

Date:

Bibhuti Chand Thakur
President / CEO

Himalayan Logistics & Recruitment P. LTD. (License No. 770/065/066)
P.O. Box 5513, Gairidhara 423,
Kathamandu, Nepal

Sub: Recruitment of staffs from Nepal

Dear Mr. Thakur,

We refer to your proposal for the supply of staff from Nepal and are pleased to confirm our desire to proceed with the same subject to the following conditions:

1. You will provide us suitable short-listed candidates according to our job specification. You will advertise in the local newspapers as necessary at your own cost. The interviews will be conducted by representatives of our company and the final selection will be approved by US. We will only select those candidates who meet our strict recruitment criteria.
2. You will assist us in arranging the interviews at your premises which will include all re-interview and post-interview communications with the candidates. You will also carry out all other activities required by us/the candidate till his departure from Nepal.
3. YOU WILL Take care of all local/government formalities and will perform all actions which will uphold the reputation of our company and protect our interest at all times.
4. You will perform all activities as approved by POE and the Law of Nepal.
5. We will pay you a service fee of US\$ 350/ per selected candidate. This will be paid within 30 days after the joining of the employee upon receipt of your Invoice.
6. You will carry out suitable detailed reference checks for all candidates finally selected by us. This would include reference checks from their past employers as well as local government security agencies.
7. You will charge the selected candidate only such amounts as are legally approved by POE according to the Law of Nepal. This will be an arrangement between yourself and the candidate and our company shall have no liability / responsibility for the same.
8. We shall provide the employment visa as well as a suitable one way joining ticket from Kathmandu to Abu Dhabi and a return ticket from Abu Dhabi to Kathmandu at the time of completion 'of the employees' contract.

9. In case a candidate joins us and then resigns or leaves us within the 6 months Probationary period, you will provide a suitable acceptable replacement candidate at your own cost within 4 weeks, time being the essence.
10. If the candidate resigns within 6 months of the joining date during the probation period, you will assist our company in ensuring that the candidate reimburses us the actual cost incurred by us to recruit him including the hiring cost, the visa cost, the joining ticket fare, insurance costs, medicals, Government charges, etc.
11. We are enclosing herewith the official documents as required by you as follows:
 - i) Demand Letter
 - ii) Special Power of Attorney
 - iii) Guarantee Letter
 - iv) Memorandum of Understanding (MOU).
 - v) Sample of Employment Contract.
12. This arrangement will be valid for a period of one year from the date of letter and the contract can be terminated by either party by giving one month's advance notice.
13. As discussed our requirements are urgent and we must hold the interviews in your office in Kathmandu before mid-December 2008.

We shall appreciate your accepting our above terms and conditions by signing with official stamp on the duplicate copy of this letter and sending it to us for our official records.

We look forward to a long and successful working relationship with your company.

Thanking you,

Mr. Michael Jackson
President
XYZ LOGISTICS

Mr. Carl Douglas
Manager HR
XYZ LOGISTICS

Accepted by:

Mr. Bibhuti Chand Thakur
President
HIMALAYAN LOGISTICS & RECRUITMENT.