

**CONSULATE GENERAL OF NEPAL
HONG KONG**

Application Form for Attestation of Demand Letter

I /We (Employer Company/Designated Agency) submit the following information along with the copies of required documents mentioned for the attestation of Demand Letter regarding the recruitment of workers from Nepal.

Name of Employer Company:					
Name of Agency in Macao/Hong Kong:					
Name of the Agency in Nepal:					
Job Category	No. of Workers	Gender	Proposed Salary	Approved Quota No.	Quota Approval Ref No.
a.					
b.					
c.					
d.					
e.					

In case of continuation from previous quota:

Related Ref. No.:	Date:
-------------------	-------

• Please tick: Attestation of Power of Attorney a) Required b) Not Required

All above particulars and the documents submitted are correct to the best of my knowledge.

Signature of Applicant:	
Name:	ID Card/Passport No.:
Address:	Name of the Employer Company/Agency:
Contact Tel/Mobile. No.:	Applicant's Position in the Company/Agency:
	Date:

Note: If the above applicant is not the owner of the Company/Agency or if a third party is submitting the application, a formal letter of authorization mentioning the identity of the concerned person should be submitted alongwith.

Documents Required to submit:

- a. Formal letter from Employer Company/Agency requesting for attestation.
- b. Formal letter from Employer Company authorizing Agency to recruit labour along with agreement.
- c. Quota to recruit overseas labour issued by Labour Department of Macao/Concerned Authorities.
- d. Demand letter provided by the Employer Company to the Agency.

e. Power of Attorney:

- | | | |
|----------------------|---------------|-------------|
| i. year validity | ii. Notarized | iii. Fee: . |
|----------------------|---------------|-------------|

f. Demand letter:

- | | | |
|--------------------|---------------|-----------|
| i. Quota: no limit | ii. Notarized | iii. Fee: |
|--------------------|---------------|-----------|

g. Joint Recruitment Agreement between Agencies in Hong Kong/Macao and Nepal.

h. Others:

Related to Agency in Hong Kong/Macao

- ⇒ Business Registration Certificate
- ⇒ Licence to operate as Employment Agency
- ⇒ ID Card/Passport Copy of the Owner

Related to Agency in Nepal

- ⇒ Business Registration Certificate
- ⇒ Licence to operate as Employment Agency
- ⇒ Updated Tax Clearance Certificate
- ⇒ ID Card/Passport Copy of the Owner

(Attested translated versions should be attached for documents submitted in languages other than Nepali and English)

For Office Use Only:

Receipt No.: Power of Attorney:	Receipt No.: Demand Letter:
Date:	Date: