

**Embassy of Nepal**

**Kuwait**

**Documents Required**

**For**

**Recruitment of Nepali Domestic Workers including Housemaids (Visa 20)**

1. Request Letter from the sponsor
2. Employment Contract – one copy and original
3. Basic information about the job
4. Copy of Sponsor's Civil ID
5. Passport and Visa copies of the worker concerned
6. Contract documents for recruitment of domestic workers from Nepalese accepted at the office of M/S Al-Huqooq International Company, Hawally who are authorized by the Embassy for supplementary insurance and other services.

**Further Explanation**

1. Wages shall not be less than KD 50.00 per for housemaids and houseboys and KD 75.00 in the case of personal drivers per month with food and accommodation in both cases.
2. Insurance policy to be arranged by the employer for a sum of KD 3, 000 and valid till the contract period from the authorized Insurance companies.

**Information to be furnished by the employer directly or through authorized agents to recruit a domestic worker (Housemaid, House-boy and House-driver) from Nepal**

**Details of the Sponsor**

**Name:**

**Nationality:**

**Civil ID No.:**

**Profession:**

Name of the company currently working, if any

Residency addresses and telephone no.

**Size of the family of sponsor**

Number and age of Children etc

**Description of Sponsor's residence**

(Villa or apartment?)

**Domestic workers and their nationalities presently working in the household, if any, with details of salary etc**

**Reason for employing new worker from Nepal, if there are already other workers**

**Status of new Nepali worker (employed as housemaid, houseboy or house-driver)**

**Whether separate room is provided to the new worker**

**Particulars of new worker including passport no, DOB etc Source through which the worker was selected / Agencies**

**Name of the Agency in Nepal/Kuwait or the relative/friend who arranged the said worker and his/her Passport no. /civil ID/telephone details**

Sponsor's Signature and date

**If the Preliminary works are done by the licensed agencies established as per the Kuwaiti Law, the additional details of such agencies will also be necessary to be furnished for the Embassy records.**

**(A copy of this will be sent to the Ministry of Foreign Affairs, Consular Department of the State of Kuwait.)**

**Specimen letter of request to the Embassy of Nepal in Kuwait for attestation of the employment contract between employer and the Domestic workers (Visa category 20)**

## The Embassy of Nepal

Date:

Kuwait

I wish to employ Mr./Mrs./Ms ..... holder of Nepali Passport No .....as ..... for a period of.....at a salary of KD..... per month to work at my residence in Kuwait as per the contract enclosed. In addition to the terms and conditions of the said contract paper, the worker mentioned will also be provided with the following facilities:

1. Economy class air ticket to and from Nepal at my cost.
2. Security benefits as per the existing laws of Kuwait.
3. Working hours will be 8 hours per day for 6 consecutive days per week. For any additional hours of work, he/she shall be paid extra moneys per the general principles of Kuwaiti Law.
4. Repatriation to Nepal at my cost in the event of worker being dissatisfied with working conditions and if he/she intends to return home on the expiry of the contract period.
5. If domestic driver, Kuwaiti driving license at my cost.
6. The worker will be allowed to meet and contact his/her relatives and friends in need.
7. In case of death, I shall inform immediately the authorities in Kuwait and the Embassy of Nepal in Kuwait.
8. Whenever I intend the maid to accompany me during my trip out of Kuwait, I shall inform the Embassy and seek her consent and the clearance letter from the Embassy.
9. I will pay the salary regularly and will not make him/her sign in any document/s without the presence of the representative of the Embassy.
10. In case of dispute/s on any clause of the employment contract or above terms and conditions, it will be referred to the Embassy of Nepal for amicable settlement.
11. The Passport of the worker shall be produced to the Embassy of Nepal as and when called for.
12. I undertake the guarantee of security of the worker during the period of this contract.

*(Sponsor's signature name and address and other details to be mentioned)*