

Agency to Agency Agreement

(to be typed in your company's letterhead)

This contract is made and entered into on date by and between (Name and address of your company) (hereafter called the first party) and M/S Everest Global Recruitment PVT. LTD, License Number: 1275/074/75, Kathmandu, Nepal (hereafter called the second party) for the recruitment of workforce from Nepal by terms and conditions as mentioned below:

1. The first party has agreed to provide necessary documents such as demand letter, power of attorney, agency agreement, employment agreement and guarantee paper to the second party.
2. The first party shall be responsible for guaranteeing the fulfillment of the conditions agreed upon the employee regarding salary, accommodation and other requirements as stated in the demand letter and to make sure that the workers are paid their monthly salary on regular basis and other facilities.

Whereas

3. The second party agreed to mobilise the required number of the workforce for the first party.
4. The second party agreed to explain the real facts such as the employment terms and conditions, job nature, salary, accommodation and feeding to the workers at the time of interview or before departure.
5. The second party agreed to provide the specified workers for the required jobs on the time.
6. The second party agreed to arrange the entire test requirement according to the first party's orders for selecting unskilled, skilled and professional workers.

Agreed

7. Both the parties agreed to co-operate each other in fulfilling the demand in a professional manner
8. This agreement is valid only from until (yrs).

Both the parties hereto have discussed all the above terms and conditions in details and agreed to all terms and conditions stipulated in this agreement and put their signature in two identical originals, on to be checked by each party.

The First Party
Company's Name
Pvt. Ltd
Authorized Signature
Name
Designation
Company Seal

Second Party
Everest Global Recruitment Services

Deuman Tamang
Signature
CEO
Company Seal

Note: Must be attested in COUNTRY from

**Chamber of Commerce and from nearest embassy of Nepal for on behalf of
the government of Nepal**