

Individual Experience (Standard Template)

Date:

**H.E. The Ambassador
Embassy of Nepal
Manama, Kingdom of Bahrain**

This is to state that Mr./Ms., bearer of Nepali Passport No. has been offered a job as in my company In this regard, we assure that the company will take full responsibility of the worker as mentioned in the contract, while employed in our company in the Kingdom of Bahrain.

I kindly request your good office to extend the necessary cooperation to the above-mentioned worker to assure/resume work in our company.

Thanking you,

Company Name:

Name:

Position:

CPR No.:

Contact No.:

Signature and Company Seal

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1. Required Documents to be Submitted to the Embassy (for Bahraini Experience)

- a. Citizenship Certificate (Copy) (नागरिकताको कपी)
- b. Passport (Copy of Page Nos. 2, 3, and 31) (पासपोर्टको कपी)
- c. Old Bahraini CPR Copy (सिपिआर कपी)
- d. Old Work Residence Permit (Copy) (पुरानो भिषा स्टिकर कपी)
- e. Old Foreign Employment Permit Sticker (पुरानो श्रम स्टिकर कपी)
- f. Other Related Documents (Driving License, Experience Certificate, etc.)

2. Company-Related Documents

- a. Employment Contract/Agreement (Embassy format, on company letterhead) attested by the Bahrain Chamber of Commerce
- b. New Visa Copy
- c. CR Copy of Company
- d. Sponsor's CPR Copy
- e. Request Letter (as above, on company letterhead)

***Note:** The Embassy shall not accept documents if the contract/letter contains any hand-written details or use of correcting fluid.*

For further information:

Embassy of Nepal, Manama

Telephone: 17725583

Email: conmanama@mofa.gov.np

Website: bh.nepalembassy.gov.np

**

Date:

Employment Contract/Agreement

This is to state that Mr./Ms., bearer of Nepali Passport No. has been offered a job as in my company under the following terms and conditions:

1. **Designation for the Job:**
2. **Basic Salary:** BD
3. **Working Hours:** 8 hours per day, 6 days a week
4. **Overtime:** In accordance with the Labor Law of the Kingdom of Bahrain
5. **Probation Period:** Three months (as per the Law of the Kingdom of Bahrain)
6. **Annual Leave:** 30 days annually (i.e., 2 ½ days per month)
7. **Food:** Provided by the Company/Employer or food allowance of BD
8. **Accommodation:** Provided by the Company/Employer
9. **Workmen's Compensation Insurance:** Provided by the Company at its cost
10. **Transportation:** Provided by the Company/Employer
11. **Air Passage:** Joining and return ticket provided by the Company
12. **Visa & Other Fees:** Provided by the Company/Employer
13. **Medical:** Provided by the Company
14. **Period of Contract:** Two years (renewable)
15. **Other Terms and Conditions:** Such as leave salary, indemnity, etc. shall be subject to the Labor Law of the Kingdom of Bahrain

Employer

Signature:

Name:

Designation:

Company Name & Seal:

CR/CPR No.:

Telephone No.:

Mobile No.:

Employee

Signature:

Name:

Address:

Passport No.:

Citizenship No.:

Telephone No.:

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