



License No.: 733/064/65

**COSMOS NEPAL
HUMAN RESOURCE PVT. LTD.**

کوسموس نیپال هیومان ریسورس الخاصة المحدودة



Foreign Employment Consultants

License No.: 733/064/65

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नेपाल सरकार
श्रम तथा यातायात व्यवस्था मन्त्रालय
श्रम तथा रोजगार प्रवर्द्धन विभाग

इजाजत नं. :- ७३३/०६४/६५

इजाजत-पत्र

वैदेशिक रोजगार ऐन, २०६४ बमोजिम श्री कसमस नेपाल ह्युमन रिसोर्स प्रा. लि.
लाई वैदेशिक रोजगार व्यवसाय संचालन गर्न नेपाल सरकारको मिति २०६४/०६/२७ को निर्णयानुसार यो इजाजत-पत्र
प्रदान गरिएको छ।

मिति :- २०६४/०६/२७

महा-निदेशक

बहानिदेशक

Government of Nepal
Ministry of Labour and Transport Management
Department of Labour and Employment Promotion

Licence No.: 733/064/65

LICENCE

This licence has been issued to the **Cosmos Nepal Human Resource (P.) Ltd.**
authorising to operate Foreign Employment Services within the Purview of Foreign Employment Act, 2007 according to
the decision of Government of Nepal on the 14 Oct day of 2007

Date :- 14 Oct 2007

Director General
Director General

About Us

Cosmos Nepal Human Resources Private Ltd is a human resources recruitment agency established on 14th October 2007, located at Lazimpat, Kathmandu, Nepal. It is registered under the legal constraints of the Department of Labour and Employment Promotion with license No. 733/064/65. It is established to act as a channel for the organized outflow of the Nepalese workforce to overseas.

Remittance is one of the major sources of the country's revenue. Keeping this in mind, the agency is established to serve those who are willing to work abroad to get better facilities and benefits. Its objectives are to enable Nepali citizens to earn a decent living in foreign countries and contribute to the country's economy by way of dollar remittance through migrant workers and help solve the problem of unemployment. The primary purpose is to supply all categories of human resources in the shortest period of time.

The company focuses on providing quality human resources to Gulf Countries, Malaysia and all the other countries that the Government of Nepal has approved. It also offers free creative and technical classes to convert the unskilled human resources to a semi-skilled and skilled workforce, which will help people get good opportunities abroad.

In this globalized era, we realized that despite the numerous recruitment agencies in Nepal, there was a need for a professionally managed recruitment agency and that the need was urgent. The Cosmos Nepal Human Resources was established to meet this need. The Chairman, Managing Director and our staff all have a wide knowledge and professional experience gained through long years of working for the International recruitment business. We have multilingual staff and will be able to assist our clients in Nepali, English, Hindi, and Arabic.

We will be delighted to answer your any queries with a prompt response and assure you of one of the best services of all time. The company strive to provide competitive, effective and reliable solutions to meet the clients need.



Rishi Bahadur Rawal

Managing Director
+977 9801199984
rishi.rawal@cosmosnepalhr.com



Sunita Rawal

Chairperson
+977 9851199984
info@cosmosnepalhr.com



Nirmal Rawal

Director
+977 9802099984
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About Nepal

Nepal has always been one of the few countries, which is rich in cultural heritage and has immense natural beauty, fabulous and statuesque religious shrines that are located in every corner of its land. It is also known as the land of temples, birth place of Lord Buddha and the highest peak in the world with Mt. Everest standing tall at 8848 meters. Nepal is also known as the homeland of legendary world-famous soldiers, Gurkhas, and the country of Great Himalayas. A developing, mountainous and land locked country, Nepal is situated between China and India, that is why it is also called as "A YAM BETWEEN TWO STONES" with a population of nearly 34 million people and predominantly an agricultural country with above 80% of its population engaged in agriculture. Nepal is abundant in natural resources and because of the natural beauty coupled with its unique culture and tradition, tourism is rapidly growing in Nepal. Nepal is very rich in water resources. It is the second richest country in the world, as there are several rivers that originate from the Himalayas which never dry also Nepal has many lakes and ponds and there is sufficient rain fall in Nepal every year.

Some Facts:

Official Name :	Nepal
Abbreviation :	NP
Capital :	Kathmandu
Head of State :	Nepal Government
Population :	28 million Approx.
Area :	147,181 Square Km.
Time Zone :	5 hours 45 minutes ahead of GMT
Language :	Nepali (Official)
Religion :	Hinduism & Buddhism
Unit of Currency :	Rupee



Associated Companies

- 1 Cosmos Nepal Travels and Tours Pvt. Ltd.
- 2 Cosmos Nepal Money Exchange Pvt. Ltd.

Our Objective

- 1 Providing Free Creative & Technical Trainings Classes
- 2 ISO Certified Manpower Recruitment Company
- 3 Providing Quality Human resources to Gulf Countries, Malaysia and all the countries that has been approved by the Nepal Government
- 4 To enhance manpower industry for better opportunity for Nepalese workers
- 5 Negotiate for better positions for Nepalese workers in the country importing Nepalese workforce.
- 6 To establish Nepalese workers as the most competent and honest workforce.

Company Details

Company Name:	Cosmos Nepal Human Resource Pvt. Ltd.
Chair Person:	Sunita Rawal
Managing Director:	Rishi Bahadur Rawal
Director:	Nirmal Rawal
License No.:	733/064/65
Pan No.:	302483978
Established Date:	2007/10/14
Office Location:	Lazimpat, Kathmandu, Nepal.
GPO Box:	8975, EPC 1958
Telephone No.:	+977-1-4445793, 4445794
E-mail:	info@cosmosnepalhr.com rishi.rawal@cosmosnepalhr.com
Website:	www.cosmosnepalhr.com

Legal Documents

Eng./Nepali Trans:
Dispatch No. 1274
D.O. 16 Jan 2015

Office Seal
Government of Nepal
Ministry of Industry
Office of the Company Registrar

CERTIFICATE OF INCORPORATION OF COMPANY

Registration No.: 43801/063/064

This certificate of Incorporation has been issued to M/s **Cosmos Nepal Human Resource** private limited having incorporated it on the date 2063/10/14/018.S (2007/01/28 Sunday A.D) pursuant to sub-section (1) of section 5 of the Companies Act 2063B.S (2006A.D).

Sd.
Assistant Registrar

Date: 2063/10/14/018.S (2007/01/28 Sunday A.D)

Conditions: The establishment of the company is not meant for the implementation of the objectives of the company by this license, so approval of the concerned sector shall be taken prior to the implementation of Company's objectives.

Sd. R. R. Bhatt
16 Jan 2015
Notary Public

Eng./Nepali Trans:
Dispatch No. 1274
D.O. 16 Jan 2015

Government of Nepal
Ministry of Finance
Department of Inland Revenue

PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE

Date : 18 10 2063
01 02 2007

Date of value added tax registration:

Day Month Year

Permanent Account No.: 3 0 2 4 8 3 9 7 8

Inland Revenue Office: Kathmandu 1

Taxpayer Service Office: New Baneshwor

Name of Business : Cosmos Nepal Human Resource Pvt. Ltd

Types of Taxpayer : Private Limited

Business Address : Ward No. 34, New Baneshwor
Metropolitan City: Kathmandu

Business Activity : Foreign Employment.

Sd.
Tax Payer's Signature

Sd.
Signature of Tax Officer
2069/12/27B.S(2013/04/09A.D)

S.N.	Name of the Business	Address	Date of Start	Signature of Tax Officer
1.				
2.				

The duties to be abided by the Taxpayer

- The Business Executor shall issue bill and cash memo.
- If registered in the Value Added Tax (monthly or quarterly) ending the details of Value Added Tax and Value Added Tax amount shall be submitted within 25 days.
- The Business levied with excise bill except in other management after the end of each monthly balance sheet and excise amount shall be submitted.
- The income details of each fiscal year shall be submitted within the end of Asovin.
- If the details and Tax Amount not submitted within time interest, charges and fine shall be levied.
- The Certificate shall be displayed in a place visible to everyone in the office or on the spot of the Business.
- If there is any dubious thought contact in the office.

Sd. R. R. Bhatt
16 Jan 2015
Notary Public

Eng./Nepali Trans:
Dispatch No. 1274
D.O. 16 Jan 2015

Office Seal
Government of Nepal
Ministry of Labor and Transport Management
Department of Labor and Employment Promotion

License No. 733/064/065

License Certificate

This License Certificate has been provided to **Cosmos Nepal Human Resource Pvt. Ltd** in accordance to Foreign Employment Act, 2042 B.S. (1985 A.D.) and Foreign Employment Regulation 2056 B.S. (1999 A.D) and the terms and condition mentioned in this License Certificate Foreign Employment Business shall be executed under this Act and this License has been issued.

Authority Providing this License Certificate:
Signature: Sd.
Name: Keshav Bahadur Baniya
Designation: Director General
Date: 2064/06/27 B.S. (2007/10/14 A.D.)

Sd. R. R. Bhatt
16 Jan 2015
Notary Public

Eng./Nepali Trans:
Dispatch No. 1274
D.O. 16 Jan 2015

Date of Renewal	Period of Renewal	Signature of Renewal Authority
2065/03/16 B.S. (2008/06/30 A.D.)	2068 till end of Ashad B.S. (July 15, 2011 A.D.)	Sd. Section Officer 2065/03/16 B.S. (2008/06/30 A.D.)
2068/03/30 B.S. (2011/07/14 A.D.)	2071 till end of Ashad B.S. (July 15, 2014 A.D.)	Sd. Section Officer 2068/03/30 B.S. (2011/07/14 A.D.)
2071/04/04B.S. (2014/07/20A.D.)	2074 till end of Ashad B.S.(July 15 2017A.D)	Sd. Section Officer 2071/04/04B.S. (2014/07/20A.D.)
2074/04/04B.S. (2017/07/15A.D)	2080 till end of Ashad B.S.(July 15 2017A.D)	Sd. Section Officer 2077/04/04B.S. (2020/07/20A.D)

Terms and conditions:

- No branch offices shall be open to work without approval.
- No work shall be done via agent (broker).
- Except license obtained countries under any terms and condition worker shall not be sent to any other country in any terms and condition.
- The prevailing Act and Rule management as well as additional direction provided by Government of Nepal from time to time shall be abided.

Sd. R. R. Bhatt
16 Jan 2015
Notary Public

Why Cosmos Nepal?

- 1 Our experienced responsible and dedicated management team can be trusted upon to complete any designated assignment on time.
- 2 We place great emphasis on the specifications given by our clients.
- 3 We operate in an efficient and cost effective manner.
- 4 We legally provided employment opportunities to various categories of workers and arrange for the worker's insurance during the employment period.
- 5 We possess a prompt working style and offer quality service.
- 6 Through stringent selection criteria, we select the workforce and provide them intensive orientation as per the requirement.



Why Recruit from Nepal?

Over the preceding years, a growing number of employers from abroad are showing an immense interest in recruitment of manpower from the country of Nepal driven by the enhanced requirement of human resources in their respective countries. The following are the rewarding advantages to hire Nepalese workers:

- 1 Prevalence of workers, professionals, skilled, semi-skilled and unskilled in almost all field are willingly available for immediate placement.
- 2 Workers from Nepal are efficient laborers and work even in the most demanding conditions. The last two Great World Wars provide a shining example that the Nepalese have proven their ability to acclimatize to the most hostile environment and climatic conditions in any corner of the globe.
- 3 Nepalese workers persistently discharge their duties without any hitch and also without discontent.
- 4 In comparison to recruiting for other manpower exporting nations, it is deemed more feasible to recruit Nepalese human resources.
- 5 The Government procedures and formalities are comparatively straightforward in comparison to other manpower economies.
- 6 It is proven that Nepalese are simple-minded and extremely loyal to their employees, having high sense of responsibilities and discharge their duties with a certain set of incorporated values from years of immense dedication.

Hiring Nepalese Workers

Some tangible Benefits

- 1 The global workforces are hiring Nepalese workers on a large scale. These workers have created an imprint in the sands of time with numerous attributes honoring this nation. Some of the tangible benefits have been listed below:
- 2 Nepalese workers are capable enough in working in diverse climate conditions.
- 3 They are loyal, faithful, peace loving and disciplined to their job.
- 4 They are efficient, productive and hard working.
- 5 They can communicate in English and Hindi as foreign languages.
- 6 Nepal is situated very close to the labor importing countries and is linked by air with all the major cities in the world.
- 7 Employers can enjoy the wider range of choice due to availability of skilled, semi-skilled and unskilled workers with immediate placement.
- 8 Producers and formalities for employment are simple.
- 9 Nepalese workers are comparatively cost effective.



CATEGORIES OF WORKERS AVAILABLE

Skilled

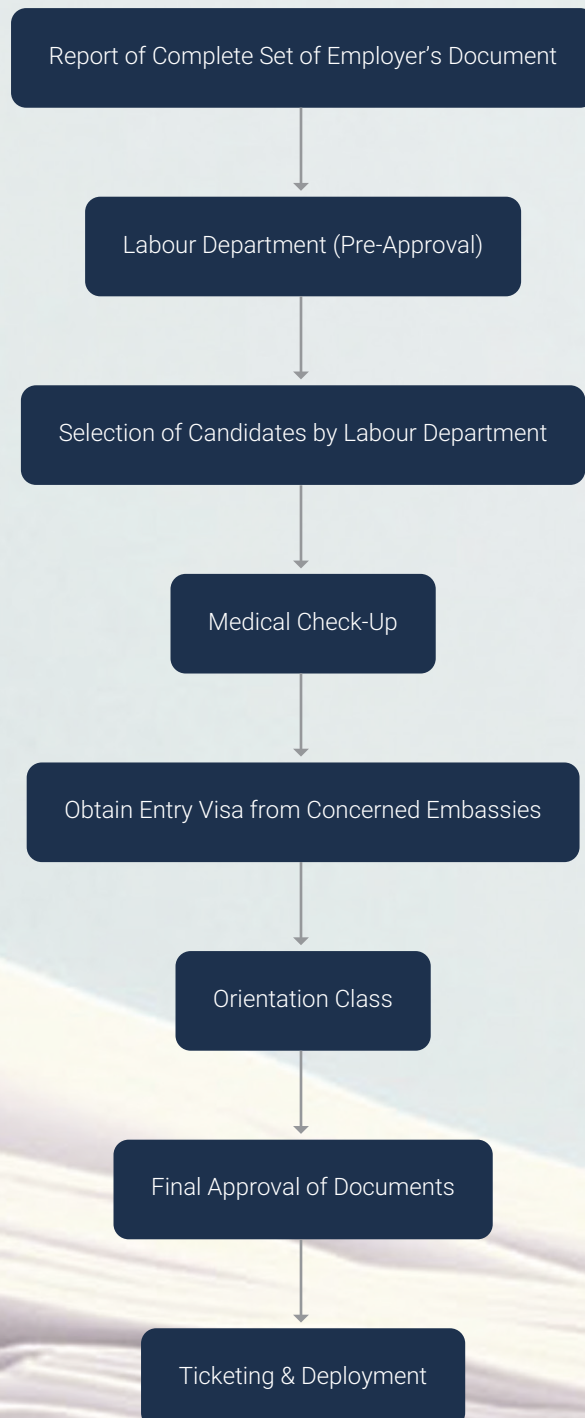
- Cook
- Security Guard
- Beautician
- Driver Light GCC
- Store Keeper
- Machine Operator
- Computer Operator
- Photographer
- Correspondent
- Medical Assistant
- Driver Heavy
- Front Office Personnel
- Sales Executive
- Sales Representative
- Clerk
- Secretary
- Driver Heavy GCC
- Representative
- Business Executive
- Administrative
- Translator
- Foreman
- Professional



Semi-skilled

- Nurse
- Civil Engineer
- Electrical Engineer
- Electronic Engineer
- Telecom Engineer
- Safety Engineer
- HR Executive
- Manager
- General Manager
- Doctor (General Physician)
- Surgeon
- Chartered Accountants
- Plant Operators
- Construction Supervisor
- Pharmacist
- Laboratory Technician
- Overseer
- Construction Equipment Operators
- Scaffolding Supervisors
- Draughtsman
- Computer Engineer
- Accountant
- Physiotherapist
- Mason
- Plaster Makers
- Block Makers
- Carpenters
- Mechanical Helper
- Steel Fixture
- Tile Fixture
- Plumber
- Pipe Fitter
- Welder
- Scaffolder
- A/C Mechanic
- Electrician
- Tailors
- Assistant Tailors
- Laundry Man
- Washer Man
- Barbers
- Shop Assistants
- Manager
- Technician
- Digger
- Ceramic Worker
- Painter
- Gardeners Reinforce Fitter
- Construction
- Unskilled
- Labour
- Cleaner
- Helper
- Sweeper
- Watchman
- Office Boy
- Washing Worker
- Building Worker
- Construction Worker
- Bell Man
- Room Attendant
- Cabling Technician
- Receptionist
- Designer
- Professional
- Cashier
- Telephone Operator
- Salesman
- Assistant Cooks
- Typist
- Bakers
- Assistant Bakers
- Drivers Light Waiter

Procedure Flowchart for the Employees



Documents Required

- 1 Demand Letter
- 2 Power of Attorney
- 3 Recruitment Service Agreement
- 4 Guarantee Letter
- 5 Employment Contract
- 6 Affidavit/Sworn Statement
- 7 Letter addressed to Nepalese Embassy in Kathmandu, Nepal of nearby High Commission.
- 8 Letter addressed to Nepalese Embassy in Source Country
- 9 Attested Copy of Citizenship of Direct
- 10 Employer Company's Registration License (From 24, From 49, M & A, if any)
- 11 Company Brochure & Profile
- 12 Photograph of Products, Working Area, Hostel Room & Canteen etc.

Note: No. 1 (Demand Letter) & No. 2 (Power of Attorney) should be attested by Local Nepal Embassy & Chamber of Commerce. Please note that every single paper should be printed out in the companies letter head with initial signature and company stamped in it.

Sample Documents:

Date:

DEMAND LETTER

M/S, COSMOS NEPAL HUMANRESOURCE P.LTD
GOVT LIC NO 733-064-65
KATHMANDU – NEPAL.

DEAR SIR,
PLEASE ARRANGE TO RECRUIT AND SEND THE FOLLOWING WORKERS FOR US
AS EARLIEST POSSIBLE CONVENIENCE AS PER

VISA No:

ID NO :

S.N	CATEGORY	QNTY	SALARY
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TERMS AND CONDITIONS

FREE VISA, FREE TWO WAY AIR TICKET UPON ARRIVAL TIME AND AFTER COM-
PLETING 2 YEARS CONTRACT, FREE ACCOMMODATION, FREE FOOD, AND FREE
MEDICAL. DUTY 8 HOURS PER DAY, 6 DAYS PER WEEK AND 30 DAYS ANNUAL
VACATION , PROBATION PERIOD OF 3 MONTHS, 2 YEARS OF CONTRACT PERIOD
. OFFICE SERVICE CHARGE SHALL PAY BY THE COMPANY.

.....
General Manager

Date:

POWER OF ATTORNEY

LET IT BE KNOWN HEREBY THAT WE HAVE APPOINTED
M/S, COSMOS NEPAL HUMANRESOURCE P.LTD
GOVT LIC NO 733-064-65
KATHMANDU – NEPAL.

TO BE OUR REPRESENTATIVE IN NEPAL IN RESPECT OF RE-
CRUITMENT OF NEPAL. MANPOWER AND HANDLING OF ALL
AFFAIRS CONCERNING DEPOSIT OF SECURITY REGISTRATION
OF IMMIGRANTS OF GOVT. OF NEPAL AND TO SIGN ALL NEC-
CESSARY DOCUMENTS REQUIRED BY THE SAID OFFICE ON OUR
BEHALF AND TO ARRANGE THEIR PASSAGE AND PASSPORT
ETC. .

THIS POWER OF ATTORNEY SHALL REMAIN VALID FOR 2 YEAR
FROM THE DATE OF ISSUE.

VISA No:

ID NO :

.....
General Manager

Date:

To,
The Director General
Department of Labor
Kathmandu, Nepal.

Sub. : Guarantee Letter

Dear Sir,
This is to inform you that we have authorized M/S. COSMOS NE-
PAL HR P.LTD Lic. No. 733-064-65 Kathmandu, Nepal to recruit
as a demand letter Nepalese workers from Nepal.

We guarantee that all these workers will not be sent to any third
country rather than Kingdom of Saudi Arabia.

Note: If the 1st party will not provide the same salary and same
job as mention in the demand letter in this condition if the worker
want to go back his home country company had to give him exit
permit.

Thanking you
Yours faithfully

.....
General Manager

Sample Documents:

Date:

AGENCY AGREEMENT

This agreement is made between:

..... Cosmos Nepal
Human Recourse P. Ltd.
..... Lic. No.:
733/064/65
..... Kathmandu,
Nepal
(First Party) (Second Party)

1. This agreement shall be valid for 2 years from the date of agreement between the two parties.
2. The first party will send the calling visas to the second party as per terms & conditions of the Demand Letter.
3. The first party will pay the workers basic salaries as per conditions set forth in the demand letter.
4. Working hours are only 8 hrs per day ,6 days per week and 30 days annual vacation, Probation period of 3 months.
5. The first party must provide the necessary documents like demand letter, power of attorney Consulate letter and a copy of his Commercial Registration.
6. The first party will provide all the facilities as per demand letter to workers. The first party will be fully responsible for everything while the workers are working with or under him.
7. The Second Party should deploy all the employees within 90 days after receiving all required documents.

(First Party)

(Second Party)

.....
General Manager

.....
Managing Director

EMPLOYMENT CONTRACT

1st Party:

2nd Party: Name: PP
No:

Nationality: Nepalese

Profession:

1. That the 1st party shall pay to the 2nd party a Monthly Basic Salary of SR /-and food allowance SR 300 /- plus Overtime.
2. The 1st party should provide 2nd party free Visa, free two way Air ticket Upon Arrival time and after completing 2 years contract, free medical free accommodation and facilities during the period of contract in the Kingdom of Saudi Arabia.
3. That the first party shall provide free transportation from resident to the worksite.
4. The period of contract is of (2) Years from the day of arrival in the K.S.A.
5. That the Company will bear the Office Service Charge to the Recruiting Agency in Nepal.
6. Daily working hours shall be Eight (8) hours, six (6) days a week and 30 days annual vacation, Probation period of 3 months.
7. That this agreement shall come in effect from the date of arrival of the 2nd party in the K.S.A.
8. That the 2nd party should undertake to abide by the instruction and rules enforced in the Kingdom of Saudi Arabia.
9. The first party will provide the second party necessary insurance coverage for workman compensation, benefit for injuries or death.

1st Party

2nd Party

Name: Name:

Signature: Signature:

Stamp:



Right



Left



Our clients



Abdul Aziz Al Dahan



Abdul Mohsin Al Ghanim



Abdulla Busbat



Adim Alyarmouk Furnished



Afaq Taybah Trading



Ahmed J Jaib Factory



Aims International



Al- Askar Trading



Al Beesi Group



Al- Dhafra Uae



Al Ghanim



Al Mandara



Al Mannai Est Qatar



AL ATHNAIN CO LLC

Al Athnain Company LLC.



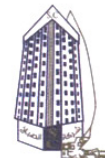
Al Saeed Bin Sultan



Al - Tasamoh Cement



Ali Saleh Al - Khas Est



Al Sabakh For Industry Est.



ARKAN
مسقط الدولية ش.م.م
Muscat International L.L.C

Amter Alwaten



Ascon Baharain



Asmar Al - Khalij

Our clients



Ayed Faraj Al-qahtani



Ayman Saad Al-najim



Beithem Malaysia



Binlade Binladen Group n Group



Complete Solution



Complete Solutions



Dar Keef Coffee



Dentist Medical Center



Eastern Cosat Factory



Eastern Heritage



Emmar Al - Hadeed



Fahad Hajib Al Qahtani



Faisal Al Dossary



Faisal Al Saleh Poultry Farm



French Bakery



Fsg Dubai



Geyad Factory For Pressure



Ghzayel Ghazi Al Oatabi



Gulf Energy



Gulf Hut Chinese Restaurant



Hae Shing Malaysia

Our clients



High Tech Contracting



High Technologis Est



Hon Mun Precision Malaysia



Itoku Trading Malaysia



Jamal Al Mashreq



Jawdah Sharqia



Jouna Bakery



Matak (M) Sdn Bhd



Mohammed Obeyad



Mousa Al- Kaltham



Mustafa Abbas



Nafisko National Fireequipment



Najea Al- Jabri



Naw Tradig & Investment



Nipras Steel



Oriental Symbols



Plastik V Sdn Bhd Malaysia

Our clients



Prisma Metal



Q One Bakery Malaysia



Qtp Al Khaleej



Rebetaltourq Est



Reef Hotel Apartments Uae



Road Cafe



Ruwabi Al- Mahfar Est



Silk Roads Logistics Company



Sadan Transport



Salim



Saleh Mabrouk Al Nahdi Construction Est.



Samsung Electronics Malaysia



Saraya Contractors Baharain



Serco



Solajan Tabuk



Sony Emcs Malaysia Sdn Bhd



Spider Of Company Branch Sweets



Sulaihem Said Al Hajri Transportation Co.



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www.cosmosnepalhr.com