

Govt. Lic. No. 828/066/067



Shalmani Overseas Pvt. Ltd.

شلمانى اوفرسيز الخاصة المحدودة

Koteshwor-32, Kathmandu, Nepal

Tel: +977-1-5147227, 5147228

Email: info@shalmanioverseas.com

Your Success is Our Achievement!

Message from Chairman

Dear Clients,

It is my pleasure to introduce **Shalmani Overseas Pvt. Ltd.** as one of the reliable international recruitment and selection companies, duly registered under the Ministry of Labour in Nepal

We have been catering to many international and multi-national companies and we do our level best to satisfy the need of our valued clients and the job seekers. It gives us immense satisfaction to state that we have exceeded the expectation of our clients during this time span of 10 years. We pledge to constantly improve our services so as to respond to the ever-changing needs of our clients. Shalmani Overseas is a team of professionals and which is ready to assist you to the best of our abilities.

We have a highly detailed and systematic data bank, which is of utmost assistance to job seekers as well as employers. We will continue to provide outstanding services in providing professionals and skilled, semi skilled and unskilled workers to all our clients.

I am thankful to all the esteemed clients for providing us with the opportunity to render our services of fulfilling their Human Resources need and we are continually providing to quality recruitment solutions to our existing as well as prospective clients.

Looking forward to serve you better in days to come.

Thanks and Best Regards

Rojendra Giri
Chairman



Managing Director Message

Shalmani Overseas Pvt. Ltd. has been in service of the community at large, where there are skilled and unskilled workmen available, keen to work overseas for furtherance of their prospects.

Bringing together the organizations needing such workers for better productions and the pool of good skilled, unskilled workers and this gap has been successfully bridged by the services provided by *Shalmani Overseas Pvt. Ltd.*

Having been in this field for sufficient experience, I can foresee a bright future in rendering this service of bringing closer the employers and employees for their mutual prosperity.

We do feel that there is ample scope for us to work for you to fulfill your needs in manpower. If necessary we can meet, discuss and finalize other terms and conditions to our mutual business interests.

We can assure you of complete satisfaction with our style of operation, confidentiality as well as fruitful results.

Best Regards,

R.C. Giri
Managing Director



Our Team



Prem Lal Blangat
Business Dev. Manager



MD Matlub Rayen
Marketing Manager



Reshma Shrestha
Secretary

Entry Card

104		THE ROYAL EMBASSY OF SAUDI ARABIA CONSULATE SECTION, KATHMANDU			
ENTRY CARD					
Name	Nar Prasad Gusing			الاسم	
Agent	Shalmani Overseas			المكتب	
No	828/066/067			الرقم	
Date	03 JUN 2015			التاريخ	
رئيس القسم القنصلي				التعميم	

About US

We *Shalmani Overseas Pvt. Ltd.* are a professional Human Resource solutions company having Nepal government approved license No. 828 / 066 / O67 with reference to the Foreign Employment Act 1985 (Nepal) offering a full suite of recruitment and HR related services aimed at effectively assisting organizations, manage their investment in people since a decade.

Our head office is in Kathmandu, the capital city of Nepal and we are associated with experienced personnel all over the country. Our mission has always been to offer quality service to our valuable clients.

With due respect we would like to propose you to provide a regular and dependable service men in terms of Unskilled, Semi-Skilled, Highly-Skilled workers, Security personals and various other categories. We assure you to provide quality manpower with experience, efficiency, education, health, honesty and hard working ability as and when required.

Our reputation for quality stems from our commitment to personalized service, confidentiality and maintaining the most ethical standards within the industry.

We are dedicated to building strategic long term relationships whilst providing our clients and candidates with a personalized and professional approach aimed at helping people grow in their careers and assisting businesses gain a more competitive advantage in their respective markets.

As the name GHRS denotes we believe in friendly and cheerful behavior and dealings with our foreign parties and appreciated clients all the times.



Why Choose Shalmani

Shalmani Overseas Pvt. Ltd. energized with the young and dedicated founders, with the over all more than 15 years of professional experience on this field. On today's local market, the difficulties to recruit the appropriate workforce is a challenging step. Keeping on mind this factor Shalmani Overseas believe 'Quality is more important than the Quantity'. We believe that supplying the right candidates at right place in right time is the key for a long term and fruitful corporation. On today's market we are expanding our networks globally. Its our pleasure to meet our clients to finalize required terms and conditions mutually. Our philosophy is to be a win-win or no deal. urged to the satisfaction of our client in utmost way.

Introduction of Nepal



Nepal is a beautiful country sandwiched between two Asia giants China and India. It is known for its scenic beauty, mountains and its people. Nepal is home of Mount Everest. Out of ten tallest mountains, eight mountains are in Nepal. It is one of the best tourist destinations according to survey done by BBC news. Nepal has the richest and most diverse culture landscape anywhere. It presents an example of being united in diversity over the history and maintained its sovereignty through out the history.

Apart from the natural beauty and diverse culture, Nepal is also famous for its hardworking, loyal, honest people. The country possesses human resources of highly skilled, skilled, semi-skilled and unskilled manpower. The nation has 8 million strong work forces out of approximately 25 million having multi-religion, multi culture and multi language society, a perfect harmony among people witness through the history ensuring peace and tranquility.

The introduction of the Nepalese people to the outside world began with the enlistment in the British Gurkha Army in 1814 A.D. serving under British Empire to Hong Kong, Malaysia, Brunei, Singapore and United Kingdom, where they were renowned for their bravery and loyalty. From mid 80s, the scope of foreign employment slowly expanded to non-military services in Middle East, Far East and Europe. With their honesty, loyalty, hard work and strong sense of duty Nepalese people are becoming popular and gaining preference in this job markets.



Selection Procedure

1 Registration and Information Desk

Shalmani Overseas Pvt. Ltd. offers its service for its clients from its main Information Service Desk from where any relevant information can be obtained. Moreover, the candidate registration is also carried out and the databank is maintained as well. This serves as a good information system for the company which helps in updating the jobseekers' record on a regular basis.

It also operates 'Bio-data Bank' where candidates information are recorded and can be provided upon request as per the requirement from our valued employers.

2 Communications

Each and every department of **Shalmani Overseas Pvt. Ltd.** is fully computerized and networked entirely 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 and provide quality recruitment service.

3 Advertisement in Daily Newspaper

We apply with Department of Labour, Nepal for authorization, the Department of Labour will grant the permission on being satisfied about the credibility of the demand and attesting that terms and conditions offered are conformity with the Government regulation. The permission allows the recruitment company to advertise the demand in local and National newspapers and also allows starting the recruitment process.

4 Selection of Candidates

We maintain an up to date data bank of potential candidates with full information on their skills, trade qualification and experience and advertising allows the candidate to compete for the post too. The final interview for sort listed candidates after pre screening can be conducted by the employer or his representative or by **Shalmani** within interview oral written and practical test. The selection is made purely on merit basis with interview. The employers are confident that the personnel selected by the selection committee will fulfill their need and earn reputation and appreciation from the employer. **Shalmani Overseas Pvt. Ltd.** screens the short-listed candidates by pre-interview.

5 Trade Test

We also undertake practical trade test will be taken at the technical training institute. If the company wants to choose the employee directly by an oral interview and practical test, the trade test will be taken at office where our selection committee observes the workers directly to their respective job.



6 Medical Check-Up

Only selected candidates will be sent to an authorized hospital or clinic for a full medical examination. The candidate, who is fit medically and physically for employment will be eligible to sign the employment contract.



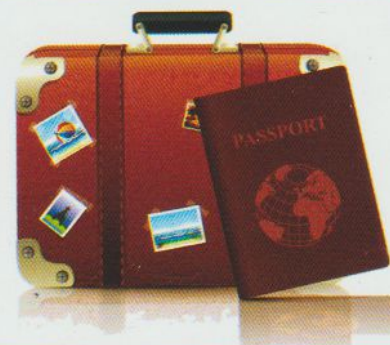
7 Orientation

After recruiting employment visa and job offer letter, the orientation briefing is organized to make all workers fully aware of the employment company, country's laws and orders, labour laws, immigration policy and maintaining understanding and cordiality between employer and employee self and aim of the particular activity of the individual. The Orientation take special care in briefing them to strictly abide by the guideline in the field of their employment and direct them to maintain good workers relationship and motivates them to their duties / responsibilities.



8 Travelling Arrangements

In all case, we send all the visa endorsements, passports to the concerned airlines, to confirm the scheduled flight from Nepal to the nearest airport of the working side. PTA may be send to any airlines operating from Kathmandu under intimation to us.



Job Categories

Operator/Driver

- » Heavy Equipment Operator
- » Heavy Duty Driver
- » Light Duty Driver
- » Gardener
- » Sweeper
- » Crane Operator
- » Shawl Operator
- » Fork Lift Operator

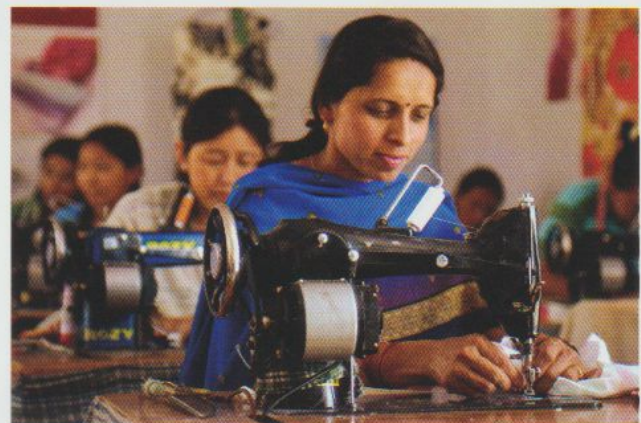


Construction

- » Engineer
- » Surveyor
- » Carpenter
- » Mason
- » Welder
- » Steel Fixer
- » Foreman
- » Plumber

Garments & Textile Group

- » Patron Maker
- » Cutting Master
- » Production Manager
- » Supervisor
- » Tailor
- » Checker
- » Helper and Other



Health

- » Surgery
- » Doctor
- » Nurse and other

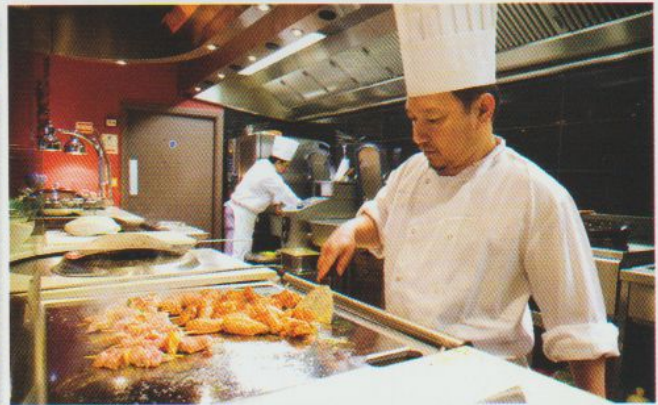


Supermarketets

- » Salesmen
- » Check out Cashiers
- » Trolley Boys
- » Shelves Rack Organizers
- » Cleaners
- » Store Keepers

Hotel & Catering Staff

- » Manager
- » Accountant/Cashier
- » Executive Officer
- » Public Relation officer/Restaurant Captain
- » Cook (Indian, Chinese & Continental)
- » Asst. Cooks
- » Supervisor
- » Waiters, Stewards
- » Fast food crew
- » Food & Beverage Controller
- » Sales & Marketing
- » Bakery Helper



Security

- » Security Personnel
- » Body Guard
- » Commando
- » Civil Security Guards
- » Ex-Army Security Guards
- » Ex-Police Security Guards
- » Ex-British Gorkhas Security Guards
- » Tate Keeper, Watchman

Terms & Conditions

- 1 The First Party shall issue a Demand Letter to the Second Party mentioning the number of workers requirement, rate of their salary and other benefits.
- 2 Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per rules of both countries. In case of any conflict between government rules and the conditions of this contract, this deed of agreement shall be deemed as null and void.
- 3 The first party shall provide with Visa/ N OC work permits of the workers from the government authority, together with other necessary relevant documents. In case of not issuance of visa due to any changes in Government policies, the first party shall be responsible for the recruitment expenses.
- 4 The earning of the workers per month shall be as per the attached Demand Letter shown against each category.
- 5 The Second Party shall make sure that all worker recommended for the first party are examined by an Employer of the G.C.C. Nepalese doctor appointed by Employer of the concerned government. The candidates must possess a validity of Visa of the concerned country.
- 6 The First Party will be responsible for receiving the workers at the airport in part and as whole as per validity of Visa of the concerned country.
- 7 The second party is the supplier of the workers and will bear the responsibility for recruitment of the workers from Nepal exactly as per trade or may invite the first party or its authorized representative for recruitment of the workers within the stipulated period and not exceeding 45 days from the receipt of visa advice and other allied required documents.
- 8 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 labours law of country concerned.
- 9 There will be three months probationary period for all workers; after completion of this period, if any worker is found unfit or unsuitable for the specific job, the worker may be terminates and repatriated at his own cost and the cost will be borne by the Second party.
- 10 The workers will be interviewed, tested by representative of the employer.
- 11 The Second Party shall assist the workers in matters relating to immigration formalities, medical test and Visa stamping from the relevant Embassy and whatever other relevant matters.
- 12 The First Party ensures to provide the workers with free bachelor accommodation, free food and other necessary amenities, including medial and insurance coverage.
- 13 The First Party agrees to enter into agreement with Second Party to supply Nepalese manpower of different categories such as skilled, semiskilled and unskilled workers, the number and qualification in respect there of are to be specified by the first party through task orders.
- 14 The First Party agrees to advise to the Second Party of its personnel requirement from Nepal through any means of communications specifying personnel requirements, their respective job descriptions, salaries, other terms and conditions and the desired mobilization dated on the respective site.
- 15 The Second Party shall be responsible for short of qualified candidates in conformity with the first party's requirements notified under clause 2 above. The second party notify the first party of such short-listed qualified candidates who are ready for final interview and selection. The first party has the right to either send his representatives or give the second party the right select, process and send such qualified workers at the second party's fully guarantee.
- 16 Agency Fees: The First Party shall not pay and charges or recruitment fees. The Second party shall pay the first party PTA Air Tickets for candidates who are repatriated before the three months probation period. The First Party should pay the air ticket for the repatriation after completion of the original contract Period.

Documentation

The required documents vary from country to country but all documents are required to meet the approved formality of the labour department government of Nepal.



SAUDI ARABIA



U.A.E



QATAR



KUWAIT



MALAYSIA

1 Demand Letter

A copy of demand letter from the employer containing all details of vacancy e.g. type of workers required nature and number of workers, salary, qualification and experience and other terms and condition of service and benefits which the employer would offer.

2 Consular Letter

A copy of visa advice/consular letter/work permit/N.O.C. etc duly authenticated.

3 Service Agreement

The agreement between Shalmani and Employer mentioning recruiting terms and conditions.

4 Power of Attorney

A copy of power of attorney duly authenticated by the ministry of foreign affairs of Ministry of labour from the country of employer in labour of the recruitment agency to act on his behalf.

5 Employment Agreement

A specimen copy of employment contract of service agreement mentioning wages offered and schedule of benefits including accommodation, food, medical facilities leave etc.

6 Guarantee Letter

The guarantee from the employers that all workers sent to them will work within that country only. Nobody will send out of the country.

Note:

This demand letter/Power of Attorney must be duly endorsed by the Ministry of Foreign Affairs and Chamber of Commerce and finally attested by the Nepalese Embassy existing in the country of employment and Letter of Authority/ Inter party Agreement/Employment Agreement/Guarantee Letter must be attested by the Nepalese embassy.

Sample Documents

DEMAND LETTER

Date:

M/S Shalmani Overseas Pvt. Ltd.
License .No.828 /066/067
Keteshwork-34, Kathmandu, Nepal

Dear Sir / Madam

We, M/s. (**Company Name and address**), P.O. Box No.,, organized under the law of the Government of Do hereby appoint you to be our lawful agent with our full Attorney in Nepal for handling the respective affairs of recruitment and dispatching the given following category.

S. No.	Profession	Number of workers			Salary (in digits)	Food/ Allowance
		Male	Female	Total		
1.						Provided By Company
2.						Provided By Company

The following Terms & conditions shall be included in the contract

- 1) Period of Employment: Two years(renewable)
- 2) Place of employment:, (country of employment).
- 3) Air Ticket: Air ticket will be provided by company for joining the Company for the first time (KTM- Country of Employment) and & returning home after contract completion.
- 4) Visa charge is borne by Company itself and will not be deducted in workers' salary
- 5) Working Hours: 8 hrs per day, 6 days per week (48 hrs per week)
- 6) Over time :Minimum 1.5 times of the salary per hour
- 7) Probation Period: 6 Months days from date of entry into (Country of employment)
- 8) Resident Permit: Resident Permit will be provided by the company free of cost
- 9) Food : Provided By the company
- 10) Accommodation : Free provided by the company
- 11) Water, Electricity & gas : should be provided by the company
- 12) Medical Insurance : provided by the company
- 13) Transportation (Bus): Provided by the company (to and from the work site)
- 14) Uniform, and Safety Materials : provided by the company
- 15) Annual paid Leave : minimum 21 days per year
- 16) Other Terms & Conditions : as per (Country of employment) Labor Law

For and on Behalf,

M/s.

POWER OF ATTORNEY

Date:.....

We, M/s. (Company Name and address), P.O. Box No., a company dully organized and existing under and by virtue of the laws of Kingdom of Saudi Arabia, Do hereby appointed M/S Shalmani Overseas Pvt. Ltd. Kathmandu, Nepal, a recruitment Agency approved by the Government of Nepal, Ministry of Labor and Transport Management, with Registration No 828/066/067 to be our true Lawful attorney and Agent in Nepal respect of handling all the affairs with the protector of emigrants, Government of Nepal and sign all required documents by the said officers in connection with the recruitment of Persons against visa as per Demand Letter for Employment with us to arrange all matters related to Emigration, etc.

This power of attorney is made in relation to our demand letter dated (POA issue date) and expire on after completion of 2 year contact period.

In witness whereof, we have executed this power of attorney on this day(POA Issued date) In the presence of the subscribing witnesses.

For and on behalf of

M/s,

Date:.....

EMPLOYMENT CONTRACT

(For Nepalese people)

This agreement is made and entered intoday of M/s. (Company Name and address), P.O. Box No. (herein called the company as First party) through our lawful attorney present in Nepal. And Mr.

Nationality : Nepali Passport No. Place of issue: Date of issue: In his capacity as the Second Party hereby agreed the following terms and conditions.

The SECOND PARTY agreed to work with the first party as with the basic salary of (In words also:) per Month.

The following Terms & conditions shall be included in the contract

1. Period of Employment: Two years(renewable)
2. Place of employment:
3. Air Ticket: Air ticket will be provided by company for joining the Company for the first time (KTM-KSA) and & returning home after contract completion.
4. Visa charge is borne by Company itself and will not be deducted in worker's salary
5. Working Hours: 8 hrs per day, 6 days per week (48 hrs per week)
6. Over time :Minimum 1.5 times of the salary per hour
7. Probation Period: 6 Month days from date of entry into
8. Resident Permit: Resident Permit will be provided by the company free of cost
9. Food/Accommodation : provided by the company
10. Water, Electricity & gas : should be provided by the company
11. Medical Insurance : provided by the company
12. Transportation (Bus): Provided by the company (to and from the work site)
13. Uniform, and Safety Materials : provided by the company
14. Annual paid Leave : minimum 21 days per year
15. Accommodation : Provided by the company
16. In case of death of the applicant during the contract period, the First Party shall agree to repatriate the remains of the deceased at the expense of the company. Both in the case of death and injury, compensation shall
17. Other Terms & Conditions : as per Labor Law

For and Behalf ,

M/S.

Date:.....

Inter party Recruitment Agreement

This agreement is made and entered into by and between M/s. (Company Name and address), P.O. Box No., with duly registered under the laws of (Country of employment) and hereinafter referred to as the **FIRST PARTY**.

And M/s Shalmani Overseas Pvt. Ltd., License No.828/066/067 A company dully registered to deploy manpower from Nepal and existing under the laws of Nepal, with business address at Koteshwor, Kathmandu-32, Nepal, herein after referred to as the **SECOND PARTY**.

TERMS & CONDITIONS

1. The SECOND PARTY will make all the arrangement to supply manpower from Nepal, as per the request and specifications of First Party.
2. The FIRST PARTY will recruit workers from Nepal through the SECOND PARTY for his company.
3. The FIRST PARTY will agree to appoint the SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepalese workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Employment Contract for the selected workers.
4. The SECOND PARTY will be completely responsible to bring selected manpower from Nepal to Qatar and will guarantee for three months. During this period if any one of the deployed workers found to be medically unfit, refused to work and got homesick, Second Party will bear all expenses for repatriating the said workers back to his/her home county and make replacement free of charges
5. First party will not provide service charge to second party.
6. The FIRST PARTY shall make arrangements to make visa for all the selected workers.
7. The FIRST PARTY shall provide free accommodation & transportation for the selected workers here in the State of Kuwait as per prevailing Labor Law of the (Country of employment) & its own rules.
8. The FIRST PARTY will provide all the facilities incorporated in the Demand Letter to all the selected workers as per the prevailing Labor Law of the (Country of employment) .
9. In case of death of the applicant during the contract period, the First Party shall agree to repatriate the remains of the deceased at the expense of the company. Both in the case of death and injury, compensation shall be paid according to the Labor Law of the host country.
10. This Agreement takes effect upon signing thereof by the both parties concerned.

By: FIRST PARTY

M/s.

By: SECOND PARTY

M/s.

Date:.....

The Director General

Department of Foreign Employment
Kathmandu, Nepal

Subject: Letter of Guarantee

Dear Sir,

We, M/s. (Company Name and address), P.O. Box No., hereby guarantee that all (number of workers) Nepalese workers as per our Demand Letter Dated 26/09/2019 recruited through our agent M/s Shalmani Overseas Pvt. Ltd. (License No.828/066/067) Post Box No: 8975, Koteshwor, Kathmandu-32, Nepal will be working in our company in (Country of employment) only throughout their contract period.

We further guarantee that these workers will not be sent to work in any other establishment or any third country during the period of contract.

Thank you for your kind co-operation.

For and on Behalf,

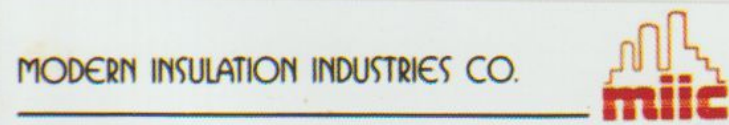
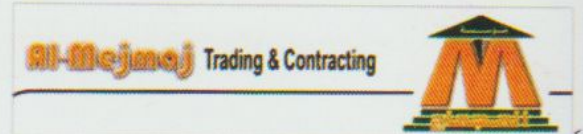
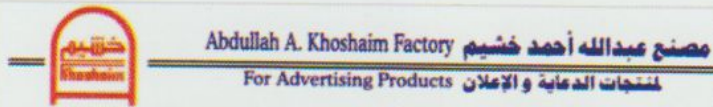
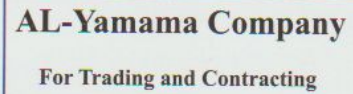
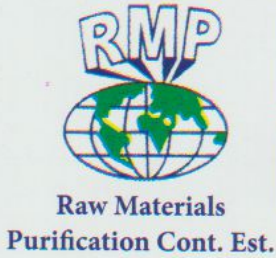
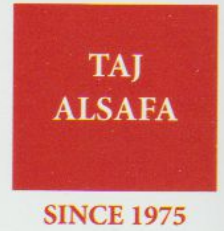
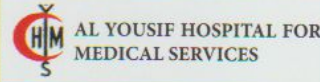
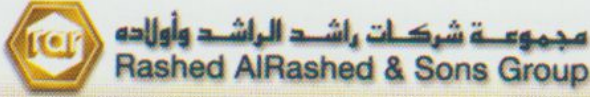
M/s.

Note: All Documents has to be printed in the company letter head and has to be attested over from Chamber of Commerce and Nepal Embassy or Ministry of Foreign Affairs (if the Nepal Embassy is not present in the host country).

Some of Our Trusted Clients

SAUDI ARABIA

Ministry of Defense Kingdom of Saudi Arabia





مؤسسة سنوب إيهـا
للمقاولات العامة
س.ب. 29201-29200
رقم العضوية : 11114
جوال : 009771111



EXCEL TECHNIQUE ENGINEERING (M) SD



Yally Garment Industries



SUGIHARA GRAND
INDUSTRIES SDN BHD



"To Protect & Secure."





pure enjoyment. pure goodness



GOLSTA SYNERGY BERHAD



SECURITY SERVICES



Gayathiri Silk Sarees
Palace (M) Sdn Bhd



intercosmetic
ASIA PACIFIC SDN. BHD.



INSIGHT ALLIANCE
SECURITY SERVICES SDN BHD
(951196-H)



NT RUBBER-SEALS SDN. BHD. (347671-T)

Head Office/Factory
Plot 22, Darulaman Industrial Estate,
Bandar Darulaman, 06000 Jitra,
Kedah Darul Aman, Malaysia.
Tel : 04-9161822 Fax : 04-9161823



Panasonic



PETRONAS
Petroleum National Berhad



SDP MANUFACTURING SDN. BHD. (239972-T)
24 & 34, JALAN MASYHUR SATU, TAMAN PERINDUSTRIAN CEMERLANG,
81800 ULU TIRAM, JOHOR.
TEL: 07-8618000, 07-8618800 FAX: 07-8618018, 07-8618800



Reckitt
Benckiser
HEALTH • HYGIENE • HOME



GRAND CARPET
INDUSTRIES SDN BHD



Sdn Bhd
(953184-K)



UFM GREEN BOX (M) SDN. BHD. (239972-T)
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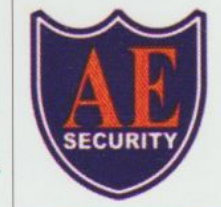
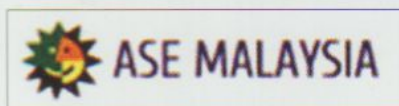


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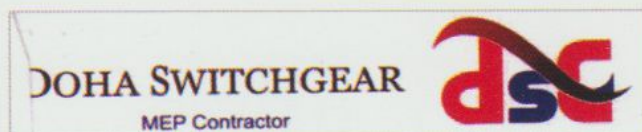
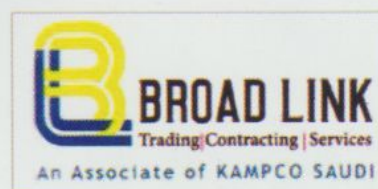
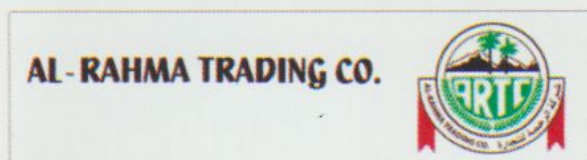
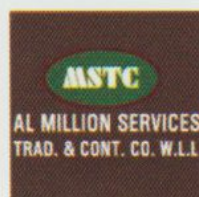
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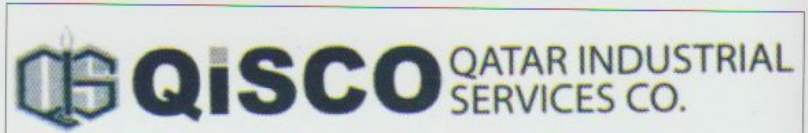
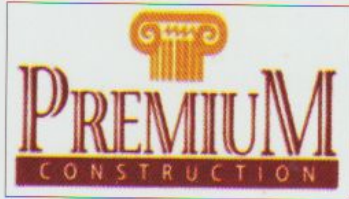
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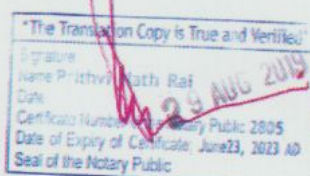
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Signature: Sd.

Name: Mohan Krishna Sapkota

Designation: General Director

Date: Oct. 22, 2009 AD





Shalmani Overseas Pvt. Ltd.

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