



Documents required for Institutional Recruitment Submission Through Online Portal

The Consulate General of Nepal, Dubai notifies all the recruiting Companies in Dubai and the Northern Emirates of the UAE to follow the following checklist of documents while submitting documents through the online portal for institutional recruitment of Nepali workers.

Major Five Documents for demand approval

1. Standard Demand Letter
 - Duly attested by the Chamber of Commerce
 - For government company: Attested by the UAE Ministry of Foreign Affairs (MOFA)
2. Power of Attorney (Demand Side)
3. Guarantee Letter (Demand Side)
4. Service Agreement/Two-Party Agreement (Demand Side)
5. Standard Employment Contract (Demand Side) Duly attested by the Chamber of Commerce

The online demand form should be filled accurately, and documents should be uploaded properly without mismatch with each other.

Other Documents:

Based on the Company type/Status, the following additional documents must be uploaded in the Other Documents section of the online portal.

1. Authentic Quota Paper
 - Recent quota document from MOHRE UAE showing available quota status for the company
 - For government, semi-government, free-zone or other zone companies that do not fall under MOHRE, kindly attach a quota letter verifying the company's status and availability of quota
2. If the Company has Nepali Workers working in the Company, **List of all Nepali Workers** Employed in the Company must be uploaded in the '**Nepali Workers**' section of the online portal.
 - Must include name, passport number, Emirates ID number, position, salary, joining date and contact numbers
 - If no Nepali workers are currently employed, upload a letter confirming the same (especially for first-time hiring)
3. If the Company has Nepali Workers working in the Company, Salary Slips/WPS of bank Transfer Reports (recent months) must be uploaded in the '**Nepali Workers**' section of the online portal.
 - Attach WPS-generated or bank-issued salary slips for Nepali Workers
4. Tenancy Contract (Ejari)
 - Required to upload in the online portal.
 - A Guarantee Letter must also be attached, confirming proper accommodation for the workers
5. Guarantee Letter Requirements
 - For Security Companies: The cost of security training and licensing must be fully borne by the company. Additionally, workers must not be assigned to carry any weapons or arms under any circumstances.
 - For driver Positions: the cost of driver training and licensing must be fully borne by the company
 - Visa and Emirates ID fees must be fully borne by the company
 - A Guarantee Letter should be attached, confirming proper accommodation for workers
 - No amount of salary should be withheld from the workers as a security deposit. And no deductions will be made from workers' salaries for those expenses under and circumstances
6. Copy of ID of the Authorized Person (Owner/HR Manager/PRO) of the company or Authorization letter to submit and collect the documents.
7. Skill-based basic salary threshold as decided by the Government of Nepal is mandatory.

Notes:

- The contact details, Emails and Emirates ID of the Owner and Manager should be accurate and be uploaded as required
- Additional documents may be requested based on the specific status or nature of the company
- The company must ensure all information is complete and valid to avoid delays demand attestation process.
- Multiple documents can be merged into single PDF file and uploaded with an appropriate title
- All copies of the documents need to be self-attested by authorized submitter.
- For more details: <https://dxb.nepalconsulate.gov.np/content/26/institutional-aspiration-reattachment/>