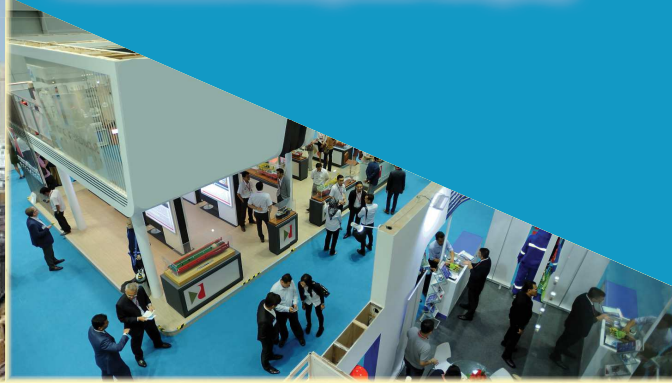




Gov. License No.:
1067/073/074

COMPANY PROFILE

EMS is Innovative, Excellent, Reliable,
Accountable manpower company



ELMIRA MANPOWER SERVICE PVT. LTD.

Basundhara, Kathmandu, Nepal, Post Box No: 9883

Phone: +977-01-4363814, Fax: +977-01-4016788

Email: elmiramanpower@gmail.com, info@elmiramanpower.com

www.elmiramanpower.com

**MESSAGE FROM
CHAIRPERSON**



Warm greeting from **ELMIRA MANPOWER SERVICE PVT . LTD.**

We take this opportunity to introduce ourselves as one of the leading Manpower Agencies, which is involved in the recruiting of hard working and assiduous Nepalese manpower all over the world.

Elmira Manpower Service Pvt. Ltd. focuses on delivering high-quality services across the world almost all the sector ensuring that the recruitment process is as smooth and effective as possible and making us your first point of contact for recruitment requirements.

We offer unrivalled levels of expertise with our management team having over decade year's recruitment experience, finding you the right candidate at the right times for right job .

We appreciates that recruitment can be a time-consuming and daunting task for both clients and candidates. With our teams of specially trained consultants we make recruitment a stress-free, efficient and cost-effective exercise, with minimum disruption to your working day, taking the leg work out of recruitment.

We provide a full life cycle recruitment solution across the world. As a premier and dynamic organization, we keep abreast of new technologies and trends in the marketplace to ensure that our clients receive the highest level of service. If you have any queries, please do not hesitate to contact us. We assure you of utmost satisfaction.

Thanking you.
Mr. Jaganath Paudel
Chairperson



**MESSAGE FROM
MD.**

Dear Clients,

Warm Greetings from the Land of the Himalayas, Nepal.

I would like to take this opportunity to introduce Elmira Manpower Service Pvt. Ltd. as one of the distinguished and ideal manpower recruiting companies in Nepal. This company has been registered according to government act 2064 with an objective to provide a entire Nepalese manpower to the overseas companies looking for competent and honest youths.

Our company is one of the leading Manpower Agency approved by the Government having License No. 1067/073/074 in Nepal registered under the Ministry of Employment and Social Security to provide a proper channel for the organized out flow of Nepalese Labor force abroad.

Warm Regards,
Bishnu Paudel
Managing Director

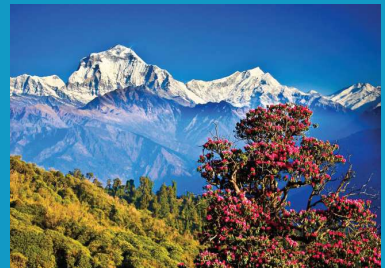
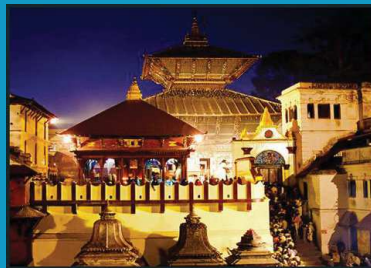
ABOUT NEPAL

Nepal is a landlocked country in South Asia and the world's youngest republic. It is bordered to the north by the People's Republic of China, and to the south, east, and west by the Republic of India.

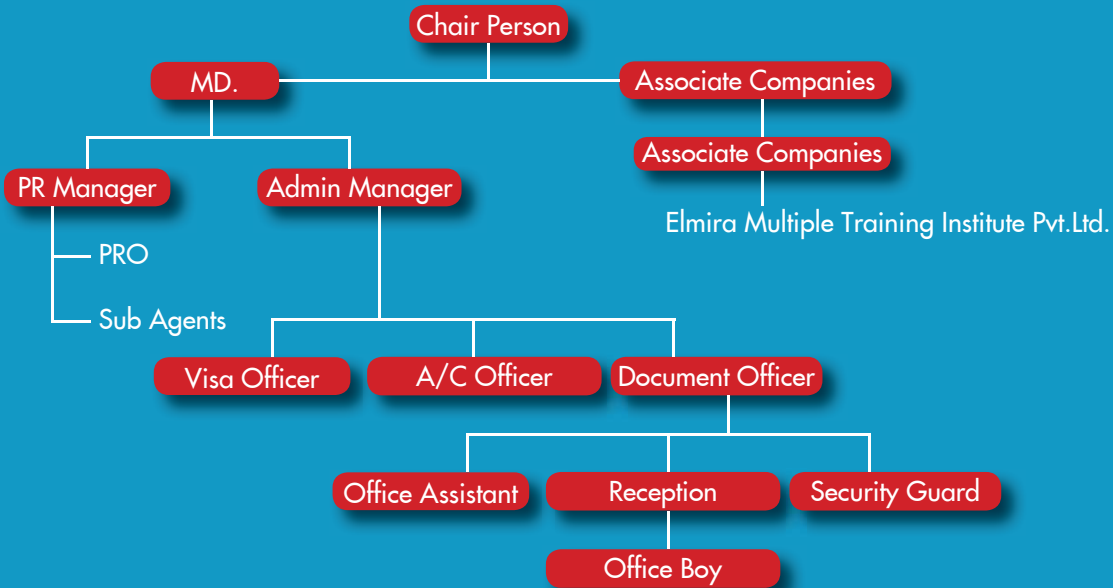
With an area of 147,181 square kilometres and a population of approximately 30 million, Nepal is the world's 93rd largest country by land mass and the 41st most populous country. Kathmandu is the nation's capital and the country's largest metropolitan city. Nepal is a country of highly diverse and rich geography, culture, and religions. The mountainous north has eight of the world's ten highest mountains, including the highest, Mount Everest.

The fertile and humid south is heavily urbanized. By some measures, Hinduism is practiced by a greater majority of people in Nepal than in any other nation. Buddhism, though a minority faith in the country, is linked historically with Nepal as the birthplace of Siddhartha Gautama, who as the Buddha Gautama gave birth to the Buddhist tradition.

In terms of economic activities, Nepal has still a larger population that make a livelihood through agricultural practices. But, fast pace of urbanization, greater mobility, rise in educational status of people, to name just a few, lead to the decline in dependence on agricultural economy. Though Nepal started to experience the path to modernity from the 50s, the ever-slowed process of industrialization on the one hand and growing human resources on the other hand cannot correspond with the existing unemployment situation of the country.



ORGANIZATION CHART



DEDICATED TEAM MEMBERS



ABOUT US

“As a top company in the Employment Services industry, Elmira Manpower specializes in supplying their customers with Temporary and Permanent members of staff.” Elmira Manpower Service Pvt. Ltd., located in Basundhara, Kathmandu, is one of the leading manpower in Nepal. It is registered under Nepal Government’s, Ministry of Foreign Employment Department license no. 1067/073/074. The Chairman, Director and Elmira personnel have acquired wide knowledge and professional experience of long years working for the international recruitment business and having thereby occupied leading positions.

OUR POLICIES

The quality policy statement of our company is :

1. We are committed to timely supplying manpower for our clients that strictly confirm to their requirements as defined and working closely with them so as to provide a level of quality excellence to reflect our leadership position.
2. We shall do our jobs the right time and right place and right position or job.
3. We shall fully commitment of client satisfaction and legal authorization process under the Nepal government.
 - At our company, we have state of the art, fully computerized office management system, clients and candidate can apply online applications.
 - Elmira Manpower Service Pvt. Ltd. is equal employment opportunity provider with selection based on merit system.

OUR MISSION AND VALUES

We are committed to an on-going and significant expansion of our operational activities in future. The foundations for this were laid in recent years through outstanding exploration work and successful acquisitions. Moreover, we have been able to steadily expand our portfolio through successful participation in bidding rounds and our concession interests, in order to achieve our growth targets as quickly as possible. We have following key values of the company :

1. Excellent
2. Laborious
3. Manpower
4. Innovative
5. Reliable
6. Accountability

OUR VISION

Our vision is to become the employers preferred Manpower Services of choice based on the extant and quality of our service. We also aspire to be the preferred platform for candidates to discover and pursue exciting careers with their ideal organizations. We are devoted to remaining unmatched in customer's satisfaction. We strive to maintain our reputation as to be the Premier Professional Company in recruitment.

OUR GOALS & OBJECTIVES

Elmira Manpower Service Pvt. Ltd. is determined to recruit best human resources to manpower employer. The main goal of our company is to legally provide employment opportunities to professional, skilled, semiskilled or unskilled workforce to manpower employers.

The main objectives of our company are to:

- Prepare candidates as to meet every requirement of the employer and deliver the right kind of people to the right job under the Rule.
- Build up healthy and trustworthy relationship between Employer and Employee.
- Improve economically status of the people of Nepal and contribute in overall development of the country through foreign employer as the corporate social responsibility towards nation.

OUR COMMITMENT

We promise our clients and candidates that we are :

- Personalized in our service.
- Determined in our approach.
- Responsive to your needs and requests.
- Resourceful in finding solutions.
- Reliable in delivering outcomes.

Why choosing Elmira Manpower as your recruitment partner?

A leading manpower company for different kinds of recruitment services through recruitment management system.

It has achieved an immense trust in Nepalese and international market by numerous reputed companies.

It has excellent and proven recruitment management system.

- We provide different kinds of recruitment services and formalities through our office like ticketing, technical training, orientation and many more.
- Our company supplies diverse categories like lower management, mid management, and upper management, skilled, semi-skilled unskilled, trained and professional manpower.
- In our company, we have readily available candidates in our computerized data bank who can be deployed as per your needs.

REQUIRED DOCUMENTS

The following documents duly attested by the concerned authorities are requested from the employers:

Demand Letter: A formal letter issued by the employer addressing Elmira Manpower Service Pvt. Ltd. with full detail of the job categories, number of workers, salary, contract period, working hours & days and all other facilities like food, accommodation, medical & air passage.

Power of Attorney: A letter issued by employers authorizing Elmira Manpower Service Pvt. Ltd. to act on behalf of the employer as recruitment the required number of workers & to carry out all necessary formalities related with the respective Embassy & the related agencies of the Government of Nepal.

Employment Contract: A formal letter of contract addressing employer and his base terms of employment.

Guarantee Letter: A formal letter addressing to Director General, Ministry of Labour & Transport Management, Department of foreign employment, Kathmandu Nepal. Promising that the workers will work in the country which mentioned in the Demand letter, and they will not be sent to work in any other country.

Agency Agreement: The agreement is made between Elmira Manpower Service Pvt. Ltd. and the employer company in the Employer company's letterhead stating clearly & precisely all the terms and conditions regarding recruitment of manpower from Nepal.

RECRUITMENT PROCEDURE

1. Demand Inquiry and Job Order.
 2. Process of complete demand Sets document by Employer.
 - a. Demand Paper
 - b. Power of Attorney
 - c. Guarantee Paper
 - d. Interparty Agreement
 - e. Employment Contract
 - Letter of clarification of group of companies (In case visa issuing from different group of companies under same ownership).
- These all document are required to be atested by necessity institution like
- Chamber of Commerce
 - Ministry of Foreign Affair (In case of Saudi and Kuwait)
 - Nepal Embassy (In case of Female, Cleaner, Security and Govt. hiring Kuwait, Bahrain, Oman and Malaysia mandatory)
3. Once all attested original attested document received in Nepal will submitted for pre approval foreign employment department which Max take 3 working days.
 4. Pre approval letter will be published in National daily.
 5. Selection: Interview and screening candidate.
 - Indirect Interview: Selection from agency.
 - Direct Interview: From client directly or Skype.

6. Medical and PCC: Selectee will undergo through medical and police clearance.
7. Visa processing: Medically fit selectee document will be process for visa.
8. Labor and immigration: Visa issued selectee document will be process for immigration clearance from foreign employment department.
9. Flight and Deployment: finally, immigration and labor candidates deployed begin.
 - Flight confirmation.
 - Departure.
- 10 Feed Back: Responses of Employer and employee both in term of Work environment and performance.

RECRUITMENT CATEGORY

All human beings are not connoisseur in all the fields. Learning phase is never ending. Time and experience are the best teachers. Thus, we deal not only with the professionals but with anybody who wishes to earn honestly doing hard work. The categories we deal are professional, skilled, semi-skilled and unskilled.

Professional:

1. Engineers: Civil/Electrical/
Mechanical/Electronic/Telecom,
Architects/Planners
2. Doctors: Specialists/
General physicians/Surgeons
3. Professor/Teachers in various
fields
4. Chartered/Cost Accountants
5. Banking Specialists

Skilled:

1. Construction Supervisor/
Overseers
2. Welders (Gas/Electric),
Foremen (Electrical/
Mechanical/Civil)



3. Plant Operators (Electrical/
Civil/Mechanical)
4. Earth Moving/Construction
equipment Operators
5. Electricians (L.T. & H.T.)
6. Mechanists/Turners/
Toolmakers
7. Carpenters/Cabinet makers
8. Steel fixers, Scaffolders,
Masons/Tile fixer/Plasters,
Plumbers/Pipe fitters
9. Mechanics (Air conditioning/
Heavy/Light Equipment)
10. Draughts men (Electrical/
Mechanical/Civil)
11. Hotel personnel(Waiters/
Cooks/Bankers/ Front office
personnel,etc)
12. Computer operators
13. Garments/Textile/Jute workers
14. Administration Personnel
15. Drivers (Light/Heavy)
16. Security Personnel (Ex-Army/
Policemen)
17. Male/ Female Nurses
18. Pharmacists, Laboratory
Technicians/Medical
Assistants/ Paramedics

6. Block Makers/Helpers
7. Kitchen Helpers/Assistant
cooks
8. Tailors/Tailor Helper
9. Laundry/ Washer Men
10. Barbers
11. Shop Assistant
12. Gardeners

Un Skilled:

1. Laborers
2. Cleaners/Sweepers
3. Agriculture Laborers/Farmers
4. Watchmen/Guards
5. Peons/Office Boys
6. Airport Loaders
7. Industrial Laborers
8. Factory Workers
9. General Workers



Semi -Skilled:

1. Carpenters/ Shu ering
2. Mason /helpers
3. Concrete mixer operator
4. Pump operators/Helpers
5. Helper(Electrical/
Mechanical/Erection)

COMPANY REGISTRATION



विद्यमान गोपनीय तिथि	विद्यमान काल खतम तिथि	संभवतः उद्योग	एच.सी. संख्या	विद्यमान अधिकारीको नाम र पद
2072/1/1/1	2072/1/1/1			
2072/1/1/1	2072/1/1/1			

नेपाल सरकार
उद्योग विभाग
वैदेशिक रोजगार विभाग

व्यक्तिगत सेवा नम्बर (PAN) का प्रमाण पत्र

व्यक्तिगत सेवा नम्बर (PAN) का प्रमाण पत्र

आयकर मातृ

व्यक्तिगत सेवा नम्बर (PAN) का प्रमाण पत्र

व्यक्तिगत सेवा नम्बर (PAN) का प्रमाण पत्र

व्यक्तिगत सेवा नम्बर (PAN) का प्रमाण पत्र

नेपाल सरकार
उद्योग विभाग

कम्पनी रजिस्ट्रारको कार्यालय
कम्पनी दताकी प्रमाण पत्र

दस्तावेज नं: १९९०१०/१९३/१९३

श्री एमिर्जा मैनपावर सर्विस प्रा. लि.

नामको प्राइवेट लिमिटेड कम्पनी संभवतः २०७३ साल भदौ १० गते रोज ६ मा दस्तावेजको हुनाको कम्पनी रोज, २०७३ को दस्तावेज ५ को उपदस्तावेज (१) बराबरको प्रमाणपत्र दिइएको छ।

प्राति: २०७३-०८-१०

Government of Nepal
Ministry of Industry
Office of the Company Registrar
Registration No: 159007073074

स. रजिस्ट्रार

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to M/s Elmira Manpower Service Private Limited having incorporated it on the 25 day of November, 2016 pursuant to sub-section (1) of section 5 of the Companies Act, 2066.

Date: 2016-11-25

Asst. Registrar

Department of Inland Revenue

Income Tax Return (ITR) Registration Certificate

Registration No: 123456789

Registration Date: 2072/1/1/1

Registration Validity: 2072/1/1/1

Registration Fee: 1000.00

Registration Address: Kathmandu

Registration Business: Foreign Employment

Registration Authority: Foreign Employment

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

License No: 123456789

Date: Jan. 6, 2017

License

This license has been given to Elmira Manpower Service Pvt. Ltd., authorizing to carry on foreign employment business, subject to the Foreign Employment Act, 2017, the Foreign Employment Regulation, 2017 and the terms and conditions specified in this license.

License issuing authority:
Name: Baldev Raj Paudyal
Designation: Director General
Signature: SA
Date: Jan. 6, 2017

Revised date	Valid up to	Revised fee	Additional amount fee	Signature of issuing authority and date
July 10, 2017	Up-to 30th July 2018	Rs. 10,000.00		SA, Section Officer

Terms:

- No activity shall be done having opened a branch office without obtaining approval.
- No activity shall be done through an agent.
- No worker shall be sent to any country other than those countries for which the license has been obtained.
- In addition to the provisions laid down in the laws in force, the directions issued by the Government of Nepal from time to time shall be complied with.

DEMAND LETTERS

EVERGREEN HEAVY INDUSTRIAL CORP (M) BERHAD
 (1017776)
 Lot 139, Jalan Coasik, Phase 2, Free Trade Zone, Johor Port Authority,
 81700 Pasir Gudang, Johor, Malaysia
 Tel: 07-25104822 (8 Lines) Fax: 07-25194335

Date: 18th of May, 2017

To,
ELMIRA MANPOWER SERVICE PVT. LTD.
 Recruiting Licence no. 1067/073/074
 Company Registrar's Reg. No. 604356851

Dear Sir/Madam,

Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

We hereby appoint your company to recruit Nepal Male workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : 40 (Forty) (Male)
- Job Category : Production Operator
- Job Description : Factory Worker (Manufacturing)
- Age : (18 - 40 yrs.)
- Contract Period : 3 years
- Basic Monthly Salary : RM 38.46/day*8 hours*26 days= RM1000.00

Description	Amount in RM
Allowance	
Attendance	
Food	Free Lunch or Dinner
Transport	
Shift	
Overtime (as per Government rule)	
RM 7.21 X 2hrs X 26 days	RM 374.92
Basic Salary	RM 1,000.00
Total:	RM 1,374.92

7. Working days : Monday to Saturday
 (Working hours 8am - 4:30pm)
 Lunch break: 12:30pm - 1:00pm)

8. Working hours : 8 hours per day 48 hours per week

* Basic minimum monthly salary should not be less than RM1000/month for General Workers (i.e. RM 38.47/day*8 hours*26 days = RM1000) and RM 1050 for Private Security Guards (i.e. 40.39/day*8 hours*26 days = RM 1050) and RM 140 for construction workers (45.85/day*8 hours*26 days = RM 1140) excluding overtime and other allowances

Date: 25-10-2017

ELMIRA MANPOWER SERVICE PVT.LTD.
 Recruiting Licence no. 1067/073/074
 Company Registrar's Reg. No. 604356851

Dear Sir/Madam,

Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

We hereby appoint your company to recruit Nepal male/female workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : 10 (Ten) (male)
- Job Category : Production Operator
- Job Description : MANUFACTURING (Factory Worker)
- Age : (18 - 40 yrs.)
- Contract Period : 3 years
- Basic Monthly Salary : RM 38.47*8 hours*26 days = RM1,000.00

Allowance	Amount in RM
Attendance	
Food	
Transport	
Shift	
Overtime (as per Government rule)	
RM 7.21 X 4HRS X 26 days	RM 374.92
Basic Salary	RM 1,000.00
Total:	RM 1,374.92

7. Working days : Monday to Saturday

Working hours : 8 hours per day 48 hours per week

* Basic minimum monthly salary should not be less than RM1000/month for General Workers (i.e. RM 38.47/day*8 hours*26 days = RM1000) and RM 1050 for Private Security Guards (i.e. 40.39/day*8 hours*26 days = RM 1050) and RM 140 for construction workers (45.85/day*8 hours*26 days = RM 1140) excluding overtime and other allowances

8. Working hours : 8 hours per day 48 hours per week

In accordance with Malaysian Labour Law: i.e.

ALPHA
 Maintenance & Services LLC

M/s ELMIRA MANPOWER SERVICE PVT. LTD.
 Licence No 1067/073/074

Date: 18/07/2017

DEMAND LETTER

We request you to recruit the following suitable personnel for our company from Nepal as per details given below:

S.N.	CATEGORY	NO. OF WORKERS	SALARY/BRGT	SKILLS/WORDS	OTHERS/EXT (give return)
1	PAINTER	2	1150/300 (food)	Even hand and Food Allowance	Provide
2	DRIVER	2	2500/300 (food)	Even and hand and Food Allowance	Provide
3	PLUMBER	2	1150/300 (food)	Even hand and Food Allowance	Provide
4	ELECTRICIAN (GEN.)	3	1150/300 (food)	Even hand and Food Allowance	Provide
5	CARPENTER	2	1150/300 (food)	Even hand and Food Allowance	Provide
6	TILE MAKER	2	1150/300 (food)	Even hand and Food Allowance	Provide
7	BRICK MAKER	1	1150/300 (food)	Even hand and Food Allowance	Provide
8	PLASTER WORKER	2	2500/300 (food)	Even hand and Food Allowance	Provide
9	FORMMAN	1	1150/300 (food)	Even hand and Food Allowance	Provide
10	BUILDING WORKER	1	1150/300 (food)	Even hand and Food Allowance	Provide
11	WELDER	1	1150/300 (food)	Even hand and Food Allowance	Provide
12	ELECTRIC WORKER	1	1150/300 (food)	Even hand and Food Allowance	Provide
13	LABORER	3	900/300 (food)	Even hand and Food Allowance	Provide

Total Number of Workers 21 (18 words) Twenty Three PERSONS

The following Terms & conditions shall be applied to the recruits:

- Period of employment : 3 years (contractual)
- Place of Employment : Free Zone (Dedicated) by the Company
- Visa : (To be provided by the Company) for the full time (KTM, DOHA) and then extend to the completion of one year's contract
- Air Ticket : 1st & Down Air one-way per week (48 hrs per week)
- Working Hour : 8 hrs per day 48 hours per week
- Over time : As per Qatar Labour Law
- Probation Period : 3 months from date of entry to Qatar
- Residential permit : Residential permit will be provided by the Company Free of cost
- Accommodation : Free residential accommodations should be provided by the company
- Wages, electricity & gas : Provided by the company
- Food Allowance : Provided by the company
- Medical Insurance : Provided by the company
- Transportation (Bus) : Provided by the company
- Uniforms and safety Materials : Provided by the company
- Service Charge : (to be provided by the company)
- Probation Period : (to be provided by the company)
- Annual Leave : 30 days after probation
- Other Terms & Conditions : As per Qatar Labour Law
- Service Charge : As per Qatar Labour Law

EXPOAM SECURITY SERVICES SDN BHD
 (Registration No: 748052-P)
 No 2-12, Jalan Kenari 12B, Bandar Puchong Jaya, 47100 Puchong, Selangor.
 Tel: 03-8082 1212 Fax: 03-8082 4212
 Email: info_expoam@yahoo.com

Our Ref : ESS/NPB/0817
 Date : 03rd AUGUST 2017

To,
ELMIRA MANPOWER SERVICE PVT. LTD.
 Ward No. 8, Basundhara
 Metropolitan City, Kathmandu
 Kailashnagar, Nepal
 Recruiting Licence No. 1067/073/74

Dear Sir/Madam,

Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : (25+ TWENTY FIVE MALE ONLY)
- Job Category : SECURITY
- Job Description : SECURITY GUARD
- Age : (25 - 43 yrs)
- Contract Period : 3 years
- Basic Monthly Salary : RM 1050

Allowance	Amount in RM
Attendance	
Food	
Transport	
Shift	
Overtime (as per Government rule)	
Any other	RM 1050.00
Total:	RM 2100.00

OUR VALUED CUSTOMERS

ALTASQEEF FOR WATER PROOF

UNIBLANC CONTRACTING

Papillon **POWDER COATINGS**

Euratech Industries Sdn Bhd.

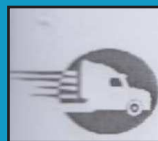
thermik[®]
brings temperatures under control

advance[®]
media



GLIT

KBF
furniture





Elmira Manpower Service Pvt. Ltd.

Basundhara, Kathmandu, Nepal, Post Box No: 9883

Phone: +977-01-4363814, Fax: +977-01-4016788

Email: elmiramanpower@gmail.com, info@elmiramanpower.com

www.elmiramanpower.com