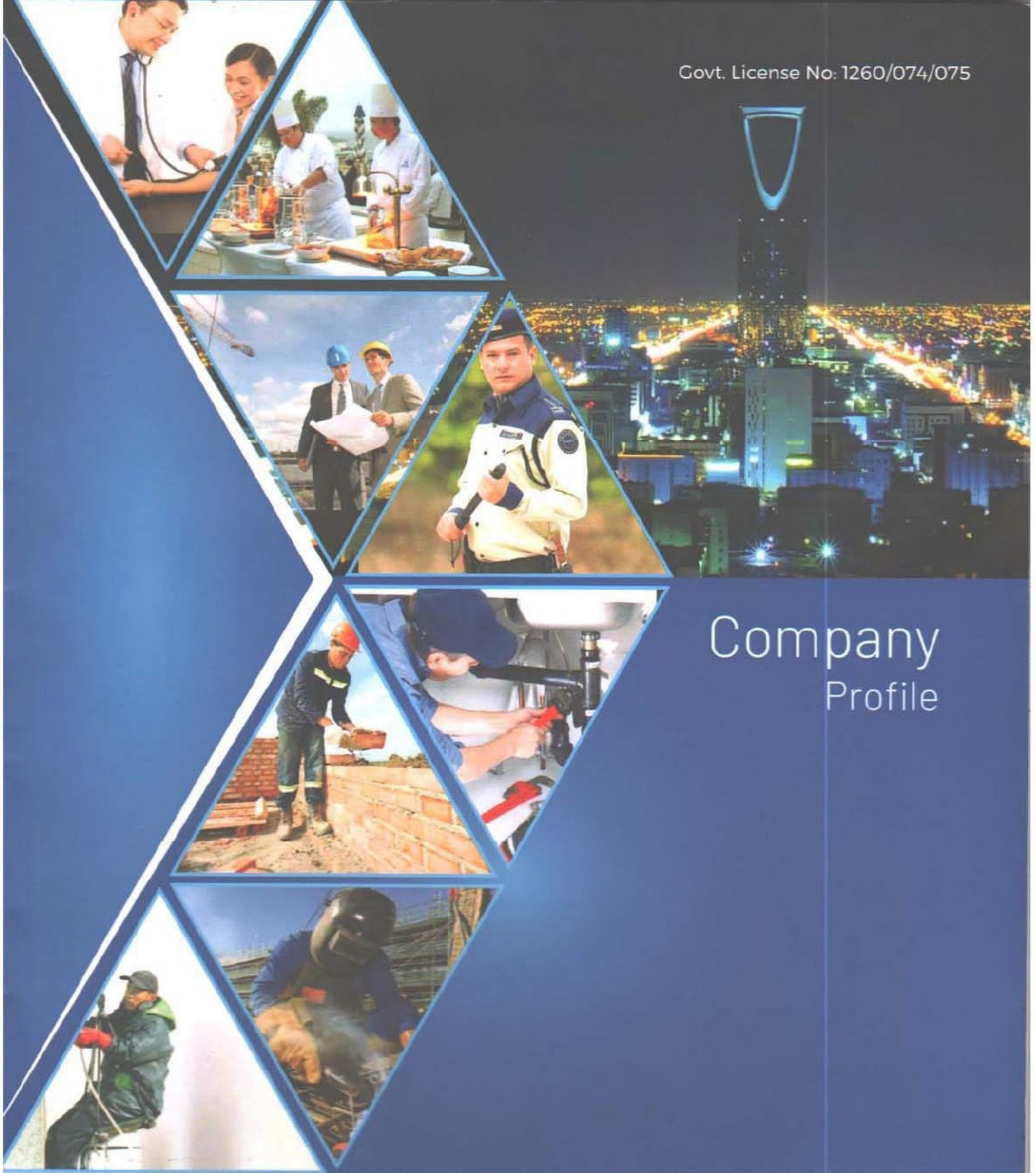


Govt. License No: 1260/074/075



Company Profile

Al-Farooque
Overseas Pvt. Ltd.

Basundhara Police Chowki-8,
Kathmandu, Nepal
Tel: +977- 014961373
Email: info.alfarooqueoverseas@gmail.com

Web: www.alfarooqueoverseas.com

COMPANY PROFILE

Name of the Company: **Al-Farooque Overseas Pvt. Ltd.**

Types of Service : Manpower Consultant and Recruiting Agency

Registration Authority: Ministry of Industry & Commerce Office of the Company Registrar
Company Registration No: 166439/073/074
Ministry of Labour, Employment & Social Security Department of
Foreign Employment Govt. License No: 1260/074/075
Ministry of Finance, Department of Internal Revenue
Pan No: 605971017

Member : Nepal Association of Foreign Employment Agencies

Contact Person : **Mr. Faruk Khan** (Chairman)
Cell: +977-9843653970
+977-9851279430
Email: farukkhan650@gmail.com

Capital Structures : Authorized - 20 Million Nepalese Rupees (USD 175,000)
Issued - 10 Million Nepalese Rupees (USD 87,500)

Legal Advisor : **Mr. Sandesh Rajbanshi**

Official Bank : Prime Commercial Bank Ltd.

Operated / Managed by : Business Finance, HR, Law 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.

Address : Basundhara Police Chowki-8, Kathmandu, Nepal
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Web: www.alfarooqueoverseas.com

MESSAGE FROM CHAIRMAN AND M.D



Faruk Khan

Chairman

+977 9843653970 (Nepal)

+977-9851279430

E-mail: farukkhan650@gmail.com

Dear Valuable Clients,
Warm Greetings!

It gives me immense to pleasure in Introduce ourselves as an leading and trustworthy Manpower Consultants Company licensed by the Labour Ministry (License No.: 1260/074/075) of the Government of Nepal. We have a proven record of extensive experience for more than 9 years in meeting the manpower requirements for clients from all over the world.

We are always ready to meet the needs of various job trades in such fields as Security, Farm Workers, Care Givers, Sales and Marketing Persons and Semi Skilled and Unskilled hard working workers. Al Farooque Overseas Pvt. Ltd. can arrange to provide well experienced candidates from Government Departments as well as Private Sector.

We offer our total commitment to work with you and to be a part of your recruitment solution. We pride ourselves to stand out as a highly professional and service oriented company which delivers successful outcomes for our clients.

We look forward to serve you.

info.alfarooqueoverseas@gmail.com

ABOUT US

Al-Farooque Overseas Pvt. Ltd. is one of the emerging recruitment agency established and managed by the team of highly competent, proactive and qualified professionals, primarily focused on the recruitment of Nepalese human resources abroad. We recruit all categories of skilled, unskilled, technical and professional workforce based on the demand of our clients. Thus we work as a bridge between the candidate of Nepal and manpower importing nations around the world.

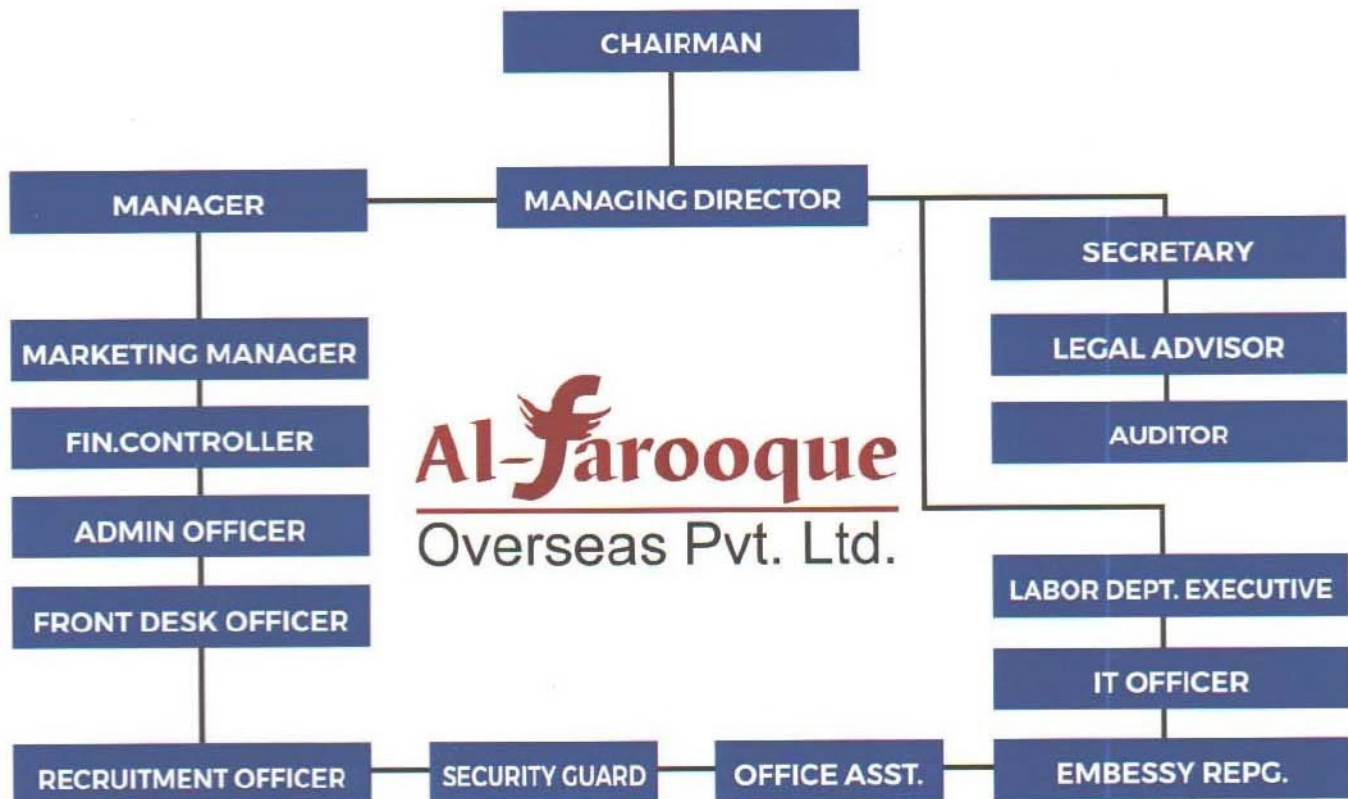
Al-Farooque Overseas Pvt. Ltd. commenced its services in Kathmandu with the intent of meeting the increased demand for Nepalese manpower abroad. The agency aims to prove successful professional excellence in outbound recruitment.

We proudly claim that our company is managed by dynamic team of dedicated professionals. Al-Farooque Overseas Pvt. Ltd. has acquired reputation in the sprint by being proactive and commitment to establish strong client/candidate relationship by furnishing every service. We solely believe in the relationship confirmed within the trust.

We source our manpower through advertisement and our official channels for semi-skilled and unskilled manpower. We also headhunt outmost to meet the demand of highly technical and professional manpower.

Al-Farooque Overseas Pvt. Ltd. is a fully equipped management with the swift service aimed at our consumers across the globe. The agency has a very fast mechanism to respond all enquiries relating to the demand and supply of required manpower. It believes in competency blended with quality. The company can provide a complete solution of the requirement of Nepalese manpower abroad.

ORGANIZATIONAL STRUCTURE



Our Business



REQUIRED DOCUMENTS

Requirements of documents from workers seeking employment vary from one country to another. Requirement of documents also depend on whether the embassy of the manpower importing country has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final decision for sending workers overseas. We follow the standard government provisions to avoid unnecessary hassles to the workers.

Principle Documents:

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

Demand Letter

Addressed to authorizing Al-Farooque Overseas Pvt. Ltd. (License No: 1260/074/075) Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits to workers.

Power of Attorney

Addressed to authorizing Al-Farooque Overseas Pvt. Ltd. (License No: 1260/074/075) Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.

Employment Contract

One copy each signed and Sealed by the employer & employee.

Service Agreement

Employing Company should provide us service agreement between company and recruitment agency in Nepal.

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.

LICENSE, CERTIFICATE & SAUDI ID




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THE ROYAL EMBASSY OF SAUDI ARABIA
CONSULATE SECTION, KATHMANDU

ENTRY CARD

Name\ Farooque Khan / الاسم

Agent\ AL Farooque Overseas / المكتب

No\ 1260/074/075 / الرقم

Date\ 08/03/2019 / التاريخ

MOHAMMED T. ALKHUDHAYRI
الحكم

رئيس القسم القنصلي



Government of Nepal
Ministry of Labour and Transport Management
Department of Foreign Employment
(Seal)

English/Nepali Translation
Licence No.: 1260/074/075

Date: 15-08-2017 A.D.

LICENCE

This licence has been given to AL FAROOQUE OVERSEAS PVT. LTD. hereby authorizing to carry on foreign employment business, subject to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2007 and the terms and conditions specified in this licence.

Licence issuing authority:
Signature: Sd.
Name: Bishwa Raj Pandey
Designation: Director General
Date: 15-08-2017 A.D.






Government of Nepal
Ministry of Finance
Department of Inland Revenue
(Official seal)

English/Nepali Translation
Document No.: 10299

Photograph
Sd.

Permanent Account Number (PAN) Registration Certificate

Registration Date: 07 05 2017
Income Tax: Day Month Year

PAN: 60571017

Office of Inland Revenue: Maharaajun

Name of Business: **Al Farooque Overseas Pvt. Ltd.**
Type of Taxpayer: **Private Limited**
Address: **Ward No. 29, Samakhusi
Metropolitan City: Kathmandu**
Business Activities: **Foreign Employment**

Sd. Sd.
Additional transactions: Tax Officer

Parties to be advised by the taxpayer:

- 80 and revenue shall be subsequently issued at the time of submission.
- A person who is going to be registered in VAT, shall submit the statement of VAT and pay amount of VAT within 20 days after expiry of every two month (every two month or every four month).
- A person who is carrying on the business subject to income tax, shall submit monthly statement and pay amount of income tax within 20 days after expiry of every month unless the arrangement has been made otherwise.
- The return of every fiscal year shall be submitted by 30th October.
- If tax return is not submitted and amount of tax is not paid in time, the return and fee shall be imposed.
- The certificate shall be displayed at the place of business/office to ensure compliance to all.
- Please keep secure with this office if there is any confusion.




Our Valuable Clients



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Overseas Pvt. Ltd.

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