

Date :

M/S.....

.....

L/L No.....

TP/ Fax.....

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Above is F/Agency's ID No.
registered with Kwt. Govt. This
shall appear on each visa.

Dear Sir / Madam,

Job Order - (Domestic Workers)

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

No	Categories (Pls. indicate only the categories required by you)	Quantity	Minimum Monthly Salary – (KD)
1			
2			
3			
4			
5			
6			
7			

Terms & Conditions

1	Period of Contract will be 2 years
2	Female categories will be entitled to onward (joining) air ticket
3	The recruits will be entitled to return air ticket after completion of contract period
4	The recruits will be entitled to free food, accommodation and medical facilities.
5	Working hours per day will be not exceeding 12 hrs with one day-off per week.
6	All appointments will be subject to a probation period of 6 months from the date of appointment.
7	All other terms & conditions will be in accordance with the pertinent law of the country of employment.

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

The Authorization Letter and Agreement are attached herewith for necessary action please.

Yours faithfully,

(Signature)

(Name of Authorized Officer)
(Rubber Stamp)

Date :

Authorization Letter

We,XXX
(Commercial name of Kuwait agency))

At @@
(Address of the agency)

A manpower (domestic) recruiting agency registered in Kuwait under the provisions of the pertinent law of the Government of the State of Kuwait, valid **License No. #####** / ##### do hereby authorize and appoint:

YY
(Commercial name of Sri Lanka Agency)

At //
(Address of the agency)

A foreign employment agency, registered in Sri Lanka under the provisions of the pertinent law of the Sri Lanka Bureau of Foreign Employment valid **License No. #####**, to be our true and lawful attorney and agent to attend to all lawful activities on our behalf in respect of the recruitment of workers stated in the Demand Letter attached herewith.

The aforesaid is also authorized to sign all necessary documents required by the government authorities in Sri Lanka in connection with the said recruitment.

(Signature)

(Name of Authorized Officer)
(Rubber Stamp)

Date : _____

Agreement

This agreement is made and entered into onday of..... 2017 by
and between

XX

At  (Address of Kuwait Agency)

(Hereinafter called as the First Party or Foreign Agency) a manpower (domestic) recruiting agency registered in Kuwait under the provisions of the pertinent law of the Government of the State of Kuwait, Valid **License No.** ##### / #####

And

(Commercial name of Sri Lanka Agency)

[illegible]

(Hereinafter called as the Second Party or Local Agency) a foreign employment agency registered in Sri Lanka under the provisions of the pertinent law of the Sri Lanka Bureau of Foreign Employment, **Valid License No.** ##### :

To recruit domestic workers from Sri Lanka for employment in the State of Kuwait and shall have the following terms and conditions hereinafter referred to:

1. General terms & conditions

- A). The first party hereby agrees to appoint the second party as its manpower supplying agency in Sri Lanka and authorizes the said party to attend to all lawful activities on its behalf in respect of the recruitment of workers stated in the Demand Letter attached herewith, under the terms and conditions agreed upon in this agreement
- B). The second party hereby agrees to supply domestic manpower to the First Party for employment in the State of Kuwait under the terms and conditions agreed upon in this agreement.

2. Recruitment

The personnel recruited shall solely be for the employment as categorized in the demand letter and shall be designated as stated therein.

3. Duration of the Contract :

The duration of the initial contract period of the recruits shall be a period of two years and renewable by mutual agreement.

4. Air Passage:

- A). The recruits shall be entitled to homeward (return) air ticket after completion of the contract period.
- B). The female recruits shall be entitled to onward (joining) air ticket

5. Working hours :

- A). Working hours per day shall not exceed 12 hrs. for all categories of workers
- B). The recruits shall be entitled to one day-off per week

6. Responsibilities of the First Party (Foreign Agency)

- A). The First Party shall ensure that the recruits are provided with the following. (By the employer)
 - (i). The salary and other allowances as stated in the Letter of Demand.
 - (ii). Free meals
 - (iii). Free accommodation
 - (iv). Free medical facilities.
- B). Any complaints made by the recruits or their Next of Kin regarding the working conditions and disputes shall be settled without delay.

7. Responsibilities of the Second Party (Local Agent)

- A). The Second Party (Local Agent) shall select suitable candidates according to the First party's requirements and forward relevant documents to the First Party for visa processing.
- B). The Second Party shall guarantee replacement of workers at their cost, in the following cases within a period of 6 months from the date of appointment, which will be considered as probation period.
 - (i). Medically unfit
 - (ii). Refused to work
 - (iii). Pregnancy prior to departure from Sri Lanka
 - (iv). Absconding after run-away (Not reporting to the Embassy)
- C). The Second Party shall in any circumstances **not** utilize this agreement for the purpose of supplying workers to any parties other than the First Party which will be treated as a serious violation of this agreement.

8. Annual Leave

The recruits shall be entitled to 30 days paid leave on completion of 12 months period.

9. In the case of Death

In the case of death of a recruit during the contract period, the First Party (Foreign Agent), in coordination with the Embassy of Sri Lanka in the state of Kuwait and the respective employer, shall arrange dispatch of the human remains of the deceased to the country of origin along with personal effects and savings, at the expense of the employer.

10. Compensations

The First party shall ensure that compensation be claimed against work injuries according to Civil Law of the State of Kuwait.

11. Other terms and conditions

Any issues not stipulated herein shall be in accordance with the pertinent law of the country of employment.

12. Terms of Payment / Commission Status-(Compulsory)

Listed below is the commission status both parties have agreed upon in respect of the recruitment of workers demanded in this Job Order.

(Please indicate the exact amount of commission for each category)

No.	Category	Commission / Person (KD)	Payable to Sri Lanka Agent (√)	Receivable from Sri- Lanka Agent (√)	No Commission (√)
1					
2					
3					
4					
5					
6					
7					

(Signature of Authorized Officer)

The First Party (Foreign Agent)

Date: -----
(Rubber Stamp)

(Signature of Authorized Officer)

The Second Party (Local Agent)

Date: -----
(Rubber Stamp)

Special Undertaking on Recruitment of Sri Lankan Domestic Workers

I (name) owner / Licensee of
the Manpower Recruitment Office (Reg. name of the
office).....situated at (address of
the office)..... do hereby
undertake to hold the responsibility of the Sri Lankan domestic workers deployed
by my recruitment office during their total initial contract period of two years

Date:

.....
Seal and Signature of the owner/ Licensee of the office

Authentication of authorized officer of the Mission-

.....
Seal and Signature

(Please attach the "Declaration of Expenses" form, as per attached format)

**Declaration of Expenses Borne by Foreign Agent/ Employer
Under Section 51 A(1) of the Amended Act No. 56 of 2009**

To be filled by Foreign Agent / Employer and attached to each Job Order

Name of the Foreign Agency / Employer: _____

License/ Reg. Business No. : _____

Business Address : _____

Telephone : _____

E-Mail Address : _____

Job Order Ref. : _____

Issued to : _____

Date : _____

Item	Amount to be spent (KD)										Borne By		Remarks by the Mission
											Foreign Employer	Foreign Agent	
Passport													
Visa													
Ticket													
Medical													
SLBFE Levy													
Contract Fee													
Translation													
Police Clearance													
Courier Service													
Communication													
Trade Test													
Training Cost													
Commission to Local Agent													
Security Bond													
Others (Specify)													
Total (KD)													

I declare that the above statement is true and correct.

Date :

Signature & Seal of Foreign Agent / Employer

Signature of Authorized Officer of the Mission