**Agreement**

**This agreement is made and entered into between**

**…..YOU’R NAME… …COMPANY NAME……….with office LOCATED in ...** **….TEL……**

A business organization registered in …**COUNTRY...** under the provisions of the pertinent law of the government of the …**COUNTRY....** vide **License NO …** do herein after called as the First Party

**And**

**M/S. Amal Sulthan Travels,**

*(Commercial name of Sri Lanka Agency)*

**At No 540 1/1, ½, 1st Floor Maradana, Colombo – 10 Sri Lanka**

*(Address of the agency)*

(Hereinafter called as the Second Party or Local Agency) a foreign employment agency registered in Sri Lanka under the provisions of the pertinent law of the Sri Lanka Bureau of Foreign Employment, **vide License No: 2422**

To recruit workers from Sri Lanka for employment under the foreign principal and shall have the following terms and conditions hereinafter referred to.

***1. General terms & conditions***

The first party hereby agrees to appoint the second party as its manpower supplying agency in Sri Lanka and authorizes the said party to attend to all lawful activities on its behalf in respect of the recruitment of workers stated in the Demand Letter attached herewith, under the terms and conditions agreed upon in this agreement

The second party hereby agrees to supply manpower to the First party for employment under the First Party, under the terms and conditions agreed upon in this agreement.

***2. Recruitment***

The personnel recruited shall solely be for the employment as categorized in the demand letter and shall be designated as stated therein.

***3. DURATION OF THE CONTRACT***

The duration of the initial contract period of the recruits shall be a period of two years and renewable by mutual agreement.

***4. Air Passage***

1. The recruits shall be entitled to homeward (return) air ticket after completion of the contract period.
2. Onward (joining) air ticket will be’’ provided’ / not provided’ (cut inapplicable)

***5. Working hours:***

1. Working hours shall be 08 hrs (eight) per day and 48 hrs. per week
2. The recruits shall be entitled to one day- off per week
3. Overtime allowances shall be paid in accordance with the pertinent law of the country of employment

***6. Responsibilities of the First Party (Foreign Principal)***

1. The First Party shall ensure that the recruits are provided with the Following.
2. The Salary and other allowances as stated in the Letter of Demand.
3. Free meals
4. Free Accommodation

(IV) Free medical facilities

(V) Free Transport

1. Any Complaints made by the recruits or their Next of Kind regarding working conditions and disputes shall be settled without delay.

***7. Responsibilities of the second Party (Local Agent)***

A). The Second Party (Local Agent) shall select suitable candidates according to the First party’s

requirements and submit relevant documents to the First Party for final selection.

B). The second Party shall guarantee replacement of workers at their cost, in the event that any

of the recruits were found medically unfit or refused to work within a period of 100 days from

the date of appointment, which will be considered as probation period.

***8. Annual Leave***

The recruits shall be entitled to 30 days paid leave on completion of 12 months period

***9. In the case Of Death***

In the case of death of any recruits during the contract period, the First Party (Foreign Principal) shall arrange dispatch of the remains of the diseased to the country of originalong with personal effects and savings at their expense,

***10. Compensations***

The Foreign Principal shall ensure that the recruits are covered with applicable insurance policy to be compensated against accidents. Work connected injuries and diseases and death, in accordance with the pertinent law of the country of employment.

***11. Other terms and conditions***

*A).* The First party shall ensure that every individual employment contact issued in respect of each

Selected worker is authenticated by the Embassy of Sri Lanka in the **Your Country**, prior to

Forwarding to the second Party

*.*

B). In addition to the provisions of the pertinent law of the private sector of the **Your Country**

both parties may include additional labor privileges which would not contradict the Labor Law

and which would be beneficial to the recruits. Please specify Privileges if any.

C). Any issues not stipulated here in shall be in accordance with the pertinent law of the country of

employment.

***12. Terms of Payment / Commission Status – (Compulsory***)

Listed below is the commission’ status both parties have agreed upon in respect of the recruitment of workers demanded in this job order.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Category | Commission / person | Payable to Sri Lanka Agent | Receivable From Sri Lanka Agent | No  Commission |
| 1 | As Per Job Order |  |  |  |  |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**The First Party The Second Party**

**M/S. Amal Sulthan Travels**

**(CEO) Managing Director**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**