

< Company Letterhead with address & telephone numbers >

Demand Letter

Ref. No.

Dated.

To,
Falcon Overseas,
196 J Kalka Devi Marg,
Ramesh Market (Garhi)
East Of Kailash,
New Delhi 110 065 (India)
License No. B0413/DEL/PER/300/5/8437/2009
Tel (o) +91 11 6555 4274
Mobile- 0091-99580-16161

Dear Mr. Rajesh Soni,

We request you to recruit on behalf of the undersigned the following categories under the following Terms & Conditions:

Sr.No	Category	No. of Persons	Salary in KD/ month
1			
2			
3			

Terms & Conditions:

1. The contract is for a period of Two years and the personnel will be on probation fordays and will be confirmed on successful completion of the probation period.
2. The company will provide the following to the worker at the company's cost
 - a) Air Ticket for initial travel to Kuwait and for return to India at the end of the Contract.
 - b) Accomodation with basic furniture
 - c) Transport from Residence to place of work & back
 - d) Food or an allowance of KD 15 in lieu thereof.
 - e) Medical facilities and worksite insurance.
 - f) Residence permit for the period of this contract and for any renewed period, and any fine due to delay in obtaining such permit.

- g) Driving license (incase of drivers only)
 - h) No Deduction/recovery from salary of the workers will be affected by the company for the above.
3. Working hours will be 8(eight) hours per day for 6 (six) consecutive days per week, with one day off. Overtime, allowance will be paid for any additional hours of work in accordance with the labour law of Kuwait.
 4. The worker shall be entitled for 30 days leave for every completed year of continuous service.
 5. The passport of the worker, being the property of the Government of India shall not be confiscated by the employer under any circumstances. The passport will be retained by the worker at all times and will be produces before the Embassy of India, as and when called for.
 6. In case of death of the worker, the company shall forward the mortal remains of the worker to his/her country at the cost of the companyand settle all dues of the worker, in coordination with the Embassy of India in Kuwait.
 7. In case of injury to the worker, the company will pay compensation to him/her in accordance with the labour law of Kuwait.
 8. The contract can be terminated by either the company or worker before its expiry with a ntime of three months in writing, in accordance with the provisions of the labour Law of Kuwait.
 9. Any dispute between the company and the worker will be amicably settled in coordination with the Embassy of India in Kuwait. In case an amicable settlement cannot be reached, the dispute shall be subjected to courts in Kuwait.
 10. The company shall facilitate the worker to register with the Embassy of India within one month of his/her arrival in Kuwait.

Your truly,

Name:

Designation: