

Govt. License No.: 751/064/065



Dubai Overseas International Pvt. Ltd.

Maharajgunj-3, Kathmandu, Nepal Tel: +977-1-5905763, 5905764, Fax: +977-1-5905764 E-mail: info@dubaioverseas.com



COMPANY PROFILE

Name of the Company	:	Dubai Overseas International Pvt. Ltd.
Registration Authority	:	Ministry of Industry & Commerce Office of the Company Registrar Company Regd. No: 45802/063/064 Ministry of Labour, Employment & Social Security Department of Foreign Employment Govt. License No: 751/064/065 Ministry of Finance Department of Internal Revenue Pan No: 302706136
Member	:	Nepal Association of Foreign Employment Agencies
Contact Person	:5	Mr. Dharma Raj Sharma Subedi (Managing Director) Cell: +977-9851025960, 9801025960, +971-552046034 (UAE) E-mail: md@dubaioverseas.com mddubaioverseasinter@gmail.com
		Mr Anill Malla (Director) Cell: +977-9818465957 Email: director@dubaioverseas.com gm@dubaioverseascom
Capital Structures	:	Authorized - 20 Million Nepalese Rupees (USD 175,000) Issued - 10 Million Nepalese Rupees(USD 87,500)
Official Bank	÷	Global IME Bank Limited Nepal Rastra Bank Limited
Operated / Managed by	20	Business Finance and Administrative Management Experts / Advisors Professional from Nation Lead Organizations of Nepal.
Working Experiences	:	Comprehensive background in Implementing and accomplishing Company's mission by working at extensive level in senior management capacity for years in the national and international organizations & overseas employment business fields.
Legal Advisor	:	Neelam Prasad Gautam
Address	:	Maharajgunj-3, Kathmandu, Nepal Tel: +977-1-5905763, 5905764, Fax: +977-1-5905351 E-mail: info@dubaioverseas.com Website: www.dubaioverseas.com



LICENSE

Distributed by: Nepal Notary Public Council

s.n. 3200516

Nepali/ English Translation Regd. No.27649



Coat of Arms of Nepal Government of Nepal Ministry of Labor and Transportation Management Department of Labor and Employment Promotion

Office Seal Affixed

License No.: 751/064/65

License

This license is hereby provided to **M/s Dubai Overseas International Pvt. Ltd.** to conduct the foreign employment business within the conditions mentioned in this license in pursuant to the Foreign Employment Act, 1985 A.D. and Foreign Employment Rule, 1999 A.D.

> License Issuing Officer: Name: Keshar Bahadur Baniya Rank: Director General Signature: Sd. Date: 20th March 2008 A.D.

> > The Translation Copy is

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Translated By: Advocate/Notary Public- Tika Ram Regmi Contact No. 9841321391 Email: notary.regmi@gmail.com

www.dubaioverseas.com



CONSULATE ID/CERTIFICATES

	Dubai Overseas International Pvt. Ltd.
	Maharajgunj-3, Kathmandu, Nepal Tel: +977-1-5905763, 5905764
	Fax: +977-1-5905351
S S	E-mail: dubaioverseasinter@gmail.com dubaioverseasinter@dubaioverseas.com.np Website :www.dubaioverseas.com.np
Name of the Owner of the Age	ency : DHARMA RAJ SHARMA SUBEDI
Agency Name : DUBAI	OVERSEAS INTERNATIONAL PVT. LTD.
License No : 751/06	4/065 Rami Saad Alasmay
Date of issue : 31/03/	
CARD NO (355)	Authorized Seal and Signature

$\begin{array}{c} \hline \\ \hline $	Government of Nepal Ministry of Industry, Commerce & Suppliers Office of the Company Registrar Utte Seal Pvt. Ltd: 45802/063-064 Certificate of Incorporation of Company This certificate of incorporation has been issued to M/s Dubal Overseas International Private Limited having incorporated on the (2064/01/30 B.S.) 13 day of May. 2007 pursuant to sub-section (1) of section 5 of the Companies Act 2006.
Sd. Sd.	Date:- 2064/01/30 B.S. (13 May. 2007 A.D.) Sd.
2064/09/11 B.S. (26/12/2007 A.D.)	Asot. Registrar
Note: This certificate should be posted at a place of business and main office.	approval of the concerned authorities according to precuiling law's then after execute the objectives of the company.
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MESSAGE FROM MANAGING DIRECTOR



It gives us immense pleasure today to present some of my words through this profile about the introduction of this company: Dubai Overseas International Pvt. Ltd.

We have the pleasure in introducing Dubai Overseas International Pvt. Ltd. as one of the reputed and professionally managed international manpower recruitment consultant established in 2007. We have been working for foreign employment service under the license of Government of Nepal, Ministry of Labour, Employment & Social Security since the last one decade.

Dubai Overseas International Pvt. Ltd. has been established with the main objective of enhancing and boosting the economic condition of Nepalese people. The increase in unemployment figures and the inflow of people from rural areas to urban areas is creating opportunity to the nation's economy. Thus, we have deployed thousands of professionals, skilled, semi-skilled and non-skilled workers in various countries as per the demand.

This company is equipped with modern facilities and a team of highly professional and dedicated staff who are thoroughly acquainted with the proper execution of manpower recruitment procedures. Lastly, we would highly appreciate your comments. We assure you that we are always at your service and co-operation for you.

Thank You

Dharma Raj Sharma Subedi Managing Director



MESSAGE FROM DIRECTOR



Dear Clients,

Dubai Overseas International Pvt. Ltd. is one of the leading professionally managed and certified Overseas Manpower Consultants and Recruitment Agency and have been providing services to various reputed companies for their Manpower requirements in Malaysia and Gulf Countries & Europe. We have been professionally fulfilling the growing needs of our clients and have successfully catered to our clients by providing them the right candidates with the help of our highly qualified team of technical consultants and staffs.

Our head office is strategically located in the heart of capital of Nepal, with our executive search offices located in all strategic cities of Nepal. Through the years, we have grown immensely and our services have been appreciated by our clients. Our clients and the people whom we recruit are the ultimate beneficiaries of our services. We adhere to a strict deployment schedule according to the needs of our clients and believe in the principle of time management. We will be privileged, if we get an opportunity to serve you in the near future.

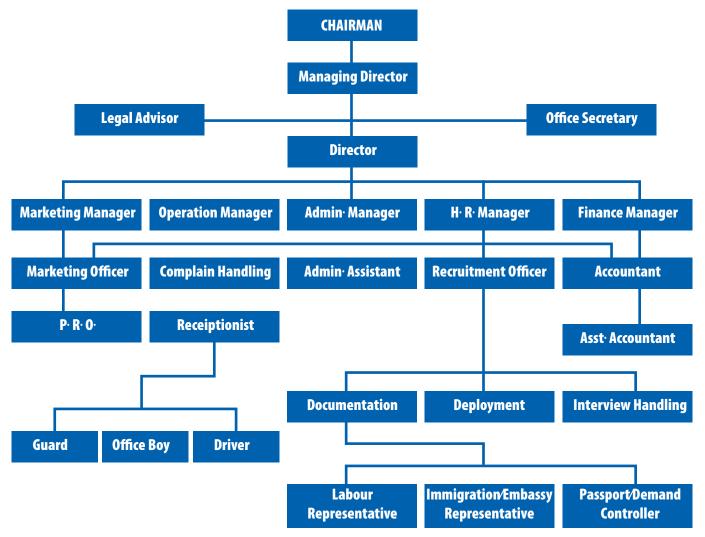
We assure you of our high service standards and acting on your requirement in the shortest time possible.

Warm Regards,

Anill Malla Director



ORGANIZATION CHART







REQUIRED DOCUMENT

Requirements of the documents from the employer country vary from one to another. Documents also depend on whether the embassy of the said country has a diplomatic mission in Nepal or not. Basically, Set of Legalized documents are required in order to process any kinds of further prescreening to the deployment of the workers from Nepal. Sample as given below.

Principle Documents:

- 1. Demand Letter
- 2. Power of Attorney
- 3. Employment Contract
- 4. Service Agreement between Employing Company & Our Company
- 5. Guarantee Letter

Demand Letter

Addressed to authorizing Dubai Overseas International Pvt. Ltd. (License No: 751/064/065) Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits.

Power of Attorney

Addressed authorizing Dubai Overseas International Pvt. Ltd. (License No: 751/064/065) Kathmandu, Nepal to be true and lawful attorney and Agency from Nepal.

Service Agreement

Employing Company should provide us service agreement duly signed between employer 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

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Mc.	called the company as First Party).	ay or IN/ S.COMFAINT NAME (REFERE		under the Laws of Nepal, with business address	at Maharajgunj, Kathmandu, Nepal.
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SELECTION & DEPLOYMENT

Pre Labor Approval

After receiving the authorized demand letter from the company, the document are presented for pre- labor approval. The department of Labor in Nepal analyzes the document and approve for further processing.



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Candidate Screening/Interview

We maintain upto date data bank of potential candidate with full information on their skill and education, technical knowhow and experience as per the employer criterion. Dubai Overseas International Pvt. Ltd. will the short list the candidate for pre-interview. During pre interview the short listed candidate are given priority on merit basis giving opportunity to all. The final interview for the short listed candidate will be conducted by the employer himself or his representative by taking an oral, written and practical test. If the employer or his representative is not available than we arrange for telephone or skype interview.

Advertisement

The approved demand letter which is received from Labor Department of Nepal is published in National daily/weekly newspaper for collecting document. Dubai Overseas International Pvt. Ltd., also uses different tools like internet, SMS, telephone etc. in order to inform and collect documents. The documentsare either collected through direct candidate or through sub agents/marketing executives.







Communications

Departments of Dubai Overseas International Pvt. Ltd. is fully computerized and networked in order to provide our clients and the candidates the best and prompt service. Our staff members are always committed and ready to help its clients providing quality manpower service.



SELECTION & DEPLOYMENT



Visa Processing

We send all the necessary documents as per requirement for further visa processing like passport copies, photographs, medical report, experience certificate etc. to the employer.

Medical Checkup

Only selected candidate will send for full medical examination to the medical centre authorized by government of Nepal. The candidates who are physical and mentally fit are eligible to sign the employment contract and he/she should be entitled to proceed for visa.





Orientation

After receiving the job offer or employment visa, the orientation classes are compulsory organized by Government Registered technical institute of Nepal which provide full information about law and orders, immigration policy and religion of respective country. It helps to create awareness and make cordial relation between employer and employee. Besides this we give full information about the company, work place, job description etc before flight.

Final Labor Approval

All the necessary documents like original passport, visa copy (original if not issued online), medical report, orientation certificate, insurance policy are submitted in Labor Department of Nepal for final approval and immigration clearance. The Department of Labor analyzes the documents and provides final approval.





Travel Arrangement

As soon as visa endorse passport or paper visa are received we give the booking to our travel agent or directly to concern airline to confirm seats to the nearest airport of origin country. After the flight is confirmed we send flight details to our employer requesting them for airport pick-up and hostel arrangement.



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.



DUBAI CLIENT'S LIST





KUWAIT CLIENT'S LIST





SAUDI CLIENT'S LIST



QATAR/BAHARIN/OMAN CLIENT'S LIST





KUWAIT CLIENT'S LIST

Malas Alkuwait International Restaurant Co Soud Fahad Barrak Alsabih For Steel Work & Fabrication. Palazzo Hotel Company Kanari Island Restaurant Co W.I.I. Leopard Consumers Orders Delivery. Trolley General Trading Co.w.l.l Metrash Company For Delivery Of Consumer And Other Orders Al-Kuwaitiya Office Company For Factory Management. Limak Insaat Kuwait Spc Medmac Kuwait General Trading & Contracting Co. Al Eemar Ready Mix Concrete Production Co. Katara Retail Company For Ready Kitchens **Blend Restaurant & Cafe Company** Smart House Construction Company. **Bulldozer Gulf General Trading & Contracting Company** Super Wash Company For Cleaning And Ironing Clothes Manually And Stem Kuwait. Al Mahmoud Factory For Wooden Doors **Orbit Spa Health Institute** Talal Herbidshawan Al Zafeeri For Meals Provider Mb Chocolate Company For Sweets And Pastries. Fidz Company For Sweets And Pastries. Strope Salon Ladies Beauty. American Pizza Restaurant Co. Two Shawarma Restaurant Company Get Burger Restaurant Co. The Brush Beauty Salon Masti Plus For Food Supplies House Of Luster Factory For The Production Of Furniture. Atyab Albaraka Coffee & Restaurant Company Alameed Coffee Roasters & Mills Company **Orbit Spa Health Institute** Talal Herbidshawan Al Zafeeri For Meals Provider Fidz Company For Sweets And Pastries. Dutch Company For The Sale Of Food, Snacks And Cold & Hot Drinks (Food Truck) American Pizza Restaurant Co. Two Shawarma Restaurant Company Brilliant Minds Company For Managing Day Nurseries Alabjar Carpentry Factory. Al Massa Factory Metal Kitchen Chicken & Shawarma Grills Safes For Keeping Papers & Files Al-Kuwaitiya Office Company For Factory Manageme **Kuwait Motor Sports Club** num Industries T

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CLIENT'S LIST

KINGDOM OF SAUDI ARABIA (K.S.A.):

Hsh Partner & Co. Ahamed G. Al Ghamdi & Brothers Holding Company Babel Restaurant Co. Ltd. Sama Altameer Company Asama Altameer Company Gulf Candil Logistics Services Co. Idc (Industrial Development Company) Remote Logistics Co. Ltd, K.S.A. Makani Indian Fod Restaurant N2Mall Khaled Derea Al Derea And His Partner Co. Ltd. Baas International Group Company Ltd. Sinopec Engineering Group Saudi Co. Ltd. Drake & Scull International K.S.A. Al Seif Engineering Contracting Company Al Towala For Trading & Contracting Co. Aaday Eid Al-otabit Est. Abagira Trading Co. Ltd. Abdul Aziz Saliman Al Ghanim Gen. Contracting Co. Attieh Steel Company Ltd. Abid Manahi Al Ajmi Sons Co. Aamal Al Daam Company Al Habib Trading & Contracting Co. Al-ayuni Investment & Contracting Co. Ali A. Al Sehli Est. Al-mesilahvac Equipment Factory Amana Contracting Company Llc. Ananasy Trading Co. **Ekal Human Resources** Abdulaziz Alomran & K.S.A. Aseel Architectural Contracting, K.S.A. Ahmed Ali Al-tahaifa Transport Co. Al Sumbulaal Mutakamila Trading Est., K.S.A. Ananasy Trading Company, K.S.A. **Excellent Building For Contracts** Home Care For Fire Fighting Equipments Sara Abdoulhamid Almabyog Cont, K.S.A. SMIT OPERATION AND MAINTENANCE COMPANY

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OMAN: AL-RAHA NATIONAL ENTERPRIES



CLIENT'S LIST

U.A.E.:

Adnec Services **Skm Air Conditioning** Albert Abela Co. Arkan Securitymanagement Solutions Ejadah Asset Management Group Sawaeed Employment L.L.C. **Qbg Facilities Management** Gbh International Contracting Llc Rdk Building Maintenance Llc. **Dubai Security Group Duplas Al Sharg Llc.** Concordia Dmcc, Dubai, Uae. **Efs Facilities Services Emirates Marble** Ethon General Trading L.L.C. Future Metro L.L.C. Leo International (Fze) **National Food Products Company** Ra Al Khaimah Poultry & Feeding Co. infotech for employment - sole proprietorship PROFESSIONAL FIX FACILITIES MANAGEMENT LLC SEATTLE INTERNATIONAL SERVICES SEATTLE **INTERNATIONAL SERVICES MAJAN PRINTING & PACKAGING FZE** FRENCH BAKERY COFFEE SHOP L.L.C. EMPIRE STATE ELECTRO MECHANICAL LLC Albert Abela Co. SHJ. (L.L.C.) ASALI CONTRACTING CO.LLC SAWAEED EMPLOYMENT LLC SEA SANDS SHIPPING L.L.C base general contracting collc Speed Cleaning Co. L.L. skm air conditioning lie Pivot Aluminium Co

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102-4077-5-4383098/4882338, FAX-477-5-4388	USL AND LETTER
	alow mentioned categories of workers on behalf of M/S
5/N Central A/C EQUIPMENT MECHANIC	City Salary (AED.) IC - Hulper 1.3 900
REFRIGERATOR ASSEMBLIN CLEANING WORKER 4. PORKLIT DEVELOPMENTOR	14 ISO0 18 900 5 2500
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Maharajgunj-3, Kathmandu, Nepal Tel: +977-1-5905763, 5905764, Fax: +977-1-5905764 E-mail: info@dubaioverseas.com

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