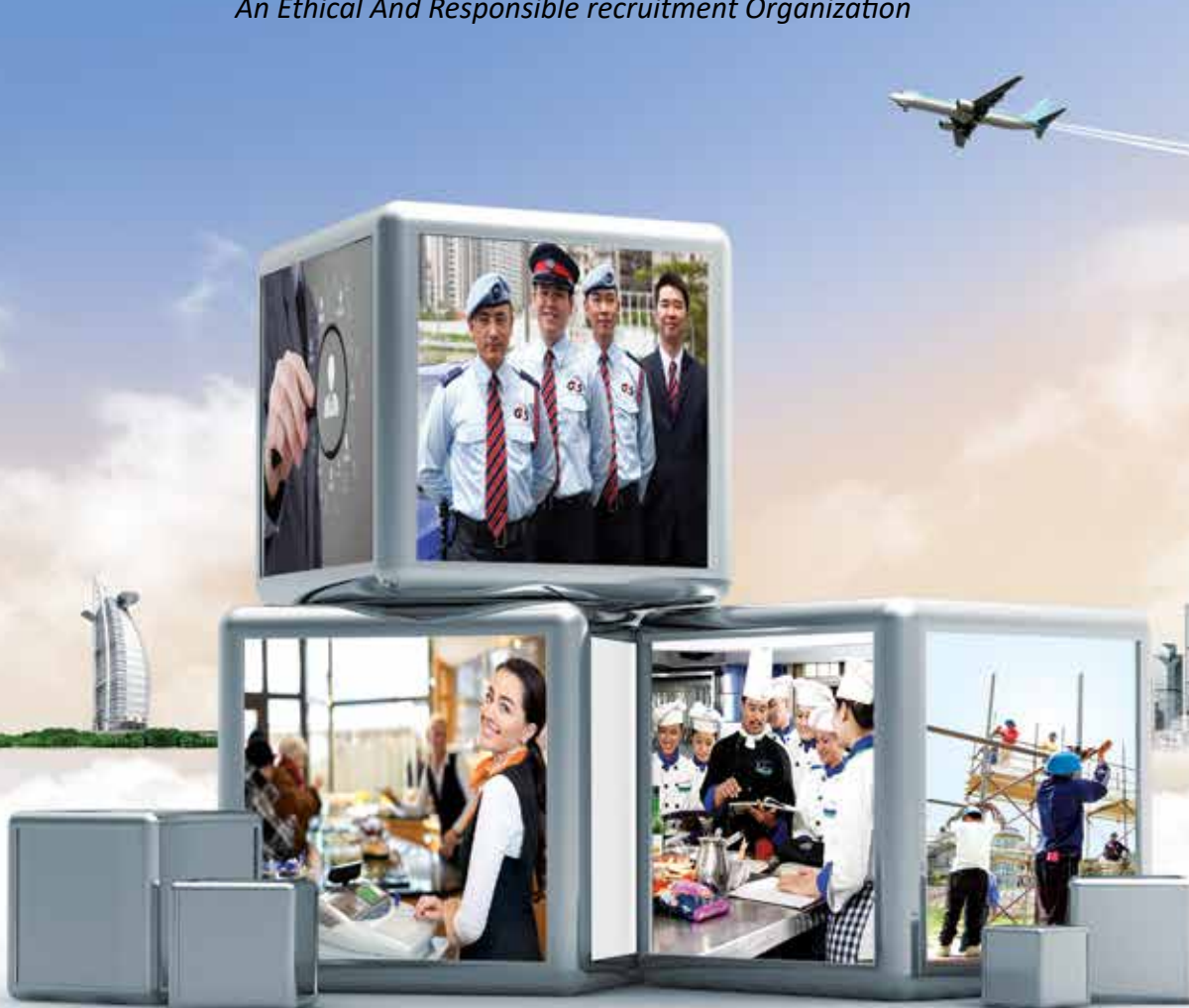
Govt. Lic. No: 594/062/063



(An ISO 9001:2015 Certified Company)

# PALHI OVERSEAS PVT. LTD.

*An Ethical And Responsible recruitment Organization*



## COMPANY PRESENTATION

*stepping into the next decade of serving*

## ABOUT NEPAL

Wedged between the snowy mountains and lush forests of the Terai region, it is the land of the Sherpas, yaks and yetis, monasteries, temples and mantras. Renowned world over for having Mount Everest within its territory Nepal is also a preferred holiday destination for many people around the world, a country where tradition rubs shoulder with modern technological advances. There are numerous cultural and religious festivities celebrated around the year which makes it a land of joy and celebrations.



Nepal is famous for Gorkhas Security guard around the world. An estimated three million Nepalese are migrant workers who have gone abroad to earn foreign currencies. Nepalese workers are known for their loyalty and hard work, through the experience gained over the years in foreign employment, many countries are willing to hire Nepalese skilled, semi-skilled and unskilled manpower.

This will create a real need for people with good working knowledge of the hospitality industry and all the latest practices. There will also be a need for people with great hospitality management skills. Making sure a hospitality business is well run with a primary focus on customer service and satisfaction, while also keeping an eye on the profitability of the business, takes skill and resourcefulness. Skilled and trained manpower in hospitality management will be in demand and get better jobs in the future than those without degrees.


This booming tourism sector has given an opportunity to youth of the country to either seek a career in Nepal or venture outside for world experience in Hospitality.

As good as the country, its people have earned a name for themselves in the arena of bravery and sacrifices and are preferred for their simplicity and prowess for diligent working abilities. Having proved their capability while protecting various countries and building cities. Their loyalty and sense of sacrifice bears testimonies.



<b>Federal Democratic Republic of Nepal</b> सङ्घीय लोकतान्त्रिक गणतन्त्र नेपाल <b>Sanghiya Loktantrik Ganatantra Nepal</b>	
	
<b>Flag</b>	<b>Coat of arms</b>
<b>Motto:</b> जननी जन्मभूमिश्च स्वर्गादपि गरीयसी <i>"Mother and Motherland are Greater than Heaven"</i>	
<b>Anthem:</b> <i>Sayaun Thunga Phulka</i> <i>Made of Hundreds of Flowers</i>	
	
<b>Capital:</b> Kathmandu (Largest City) 27°42'N 85°19'E <b>Official Language:</b> Nepali	
<b>Demonym:</b> Nepali, Nepalese, Gurkhas <b>Government:</b> Federal Parliamentary Republic <b>President:</b> Ramchandra Poudel <b>Prime Minister:</b> Pushpa Kamal Dahal(Prachanda) <b>Legislature:</b> Constituent Assembly	
<b>Unification:</b> Kingdom declared 25 Septmber 1768 State declared: 15 January 2007 Republic declared: 28 May 2008	
<b>Area:</b> Total 147,181 km <sup>2</sup> / 56,827 sq mi (95th) Water (%) 2.8	
<b>Population:</b> 2021 census 29,192,480 Density 180/km <sup>2</sup> , 518/sqmi (62th)	
<b>GDP (PPP) 2021 estimate</b> Total \$ 4260.8 Per Capita \$ 2533.88	
<b>GDP (Nominal) 2021 estimate</b> Total \$36.29 billion Per Capita \$ 1222.9	
<b>Currency:</b> Nepalese Rupee (NPR) <b>Time Zone:</b> NPT (UTC +5:45) <b>Drives on the left</b> <b>Calling Code:</b> +977 <b>ISO 3166 Code:</b> NP <b>Internet TLD:</b> .np	

# LICENSE



नेपाल सरकार  
श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय  
**वैदेशिक रोजगार विभाग**

इजाजत पत्र नं. ५९४

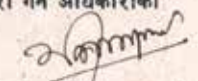
## इजाजत पत्र

मिति: २०६८/०६/०१

वैदेशिक रोजगार ऐन, २०६४ को दफा ११(२), ११क र ११ख एवं वैदेशिक रोजगार नियमावली, २०६४ को नियम ६ र ८क को प्रावधान बमोजिम विभागको मिति २०६६/०६/१९.९.९.९ को निर्णय अनुसार देहायका संस्थाहरू एक आपसमा गाभिई पाल्ही औभरसिज प्रा. लि. संस्था कायम भएकोले तपाईंलाई वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न यो इजाजत पत्र प्रदान गरिएको छ ।

एक आपस गाभिएका संस्थाहरू


सि.नं.	संस्थाको नाम	इजाजत पत्र नं.
१.	पाल्ही औभरसिज प्रा. लि.	५९४
२.	गुडलुब औभरसिज प्रा. लि.	१२४२
३.	/	/
४.	/	/
५.	/	/
६.	/	/

इजाजतपत्र जारी गर्ने अधिकारीको  
वस्तुतः-   
नाम, वरः- डा. अनंदकुमार भण्डारी  
दर्जा:- महानिदेशक

# CERTIFICATES

नेपाल सरकार  
अर्थ मन्त्रालय  
आन्तरिक राजस्व विभाग

कर अधिकृत



स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

स्थायी लेखा नम्बर : ३०२२००९६६

आन्तरिक राजस्व कार्यालय : आन्तरिक राजस्व कार्यालय टंगेश

दर्ता मिति : २१ ११ २०६२  
दिन महिना साल

कारोबारको नाम : पाल्ही ओभरसिज प्रा.लि

कारोबारको प्रकार : प्राइभेट लिमिटेड

ठेगाना : बाई नं. ४, सप्तमकराकाना  
महानगरपालिका, काठमाडौं,  
काठमाडौं

स्वयंदासको कारोबारको प्रकार : वैदेशिक रोजगार

कारोबारको दस्तावेज

कर अधिकृत

**PALHI OVERSEAS PVT. LTD.**  
NEPAL

**कारोबारको पालना गर्ने कर्ताहरूको सूची:**

- कारोबारको नाम अनुसार नाम किन विवरण जारी गर्नेछ ।
- मू.ज.ब.स.का हारा हुने प्रत्येक ब.र. अर्थात् (व्यक्ति वा कर्ताहरू) स्वयंदासको १२ वित्तिय मू.ज.ब.र. विवरण तथा मू.ज.ब.र. रकम बुझाउनु पर्नेछ ।
- अन्य-सूचक नामले कारोबारको नामले अन्यका नाममा दर्ताकोषको सूचक सूचकको रूपमा भएको १२ वित्तिय बरामदकारी र अन्य-सूचक रकम बुझाउनु पर्नेछ ।
- सूचक, अर्थिक बरामद आदि विवरणको अन्तर्गत सार्वजनिक बुझाउनु पर्नेछ ।
- कम्पनी विवरण र ब.र. रकम बुझाउनुमा नाम, मुल्य र अर्थिक बरामद ।
- यो प्रमाणपत्र दिनेको कारोबारको नाम, मुल्य बरामदको नाम हुनेछ ।
- यो प्रमाणपत्र कारोबारको नामको नाममा हुनेछ ।

श्री ५ को सरकार  
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय  
कम्पनी रजिष्ट्रारको कार्यालय

प्र.लि. / प्र.लि. ३८९४९/०६२/०६३

## प्रमाण-पत्र

श्री पाल्ही ओभरसिज  
प्राइभेट/पब्लिक लिमिटेड कम्पनी अध्यादेश, २०६२ बमोजिम सम्बन्धित  
२०६२ साल ...माग...१९..... गते रोज ...४..... मा दर्ता भएको हुनाले  
यो प्रमाण-पत्र दिइएको छ ।

मिति : २०६२/१०/१९/४

रजिष्ट्रार

श्री कम्पनी दर्तालाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्न इजाजत प्रदान गरिएको नभएता पनि कानून अनुसार  
निलम्बै अनुपस्थिति सम्बन्धित विकासबाट निष्कासित गर्न कम्पनीको उद्देश्य अनुसार कारोबार गर्न पाउनेछ ।

# CERTIFICATES

Ministry of Labor, Employment and Social Security  
**Department of Foreign Employment**

License No.: 594      Date: 18/10/2019 A.D.

**License**

As per the decision dated 16/10/2019 A.D. of this Department, the following two institutions has been combined and become **Palhi Overseas Pvt. Ltd.** pursuant to Section 11(C), 11A and 11B Foreign Employment Act, 2007 and Rule 6 and Rule 8A of Foreign Employment Rules, 2007; this license has been issued to operate foreign employment business.

S. No	Name of Institution	License No.
1	Palhi Overseas Pvt. Ltd.	594
2	Good Earth Overseas Pvt. Ltd.	1222

License Issuing Authority's  
Name: Dr. Bibiana Kumar Bhandari  
Designation: Director General

**Table of Renewal**

Renewal Date	Valid up to		Signature of Renewing Authority
	15/07/2021		Sd./ Office Seal Section Officer
15/07/2021	16/07/2022	10,000.00	Sd./ Office Seal Section Officer
12/07/2022	16/07/2023	10,000.00	Sd./ Office Seal Section Officer
10/07/2023	15/07/2026	30,000.00	Sd./ Office Seal Section Officer

**Terms**

- No activity shall be done having opened a branch office without obtaining approval.
- No worker shall be sent in any manner to any country other than those countries for which the license has been obtained.
- In addition to the provisions laid down in the laws in force, the directives issued by the Government of Nepal from time to time shall be complied with.

Government of Nepal  
Ministry of Industries, Commerce and Supplies  
**Office of Companies Registrar**

P. Ltd. No. 38149/062/063

**Certificate**

As, **Palhi Overseas Pvt. Ltd.** has been registered pursuant to the Companies Ordinance, 2006, on Wednesday, 1<sup>st</sup> day of the month February of the year 2006, this certificate has been hereby issued to that effect.

Date:- February 01, 2006, Wednesday      Sd.  
For. Registrar

**Note:-**

A. For the implementation of the objectives mentioned in the Memorandum, acts should be done by acquiring approval on the matters requiring such approval. The registration of the company in itself shall not be deemed to have granted the licence for the implementation of the objectives.

Sd.

*Khagendra Prasad Uprety*  
Mar-01-2011  
(Section Officer)

# CERTIFICATES



# CERTIFICATES



# CERTIFICATES







## MESSAGE FROM CHAIRMAN

At Palhi Overseas Pvt. Ltd., it is with gratification and pride we say that we are one of the leading vendors for outsourced manpower for practically all the Sectors and would most humbly like to thank our Clients, Associates, Candidates and Friends both Nationally as well as Internationally for having reposed their Confidence in us to make this possible in our having been in the Industry for over 18 Years.

Palhi Overseas Pvt. Ltd. believes in fulfilling its Commitments and Promises to both the Clients as well as selected Employees. We look forward to entering into a Joint Working Mutually beneficial Alliance with your Organization to provide you with most economic, efficient, responsive and responsible manpower.

Warm Regards,  
Mr. Gyan Bahadur Tamang  
Chairman



## MESSAGE FROM MANAGING DIRECTOR

Dear clients,

As a company, we believe in people power. I feel that employees are the most valuable asset of any company and they need to be selected, maintained and retained by employing best available resources in any organization. After spending more than one decades in the industry as an HR professional, I took a decision 18 years back to create a world-class organization to support professional companies in selecting the most important asset by employing best resources in the market. It requires good infrastructure, professionalism, a well-integrated system and world-class technology to partner with companies and candidates. Which is why we are committed towards regularly investing in and upgrading the aforementioned resources. We reiterate our commitment to our social responsibility by providing employment to thousands of aspiring individuals, making it easy for them to support their families.

Me and my team of professional staff are dedicated towards servicing our valuable clients and candidates, and helping them meet each others requirements and goals - short-term and long-term.

Warm Regards,  
Pushp Raj Paikara  
Managing Director

## COMPANY PROFILE

Name of the Company:	<b>Palhi Overseas Pvt. Ltd.</b>
Registration Authority:	Ministry of Industry & Commerce Office of the Company Registrar <b>Company Registration No: 38149/062/063</b> Ministry of Labour & Employment Department of Foreign Employment <b>Govt. License No: 594/062/063</b>  Ministry of Finance Department of Internal Revenue <b>Pan No: 302200966</b>
Member:	Nepal Association of Foreign Employment Agencies Responsible Business Alliance (RBA) Issara Institute
Contact Person:	<b>Mr. Pushp Raj Paikara</b> (Managing Director) Mobile No.: +977-9801037313 , 9851037313 E-mail: md@palhioverseas.com.np
Capital Structures:	Authorized - 20 Million Nepalese Rupees (\$175,000) Issued - 10 Million Nepalese Rupees (\$87,500)
Official Bank:	Prime Commercial Bank Ltd., Global IME Bank Ltd.
Legal Advisor:	Hum Prasad Khanal
Address:	G.P.O. Box: 9780 Loshal, Annapurna Marg, Chappal Karkhana, Kathmandu, Nepal Phone: +977-1- 4015655 , 4015792 Fax: +977-1- 4015791 Email: info@palhioverseas.com.np, palhioverseas2006@gmail.com Website: www.palhioverseas.com.np





## ABOUT US

Palhi Overseas Pvt. Ltd. was founded in 2006, is a leading government recognized Overseas Manpower Consultants and Recruitment Agency which is duly registered & approved with the Ministry of Labour and Employment, Government of Nepal, with recruiting license no. 594/062/063 for recruitment of Nepalese manpower.

Palhi Overseas Pvt. Ltd. is situated in the heart of the capital city of Kathmandu, Nepal, if you need skilled / semi-skilled / unskilled manpower from Nepal, we can recruit them as per your specific requirement. Our manpower services are complimented by extensive range of value added services ranging from short listing candidates, interview, medical, visas, flights etc. We enjoy cordial relationship with Airlines, Travel Agents, Government Authorities and Foreign Embassies & Consulates.

Our manpower professional team specializes in identifying **Right People for the Right Job**. We are a dedicated team of professional recruitment consultants offering top of the line executive search and selection services to diverse corporate of all sizes; with varied business interests. Our distinguished clientele represents a wide spectrum of industries like manufacturing, construction, engineering, telecommunication, petrochemical, banking, information technology, trading and distribution, hospitality, security, shipping and aviation, travel and leisure, health, accounting and auditing, financial services, transportation, call centers, business process outsourcing etc.

Today we work with hundreds of businesses across a diverse range of markets and continue to maintain our status as market leaders delivering quality service with a proactive and energetic approach to recruitment. Whether you're a multinational, an SME or a start-up, you know how important it is to build a strong, lasting team. Palhi Overseas Pvt. Ltd. can source the exact potential staffs that you need – suitably qualified and assessed.

Our company is managed by highly qualified professional Human Resource specialist consultants with several years of training and experience both in Nepal and abroad. Their skill, ability to gauge the requirements of the client, commitment to work and determination to achieve the goal to the fullest satisfaction of client is the basic aim of our organization force.



## VISION & MISSION

### VISION

- ✘ To provide the right candidate for the right job.
- ✘ To ensure Quality is not compromised for Quantity of work.
- ✘ Together We begin progress and achieve success.

### MISSION

- ✘ To be one of the best organizations in Nepal for overseas recruitment from unskilled Workers to Top Management level.
- ✘ To provide quality as well as quantity recruitment solutions to existing & potential clients across various countries as well as industries.
- ✘ To provide manpower solution to clients fullest satisfaction.
- ✘ To continuously update ourselves for enhanced quality performance.



## CORE VALUES

Our reputation and business is built on the values we practice. They form the foundations of our company.

### Approach:

Our clients' interest comes first. We give a competitive advantage to our clients by first understanding their needs, and then by delivering the best.

### Integrity:

For a company, the integrity of the candidates they will be hiring is of utmost importance. They trust us to screen and evaluate in order to match the profiles. We ensure this through a multi-step assessment process.

### Respect:

The core nature of our business is to liaison between candidates and clients. We respect both parties' wishes and demands.



## OUR COMMITMENT

Every beginning needs a commitment to grow and prosper. Palhi Overseas Pvt. Ltd. has gloriously moved ahead of the grueling competition and met the clientele with great fervor. Customer satisfaction is our biggest commitment, but employee engagement for their fulfilling career is an integral part indeed.

We follow no unethical procedures, while doing business with our clientele or during the recruitment process of employees. Both pre and post verification of candidates and their educational as well as work experience related documents are stringently verified, by our professional team.

We take care of our employees, as they are merely not people working 9 to 5 for us. Rather they are the power behind the legacy of success we have created and continue to withstand the fierce competition in the market, with them.

The HR department takes care of the various benefits from the companies like traveling to work healthcare policies and related facilities mentioned in our company policies. The flexible work culture and co-operative surroundings make the company grow further, along with the employees' personal and professional development.

We are committed for timely delivery of services, maintaining assured quality of service and staying always alert to take in and resolve, in case there is any issue from the clients' side.



## OUR KEY STRENGTH

Our Strength lies with our immensely capable team of employees from across the departments. From the technical team to the administrative, customer support and Human Resource Development, everyone has put their best to make things work out on the positive aspect for the organization.

The key features that we say our strength defines;

- ✘ Our presence in the market, irrespective of the stiff competition
- ✘ Honesty is our prime requirement and we strive to meet it at any cost
- ✘ With a decade of market exposure, we successfully keep satisfying our clientele
- ✘ Round the clock customer support is our significance
- ✘ Quality is never compromised at any given point of time and we are pleased to deliver the best in the industry services.

We have a stringent policy while choosing the team Palhi, so having the team on board, we seldom fear of any weaknesses that might hamper our business in the long run. Palhi Overseas offers such an amicable and flexible environment to the employees, which makes them open up and explore new horizons professionally.



## OUR TEAM

Our recruitment experts work collaboratively as a dedicated team. This means that we can provide a number of managed recruitment packages, sourcing talent nationwide. All of our teams (staffs) are trained to see through the full recruitment life cycle. Our consultants tailor each project to the individual client, utilizing a deep knowledge of both the client and candidate needs to achieve a successful placement.

Our experts in each market are supported by a dedicated team of resources who network across Nepal, enabling us to recognize and identify the best talent for the requirements of our clients, no matter how complex this need may be.



# MEET OUR TEAM



General Manager



Incharge Person



Business Development Manager



HR Manager



Accountant



Documentation Officer



Documentation Officer



Final Approval Section Officer



Embassy Representative



P.R.O.



Assitant P.R.O.



Office Assitant

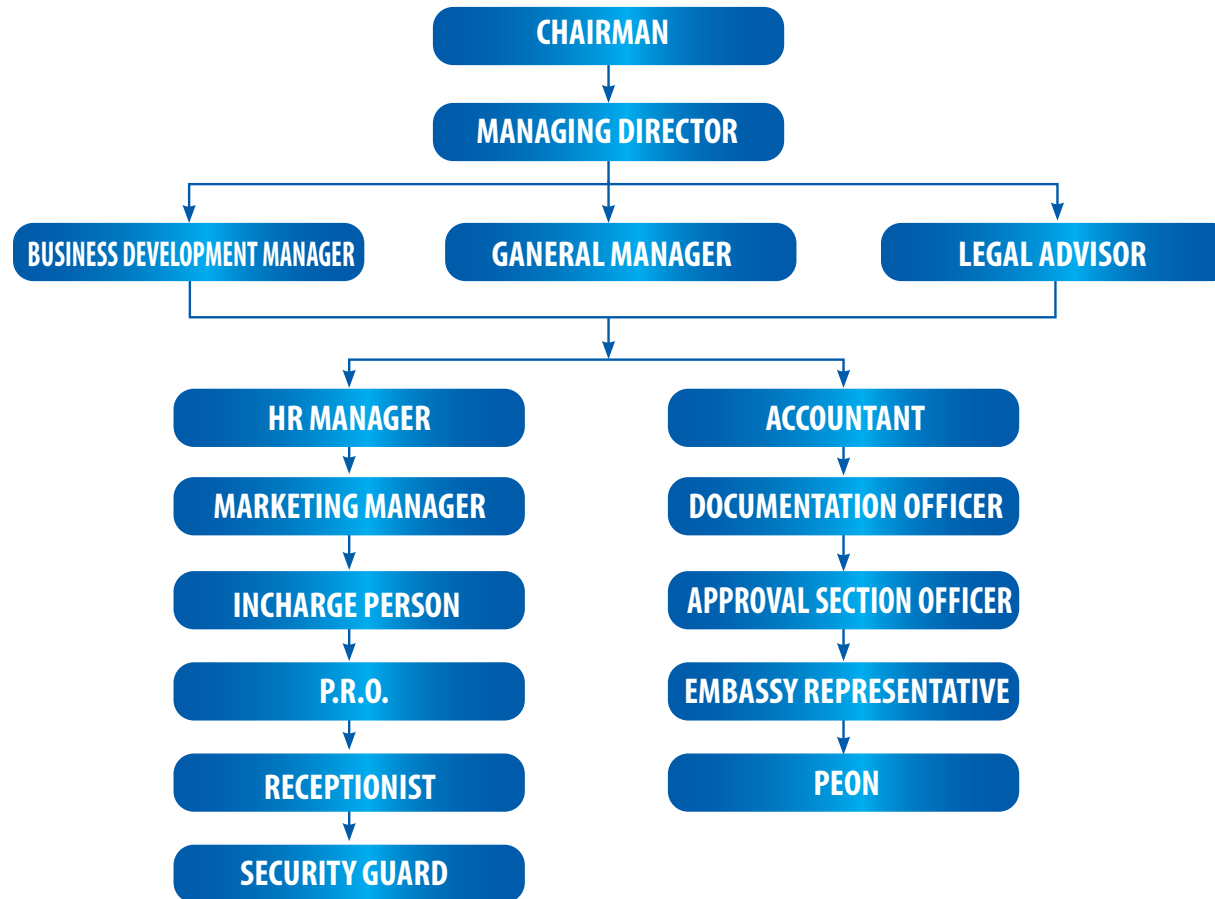


Receptionist





# ORGANIZATIONAL STRUCTURE



## SISTER CONCERN COMPANIES

### Everest Enterprises Pvt. Ltd.

Sallaghari, Chakrapath, Kathmandu, Nepal  
Tel: +977-1-4378373



### Aakarshan Interior Pvt. Ltd.

Chakrapath, Kathmandu, Nepal, Tel: +977-1-4378373  
E-mail: interior.aakarshan@gmail.com, www.aakarshaninterior.com

### Maxims Banquet & Events

Kupondool Height, Bakhundol, Kathmandu, Nepal

## WHY US ?

- Our principles of integrity and client - centric approach are what make us stand apart from the rest.
- We focus on enhancing efficiency by providing specialized and standardized services.
- We provide one point of contact for all your HR requirements, so that you can focus on your core business.
- We are a one stop shop for all your manpower needs. We offer conference hall, interview rooms and on-the-spot trade testing for the candidates as per our clients requirements.
- To understand the needs of our client's first, we study our client's organization, their products & services, competitive advantage, corporate culture, competitor's strength, niche expertise etc. We then offer holistic manpower recruitment and placement solutions by providing our client's with candidates, refined and short-listed through an extensive process of training & testing.



## OUR SERVICES

### **Overseas Recruitment**

Palhi Overseas is a professional HR source and recruiting company, which provides all types of workforces i.e. professional, skilled, semi-skilled and unskilled from Nepal to different companies all over the world.

### **Advertising**

We undertake the responsibility of publishing our client's manpower requirement in regional and national newspapers on regular basics and, we also upload our client's requirements on job sites for specialized categories to focus throughout Nepal.

### **Scrutinizing & Interviewing Candidates**

Our skilled / semi - skilled candidates are selected through an intense filtering process, based on criteria's encompassing professional skills and knowledge, experience, competence, personality and adaptability.

### **Trade Test & Specialization Test**

Our Technical Trade Tests are conducted by qualified engineers in various specialized areas. We also undertake the responsibility to trade test, candidates reviewed and selected by our client's.

### **Medical**

Candidates undergo a complete Medical check - up by a Panel of Doctors and a copy of their Medical Fitness Report is send to the client's.

### **Immigration**

One set of Visa documents from the client's along with the Passport is submitted to the consulate for Visa stamping only. Visa stamped Passports are then submitted to Department of Foreign Employment for Emigration clearance.

### **Orientation & Departure**

The candidates are given orientation about the company, project site and its work culture. All the necessary documents and tickets are handed over to the selected candidates two days before their date of departure and their arrival details are informed to the client's for airport pickup.



## WHY US ? WHY NEPALESE WORKERS?

Over the past few years a growing number of employers from overseas countries are directing their attention to Nepal for recruitment of manpower to cope with the increasing requirement of manpower in their countries. The following are the lucrative advantages to hire Nepalese workers.

- ✘ Nepalese people are committed to their duties and responsibilities cannot be denied because of which countries, especially from the Middle East and East Asia countries have shifted their interest towards Nepalese manpower by recruiting them in different categories.
- ✘ The reason could definitely be the honestly, hard work, loyalty, discipline and above all commitment of Nepalese people towards one's duties and responsibilities.
- ✘ The wider choice of Nepalese manpower ranging from skilled, semi-skilled, experience, trained and professionals.
- ✘ Nepalese manpower is always readily available for immediate placement.
- ✘ The procedures and formalities for recruiting Nepalese workers for overseas employment are simple.
- ✘ Nepalese man powers are comparatively more cost effective and their hiring cost is lower as compared to other countries.
- ✘ Nepalese people are accustomed to working in any climatic condition; there could be no problem for the employer with Nepalese people regarding climatic conditions.
- ✘ All categories for workers, professionals, skilled, semi-skilled and unskilled almost in all fields are readily available for immediate placement.
- ✘ Nepalese workers are laborious and sustain their working capability even in the most arduous conditions.
- ✘ Nepalese workers discharge their duties relentlessly, without hitch and without any kind of discontent.
- ✘ The government procedures and formalities in Nepal are comparatively simple.
- ✘ Nepalese are peace loving, simple-minded, dedicated and extremely loyal to their employers, have high sense of responsibilities and discipline and discharge their duties accordingly.



## CODE OF ETHICS

Palhi Overseas is an organization committed to providing recruitment service of the highest quality. To do this we recognize the need to operate in a highly ethical framework with a commitment to both corporate and individual responsibility and accountability. The purpose of the Code of Ethics is to instill confidence in the recruitment profession and to help an organization become a better recruiter. We truly believe that we can advance our profession by embracing this Code of Ethics.

- |           |   |           |                                    |           |                                     |
|-----------|---|-----------|------------------------------------|-----------|-------------------------------------|
| <b>01</b> | No Conflict of Interest                             | <b>02</b> | Confidentiality & Privacy          | <b>03</b> | Non-Discrimination                  |
| <b>04</b> | Protection of Intellectual Property                 | <b>05</b> | Anti - Bribery & Corruption        | <b>06</b> | Fair Business & Promotion Practices |
| <b>07</b> | Freely Chosen Employment                            | <b>08</b> | Anti-human trafficking & slavery   | <b>09</b> | No Child Labor                      |
| <b>10</b> | Accuracy, Retention of Business Records & Documents | <b>11</b> | Compliance with Laws & Regulations |           |                                     |

## OUR GUIDING PRINCIPLES

### Integrity

We adopt the highest ethical standard of our industry and operate with transparency and trust Integrity.

### Compassion

We work and care for everyone S. tread them as equals. It has a very significant value on how we work.

### Realization

We adopt the highest ethical standard of our industry and operate with transparency and trust.

### Excellence

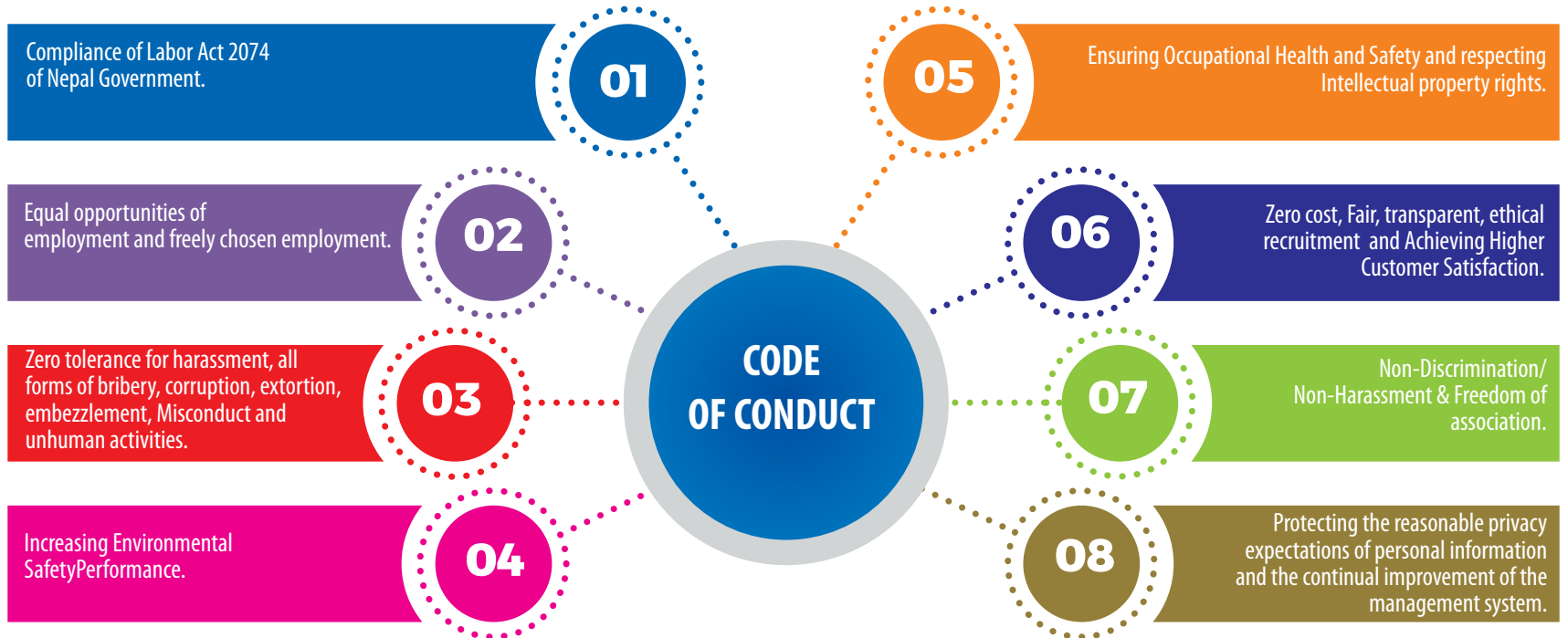
We always deliver what we promised. We shall never compromise to provide quality service to our client. Through our company commitment to excellence, we strive to meet our customer needs.

### Collaboration

We believe in team work. We encourage our member to share their knowledge, skill & experience among other staffs



# CODE OF CONDUCT



## OUR CORE VALUE



**01**

### **INNOVATE & IMPROVE**

Innovation opens a window for creativity and high performance. We are committed to our continuous growth & development.

**02**

### **TEAMWORK**

We work as a team. We share knowledge, experience and leverage continuous improvement for learning.

**03**

### **INTEGRITY**

All individuals are accountable for the highest standards of ethical behaviour. We deliver recruitment services with honesty, transparency, equality and consistency.

**04**

### **TRANSPARENCY**

We maintain total transparency with both recruiter and employee at the time of recruitment.

**05**

### **POSITIVITY**

We strive to have a positive attitude in all that we do.

**06**

### **LAW**

We respect the international laws and the laws of each nation and do our business there adequately.

## CATEGORIES WE CAN PROVIDE

### BUILDING MAINTENANCE & CONSTRUCTION

- Electricians/Helper
- Plumbers/Helper
- Welder- Electric & Gas
- Steel Fixers/Foremen
- Pipe Fitters/Helper
- Carpenters (Finishing and Shuttering)
- Electronic Technicians/Helper
- Painters (Spray Wall)/Helper
- Scaffolder/Helper
- Mason - Foremen
- Mason - Construction Helpers
- Mason - Brick Layers
- Mason - Tile/Marble Fitters

### SECURITY GUARDS

- Security Officer
- Security Supervisor
- Ex-British Gurkha Army
- Ex-Indian Gurkha Army
- Ex-Nepalese Army
- Ex-Nepal Police
- Civil Security Guard
- Body Guard
- Watch Man & many more.





## CATEGORIES WE CAN PROVIDE

### VEHICLE/HEAVY EQUIPMENT OPERATOR AUTO MECHANIC AND MAINTENANCE

- Light Vehicle Drivers
- Car/Van/Minibus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane Operator
- Motor/ Grader/Dozer/Backhoe Operator
- Roller Operators
- Bulldozer Operator
- Scrapper Operator
- Auto Mechanic
- Diesel Mechanics
- Heavy Duty Mechanic
- Wireless Technician
- Denter/Painter

### HOTEL AND CATERING STAFF

- Manager and Asst. Manager
- Public Relation Officer
- Restaurant Captain
- Cook (Continental, Chinese, Indian and Arabic)
- Asst. Cooks
- Waiters/Stewards
- Fast Food Crew
- Food and Beverage Controller
- Food and Beverage Manager
- Bakers/Barman
- Kitchen Helpers
- Dishwasher men
- Laundrymen
- Pressmen/Janitors
- Housekeepers/Room makers





## CATEGORIES WE CAN PROVIDE

### ENGINEERING

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer

### AGRICULTURAL & FARMING GROUP

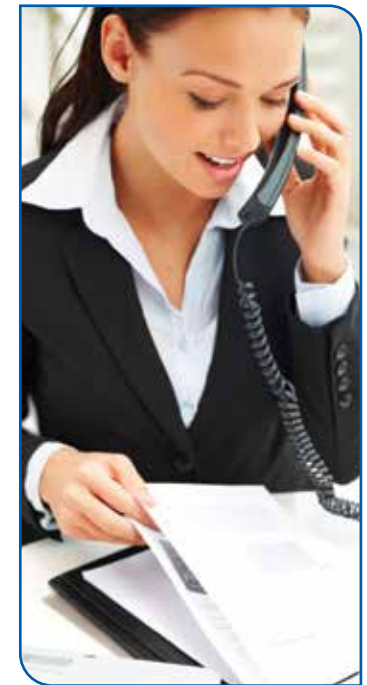
- Engineer Landscaping
- Engineer Irrigation
- Supervisors
- Foremen
- Gardeners/Farmers

### OFFICE PERSONNEL MANAGEMENT

- Office Manager/Asst. Manager
- Manager - Marketing, Sales, Admin.
- Accountants, Cashiers
- Secretaries, Storekeeper, Purchasers
- Clerks, Typists, Data Entry Operators
- Office Boys/Tea Boys/Bell Boys

### SUPERMARKET

- Salesman
- Check out Cashier
- Trolley Boys
- Shelves/ Rack Organizers
- Cleaners/Stockers/Merchandiser



## CATEGORIES WE CAN PROVIDE

### INFORMATION TECHNOLOGY

- Computer Engineer
- System Administrator/Engineers
- Programmers
- System Analysts
- Network Administrators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks



### MANUFACTURING

- Automotive
- Petrochemical & Associated Products
- Building Products
- Consumer Products
- Forestry Pulp & Paper
- Machinery & Equipment
- Pharmaceuticals
- Industrial Products



### GARMENTS AND TEXTILE

- Production Managers
- Supervisors
- Pattern Makers
- Cutting Masters
- Tailors
- Checkers, Helpers



## CATEGORIES WE CAN PROVIDE

### AIR CONDITIONING (WINDOW TYPE, SPLIT LEVEL & CENTRAL UNIT)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians



### HOSPITAL STAFF GROUP

- Doctor: Gynecology (Surgeon); MRCOG
- Doctor: Physician (General); MD
- Doctor: Surgeon; MD
- Doctor: Gynecology; MS
- Doctor: Urology; MS
- Doctor: Skin (Skin & UD); MD
- Doctor: Nephrology; MD
- Nurses (General Ward) - Diploma
- Nurses (Midwifery Gynecology) - Diploma
- Nurses (ICU) - Diploma
- Nurses (Surgery/ Operation Theatre) - Diploma
- Asst. Nurses (Cleaners) Male - Diploma
- Asst. Nurses (Cleaners) Female - Diploma
- Technician Lab - Diploma
- X-ray Technician - Diploma



# DOCUMENTATION

Requirements of documents from workers seeking employment vary from one country to another. Requirement of documents also depend on whether the embassy of the man-power importing country has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final decision for sending workers overseas. We follow the standard government provisions to avoid unnecessary hassles to the workers.

## Principle Documents:

1. Demand Letter
2. Power of Attorney
3. Employment Contract
4. Inter Party Agreement
5. Guarantee Letter

## DEMAND LETTER

Addressed to authorizing Palhi Overseas Pvt. Ltd. (License No. 594/062/063) Kathmandu Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits to workers.

## POWER OF ATTORNEY

Addressed to authorizing Palhi Overseas Pvt. Ltd. (License No. 594/062/063) Kathmandu Nepal to be true and lawful attorney and agent of Nepal.

## INTER PARTY AGREEMENT

Employing Company should provide us service agreement between company and recruitment agency in Nepal.

## EMPLOYMENT CONTRACT

One copy each signed and Sealed by the employer & employee.

## GUARANTEE LETTER

Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose.

## For The Kingdom of Saudi Arab

Following additional Documents are essential for KSA only.

## AUTHORIZATION LETTER/COUNSELOR LETTER

## COMPANY REGISTRATION (CR) COPY

## VISA APPROVAL SLIP (BANK SLIP)

Note: Documents Should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority & Nepalese Embassy of the respective country.



# SAMPLE OF REQUIRED DOCUMENTS

[ Letter Head pad ]

REF. NO. ....  
DATE: .....

**POWER OF ATTORNEY**

Know all men by those present to that we, ..... [company name and address] ..... do hereby nominate, constitute and appoint M/S Palhi Overseas Pvt. Ltd., License No # 594/062/063, Kathmandu, Nepal (herein after called Attorney) our true and lawful Attorney and recruiting agent in Nepal for the purpose of handing all to sign all necessary documents as required by the laws and regulations pertaining to employment of workers to arrange for their passports and visa endorsements with the Embassy and arrangements for their passage and other legal formalities that deem necessary.

In witness we, have executed this instrument by the hand of their duly authorized representative this day.

Place :  
Date : .....

[.....]  
Name  
Designation  
&  
Seal

Specimen Copy

**POWER OF ATTORNEY**

[ Letter Head pad ]

REF. NO. ....  
DATE: .....

**DEMAND LETTER**

M/S Palhi Overseas Pvt. Ltd.  
License No # 594/062/063  
Kathmandu, Nepal

Kindly arrange to select and recruit the following person/workers from Nepal on the terms and conditions given bellow to work for our various ongoing projects in (Country Name) .

SL No.	CATEGORIES	QTY	SALARY
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....

**TERMS & CONDITIONS**

1. The place of employment shall be (Name of Country).
2. Resident permit fee will be borne by the Employer.
3. Food, Accommodation, Insurance, Medical and Transportation will be provided by the company.
4. Air passage will be free after completion the contract.
5. Working hours will be eight (8) hours per day - 6 days a week.
6. Duration of contract will be 2 years and can be renewable.
7. All other terms & conditions as per (Name of Country) labor laws.

Yours truly,  
.....  
Signature and seal of the employer

Specimen Copy

**DEMAND LETTER**

# SAMPLE OF REQUIRED DOCUMENTS

[ Letter Head pad ]

REF. NO. ....  
DATE: .....

**Specimen Copy**

## EMPLOYMENT CONTRACT

This deed of employment contract is executed on ...../...../.....between ..... [company name and address]..... (Hereinafter called First Party ) and Mr..... with Passport No.....(Hereinafter called Second Party) Regarding the acceptance of the offer to work in the above mentioned below:

### TERMS & CONDITIONS:

1. The second party accepted to work in the position of ..... under the management of the first party and accepted to undergo 3 months probationary period. After successfully performing previous three months probationary period.
2. In case the second party fails to provide his professional work the first party has right to deduct the salary. The first party reserves the right to terminate contract if second party found neglection his duty, or slowing down his production which caused loss to his employer, lie will be sent back to his country of origin on his own expenses.
3. The first party shall be provided a monthly salary of ..... for 8 hours duty a day and 6 days in a week. Any extra hour of the work will he paid as overtime as per the company rule.
4. The second party will be provided free food, accommodation, medical treatment, insurance, uniform and transportation from the residence to the working site. The first party is entitled to get..... days-paid leave after completion of two years contract.
5. In case the second party wants to come back to Nepal for any reason he should give the written notice to the management before one month. For this reason the first party will not bear any travelling expenses. In case the first party wants to send back to the second party for any other reason, all the expenses of repatriation/traveling will be borne by the first party.
6. The first party shall bear Government fees like exit, re-entry cost, resident permit and other taxes but no responsible for the wrong conduct or mis behaviour. He should abide by all rules and regulations of ..... labour laws.
7. Both the parties have read, understood, accepted and signed this agreement with above mentioned terms and conditions in their full mental sense. This document will be treated authentic as a proof for both the parties if required to be produced in any official authorities.

First Party      Second Party  
Name:.....Name:.....  
Signature:..... Signature:.....  
Company Seal:

## EMPLOYMENT CONTRACT

[ Letter Head pad ]

REF. NO. ....  
DATE: .....

**Specimen Copy**

## INTER PARTY AGREEMENT

This deed of agreement is executed on ...../...../.....between ..... [company name and address] ..... (Here-in- after called Employer) and M/S Palhi Overseas Pvt. Ltd. of Kathmandu, Nepal (Here-in- after called Recruiter) to recruit manpower from Nepal for employment in .....in the terms and conditions mentioned below:

1. The "Employer" will provide all the required documents i.e. Demand Letter, Power of Attorney, Inter Party Agreement, Employment Contract, Guarantee Letter duly attested from the concerned authorities.
2. The person or persons recruited shall be for the post or posts as per the demand letter and shall be designated as stated in the demand letter. The duration of the contract shall be for a period of (2) TWO years. The person or Persons engaged shall be required to perform duties as mentioned in the agreement.
3. The "Employer" shall provide uniform accommodation with Air condition, Medical Care, Transportation, and Insurance, free of cost. Overtime shall be paid for extra hours other than 8 hours as per company rule. The working hours shall be (8) EIGHT hours per day & (6) Six days a week.
4. Upon receipt of the documents of clause 1, the "Recruiter" will be responsible to advertise, pre-interview and line-up adequate candidates for final selection. The "Recruiter" shall undertake to ensure that all applicants selected by them will fit for the job and shall be guaranteed for a period of 90 days from the date of departure from Nepal. In case of any candidates found medically unfit at the working country, it is the responsibility of "Recruiter" to repatriate the candidate and provide replacement for the same within 15 days. All the charges for repatriation/replacement will be borne by the "Recruiter"
5. The "Employer" will be sole responsible for the timely payment of monthly salary as informed and mentioned in Demand Letter. All other facilities mentioned in the terms & conditions of Demand Letter must be provided to the candidates without any predicament. If any deduction is applicable in the mentioned basic salary, it is to be clearly mentioned in the demand letter prior to the candidates to avoid future inconveniences. If any problematic condition arises in the payment of monthly salary and other facilities to be provided, it is the responsibility of "Employer" to elucidate the problem.
6. Upon receipt of the visa copies, the "Recruiter" is responsible to make available the workers at site within 35 days in maximum.
7. In case of death of the employee during the contract period, the company shall agree to repatriate the remains of the deceased along with the personal belongings and savings at the expenses of the company/employer. Both in case of death and injury compensation shall be paid according to labour Laws of the employed country.

We both parties read & understood clearly all the above mentioned clauses and signed this document by us agreeing to pursue it strictly.

Employer:      Recruiter:  
.....[COMPANY NAME].....      M/S Palhi Overseas Pvt. Ltd.  
Name:.....      Name:.....  
Designation:.....      Designation:.....  
Signature:.....      Signature:.....  
Company Seal:      Company Seal:

## INTER PARTY AGREEMENT

# SAMPLE OF REQUIRED DOCUMENTS

[ Letter Head pad ]

REF. NO. ....  
DATE: .....

**Specimen Copy**

**GUARANTEE LETTER**

To  
The Director General  
Department of Foreign Employment  
Kathmandu, Nepal

Dear, Sir,

We are pleased to inform you that we have appointed M/S Palhi Overseas Pvt. Ltd. Kathmandu, Nepal holding License No # 594/062/063, under the Ministry of Labour & Employment, Nepal, to act on our behalf for the recruitment of personnel from Nepal.

And therefore, we hereby give full assurance that the workers recruited by M/S Gorkhas Associate Pvt. Ltd. to the aforesaid company will be appointed to their assignments within and only in..... (Name of Country)..... and we also fully guarantee that the said workers will not be sent/employed to any other foreign countries.

We will remain obliged for your kind co-operation and necessary action in this regard so as to make the deployment soonest possible.

Thanking you & best regards,

Name:  
Designation:  
Company Seal:

**GUARANTEE LETTER**

[ Letter Head pad ]

REF. NO. ....  
DATE: .....

**Specimen Copy**

**CONSULAR LETTER**

His Excellency - Head of Consulate Section  
Embassy of the Kingdom of Saudi Arabia

Your Excellency,

I/We have appointed M/S Palhi Overseas Pvt. Ltd. holding recruiting License No # 594/062/063 as our true and lawful attorneys/agents in Nepal by virtue of Power of Attorney, executed by me/us in his/their favour for processing and recruiting of my/our demand of manpower against my/our requisition letter no. .... dated ..... issued by me/us under visa no. .... dated .....

I/we request you to kindly endorse the visas at the request of my/our aforesaid attorney/agents on my/your behalf. Thanking you for your good co-operation, please accept our regards.

Signature & seal of employer

.....  
(Name of Authorized Staff of Person)

**CONSULAR LETTER**



# RECRUITMENT PROCEDURE

## **Demand from Employer:**

After we receive the demand by courier from your Ministry of Labour, we require you to produce following documents after agreement is done regarding the terms and conditions. It Should be in favor of our company Palhi Overseas Pvt. Ltd. :

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

After receiving the documents, we will send them to Ministry of Labour, Nepal for the permission of recruitment.

## **Pre-Screening of Candidates:**

Upon receipt of the permission for recruitment form Ministry of Labor, we publish an advertisement in leading national daily newspaper calling for the potential candidates. The applicants are interviewed and pre-screened by the recruitment officers of Palhi Overseas Pvt. Ltd. who also provide information regarding the requirement. Only the Shortlisted candidates are called in for the final interview.

## **CV Forwarded to Employer's Company:**

CV's of potential candidates shortlisted by our staff are sent to the employer's company. The CV's of the candidates comprises of all the necessary documents that will help employers to select the right candidate for them.



# RECRUITMENT PROCEDURE

## Final Interview:

We apply below three interview techniques for the shortlisted Candidates.

**A. Video Call:** This technique is for those who are too busy to come to Nepal for interviewing the candidates selected in preliminary selection. We make every arrangement for the interview between employers and the employee through video call.

**B. Final Interview by Employer:** Many employers visit Nepal for final interview. We make all the necessary preparations for interview. We call shortlisted candidates for the particular day. We have fully equipped AC rooms and other modern facilities all that an interviewer might need.

**C. On Behalf of the Employer:** Sometimes, recruiting company give full authority to us for entire selection procedures. In such case, we carry out interviews on behalf of the employers and make all dispatching arrangements to the employment destination.

## Trade Test for Skilled Workers:

We form a selection committee before making a final decision for appointment. The selection committee includes representatives from different departments of the company and from our technical training institute. The Selection committee carries out skill tests of all skilled manpower in the concerned discipline. Only those persons recommended by the selection committee are selected for overseas employment.



# RECRUITMENT PROCEDURE

## Medical Check Up:

Candidates have to go through different processes after final selection. This is aimed at selecting competent, disciplined and healthy manpower desired by an employer. Medical check-up too is one important process. We recommend all shortlisted candidates for medical examinations in the government approved hospitals. Only medically fit candidates are eligible to sign an agreement. We disqualify medically unfit candidates.

## Orientation:

Orientation for selected workers on local culture, tradition, social practices and social and religious taboos is essential in the employer's country. We have an inbuilt mechanism for orientation for workers before they are sent to working destinations. It is aimed to make the workers used to with the new culture of another country. They have to understand immigration and labour laws as well as rituals, social taboos, tradition and culture of particular country. We have designed courses for the orientation based on the countries and their cultures. We instruct our workers about the social practices forbidden by the laws of the land. Orientation is designed to avoid misunderstanding with the local people and for maintaining harmony between the migrant workers and the people of the particular country.





## RECRUITMENT PROCEDURE

### Employment Visa:

The visa endorsement process differs from country to country. We dispatch all the documents related to the workers to the company to make a final selection. After that the employing company confirms and sends the visa confirmation, and then only we apply in the concerned embassy or electronic authorization officer for visa endorsement in the passport. Other processes move ahead after the visa is endorsed by the embassy.

### Travelling Arrangement for Deployment:

The travel arrangement is the final process. After signing of the contract with the employee, we make travel arrangements. This includes handing over all the required documents to the employee prior to their departure.



## TERMS & CONDITIONS

1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY mentioning the number of workers required and the categories, salary and other service conditions , along with Power of Attorney, Guarantee Letter, Inter Party Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit workers from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chamber of Commerce and industry of the employing country, Foreign Ministry and The Nepalese Embassy.
2. Both parties herein shall obtain the approval of the respective governments to source, recruit and supply the workers as per the rules and regulations of both countries in regard to the conditions necessary to source and oursource.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experiences 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 workers 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 of the personnel selected through written consent 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 details by any means of communication written consent or telephonic confirmation to receive them on arrival by the FIRST PARTY.
8. The FIRST PARTY will be responsible for receiving the workers at the airport.
9. The earning of the workers 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 candidates accordingly, prior to mobilization.
10. Within the three (3) months 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 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. All expenses incurred there shall be borne by the SECOND PARTY.
11. Arrival of the selected workers 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.
12. FIRST PARTY has to compensate the worker on their own expenditure if the worker will not get all facilities as per Employment Contract and the company collapse before contract periods.
13. 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 labors law of country concerned.

# DEMAND LETTERS



**TOYOPLAS MANUFACTURING (MALAYSIA) SDN. BHD.**  
CO REG. 200301018383 (636236-T)  
 PTD 105112, JALAN CYBER 4,  
 KAWASAN PERINDUSTRIAN SERIAS 7/1, SAKSINI SERIAS,  
 81400 DAERAH RUSAK, JOHOR, MALAYSIA  
 TEL : +607 7 595 5233 FAX : +607 7 595 5246

Date: 07 Jun 2022

**PALHI OVERSEAS PVT. LTD.**  
 Annapurna Marga,  
 Kathmandu 44600,  
 Nepal.

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference KSM/FWCMS/YXC00000085 dated 03/06/2022, we hereby appoint your company to recruit 200 workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

1. Number of workers : 200 Workers
2. Sector : Manufacturing
3. Job Description : Factory Workers
4. Age : 18-45 years old
5. Contract Period : 2 years
6. Wages
  - Basic monthly wage : RM 1500 month (RM 57.69 /day x 26 days)
  - a. Allowances : RM - month
  - b. Overtime (OT) : RM 562.50 month
  - (Normal day : RM 1500 / 26 days / 8 hours x 1.5 x 52 hours = RM 562.50)
  - (Rest day : RM ... / 26 days / 8 hours x 2.0 x ... hours = RM ...)
  - (Public Holidays : RM ... / 26 days / 8 hours x 3.0 x ... hours = RM ...)
  - Total minimum monthly income: RM 2062.50 month
7. Working days : 6 days per week
8. Working hours : 8 hours per day or 48 hours per week
9. Contract Period :
  - a. The duration of contract shall be for a period of two (2) years from the date of arrival of worker.
  - b. This Contract may be extended for another additional two (2) years by mutual agreement of both parties.




Toyoplas Group of Companies  
[www.toyoplas.com](http://www.toyoplas.com)



**Instruments Technology (Johor) Sdn. Bhd.**  
Registration of Sdn. Instrument Register No. 2481  
 No. 18, Jalan Prima 2,  
 Kawasan Perindustrian Tekong II,  
 81100 Johor Bahru, Johor.  
 Tel: +607-3578340

Date: 14/03/2022

To,  
**PALHI OVERSEAS PVT LTD**  
 G.P.O BOX NO 9780  
 LOSHAL ANNAPURNMARG, CHAPPALKARKHANA, KATHMANDU NEPAL  
 Recruiting Licence No. 594/062/063

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference KDN/16031/JKAYK294019(L) dated 14/02/2022, we hereby appoint your company to recruit One Hundred Fifty (150) (110 FEMALE WORKERS & 40 MALE WORKERS) workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

1. Number of workers : One Hundred Fifty (150) Workers  
(110 FEMALE WORKERS & 40 MALE WORKERS)
2. Sector : Manufacturing Sector
3. Job Description : Factory Workers
4. Age : 18 – 45 years old
5. Contract Period : 2 years
6. Wages
  - Basic monthly wage : RM 1,200.00 / per month (RM46.15 /day x 26 days)
  - a. Allowances : RM - month
  - b. Overtime (OT) : RM 450.00 / month
  - (Normal day : RM 1,200.00/ 26 days / 8 hours x 1.5 x 52 hours = RM450.00)
  - (Rest day : RM 1,200.00/ 26 days / 8 hours x 2.0 x .....hours = RM.....)
  - (Public Holidays : RM 1,200.00/ 26 days / 8 hours x 3.0 x .....hours = RM.....)
  - Total minimum monthly income: RM 1,650.00 per month
7. Working days : 6 days per week
8. Working hours : 8 hours per day or 48 hours per week
9. Contract Period :
  - a. The duration of contract shall be for a period of two (2) years from the date of arrival of worker.
  - b. This Contract may be extended for another additional two (2) years by mutual agreement of both parties.




Instruments Technology (Johor) Sdn Bhd  
Company No: 802208-A13  
 No. 18, Jalan Prima 2,  
 Kawasan Perindustrian Tekong II,  
 81100 Johor Bahru, Johor.  
 Tel: +607-3578340

☐ No. 18, Jalan Prima 2, Kawasan Perindustrian Tekong II, 81100 Johor Bahru, Johor. Tel: +607-3578340 Fax: +607-3522340  
 ☐ No. 18, Jalan Prima 2, Kawasan Perindustrian Tekong II, 81100 Johor Bahru, Johor. Tel: +607-2603166 Fax: +607-2603144

# DEMAND LETTERS



**Aureumaex Industries (M) Sdn. Bhd.**  
 (No. Syarikat : 41443-X)  
 Lot 5556, Block 2 & 3, Batu 14, Jalan Muar,  
 84900 Tangkak, Johor, Malaysia.  
 Tel : 06-9791348 / 9791349 / 9791350 Fax : 06-9791351

Date: 20 Jun 2022

**PALHI OVERSEAS PVT. LTD**  
 Annapurna Marga,  
 Kathmandu 44600,  
 Nepal.

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference **KSM/PWCMS/YK740000186** dated **20/05/2022**, we hereby appoint your company to recruit **50 workers** for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

1. Number of workers : 50 Workers
2. Sector : Manufacturing
3. Job Description : Factory Workers
4. Age : 18-45 years old
5. Contract Period : 2 years
6. Wages
  - Basic monthly wage : RM 1500 month (RM 57.69 /day x 26 days)
  - a. Allowances : RM - month
  - b. Overtime (OT) : RM 562.50 month
  - (Normal day : RM 1500 / 26 days / 8 hours x 1.5 x 52 hours = RM 562.50)
  - (Rest day : RM ... / 26 days / 8 hours x 2.0 x ... hours = RM ...)
  - (Public Holidays : RM ... / 26 days / 8 hours x 3.0 x ... Hours = RM ...)
  - Total minimum monthly income: RM 2062.50 month**
7. Working days : 6 days per week
8. Working hours : 8 hours per day or 48 hours per week
9. Contract Period :
  - a. The duration of contract shall be for a period of two (2) years from the date of arrival of worker.
  - b. This Contract may be extended for another additional two (2) years by mutual agreement of both parties.



**復興樹膠有限公司**  
**HOCK HIN (MUAR) RUBBER CO. SDN. BHD.**  
 199901007329-102-00



88, JALAN SAHABUHAN, 84000 MUAR, JOHOR, MALAYSIA. TEL: 006 - 952 1121, 952 2857, 951 0544  
 E-MAIL : admin@hockhinrub.com FAX: 006 - 952 0190

Date: 13 Oct 2022

**PALHI OVERSEAS PVT. LTD**  
 Annapurna Marga,  
 Kathmandu 44600,  
 Nepal.

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Human Resources Approval Reference **KSM/PWCMS/YUC70000097** dated **17/08/2022**, we hereby appoint your company to recruit **25 workers** for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

1. Number of workers : 25 Workers
2. Sector : Manufacturing
3. Job Description : Factory Workers
4. Age : 18-45 years old
5. Contract Period : 2 years
6. Wages
  - Basic monthly wage : RM 1500 month (RM 57.69 /day x 26 days)
  - a. Allowances : RM - month
  - b. Overtime (OT) : RM 562.50 month
  - (Normal day : RM 1500 / 26 days / 8 hours x 1.5 x 52 hours = RM 562.50)
  - (Rest day : RM ... / 26 days / 8 hours x 2.0 x ... hours = RM ...)
  - (Public Holidays : RM ... / 26 days / 8 hours x 3.0 x ... hours = RM ...)
  - Total minimum monthly income: RM 2062.50 month**
7. Working days : 6 days per week
8. Working hours : 8 hours per day or 48 hours per week
9. Contract Period :
  - a. The duration of contract shall be for a period of two (2) years from the date of arrival of worker.
  - b. This Contract may be extended for another additional two (2) years by mutual agreement of both parties.



復興樹膠有限公司  
**HOCK HIN (MUAR) RUBBER CO. SDN. BHD.**  
 (Company No. 199901007329-102-00)  
 88, Jalan Sahabuhan, 84000 Muar, Johor,  
 Malaysia. Tel: 06-9521121, 9510544

Factory : 87, 88 & 89, Jalan Sahab, 84000 Muar, Johor, Malaysia. Tel: 06-9521121, 9510544 Fax: 06-9520171. Lab / Tel & Fax: 06-9520493

# DEMAND LETTERS



**MR D.I.Y. (M) SDN BHD** (C.A. No. : 898671-B)

Lot 1851-A & 1851-B, Jalan KPB 6, Kawasan Perindustrian Bataikong,  
43300 Seri Kembangan, Selangor,  
Tel No. : 603 - 8961 1338  
Fax No. : 603 - 8964 0930 (Account/HR)  
603 - 8964 0925 (Operation)

**DOES  
RED DOCS**

Date : 31.10.2014

To,

PALHI OVERSEAS PVT. LTD.  
Recruiting License No. 594092063-HM3, Nepal  
Dept. of Industry Lic. No. ....

Dear Sir/Madam,

**Re: 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 workers : 165
2. Job Category : Servicing
3. Job Description : Retail and Wholesale Store Worker
4. Age : (18 - 40 yrs.)
5. Contract Period : 3 years
6. Basic Monthly Salary : RM 34.61 x 26 days = RM 900.00

Allowance	Amount in RM
Attendance	RM 0.00
Food	RM 0.00
Transport	RM 0.00
Shift	RM 0.00
Overtime (as per Government rule) RM 6.46 x 3 hrs x 26days =	RM 506.22
Any other	RM 0.00
<b>Total:</b>	<b>RM 1,406.22</b>



**MR. D.I.Y. (M) SDN BHD**  
(C.A. No. 898671-B)  
(Main Head Quarter)  
Lot 1851-A & 1851-B, Jalan KPB 6,  
Kawasan Perindustrian Bataikong,  
43300 Seri Kembangan, Selangor.  
Tel: 63-03-8961 1338 (Headoffice)  
Fax: 63-03-8964 0930 (Operation)  
63-03-8964 0925

**KK FAMILY MART SDN BHD** (692264-X)

LOT 28398, JALAN MILENIA,  
71760 BANDAR BARU ENSTEK,  
NEGERI SEMBILAN,  
TEL & FAX : 06-7915782

Date: 10 Jun 2022

**PALHI OVERSEAS PVT. LTD**  
Annapurna Marga,  
Kathmandu 44600,  
Nepal.

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference KSM/FWCMS/YK850000170 dated 01/06/2022, we hereby appoint your company to recruit 100 workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

1. Number of workers : 100 Workers
2. Sector : Services
3. Job Description : Retail and Wholesale Business
4. Age : 18-45 years old
5. Contract Period : 2 years
6. Wages
  - Basic monthly wage : RM 1500 month (RM 57.69 /day x 26 days)
  - a. Allowances : RM - month
  - b. Overtime (OT) : RM 562.50 month
  - (Normal day : RM 1500 / 26 days / 8 hours x 1.5 x 52 hours = RM 562.50)
  - (Rest day : RM ... / 26 days / 8 hours x 3.0 x ... hours = RM ...)
  - (Public Holidays : RM ... / 26 days / 8 hours x 3.0 x ... Hours = RM ...)
  - Total minimum monthly income: RM 2062.50 month
7. Working days : 6 days per week.
8. Working hours : 8 hours per day or 48 hours per week.
9. Contract Period :
  - a. The duration of contract shall be for a period of two (2) years from the date of arrival of worker.
  - b. This Contract may be extended for another additional two (2) years by mutual agreement of both parties.



**KK FAMILY MART SDN BHD**  
LOT 28398, JALAN MILENIA,  
71760 BANDAR BARU ENSTEK,  
NEGERI SEMBILAN DARUL IKSUSIA





# DEMAND LETTERS



**糖果王宮(馬)有限公司**  
**DICKFIELD INDUSTRIES (M) SDN-BHD**

Lot 6382 & 6384, Kawasan Industri, Taman Gunung Mas,  
73000 Tampin, Negeri Sembilan, Malaysia.  
Tel: +6(06) 4431111 Fax: +6(06) 4433433  
Email: info@candy.com.my Website: www.candy.com.my



Date: 15/08/2022

To,  
**PALHI OVERSEAS PVT LTD**  
G.P.O BOX NO 9780  
LOSHAL ANNAPURNAMARG, CHAPPALKARKHANA, KATHMANDU NEPAL  
Recruiting Licence No. **594/062/063**



Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference KSM/FWCM5/YTL10000001 dated 03/08/2022, we hereby appoint your company to recruit **FIFTY (50) 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 workers : **FIFTY (50) MALES**
2. Sector : Manufacturing Sector
3. Job Description : Factory Workers
4. Age : 18 – 45 years old
5. Contract Period : 2 years
6. Wages
  - Basic monthly wage : RM 1,500.00 / per month (RM 57.69/day x 26 days)
  - a. Allowances : RM - month
  - b. Overtime (OT) : RM 562.50 / month
  - (Normal day : RM 1,500.00/ 26 days / 8 hours x 1.5 x 52 hours = RM 562.50)
  - (Rest day : RM 1,500.00/ 26 days / 8 hours x 2.0 x ..... hours = RM.....)
  - (Public Holidays : RM 1,500.00/ 26 days / 8 hours x 3.0 x ..... hours = RM.....)
- Total minimum monthly income: **RM 2,062.50 per month**
7. Working days : 6 days per week
8. Working hours : 8 hours per day or 48 hours per week



**Lim Heng Kok**  
Penyarah Pengarah Tenaga Kemanusiaan  
Kementerian Kerja Malar  
Kementerian Perdagangan



**DICKFIELD INDUSTRIES (M) SDN. BHD.**  
Lot 7384, Kawasan Industri Kecil,  
Taman Gunung Mas, 73000 Tampin,  
Negeri Sembilan.  
WEBSITE: www.candy.com.my



**HEXACHASE LABELS SDN BHD**  
REG NO. 199042037 (33788-A)  
No. 20, Jalan TTC 2/6, Taman Teknologi Cheng, 75250 Malaka.  
Tel: +606-335 7472 | +606-335 7481 | Fax: +606-335 0029  
Website: www.hexachase.com

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Date : 22/03/2023

**PALHI OVERSEAS PVT LTD**  
G.P.O BOX NO 9780  
LOSHAL ANNAPURNAMARG, CHAPPALKARKHANA, KATHMANDU NEPAL.  
Recruiting Licence No. **594/062/063**

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Human Resources / Ministry of Home Affairs Approval KSM/100/2022/009482 dated 20/10/2022, we hereby appoint your company to recruit **TWENTY (20) 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 Workers : **TWENTY (20) MALE** workers
2. Sector : Manufacturing Sector
3. Job Description/Job Title : Factory Worker
4. Age : 18 – 45 years old
5. Monthly Wages : RM 2,100.00
  - i. Basic wages : RM 1,500.00 /month / RM 57.69 / day
  - ii. Allowances (if any) : RM -
  - iii. Overtime (OT) : RM 600.00 / Month
  - (Normal day (RM 1,500.00 / 26days / 7.5 hours X 1.5) X 52 hours = RM 600.00)
6. Working Days : In accordance with Malaysia Labour Laws.
7. Working hours : In accordance with Malaysia Labour Laws.
8. Contract Period:  
The duration of the Contract of Employment shall be for a period of two (2) years commencing on the day of arrival of the worker in Malaysia until such time this Contract of Employment is terminated in accordance with the terms and conditions of the Contract of Employment.



**Lim Heng Kok**  
Penyarah Pengarah Tenaga Kemanusiaan  
Kementerian Kerja Malar  
Kementerian Perdagangan



**HEXACHASE LABELS SDN. BHD.**  
REG NO. 199042037 (33788-A)  
No. 20, Jalan TTC 2/6,  
Taman Teknologi Cheng,  
75250 Malaka,  
Tel: 06-3357472/3357481 FAX: 06-3350029

# DEMAND LETTERS

**永潮興紙廠有限公司**  
**YEONG CHAUR SHING PAPER MILL SDN. BHD.**

NOC No: 197301002086 (16182M) SST No: W19-1808-22000052

OFFICE: 19 & 17, JALAN SUPPINSILIP, BATU 3, JALAN POK, 11050 HAJAJA LUMPUR, TEL: 650-4043 691 FAX: 650-4043 082 E-MAIL: enquiry@yongchaursing.com  
FACTORY: LOT 736, MUKIM TAMPOK KUBONG, MELAKA TERANG, 76300 MELAKA, MALAYSIA. TEL: 65 36 325 2645 FAX: 65 36 326 2655 Website: www.yongchaursing.com

Date: 18/08/2022

To:  
**PALHI OVERSEAS PVT LTD**  
C/ P O BOX NO 9780  
LOSHAL ANNAPURNAMARG, CHAPPALKARIGHANA, KATHMANDU NEPAL,  
Recruiting Licence No. 594/062/063

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference KSM/FWCMS/YZ230000204 dated 18/08/2022, we hereby appoint your company to recruit **THIRTY (30) MALE** workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers** : THIRTY (30) MALES
- Sector** : Manufacturing Sector
- Job Description** : Factory Workers
- Age** : 18 – 45 years old
- Contract Period** : 2 years

**E. Wages**

Basic monthly wage	: RM 1,500.00 / per month (RM 57.69/day x 26 days)
a. Allowances	: RM - month
b. Overtime (OT)	: RM 562.50 / month
(Normal day)	: RM 1,500.00/ 26 days / 8 hours x 1.5 x 52 hours = RM 562.50
(Rest day)	: RM 1,500.00/ 26 days / 8 hours x 2.0 x ..... hours = RM.....
(Public Holidays)	: RM 1,500.00/ 26 days / 8 hours x 3.0 x ..... hours = RM.....

**Total minimum monthly income: RM 2,062.50 per month**

- Working days** : 6 days per week
- Working hours** : 8 hours per day or 48 hours per week

**YEONG CHAUR SHING PAPER MILL SDN. BHD.**  
R/C No: 197301002086 (16182M)  
Lot 736, Mukim Tampok Kubong,  
Melaka Tengah, 76350 Melaka,  
Tel: 65-3552548 Fax: 65-3552658

Date : 15<sup>th</sup> Oct 2019

**PALHI OVERSEAS PVT. LTD**  
Annapurna Marga,  
Kajhmandu 44600,  
Nepal.

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference **KDN/16031/WEAPR5924248** dated **23/05/2018**, we hereby appoint your company to recruit **70** workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers** : 70 Workers
- Sector** : Manufacturing
- Job Description** : Factory Workers
- Age** : 18-45 years old
- Contract Period** : 2 years

**6. Wages**

Basic monthly wage	: RM 1170 month (RM 45.00 /day x 26 days)
a. Allowances	: RM - month
b. Overtime (OT)	: RM 548.44 month
(Normal day)	: RM 45.00 / 26 days / 8 hours x 1.5 x 2 hours = RM 16.875
(Rest day)	: RM 45.00 / 26 days / 8 hours x 2.0 x ..... hours = RM 45.00
(Public Holidays)	: RM - / 26 days / 8 hours x 3.0 x ..... hours = RM - )

**Total minimum monthly income: RM 1718.44 month**

- Working days** : 6 days per week
- Working hours** : 8 hours per day or 48 hours per week

9. Contract Period :

- The duration of contract shall be for a period of two (2) years from the date of arrival of worker.

**DDG GLASS MFG SDN. BHD.**  
Lot 8, Jalan Bah 28, Kawasan Perindustrian MRL, Bandar Seri Alam, 81550  
Tel : +607 288 2888 Fax : +607 288 3621 Website : www.ddg-glass.com

# DEMAND LETTERS

**OLYMPIC CABLE**  
A MEMBER OF OBEK GROUP

Olympic Cable Company Sdn Bhd  
No. 11, Jalan 1/11, Seksyen 11, Taman Perindustrian Beringin, 71200 Seremban, Malaysia  
Tel: +606 2271 886, +606 2271 889  
Fax: +606 2271 889, +606 2271 911  
Website: www.olympic-cable.com

Date: 28/07/2022

To,  
**PALHI OVERSEAS PVT LTD**  
G.P.O BOX NO 9789  
LOSHAL ANNAPURNAMARG, CHAPPALKARKHANA, KATHMANDU NEPAL  
Recruiting Licence No. 594062063

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference KSM/FWCM/S/Y202000090 dated 26/07/2022, we hereby appoint your company to recruit **TWENTY FIVE (25) MALE** workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : **TWENTY FIVE (25) MALES**
- Sector : Manufacturing Sector
- Job Description : Factory Workers
- Age : 18 – 45 years old
- Contract Period : 2 years
- Wages
  - Basic monthly wage : RM 1,500.00 / per month (RM 57.69/day x 26 days)
  - a. Allowances : RM - month
  - b. Overtime (OT) : RM 562.50 / month
  - (Normal day : RM 1,500.00/ 26 days / 8 hours x 1.5 x 52 hours = RM 562.50)
  - (Rest day : RM 1,500.00/ 26 days / 8 hours x 2.0 x .....hours = RM.....)
  - (Public Holidays : RM 1,500.00/ 26 days / 8 hours x 3.0 x .....hours = RM.....)

Total minimum monthly income: **RM 2,062.50 per month**

- Working days : 6 days per week
- Working hours : 8 hours per day or 48 hours per week

*[Signatures and Stamps]*

Head Office, Sales & Marketing Office: Level 14, Palm JSC, Jalan Impian, 10150 Subang Jaya, Selangor  
Tel: +603 2117 1616 Fax: +603 2117 1627

**JOUBERT PVT**  
Joubert S.A. (M) Sdn. Bhd.; Lot 4, Alor Gajah Industrial Estate, 76000  
Melaka, Malaysia ☎ : 006 507 1235 / 761 - ; 608 536 3425 |

Date: 14/11/2022

To,  
**PALHI OVERSEAS PVT LTD**  
G.P.O BOX NO 9789  
LOSHAL ANNAPURNAMARG, CHAPPALKARKHANA, KATHMANDU NEPAL  
Recruiting Licence No. 594062063

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Human Resources Approval Reference KSM/100/2022/008250 dated 16/10/2022, we hereby appoint your company to recruit **SEVENTY (70) MALE** workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : **SEVENTY (70) MALES**
- Sector : Manufacturing Sector
- Job Description : Factory Workers
- Age : 18 – 35 years old
- Contract Period : 2 years
- Wages
  - Basic monthly wage : RM 1,500.00 / per month (RM 57.69/day x 26 days)
  - a. Allowances : RM - month
  - b. Overtime (OT) : RM 562.50 / month
  - (Normal day : RM 1,500.00/ 26 days / 8 hours x 1.5 x 52 hours = RM 562.50)
  - (Rest day : RM 1,500.00/ 26 days / 8 hours x 2.0 x .....hours = RM.....)
  - (Public Holidays : RM 1,500.00/ 26 days / 8 hours x 3.0 x .....hours = RM.....)

Total average monthly income: **RM 2,062.50 per month**

- Working days : 6 days per week
- Working hours : 8 hours per day or 48 hours per week

9. Contract Period

- The duration of contract shall be for a period of TWO (2) years from the date of arrival of worker.
- This Contract may be extended for another additional two (2) years by mutual agreement of both parties.

10. Payments to be borne by the Employer :

The Employer shall be responsible for the following payments:

- Security deposits as required by the Department of Immigration, Malaysia;
- Processing fees imposed by the Government of Malaysia;
- Work Pass (Temporary Employment)

A FULLY SUBSIDIARY OF : JOUBERT PRODUCTIONS S.A. S.P. 67, 63600 AMBERT, FRANCE

*[Signatures and Stamps]*

**JOUBERT S.A. (M) SDN. BHD.**  
Oto, Eke: 182150-71  
Lot 4, Kawasan Perindustrian Alor Gajah  
76000 Alor Gajah,  
Melaka.  
Tel: 06-50712318 Fax: 86-5563423

# DEMAND LETTERS



**利興傢俱有限公司**  
**LII HEN FURNITURE SDN. BHD.**  
(148815-V)



Date : 15/9/2012

To:

**PALHI OVERSEAS PVT. LTD.**  
Recruiting License No. 596562063 HMO, Nepal  
Dept. of Industry Lic. No. ....

Dear Sir,

**RE: 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:

01. Number of workers : 50
02. Job category : Manufacturing (Production Operator)
03. Age : 18 – 40
04. Contract period : 3 years
05. Salary
 

Basic Monthly salary : RM 21.00 / day / 26 days	RM 546.00
Allowance	
a) Performance allowance	
b) Food	
c) Transport	
d) Shift	
e) Overtime : RM 3.47/hr x 3 hrs x 26 days (Subject to Production Status)	RM 270.66
<b>Total</b>	<b>RM 816.66</b>
06. Working days : Monday to Saturday
07. Working hours : 8 hours per day / 48 hours per week
08. Overtime : In accordance with Malaysian Labor Law on normal days : salary x 1.5 on Sunday / rest day : salary x 2.0 on Public Holidays : salary x 3.0
09. Workmen Compensation : In accordance with Malaysian Labor Law : the foreign workers are covered by the Foreign Workers Compensation Scheme.
10. Accommodation : The employer provides free accommodation to the workers with free water and electricity.
11. Transportation : Shall be provided by employer.



**LII HEN FURNITURE SDN. BHD.**  
P.L.O. 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

Tel : 606-885 7202 Fax : 606-885 8270 (HQ)  
606-885 7818 (AGM)  
URL : www.liihenfurniture.com 606-885 8000 (MKTO)  
Email : lhb@liihenfurniture.com 606-885 8270 (HQ-PUR)  
606-885 8000 (LH-PUR)

A SUBSIDIARY OF LII HEN INDUSTRIES BHD.



**DELL SECURITY SERVICES SDN BHD** (Co. No. 650894-G)  
MEMBER SECURITY SERVICES ASSOC. OF MALAYSIA  
Laman Kementerian Dalam-Negeri No: 006021-026832  
WISMA DELL, NO 16, JALAN BP 6/1, BANDAR BUKIT PUCHONG,  
47120 PUCHONG, SELANGOR DARUL BHSAN,  
TEL : 03-8045 2320 / 03-8065 2321 FAX: 03-8045 2319  
E-mail : dellsec@yahoo.com

Our ref: DSSSB/RECRUIT/NEPAL/guard0001/2013  
Date : 4<sup>th</sup> March 2013

To,

**PALHI OVERSEAS PVT.LTD.**  
P.O.Box: 9780, Basundhara  
Kathmandu NEPAL  
Recruiting Licence no : 594-062-063

Dear Sir/Madam

**RE: 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 workers : FIFTEEN (15) Man
2. Job Category : Security Guard
3. Job Description : Guarding Clients Premises
4. Age : (18 – 40 yrs.)
5. Contract Period : Three (3) years
6. Salary:  
Basic monthly salary: RM 34.62\*26 days/ 8 hrs

Allowance	Amount in RM
Attendance	950.00 950.00
Food	-
Transport	-
Shift	-
Overtime (as per Government rule)	550.00 500.00
Any other .....	-
<b>Total:</b>	<b>1,450.00</b>



**DELL SECURITY SERVICES SDN BHD**

# DEMAND LETTERS



**益閣傢俱有限公司**  
**Ecomate Sdn. Bhd.** (Co. 2014100019 (170083-X))

**Factory A :** Lot 3611 (Ptd 4447), Kawasan Perindustrian Bukit Batu, Mukim Bukit, 84200 Muar, Johor, Malaysia  
**Factory B :** Lot PTD 7274, Kawasan Perindustrian Bukit Batu 7 1/2, Jalan Bukit CA290 Aluar, Johor, Malaysia  
**Tel :** 66-906 8558 / 06-986 8668 **Fax :** 66-906 8787  
**Website :** www.ecomate.com.my

Date: 09 May 2023

**PALHI OVERSEAS PVT. LTD**  
Annapurna Marg,  
Kathmandu 44600,  
Nepal.

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Human Resources Approval Reference KSM/FWCMS/YXC70000290 dated 03/06/2022, we hereby appoint your company to recruit 210 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 Workers** : 210 Male workers
2. **Sector** : Manufacturing
3. **Job Description/Job Title** : Factory Workers
4. **Age** : 18 - 45 years old
5. **Monthly Wages** : RM 1500.00
  - i. **Basic wages** : RM 1500 month / RM 57.69 day
  - ii. **Allowances (if any)** : RM -
6. **Working Days** : In accordance with Malaysia Labour Laws.
7. **Working hours** : In accordance with Malaysia Labour Laws.
8. **Contract Period:**

The duration of the Contract of Employment shall be for a period of two (2) years commencing on the day of arrival of the worker in Malaysia until such time this Contract of Employment is terminated in accordance with the terms and conditions of the Contract of Employment.




1

**TOP TREE AGRO SDN BHD**

No. 86 (1<sup>st</sup> Floor),  
Jalan Anak,  
94000 Muar,  
Johor Malaysia  
Tel : 06-0221372  
Fax : 06-0512129

Date: 29/05/2022

To,  
**PALHI OVERSEAS PVT LTD**  
G.P.O BOX NO 9760  
LOSHAL ANNAPURNAMARG, CHAPPALKARKHANA, KATHMANDU NEPAL  
Recruiting Licence No. 594/062/063

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference KSM/FWCMB/YTA00000012 dated 21/09/2022, we hereby appoint your company to recruit **TWENTY-FOUR (24) 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 workers** : **TWENTY-FOUR (24) MALES**
2. **Sector** : Agricultural Sector
3. **Job Description** : General farm worker
4. **Age** : 18 - 45 years old
5. **Contract Period** : 2 years
6. **Wages**


Basic monthly wage	: RM 1,500.00 / per month (RM 57.69/day x 26 days)
a. Allowances	: RM - month
b. Overtime (OT)	: RM 502.50 / month
(Normal day)	: RM 1,500.00/ 26 days / 8 hours x 1.5 x 52 hours = RM 562.50)
(Rest day)	: RM 1,500.00/ 26 days / 8 hours x 2.0 x .....hours = RM .....)
(Public Holidays)	: RM 1,500.00/ 26 days / 8 hours x 3.0 x .....hours = RM .....)

**Total minimum monthly income: RM 2,062.50 per month**
7. **Working days** : 6 days per week
8. **Working hours** : 8 hours per day or 48 hours per week





**TOP TREE AGRO SDN. BHD.**  
REGISTRATION NO: 202010170014 (12221944-E)  
NO. 86 (1ST FLOOR), JALAN ANAK,  
94000 MUAR, JOHORE



# DEMAND LETTERS

## Demand Letter

Date : 10.March.2022

To,  
M/S. Palhi Overseas Pvt. Ltd.  
License No : 594/062/063  
G.P.O Box No: 9780, Loshal, Annapuramarg, Chappalkarkhana, Kathmandu, Nepal  
Tel : 977-1-4015792, 4019655 Fax : 977-1-4015791

Dear Sir,  
As per power of Attorney issued in your name, Please arrange to recruit the following personnel according to the terms and conditions started below :

No.	Job Category/ Occupation	No. of Trainee/ And Gender	Intern Allowance	Name and Address of Implementing Organization
1	Agriculture (Field crop, vegetable field)	2 Males	900JPY/ Hrs 156,375JPY/ Month	Company's Name : Umehara Seika Address : 186-1, Inoue-fuji, Namegata-city, Ibaraki Phone : 0299-56-8341 Fax : 0299-56-0459 President : Takao Umehara

### Terms and Conditions :

1. Internship Period : 3 years (first 1 month will be the lecturing period)
2. Duty Hours : Umehara Seika is 7 hours 30 minutes working per day, 6 days per week.
3. Air Ticket : Two-way air ticket : Kathmandu-Narita-Kathmandu, provided by the Employer.
4. Food : Technical intern trainee own.
5. Accommodation : Provided by the Employer at free of cost.
6. Commuting cost : Free from accommodation to working place.
7. Medical : Health insurance card is provided by the Employer.
8. Insurance : Umehara Seika costs about 469 JPY per month as employment insurance premiums and about 3,200 JPY per month as taxes.
9. Resident Permit : Will be provided by the employer.
10. Selection method : We select by interview or document examination.
11. Others : Comply with national labor laws.
12. Tentative arrival date in Japan : May 10, 2022

Req. No. NE/Tokyo/Lab: 178/078-79  
 Attended by the Embassy of Nepal, Tokyo, Japan.  
 Signature:   
 Position: Second Secretary  
 Date: 2022.3.11  
 FinTech Lab Coop.  
 17-10, Chuo-Cho, Choshi City, Chiba  
 Tel : 0479-21-3783 Fax : 0479-21-3784  
 Representative : Akira Shimada (Seal)  
 Signature:

## Demand Letter

Date: 1 September 2023

To,  
M/S. .... Palhi Overseas Pvt. Ltd  
License No. : 594/062/063  
Post Box No: 19673, Basundhara, Kathmandu, Nepal  
Tel : 977-1-4015792, Fax : 977-1-4363378

Dear Sir, As per power of Attorney issued in your name, Please arrange to recruit the following personnel, according to the terms and conditions started below.

S.N	Job Category/ Occupation	No. of Trainee/ Quantity	Intern Allowance	Name and Address of Implementing Organization
1	Construction (Frame working)	3/male	981yen/Hrs 174,000yen/month	YUSHIN KAKUSHIKIGAISSA, Address: JYOZA 1428-9, SAKURA-SHI CHIBA-KEN Phone: 043-312-1955 Fax: 043-312-1956 Company's President: Ei Yuskyo

### Terms and Conditions :

1. Internship Period : 3 years (first 1 month will be the lecturing period)
2. Duty Hours : 5:00~8:00, 8:00~8:20 (Break time) 8:20~12:00, 6hours 40minutes per day, 5 days per week
3. Air Ticket : Two-way air ticket : Kathmandu-Narita-Kathmandu : provided by the Employer.
4. Food : Technical intern trainee own.
5. Accommodation : Provided by the Employer at free of cost.
6. Commuting cost : Free from accommodation to working place.
7. Medical : Health insurance card is provided by the Employer.
8. Insurance : Social insurance premium, labor insurance premium and other insurance premiums etc. total cost approx 16,435 JPY.
9. Resident Permit : Will be provided by the company.
10. Selection method : We select by interview or docril examination.
11. Others : Comply with national labor laws.
12. Tentative arrival date in Japan November 1, 2023

East Kanto Trade Promotion Business Cooperative  
 9-1428 Kamiza, Sakura city, Chiba Prefecture  
 TEL: 81 043-312-195 Fax: 81 043-312-1956  
 Representative : Takahashi Yuki (Seal)  
 Signature:

Req. No. NE/Tokyo/Lab: 57/086-8  
 Attended by the Embassy of Nepal, Tokyo, Japan.  
 Signature:   
 Position: First Secretary  
 Date: 2023.09.26  
 Embassy of Nepal, Tokyo

# DEMAND LETTERS



**DEMAND LETTER** Date: 4/2/2015

To:  
M/S PALHI OVERSEAS PVT.LTD  
License No: 594/062/063  
G.P.O. Box: 9780, Tel: +977-1-4386431  
Basundhara Kathmandu, Nepal.

Dear Madam / Sir,  
In terms of power of attorney given, we would like to place an order to select and recruit the following Nepali personnel on behalf of our company, the salaries and details as follows:

No.	Category	No. of workers	Salary(digit)
1	General Cleaner Female	5	800 QAR+300 QAR
2	Laborer	60	900 QAR+300 QAR

Total Number of workers required No 65 Only  
Terms and Conditions:  
The following terms & condition shall be included in the contract.

01. Period of contract : Two years renewable.
02. Place of employment : Doha Qatar.
03. Air ticket : Joining the company for the first time (KTM-Doha) and then up&down air ticket will be provided after completing Two year contract.
04. Working Hour : 8 hr per day, 6 days per week,(48 hr per week).
05. Overtime : As per Qatar labor law.
06. Probation period : 90days from date of entry in Qatar.
07. Residence permit : Residence permit will be provided by the company free of cost.
08. Accommodation : Free bachelor accommodation provide by the Company.
09. Water Electricity& Gas : Provided by the company.
10. Food : Food Allowance 200 QAR provided by the company
11. Medical/ Insurance : Provided by the company.
12. Transportation : Provided by the company.
13. Uniform & safety materials: Provided by the company.
14. Other terms & Conditions : Provided by the company as per Qatar labor law.

Thanks & Regards  
Gulf Transport group

*Handwritten notes:*  
No. 9746/71 B  
18-02-2015  
Labour Attaché

Tel : +974 4445 0026 Fax : +974 4445 0036 P.O. Box : 384477 Email : info@palhi.com.np  
Cleaning Services, Maintenance Services, Mechanical Services, Warehousing Services, Fuel Control Services



**DEMAND LETTER** Date: 29/03/2015

To  
M/S PALHI OVERSEAS PVT.LTD  
License No: 594/062/063  
G.P.O. Box: 9780, Tel: +977-1-4386431  
Basundhara, Kathmandu, Nepal  
Dear Sir,

We hereby place an order to select and recruit the following Nepali workers on behalf of our company, as detailed below:

SN	CATEGORY	QUANTITY	SALARY	FOOD
1.	Heavy Vehicle Driver	100	1900 QAR	300 QAR

TERMS AND CONDITIONS:

1. Free Sharing bachelor accommodation
2. Accommodation and medical will be provided free of cost.
3. Food allowance provided by the company
4. Free transportation will be provided by the company
5. Eight Hours duty per day and 48 Hours per week
6. Two years renewable contract
7. Resident permit will be provided by the company
8. Insurance will be provided by the Company
9. Return air tickets will be provided by the company after completion of two years
10. Other terms and conditions as per Qatar Labor Law & protector of Emigrant (Nepal) rules and regulations.
11. First time arrival from Kathmandu to Doha, air tickets will be provided by the company for joining the company.

George Anish  
Managing Director

*Handwritten notes:*  
No. 9746/71 B  
18-02-2015  
Labour Attaché

C.R. No. 1919626, Tel: 44510606 / 707, Fax: 44686327 P.O. Box: 14485, Doha - Qatar  
E-mail: ramzi@pjttransport.net



# DEMAND LETTERS



Ref No. **MIDAS INTERNATIONAL QATAR CO.** Date: 05/03/2015 شركة ميدان العالمية قطر

M/S PALHI OVERSEAS PVT.LTD.  
License No:594/062/063  
Regd No  
Kathmandu Nepal

## DEMAND LETTER

Dear Sir/Madam  
We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

No.	Category	No. of workers	Salary (BHD)	Salary (in words)	Air Ticket for joining the company and returning home after completion of contract period
01.	Driver(Light)	15	QAR1200	Provided	
02.	Tailor(Man)	10	QAR1500	Provided	
03.	Labour	20	QAR1200	Provided	
04.	Purchase Rcp	10	QAR2200	Provided	
05.	Salaman	10	QAR2200	Provided	
06.	Carpenter	20	QAR1200	Provided	

The following Terms & conditions shall be included in the contract.

- Period of employment : Two years (renewable)
- Place of Employment : Doha, Qatar
- Air Ticket : For Joining the Company for the first time (RTM-DORHA) and then Up & down air ticket will provided after the completion of two years contract.
- Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
- Over time : As per Qatar Labour Law.
- Probation Period : 90 days from date of entry into Qatar
- Residence permit cost : Resident permit will be provided by the company free of the cost.
- Accommodation : Free backdoor accommodation should be Provided by the company
- Water, electricity & gas : Provided by the company
- Food : Provided by the company
- Medical / Insurance : Provided by the company
- Transportation (Bus) : Provided by the company (to and from the work site)
- Uniform, and safety Materials : Provided by the company
- Service Gratuity and Leave pay : Provided by the company as per Qatar Labour Law
- Other Term & Conditions : As per Qatar Labour Law.

For Midas International Co. Qatar

Name: Walied Mohd A M AL-Hasadi  
Managing Director



www.midasinternational.com



Dated: 10<sup>th</sup> August 2016

## DEMAND LETTER

M/S PALHI OVERSEAS PVT.LTD  
License No: 594/062/063  
G.P.O. Box: 9788, Tel: +977-1-4386431  
Basundhara, Kathmandu, Nepal  
Kathmandu, Nepal.

Dear Sir,  
With reference to the Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following manpower to work in our organization as early as possible:

Sl. No	Category	No. of candidates	Basic Salary (Monthly.)
1	SECURITY GUARDS	20	AED 1200

The terms and conditions are as below:

- Period of Contract : 2 years
- Place of Employment : United Arab Emirates
- Working Hours : 8 Hours / 6 days a week
- Accommodation & Food : Provided by the company
- Medical : As per UAE Labour Law
- Air ticket : Two way ticket once in every 2 years
- Overtime, Insurance : As per UAE Labour Law
- Other terms and Conditions : As per UAE Labour Law
- Transportation : Provided by the Company
- Air passage at the end of service : Provided by the Company
- Joining Ticket : Provided by the Company

Other benefits such as Annual Leave etc. shall be in accordance to the UAE Labor Law.

We request for your assistance in providing us with the required documents for the desired candidates in order to proceed in preparing their visas.

Thank You,

For Secureplus Facilities Management Services LLC

Signature:   
Name: KUNAL MANOHAR LAHORI  
Designation: GENERAL MANAGER



## CLIENT'S LIST OF MALAYSIA



A STAR GLASSTECH (M) SDN BHD  
AHIMSA VEGE HEALTH FOOD IND. SDN BHD  
ALAM CON SDN BHD  
AMAX SURFACE TREATMENT (M) SDN BHD  
ART FURNITURE INDUSTRIES (M) SDN. BHD.  
AUREUMAEX INDUSTRIES (M) SDN BHD  
AX FURNITURE SDN BHD  
BIOFACT LIFE SDN BHD  
BRADKEN CASTING (M) SDN BHD  
BU SENG CHONG NURSERY SDN BHD  
C.S. ELEGANCE SDN BHD  
CELESTIAL VENTURE SDN BHD  
CHUAN YIE FURNITURE INDUSTRY SDN. BHD.  
CHUN FATT METAL INDUSTRIES SDN BHD  
CL TAN FURNITURE SDN. BHD.  
DESWELL PACKAGING (M) SDN BHD  
DICKFIELD INDUSTRIES (M) SB.  
DYNASTY CULTURE SDN BHD  
EARNING BASE SDN BHD  
EASY POWER SDN. BHD.  
ESI ACCESS SDN BHD

FAR EAST PACKAGING INDUSTRIES SDN BHD  
FATTY BARBEQUE MUAR  
FH FOOD TRADING SDN BHD.  
FHK PAPER PRODUCTS SDN BHD  
FORTIS STAR SDN. BHD.  
FORTUNE STAR FURNITURE INDUSTRIES SDN BHD  
FREEWAY SILK SCREEN SDN BHD  
FURNSTARS CONCEPT SDN BHD  
GAMMA WOOD SDN BHD  
GLS PRECISION ENGINEERING SDN. BHD.  
HAI YONG FOOD SDN BHD  
HANDSCHUH SDN.BHD.  
HEXACHASE FLEXIPACK SDN BHD  
HEXACHASE PACKING SDN BHD  
HOCK HIN (MUAR) RUBBER CO.SDN BHD  
HOCK JOO BAG SDN BHD  
HUPSHENG FURNITURE INDUSTRIES SDN BHD  
HYPAK SDN BHD  
INMOST INDUSTRIES SDN.BHD.  
INSTRUMENTS TECHNOLOGY (JOHOR)SDN BHD  
INTER SOFA INDUSTRIES SDN BHD  
INTERPOLY MANUFACTURING SDN BHD

## CLIENT'S LIST OF MALAYSIA

INX MANUFACTURNIG SDN BHD  
 JACK FURNITURE SDN BHD  
 JOO SEN CARTON INDUSTRIES SDN BHD  
 JOREX SDN BHD  
 JOUBERT S.A. (M) SDN. BHD.  
 KEE SONG FOOD (M) SDN BHD  
 KENNWU MANUFACTURING (M) SDN BHD  
 KIM HOE THYE INDUSTRIES SDN BHD  
 KT LEE & CABLE SDN.BHD  
 LGYLAN INDUSTRIES SDN BHD  
 LIAN MONG INTERNATIONAL SDN.BHD.  
 LIM WENG WAH BROTHERS PRINTING PRESS  
 SDN BHD  
 LOONGSEN PLASTICS (M) SDN.BHD.  
 LUM MAH PLASTIC &PRINTING (M)SDN BHD  
 M LIM FURNITURE SDN BHD  
 M.E POLYURETHANE INDUSTRY SDN BHD  
 MACHMAR INDUSTRIES SDN BHD  
 MAGNA LUXURY SDN.BHD.  
 MARATHON PRESS SDN BHD  
 MATANG MANUFACTURING SDN. BHD.  
 MEGABOX INDUSTRIES SDN. BHD.

METALFINISHING INDUSTRIES SDN BHD  
 MHC COLDSTORAGE SDN. BHD.  
 MILLENIUM TULIPS SDN BHD  
 MODENITE PACKAGING RESOURCES MANUFACTURE  
 MR PACKAGING SDN BHD  
 MSM FOOD INDUSTRIES SDN BHD  
 MUAR TOOLS MANUFACTURER SDN BHD  
 MULIA PROPERTY DEVELOPMENT SDN BHD  
 MYAMAX PRECISION ENGINEERING SDN BHD  
 NEWBOX SDN BHD  
 NICKO JEEP MANUFACTURE S.B.  
 OLYMPIC CABLE COMPANY SDN. BHD.  
 ONITEK GLOBAL SDN.BHD  
 OSHI FURNITURE SDN BHD  
 PEMBALAKYUAN LIM SDN BHD  
 POH LONG INDUSTRIES SDN BHD  
 PURE STAR EXPORT SDN BHD  
 RITZ PANEL INDUSTRIES SDN BHD  
 S.P. UNITED INDUSTRY SB.  
 SAMUDRA PACKAGING INDUSTRIES SDN BHD  
 SANG-A FRONTEC (M) SDN.BHD.  
 SEAWON PRECISION GLASS(M) SDN BHD

SIN HENG INDUSTRIES SDN BHD  
 SINDUTCH CABEL MANUFACTURE SDN BHD  
 SMOOTH STAR ENTERPRISE (M)SDN BHD  
 SONG HAN ENTERPRISE SDN. BHD.  
 SOON HENG METAL WORKS S/B  
 SOSHIN ELECTRONICS (M) SDN BHD  
 STRATEGI MUTIARA MANUFACTURING BERHAD  
 SYARIKAT LIAN HWA MANUFACTURING SDN BHD  
 TAG ALLIANCE (M) SDN. BHD.  
 TAMASEK GROUP SDN. BHD.  
 TAN SIN LIAN INDUSTRIES SDN BHD  
 TATAWA INDUSTRIES (M) SDN BHD  
 TAUPLENE INDUSTRIES SDN BHD  
 TERRA COOLING INDUSTRIES SDN BHD  
 THAI SAN STONE BUILDER SDN BHD  
 THONG SHUI HOUSE SDN.BHD.  
 TOP TREE AGRO SDN BHD  
 TOYOPLAS MANUFACTURING (MALAYSIA) SDN. BHD.  
 XINDA PACKING (MALAYSIA) SDN BHD



(An ISO 9001:2015 Certified Company)

## CLIENT'S LIST OF MALAYSIA

YATO PRECISION ENGINEERING SDN BHD  
YE HIN ENTERPRISE SDN BHD  
YEO AIK WOOD SDN BHD  
YEONG CHAUR SHING PAPER MILL SDN BHD  
YI LI NURSERY SDN BHD  
YKL ENGINEERING SDN BHD  
YONG SHENG IRON WORKES SDN BHD  
ZHAORI PACKAGING INDUSTRIES (M) SDN. BHD.  
AIREGOLD SDN.BHD.  
ALUPUTER MANUFACTURING (M) SDN.BHD.

ASPIC INDUSTRIES  
B FAMILY MART SDN.BHD.  
BAN LENG WOODWORKING SDN.BHD.  
BM FURNITURE INDUSTRIES SDN.BHD.  
BONITA MANUFACTURING SDN.BHD.  
BOSTON (SUNWAY)SDN. BHD.  
CHANGHUAT PLASTIC IND.(SENAI) SDN.BHD.  
CHEN FENG ENTERPRISE SDN.BHD.  
CHING YUN ENTERPRISE SDN. BHD.  
FENG YUAN INDUSTRIES SDN.BHD.  
FIRST FLAMES SDN.BHD.  
FRONTKEN (JOHOR) SDN.BHD.  
GLORY FURNITURE SPRAYING

GOLDEN TECH FURNITURE INDUSTRIES SDN. BHD.  
GOOD TEA FAMILY SDN. BHD.  
GUAN SENG PLASTIC INDUSTRIES SDN.BHD.  
G-WORLD INDUSTRIES SDN.BHD.  
H.I.N GETAH (M) SDN.BHD.  
HIGH VALUE ENTERPRISES SDN .BHD.  
HL MANUFACTURING INDUSTRIES SDN. BHD.  
HOME CUSHION FURNITURE SDN. BHD.  
HONG FONG GLOBAL SDN.BHD.  
HOUNG TA SDN.BHD.

## CLIENT'S LIST OF MALAYSIA

I-CREATION NURSERY & LANDSCAPING SDN. BHD.  
 IMEI FURNITURE INDUSTRIES SDN. BHD.  
 JIAN XING ENTERPRISE  
 JUN TENG INDUSTRIES SDN.BHD.  
 K.K.FAMILY MART SDN.BHD.  
 KEMBANG SUBUR SDN.BHD.  
 KER GLOBAL FURNITURE(M) SDN.BHD.  
 KIAN SWEE SENG INDUSTRIES SDN. BHD.  
 KIM HOE THYE INDUSTRIES SDN.BHD.  
 KOON SENG(GLOVES) SDN.BHD.  
 LAI HENG ENGEERING SDN. BHD.  
 LEEDEN POWERWELD SDN.BHD.  
 LESING CUSHION SDN.BHD.  
 LII HEN FURNITURE SDN.BHD.  
 LIM TIONG HENG PLASTIC TRADING SDN.BHD.  
 LIP GEE SDN. BHD.  
 LIT SENG MOULDING SDN.BHD.  
 LYCOR A SDN.BHD.  
 MANTIN ZEMART SDN. BHD.  
 MINTYE INDUSTRIES BHD.  
 MINTYE METAL PRODUCTS SDN.BHD.  
 MR D.I.Y.(H) SDN.BHD.  
 MR D.I.Y.(JOHOR) SDN.BHD.  
 MR D.I.Y.(KK) SDN.BHD.  
 MR D.I.Y.(KUCHAI) SDN.BHD.  
 MR D.I.Y.(M) SDN.BHD.  
 MR D.I.Y.(TRADING) SDN.BHD.  
 MY TECH GLOBAL INDUSTRIES SDN.BHD.  
 NEE SOON TEKNIK SDN. BHD.  
 NGE E HUAT SDN. BHD.  
 NURAKLEEN SERVICES SDN.BHD.  
 PARAGON PROGRESS SDN. BHD.

PINE PACKAGING(M) SDN.BHD.  
 PURE STAR SYNERGY SDN.BHD.  
 PURNABINA SDN. BHD.  
 RECO-ARIES FURNITURE SDN.BHD.  
 REDWOOD FURNITURE SDN.BHD.  
 SEIMITSU INDUSTRIES SDN. BHD.  
 SELINTANG PAPAN SDN. BHD.  
 SENG HENG CONCEPT SDN.BHD.  
 SIM HUP SENG FURNITURE SDN.BHD.  
 SIN WEE SENG INDUSTRIES SDN.BHD.  
 SMOOTH STAR ENTERPRISE (M) SDN.BHD.  
 SOLID POINT MANUFACTURING SDN.BHD.  
 SPRING ART INDUSRIES SDN.BHD.  
 SUNRISE ENTERPRISE CO.  
 SUNTHEWAY PRECISION ENGINEERING (M) SDN.BHD.  
 SUPER PRESS PRINNTING SDN. BHD.  
 SUPER UNIART INDUSTRIES (M)SDN.BHD.  
 SYNERGY WOOD PRODUCTS SDN. BHD.

TAHAN PLASTIC INDUSTRIES SDN.BHD.  
 TAIPAI FOOD PRODUCTS SDN.BHD.  
 TECHCENTAL SDN.BHD.  
 TECK SENG INDUSTRIES SDN.BHD.  
 TERANG NUSA(MALAYSIA) SDN.BHD.  
 TMH FURNITURE INDUSTRIES SDN. BHD.  
 TOMPAC INDUSTRIAL SDN.BHD.  
 TOP EMPIRE SDN.BHD.  
 TOYAPACK SDN.BHD.  
 TUMPUAN SETIA SDN.BHD.  
 WILD INDUSTRIES SDN.BHD.  
 XIANG YI ENTERPRISE SDN. BHD.  
 YAMAHA ELECTRONICS MANUFACTURING (M)SDN. BHD.  
 YI CHUAN ENGINEERING SDN.BHD.  
 YI SHUNFA FURNITURE SDN. BHD.  
 YTH AGRI- TECHNOLOGY SDN. BHD.



(An ISO 9001:2015 Certified Company)

AL ASAS CONTRACTING & TRADING CO.  
AL- AZBI TRADING, CONTRACTING & SERVICES CO  
AL BUKHAMIS TRADING & CONT.CO.LTD  
AL JAZEERA ENGINEERING TRADING & CONT.  
CO.W.L.L  
AL KAUN CARPENTRY  
AL MANQALA CONSTRUCTION AND RECON CO WLL  
AL- SAHARA  
ARABSTAR CONT.& CO.W.L.L  
BASIC ELEMENTS SOLUTIONS

## CLIENT'S LIST OF QATAR

BASIC WORKSHOP  
BLACK PEARL CO W.L.L  
FREIGHTEX LOGISTICS WLL  
GROSS CONTRACTING W.L.L  
GROUP NINE JOINT VENTURE CONTRACTING.  
GULF TENDEEL GROUP  
M.A. RAHIM AL- EMADI TRADING & IMPORT  
EXPORT EST  
MIDAS INTERNARIONAL CO QATAR  
NATIONAL FOAM & FURNISHING FACTORY

NOOR AL- HIDAYAH FOR TRA.  
PERFECT FOOD CATERING & FOOD SUPPLY  
SAMA INSTALLATION & MAINTENANCE OF LIFT  
SPECIALISED RENTAL EQUIPMENT COMPANY WLL  
SPECIALISTS TRADING & CONTRACTING CO WLL  
SPECIALISTS TRANSPORTATION & CONTRACTING  
COMPANY  
UM LAKHBA TRADING & CONTRACTING  
WELCOME CONTRACTING & TRADING  
ZAMEEL SHOWROOM

## CLIENT'S LIST OF U A E

ALADDIN CONTAINER COMPANY  
GREEN CC HOUSEKEEPING SOLUTIONS  
GULF INERNATIONAL POULTRY FARM  
RISING ELEVATORS TRADING CO(LLC)  
SECURE PLUS FACILITIS MANAGEMENT  
TROJAN GENERAL CONTRACTING LLC

## CLIENT'S LIST OF KSA

AL-TAMIMI MANPOWER RECRUITMENT OFFICE  
FOZAN AL MUSHARRAF FOR MANPOWER SERVICES

## CLIENT'S LIST OF JAPAN

ANSWAR COOPERATIVE  
MIYOSHI CO., LTD.  
D&D CO., LTD.  
KOBAYASHI SHOTEN  
MIHARU CONSTRUCTION INDUSTRY CO., LTD.  
NAKAPURA SHOJI CO. LTD.  
YAMABUKI TOSOU CO. LTD  
UMEHARA SEIKA  
HARADA TAKEN CO LTD.  
SEA PLANNING CO. LTD.  
APE INTERNATIONAL HUMAN RESOURCES DEVELOPMENT COOPERATIVE  
KOSHINKENKO  
LIMITED COMPANY FUKUURAGUMI  
NISHIKEN CO., LTD.  
OSAKA DAIRY FARM CO., LTD.  
OGAWA DAIRY FARM LTD.  
YUSHIN KABUSHIKIGAISYA  
YAMAZAKIGODO LTD.  
TOYOHARUEN CO., LTD



Industrial Lic. No. 28245/062/063

**PALHI OVERSEAS PVT. LTD.**  
NEPAL

**PALHI OVERSEAS PVT. LTD.**  
An Ethical and Responsible Recruitment Organization

G.P.O. Box No. 9780, Loshal, Annapurnamarg, Chappalkarkhana, Kathmandu, Nepal, Tel. No.: 01-4015655, 4015792  
E-mail: info@palhioverseas.com.np, palhioverseas2006@gmail.com, Website: www.palhioverseas.com.np

ISO 9001:2015



## **PALHI OVERSEAS PVT. LTD.**

G.P.O. Box: 9780, Loshal, Annapurnamarg, Chappalkarkhana, Kathmandu, Nepal

Tel: +977-1-4015655 , 4015792, Fax: +977-1-4015791

Email: info@palhioverseas.com.np, palhioverseas2006@gmail.com

Website: www.palhioverseas.com.np