**AGREEMENT**

This agreement made and entered in to between (**Name of Chief Executive / Chairman / Managing Director, Name & Address of K.S.A. Agency)**

 &

**(Name of Chief Executive / Chairman / Managing Director, Name & Address of Sri Lanka agent)**

to recruit manpower from Sri Lanka for employment in Kingdom of Saudi Arabia & shall have the following terms & conditions herein after referred to.

1. **RECRUITMENT**

The person or persons recruited shall be for the employment recruited as per demand letter & shall be designated as stated in the letter of demand.

1. **DURATION OF THE CONTRACT**

The duration of the contract initially shall be for a period of two years (2) & renewable by mutual agreement.

1. **AIR PASSEGE**
2. Free both way (onward & return) air tickets should be provided for female categories.
3. For Male categories Return air ticket should be provided for all employees after completion of contract free of charge.
4. **WORKING HOURS**
5. Working hours will not exceed 12 hrs. per day. One day off per week.
6. **RESPONSIBILITIES OF THE FOREIGN PRINCIPAL**
7. The salary & other allowances shall be paid as stated in the letter of demand or the letter of appointment.
8. Free Food shall be provided
9. Free accommodation shall be provided.
10. Free Medical Provided.
11. All complaints made by the employee or employees and their relations regarding the employee or employers and their working condition shall be settle as soon as possible.
12. **RESPONSIBILITIES OF THE LOCAL AGENT**
13. The local agent shall select suitable candidates according to the foreign principal’s requirements & submit the relevant documents to foreign principal.
14. The local agent shall undertake to ensure that all candidates will be for the employment mention in the agreement and shall be guaranteed for a period of 90 days from the date of departure 90 days’ period considered as probation period.
15. **TERMS OF PAYMENTS**

The foreign principal shall pay the sum of US $ ………………….. for selected employee as processing & administrative fees payable upon final selection of employee.

1. **ANNUAL LEAVE**

 The employee or employees shall be entitled to ……… days / months paid leave on completion of 24 months’ period.

1. **IN THE CASE OF DEATH**

In the case of death of the employee or employees during the contract period the foreign principal shall agree to dispatch the remains of the deceased along with the personal effects & saving on the expenses of the foreign principal.

1. **COMPANSATION**

The foreign principal shall ensure that the personal & accident insurance for the employee or employees to be provided for work & connected illness injuries or death will be in accordance with the pertinent laws of the host country.

1. **OTHER TERMS & CONDITIONS**

All the terms & condition of employment shall be covered by the prevailing laws of the country.

…………………………………………….. …………………………………………

The foreign principal The local agent

(Signature & rubber stamp) ( Signature & rubber stamp)

Date Date