



Lic No: 576/062/063



LAL DHANUS

INTERNATIONAL SERVICE (P.) LTD.

COMPANY PROFILE

www.laldhanus.com

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GREETINGS FROM CHAIRMAN ►



Dear Valued Clients, Business Scholar and all Stakeholders,

Warm Greetings from the land of the Himalayas, Nepal.

First and foremost, we extend our sincere thanks and gratitude for showing your interest towards our organization. It is my immense pleasure to introduce ourselves as one of the prominent human resources recruiting agency, carries necessary government accreditation and registration from Nepal Labor Act.

We stand as one of the credible overseas recruitment agency operating in Nepal with dedicated and well trained staffs. Since our dealings are fair, open and honest with nothing hidden, no false promises or claims. We are reliable, trustworthy since we prioritize to bridge up the opportunities and stands for quality services in order to meet client's requirement.

We do believe that our updated contributions would create new dimension for the overall providing the employee and assist the organizations to set up further policies to achieve the goals.

I look forward to work with your esteemed organization in the days to come for mutual benefits. We promise to serve you professionally in terms of quality.

Once again, I would like to thank you for choosing, Lal Dhanus International Service (P.) Ltd. as your business partner.

Thank you.

Mr. Nawang Sherpa
Chairman

ABOUT US ►

Lal Dhanus International Service (P) Ltd is one of the pioneers in the Human Resource Sector of Nepal established in 2004. We are known for being ethical, transparent and professionally managed amongst our employers and employees. Our License No is 576/062/063 and we are one of the handful of ISO 9001-2008 certified Human Resource Companies in Nepal that is compliant with RBA's Code of Conduct.

We are located in the heart of Kathmandu, the capital city of Nepal, Our head office is just 10 minute drive from the Tribhuwan International Airport and literally next to HYATT Hotel and less than 15 minute drive from all major Five Star Hotels in Kathmandu. The strategic location of Lal Dhanus Tower makes it convenient for our partners to conduct all recruitment activities in our premises.

We have well equipped infrastructure with fine connectivity of Internet in each floors, latest recruitment agency management software and more than 50 dedicated and highly motivated staffs. Our main building (built-up) covers the area of 20,000 Sq Ft while the whole Lal Dhanus Tower premises cover 40,000 Sq Ft. We also own a separate Technical Training Center and Facility Management Center, making our infrastructure an ideal setup for any type of interview.

Lal Dhanus International Service (P) Ltd is one of the pioneers of Nepal as we have been fulfilling global company's need by sourcing Skilled, Semi-Skilled and Unskilled Manpower from Nepal for almost two decades. We have well-earned reputation of our administration and capabilities as Nepal Government has awarded Lal Dhanus International Service (P) Ltd with the 2nd position among the thousand's manpower agencies in Nepal since we have been successfully placed more than 25,000 personnel for above 110 clients spread across the world, including but not limited to Malaysia, Kuwait, Qatar, UAE, Kingdom of Saudi Arabia, Oman, Bahrain, Malta.

Our rigorous approach, adoption of technology and enhancement of skills of our staff members have all resulted in excellent record of satisfied employers and job seekers. With prolonged years of work experience and rich knowledge of recruitment field, we do have the confidence to increase the productivity of our partners and clients by offering quality workers with hassle free services.



LAL DHANUS GROUP OF COMPANY

OUR COMMITMENT▶



Commitment Towards Business

- As a socially responsible company, LDISPL complies with RBA COC within our own organization, we committed to promote these standards to achieve the optimum outcome.
- LDISPL shall not use of forced or child labor whether in the form of prison labor, indentured labor, slavery, human trafficking and bonded labor at site.
- All workers/employees shall have the right to enter into and terminate their regular employment freely with reasonable notice, with no penalty.
- LDISPL aims to ensure that working conditions in the workplace and its supply chain are safe, and are treated with respect and dignity and that business operation are socially responsible-Labor, Health and Safety and Business ethics.
- LDISPL shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement (covering promising, offering, giving or accepting any bribes).
- All business and services dealing will be transparently performed and accurately reflected on business books and records.
- LDISPL is committed to protecting the reasonable privacy expectations of personal information or documentation of everyone we do business with, including suppliers, customers, employees and foreign recruitment workers.
- LDISPL compliance Nepal and International laws and regulation.
- The hiring and recruiting of the candidates are to be done through free (Zero Cost Recruitment Policy) and fair competition with no false claim.

Commitment Towards Society

As we are bound to be the part of society, every year from time to time company will be engaging in the social welfare program weather by donating or presenting physically to help poor and needy people. Sometimes our country suffer with the unconditional natural disasters like earthquake, landslides. Sometimes unexpected pandemic arises sometimes economic condition of certain people of the rural area get affected very badly. Many orphans and disabilities children and adults are being kept in very unsystematic condition.

We are obliged to remain well settled not only ourselv es but also put some efforts in joining hand to uplift and be active to comfort these needy places. Lal Dhanus family has always become a part of social upliftment and contribu- tion. How much the company earns some part will definitely goes to the social welfare. Only donating some amount doesn't make a sense. Our motive is how can we help?

- Either by giving some instructions.
- Physically presenting to help in the affected area Giving some emotional comfort to those victims.
- Offering some donations in cash, food and other basic needs.
- There are lots of ways to contribute which Lal Dhanus will do and be doing more and more in the upcoming future.

CORE VALUES ▶



VISION, MISSION & OBJECTIVES ▶



To recognize as one of the leading ethical recruitment agency in Nepal. To provide opportunities and to minimize the unemployment of our country.



To safeguard our candidates and clients towards to an unethical recruitment by focusing on hassle free, superior service and compliance to a No Fee recruitment fee.



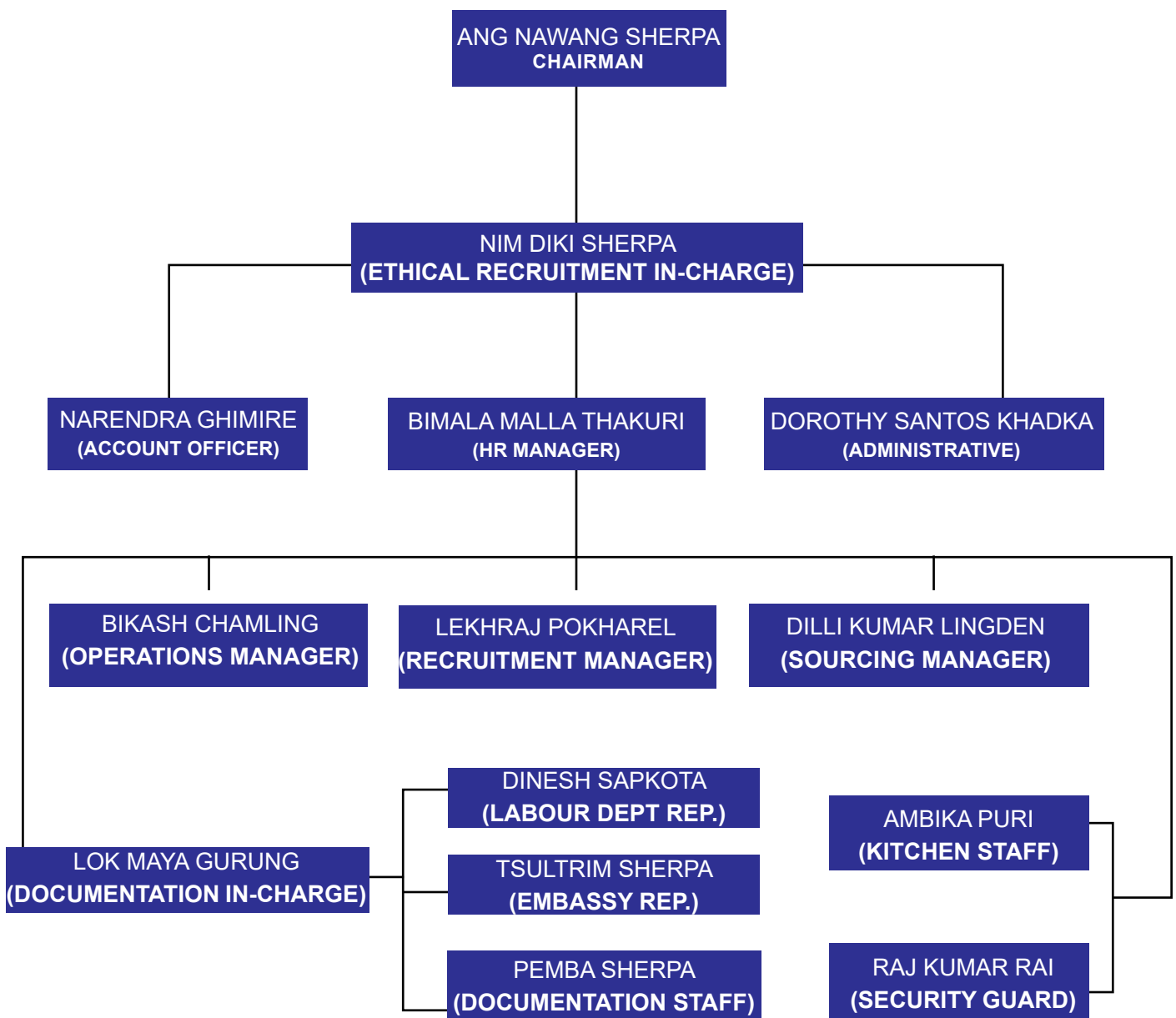
To establish and maintain a Responsible Business Alliance with in the recruitment industry by providing No Fee recruitment services thereby promoting fairness, equity and transparency in job market.

COMPANY DETAILS ▶

Company Name	Lal Dhanus International Services Pvt. Ltd.
License Number	576/ 062/063
Registration No.	27087/060/ 061
Contact No. (Whatsapp)	+977 980 1036535
Address	Mahankal Boudha Kathmandu Nepal
Chairman	Mr. Nawang Sherpa
E-mail	info@laldhanus.com
Function Area	International Business Operations Marketing Liaison
Global Network	Malaysia UAE Qatar Bahrain KSA Oman Kuwait
URL	www.laldhanus.com

HIERACHY OF LAL DHANUS ▶

Lal Dhanus is fortunate to have a group of dedicated personnel with high levels of competence who have worked for years as an ethical recruiter. Our team is made up of young, energetic people that are passionate about connecting the right applicants with the appropriate opportunities and who are dedicated to giving our clients the best possible service. We take pride in our ability to comprehend the particular requirements of our clients and to recognize outstanding talent that will support them in achieving their corporate objectives. Our team is focused on achieving results, and we go above and beyond to make sure our clients are happy with the recruiting services we offer.



WHY NEPALESE ▶

Nepalese people are well known for their enduring qualities of commitment, courage, reliability, and honesty. Integrity and a strong work ethic serve as the cornerstones on which we have established our reputation for excellence. These characteristics, along with our intellect and flexibility, make us desirable prospects for employment. The depth of traditions, geographical diversity, and emphasis on education may be the reasons why Nepalese people are among the most adaptable workers in the world. Its acquaintance with and proficiency in Hindi as well as the global language of English play a significant role in its capacity to adapt to foreign contexts. In all private educational institutions, English is always taught first, whereas in government educational institutions, it is always taught second.

According to recent surveys, Nepalese professionals are the most devoted in the world and have a high degree of involvement (78%). Their competency, which demonstrates how competent they are of comprehending the organization's aims and making significant contributions, directly reflects it.



Honesty



Hardworking



Integrity



Consistent



Adaptable



Intelligent

The strong moral principles of loyalty, hard effort, honesty, discipline, and devotion to one's obligations are held dear by the Nepalese people, which enhances their appeal as employees. The labor force in Nepal is made up of skilled, semi-skilled, seasoned, educated, and professional employees. They are easily accessible for deployment, and the procedure for employing Nepalese employees abroad is simple. Because they can adapt to any environment, Nepalese laborers are a dependable option for companies. Professionals, skilled, semi-skilled, and unskilled workers of all skill levels are easily accessible for deployment in a variety of sectors right away. Nepalese employees are renowned for their diligence and capacity to continue producing under adverse circumstances.

REQUIRED DOCUMENTS ►

Requirement of documents vary from country depending on the particular laws of a particular country. Need of documents also depends on whether the embassy of manpower importing nation is in Nepal or not. Basically, we require below mentioned documents and follow the in detail government provisions to avoid unnecessary hassles to the workers:

Principle Documents

- Demand Letter
- Power of Attorney
- Employment Contract
- Service Agreement between company and our company
- Guarantee Letter

A. Documents

- ➔ Demand Letter should be addressed to Lal Dhanus International Services Pvt. Ltd. License No.: 576/62/63. The Letter should detail the number of worker, number of job with category, Salary, duty hours, food and accommodation facilities, overtime, Transport, insurance of workers and other benefits.
- ➔ Power of Attorney is a kind of legal conformation for selection of manpower on behalf of employer. This authorizes Lal Dhanus International Services Pvt. Ltd. License No.: 576/62/63, for sending workers in a lawful manners.
- ➔ Employment Agreement Between employer and employment agency. This agreement must be signed by employing company.
- ➔ Service Agreement: This agreement is done between Lal Dhanus International Services Pvt. Ltd. and employee company. Its includes salary of a labor as per the demand, working hours, working duration, overtime accommodation, air ticket and medical facilities and so on.
- ➔ Guarantee Letter: is a kind of lugal document in which the company gives guarentee to the labor stating that they will not send the labor into any other third country: addressing the department of foreign employment and also regardint the terms and condition as per the demand letters.

Note: The documents mentioned must be duly sealed and attested by the Ministry of foreign affairs and Chamber of commerce.

RECRUITMENT PROCEDURES ►



TERMS & CONDITIONS ►

(Compliance Agreement On Ethical Recruitment Program)

Dear Valued Partner / Customer,

Lal Dhanus International Service Pvt Ltd is committed and adapted our customers' code of conduct on corporate social compliance (as stated below), as part of 's business code of conduct. As Lal Dhanus International's partner / supplier / customer, we expect you to acknowledge and comply with Lal Dhanus International Service Ethical Recruitment Policy and our customers' code of conducts as named below;

- Responsible Business Alliance Code of Conduct version 8.0
- Sedex (SMETA 2-Pillar) version 6.1 audit compliance
- Lal Dhanus International Service Ethical Recruitment Policy

Lal Dhanus International Service Ethical Recruitment Policy requirements were established based on customers' code of conducts that aims to ensure that working conditions in the workplace and it's supply chain are safe, that workers are treated with respect and dignity, and that business operations are socially responsible - Labor, Health and Safety and Business Ethics.

As a socially responsible company, Lal Dhanus International Service complies with our customers' business code of conducts within our own organization, we are committed to promote these standards to Lal Dhanus International's suppliers to achieve the optimum outcome. Each of our partners, customers and suppliers are required to comply with the latest version of the customer's code of conduct and to sign the declaration below; we are also encouraging you as our business partner, to promote this standard in your own supply chain as well.

Accordingly, we are asking that you please sign and return this form to info@laldhanus.com. You have our assurance that this social compliance will be held in the strictest confidence and not shared with anyone outside of Lal Dhanus International Service Pvt Ltd.

Alternatively, or in addition, you are welcome to provide us with your company's Code of Conduct or Social Responsibility Policy, as evidence of compliance with the customers' code of conduct requirements.

Your understanding and cooperation is truly appreciated

Ang Nawang Sherpa
Chairman

JOB CATEGORIES ▶

A. High Profile

- Engineering Group
- Civil Engineers
- Meteorological Engineers
- Surveyors
- Doctors & Nurses

B. AC Electricians

- Wireless Technician
- Bar Bender
- Cabin Janitor
- A/C Electrician

C. Office Personnel Management Group

- Office/Asst. Manager
- Accountant, Cashaler
- Secretary, Store Keeper Purchasers
- Clerk, Typist
- Computer Operator
- Salesman, Operator
- Tea Boy, Office Boy
- Manager-Marketing Sales, Admini

D. Building Structure Construction, Contracting and Farming Group

- Carpenter (Shuttering/Finishing)
- Masons Foreman, Construction Helper Masons-Tile/Marble Fixer, Brick Layer
- Painter (Wall Spray)
- Plumber, Welder, Steel Fixer, Pipe Fixer
- Electrician / Foreman
- Technical Supervisor
- Farmer, Agriculture Labors
- Construction Labors & Cleaners



E. Garments & Textile Group

- Patron Maker
- Cutting Master
- Production Manager
- Supervisor
- Tailors
- Checker
- Helpers

JOB CATEGORIES ▶

F. Hotel & Catering Staff Group

- AExecutive Officer, Supervisor
- Public Relation Officer & Restaurant Captain
- Chefs, Fast Food Crew
- Cooks (Continental, Chinese & Indian)
- Waiter, Stewards
- Food & Beverage Controller
- Food & Beverage Manager
- Sales & Marketing
- Accountant, Cashier
- Bakers / Helpers
- Barman, Service Man
- Janitors, Watchman
- Laundry Man / Laundry Foreman
- Security Officer, Security Guard
- House Keeper, Room Maker, Dishwasher
- Cleaning Labor, Kitchen Helper
- Trolley Helper, Bell Boy



G. Vehicle / Heavy Equipment Operator

- Light/Heavy Vehicle - Operator / Driver
- Car / Van / Minibus
- Heavy Equipment Operator
- Truck/Lorry/Trailer / Forklift / Crane
- Motor/Grader / Dozer / Backhoe / Roller
- Bulldozer / Scrapper Operators
- Auto Mechanic
- Diesel Machine Mechanic
- Heavy Duty Mechanic
- Oilman/Lubricants
- Taxi Driver



H. Supermarkets

- Salesman
- Check Out Cashiers
- Trolley Boys
- Sheives Rack Organizers
- Cleaners
- Store Keepers

I. Hospitals

- Medical Doctors
- Consultants
- Nurses
- Lab Technician
- Pharmacists
- All Hospital Staff

J. Agriculture

- Veterinary Doctors
- Food Engineer
- Livestock Feddlot Operator
- Quality Assurance
- Farmer
- Milker

LDISPL CODE OF CONDUCT ▶

- 01  Compliance of Labor Act 2074 of Nepal Government.
- 02  Equal opportunities of employment and freely chosen employment, No improper advantage.
- 03  Zero tolerance on harassment, all forms of bribery, corruption, extortion, & unhuman activities.
- 04  Increasing environmental safety performance.
- 05  Ensuring occupational health and safety with Freedom of association.
- 06  Fair, Transparent and Ethical recruitment, No improper advantage
- 07  No-Discrimination/Non-Harassment & freedom of association.
- 08  Protecting the reasonable privacy expectations of personal information.
- 09  Achieving higher customer satisfaction, Intellectual property rights are to be respected.
- 10  Continual improvement of management system.
- 11  Protection of identity & non-retaliation

LEGAL DOCUMENTS ▶

Distributed by: Nepal Notary Public Council
S.N. 2400333

Kathmandu Metropolitan City
Office of Municipal Executive
Bagmati Province, Kathmandu, Nepal

Coat of Arms of Nepal

Seal of the Office

Photograph Sd.

BUSINESS REGISTRATION CERTIFICATE

Registration No. 2071/07/11 B.S. (October 28, 2014 A.D.) (Ward No. 7)
Date of Registration: 2079/06/02 B.S. (September 18, 2022 A.D.) (Transfer the Address)
Certificate No.: 605411 06-30-0443
Ward No.: 6

This certificate is hereby issued pursuant to the Finance Act, 2074 (2018) made for proposal implementation relating to the finance of Kathmandu Metropolitan City.

Business Institution's Personal Details:

- (a) Focal Person/Institution's Name, Surname: Ang Nawang Sherpa
(b) Citizenship No., Issued Date and District: 1246/1643/1865
(c) Registration Date on Government of Nepal (Other Institution): 2060/10/27 B.S. (February 10, 2004 A.D.)
(d) Registration Number: 27087
(e) Body: Office of the Company Registrar
- Address: National Foreign
- Current Address: Kathmandu Metropolitan City-6

Details of the Business:

- Name of Business: Lal Dhanush International Service Pvt. Ltd.
- Place of Business: Kathmandu Metropolitan City, Ward No. 6, Mahankal Street, House No., Name of the Road:, House No.
House Owner's Name: Nim Diki Sherpa 06-22-0606
Business goods and service details: Foreign Employment Service
Signboard: 1 x 3 Sq.Ft.

"The Translation is True and Verified"
Signature: [Signature]
Name: Magan Sudan Tamang
Date: Feb 26, 2022
Certificate Number of the Notary Public: 2022
Date of Expiry of Certificate: Feb. 18, 2025 AD
Seal of the Notary Public

Distributed by: Nepal Notary Public Council
S.N. 2641455

His Majesty's Government
Ministry of Labor and Transport Management
Department of Labor and Employment Promotion

Seal of the Office

Licence No.: 576/062-63

LICENCE

This Licence has been issued to the Lal Dhanush International Service Pvt. Ltd., authorizing to authorizing to operate Foreign Employment Services subject to the terms and condition mentioned in this Licence, Foreign Employment Act, 2042 (1985 A.D.) and Regulation 2056 B.S. (1999 A.D.).

Issuing Authority
Name: Prajwal Sharma Aryal
Designation: Officiating Director General
Signature: Sd.
Date: 2062/10/05 B.S.
(January 18, 2006 A.D.)

Date of Renewal	Date of Validity	Signature of Renewal
2080/03/31 B.S. (July 16, 2023 A.D.)	Till the end of Asar 2081 (July 15, 2024 A.D.)	Sd. Section Officer 2080/03/31 B.S. (July 16, 2023 A.D.)

Conditions:

- No work shall be carried out by opening branch Office without obtaining approval.
- No work shall be done through agent.
- No worker shall be sent on any condition to other country except in than the permitted countries.
- Directions issued from time to time by His Majesty's Government shall be followed in addition to the provisions mentioned in prevailing acts and rules.

"The Translation is True and Verified"
Signature: [Signature]
Name: Magan Sudan Tamang
Date: Feb 05, 2022
Certificate Number of the Notary Public: 2022
Date of Expiry of Certificate: Feb. 18, 2025 AD
Seal of the Notary Public

S.No. 572

Government of Nepal

Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

Schedule-2

**AUTHORITY CERTIFICATE FOR
SENDING TRAINEE WORKERS TO JAPAN**

It is certified that LAL DHANUS INTERNATIONAL SERVICE PVT. LTD. Company Licence No. 576/0621063 situated in KATHMANDU is authorized as being the sending agency under Industrial Training and Technical Intern Training Program under JITCO. This Certificate holder must comply with the Foreign Employment Law, JITCO Directive and Instructions issued by the Ministry.

This certificate is valid **Until Renewed** and should be renewed every year within **31st July** days of its expiry.

Name: Pradeep Kumar Dhakal
Section Officer
Issue Date: 11 Feb. 2022

Pradeep Kumar Dhakal
Section Officer
Authorized Signature

RBA TRAINING CERTIFICATES ▶



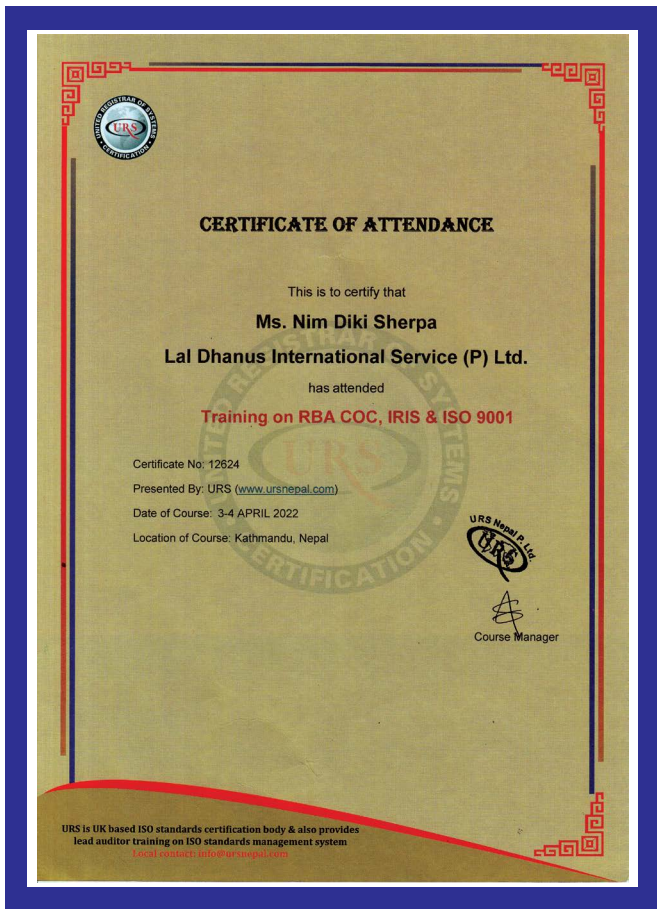
RBA TRAINING CERTIFICATES ►



APPRECIATION / MEMBERSHIP CERTIFICATES ▶



APPRECIATION / MEMBERSHIP CERTIFICATES ▶



APPRECIATION / MEMBERSHIP CERTIFICATES ▶



Fonterra Brands (Malaysia) Sdn. Bhd.
No. 12, Jalan Delima 1/1, Subang Hi Tech Industrial Park
Batu 3, 40900 Shah Alam, Selangor Malaysia
t +603 58851888 f +603 58522995
www.fonterra.com.my

Date: 20/12/2022

To:
Lal Dhanus International Service Pvt.Ltd.
P.O.Box Battispatal,
Kathmandu, Nepal.

Re: Letter of Appreciation

We would like to thank you the quality of work provided by you and your team. We are genuinely grateful for your services and the level of accountability and dedication demonstrate by your company. We must say that the way you conduct your business is brilliant and praiseworthy

In light of your impeccability service, we would like to continue our association with you for the years to come. Plus, the way of your operation in a team is undoubtedly one of your biggest qualities.

We express our sincere gratitude to you and your team. Thank You for your cooperation and looking forward to more years of association.

Yours truly,



Tan Ing Ing
Operation Director

ORTUSTECH
ORTUSTECH (MALAYSIA) SDN. BHD.
Company no: 201101008999 (937138-AJ)
Lot 760, Jalan Haji Sirat,
42100 Klang, Selangor Darul Ehsan,
Tel: 03-3291 0233 Fax: 03-3291 9610

Date: 20th December 2022

LAL DHANUS INTERNATIONAL SERVICE PVT. LTD.
of Nepal, Overseas Employment Agency
Licensed by Government of Nepal,
Department of Foreign Employment,
license no. No 576/062/063

Dear Sirs,

Subject: Appreciation for Recruitment of Nepal Workers

We are writing this letter to you to appreciate all the good services you have provided to us. We are glad that you provide a zero cost and ethical recruitment as per our agreement.

We have been taking your hiring services for more six (6) months. During all this time, you have remained supportive and cooperative and transparent to find the most suitable workers for our company. We are satisfied with the services you have provided to us. We have trusted your service and hired all the individuals that you chose for us after a thorough evaluation of their applications and qualifications.

As your valued client, we would like to say thank you for all the diligence and enthusiasm you have demonstrated through your work. If you ever need our recommendation, you can contact us. Furthermore, we would be so happy if you keep providing your services to us in future. We wish you the best of luck in the business undertaking.

Yours faithfully,
ORTUSTECH (MALAYSIA) SDN BHD



Ally Ng Bee Cheng
Senior HRA Manager

DAIRYMAS (MALAYSIA) SDN BHD (207004-M)
Lot No.789, Jalan Sungai Kayu Ara 32/38, Berjaya Industrial Park, Seksyen 32, 40480 Shah Alam,
Selangor Darul Ehsan, Malaysia. Tel: +603-58851888 Fax: +603-57403110

Date: 20/12/2022

To:
Lal Dhanus International Service Pvt.Ltd.
P.O.Box Battispatal,
Kathmandu, Nepal.

Re: Letter of Appreciation

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We express our sincere gratitude to you and your team. Thank You for your cooperation and looking forward to more years of association.

Yours truly,






Tan Ing Ing
Operation Director

APPRECIATION / MEMBERSHIP CERTIFICATES ▶



OUR VALUABLE CLIENTS ▶

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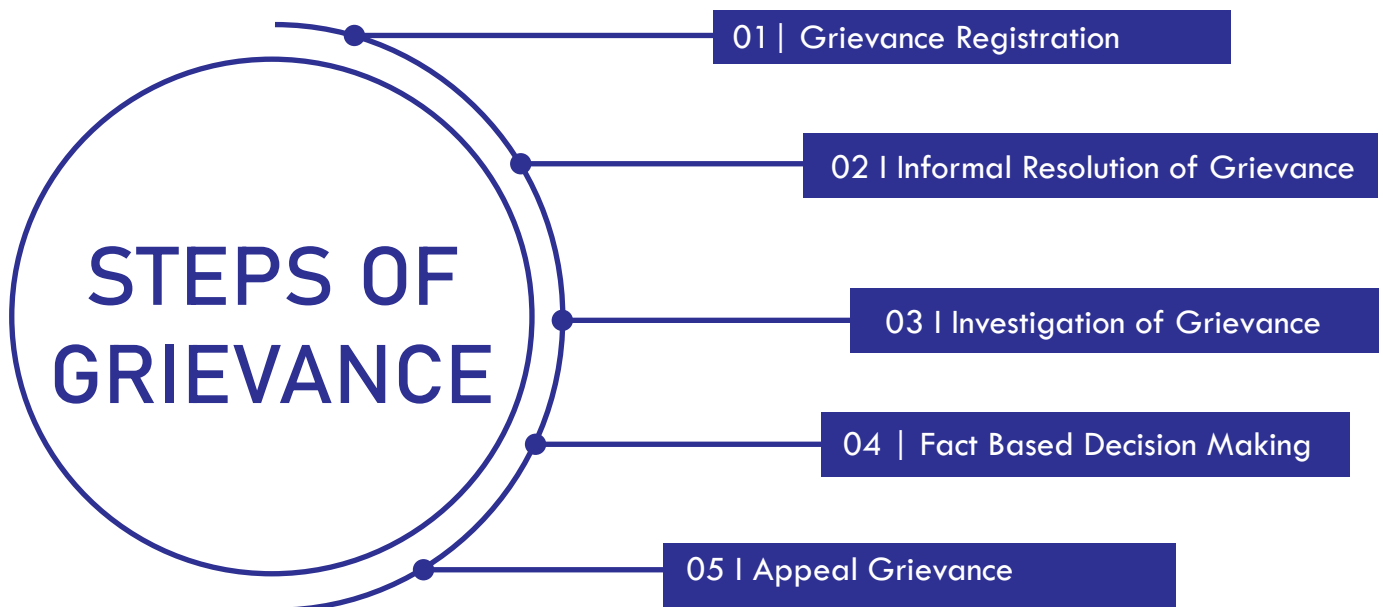
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