



## COMPANY PROFILE

Govt. License No: 1699/081/082



**H.K. EMPLOYMENT**  
SERVICES PRIVATE LIMITED

📍 Paris Danda, Koteshwor, Kathmandu-32, Nepal

☎ +977 1 5921286 / 5921287

✉ info@hkemploymentservices.com

🌐 www.hkemploymentservices.com





## Geographical Location

The total area of Nepal is not more than 147,181 sq. Kms and its altitude varies from 70 to 8848 meters. It has a population of about 23 million people.

## Language & Time

The national language is Nepali- However, educated people can understand and speak English as well. Time: Nepal Time is GMT+05:45 i.e. 15 minutes ahead of Indian standard time.

## Climate

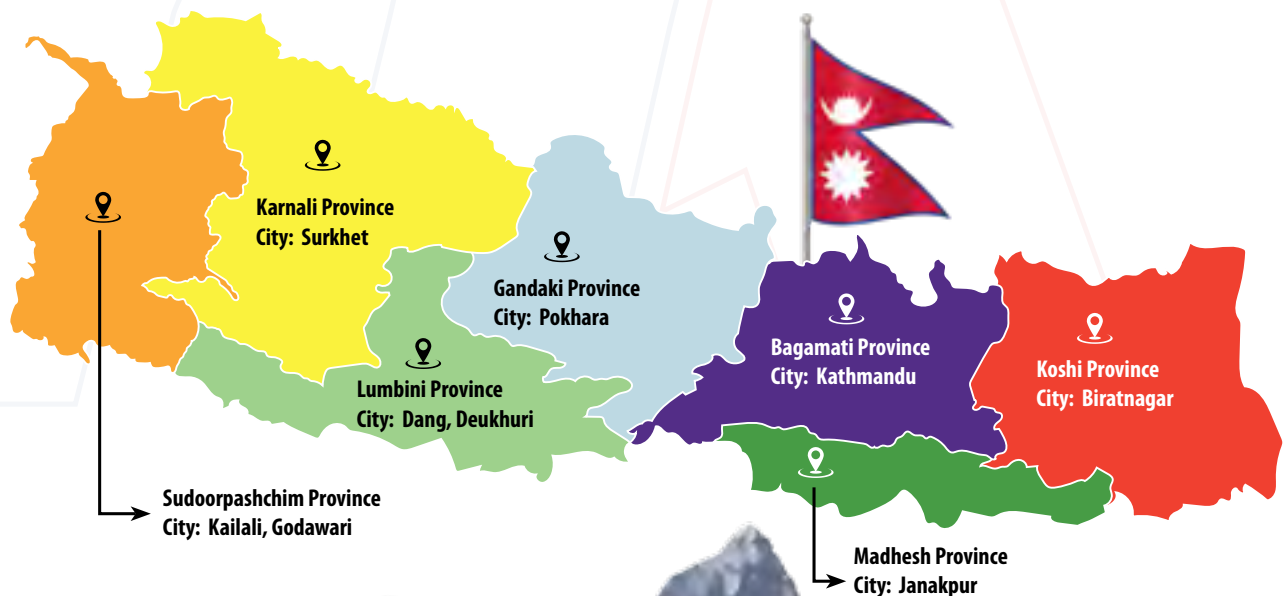
Nepal has four major seasons namely:

1. Winter (December- February)
2. Spring (March- May)
3. Summer (June-August)
4. Autumn (September-November)

Nepal can be visited the whole year round.

## People & Religion

Nepal, where the Indo-Aryan and Mongoloid peoples merge, is a cultural tapestry centered around the Kathmandu Valley. Home to both Hindu temples and Buddhist shrines, it celebrates its status as Lord Buddha's birthplace, highlighting a unique blend of Hinduism and Buddhism. The Nepalese ethos, characterized by sincerity, faithfulness, and reliability, is globally recognized through the valor of the Gurkhas. This rich heritage underscores the deep, intrinsic qualities of the Nepalese people, renowned for their service and integrity.





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### Registration Authority

Ministry of Industry & Commerce Office of the  
Company Registrar  
Company Registration No: 335468/080/081  
Ministry of Labour, Employment and Social Security  
Department of Foreign Employment Govt.  
Govt. License No: 1699/081/082  
Ministry of Finance - Internal Revenue Department Pan  
No.: 621129373

### Types of Service

Manpower Consultant, Placement & Overseas  
Recruitment

### Member

Nepal Association of Foreign Employment Agencies  
Nepal Chamber of Commerce

### Operated / Managed by

Business Finance and Administrative Management  
Expert Advisors Professional from Nation Lead  
Organizations of Nepal.

### Capital Structures

Authorized - 20 Million Nepalese Rupees (USD  
175,000)  
Issued - 10 Million Nepalese Rupees (USD 87,500)

### Official Bank

Prime Bank Ltd.

### Legal Advisor

Mr. Kumar Niraula

### Auditor

Mr. Umesh Mahasheth

### Contact Person

 **Mr. Hari Bahadur Thada Magar**  
Chairman

 +977 9851009960, 9813510818  
 hari@hkemploymentservices.com  
grandsuitehrservice@gmail.com

 **Mr. Manu Kumar Lama**  
Managing Director

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 bami@hkemploymentservices.com

 **Mr. Sher Bahadur Gurmchhan**  
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Business Development Manager

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Marketing Director

 +966 507352645  
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 **Mr. Basanta Thapa Magar**  
HR Director / RBA Incharge

 +977 9842837187, 9851350086  
 hrbasanta@hkemploymentservices.com



## COMPANY INTRODUCTION

H.K. Employment Services Pvt. Ltd. is one of the leading Manpower recruitment agencies in Nepal, established in 2016 under the Government of Nepal Registration No. 335468/080/081 and Department of Foreign Employment, Government License No. 1699/081/082.

H.K. Employment Services Pvt. Ltd. has dispatched thousands of professionals (skilled, semi-skilled and unskilled) from Nepal to Gulf Countries, Malaysia and East Asia etc. Its highly qualified professional gives our clients maximum output at minimum cost and effort. We, H.K. Employment Services Pvt. Ltd., are fully committed to the complete satisfaction of both, Our Prestigious Clients and Job Seekers who are desirous for overseas Placement for those looking forward to broadening their horizons and heading for better career opportunities in the Middle East. We have our own well-equipped and modern offices, well-educated, experienced staff, and a vast network of operations in Kathmandu and many other associated offices in all the major cities of Nepal. We have never failed them in the past and will make it equally easy for them in future. We are complete in the employment service industry by offering a complete range of recruitment services.

We always understand that the needs of your business are complex and evolving, and we focus on developing and nurturing long-term, results-oriented partnerships. We provide trusted, consultative services by truly listening and responding to the needs of our clients, candidates and associates.



# MESSAGE FROM CHAIRMAN



Dear Valuable Clients,  
Warm Greetings!

In this third millennium era, human resources have become one of the most critical subjects in development globally. Hence, looking forward to being a part of the global development team. We planted a foundation stone in developing ourselves to be as H.K. Employment Services Pvt. Ltd. Nepal to take our first step towards Human Resources Development. Since then, we have provided the best of our services to our valued business associated with Middle East Countries and Malaysia territories.

H.K. Employment Services Pvt. Ltd. is owned and managed by experienced HRD professionals, who have over a years of experience in recruitment & Selection. To meet the exact Demands of Commercial & Government establishments around the globe, we have set up the duly accredited company.

Nepalese Manpower is sought-after the world over for their technical skills, hard work, and the ability to work under tiring conditions. We look forward to providing the best of our services soon. We would be your best solution towards your human resources requirements for any industry.

For all of this, only efforts will not be enough. Thus, we are waiting for your kind consideration to prove ourselves.

Thank you  
**Hari Bahadur Thada Magar**  
Chairman



## OUR TEAM

We take this privilege to introduce our organization H.K. Employment Services Pvt. Ltd. one of the highly trusted employment solution providers located in Nepal's capital city, Kathmandu. We are successfully turning the dreams of employment seekers wanting to work overseas into reality.

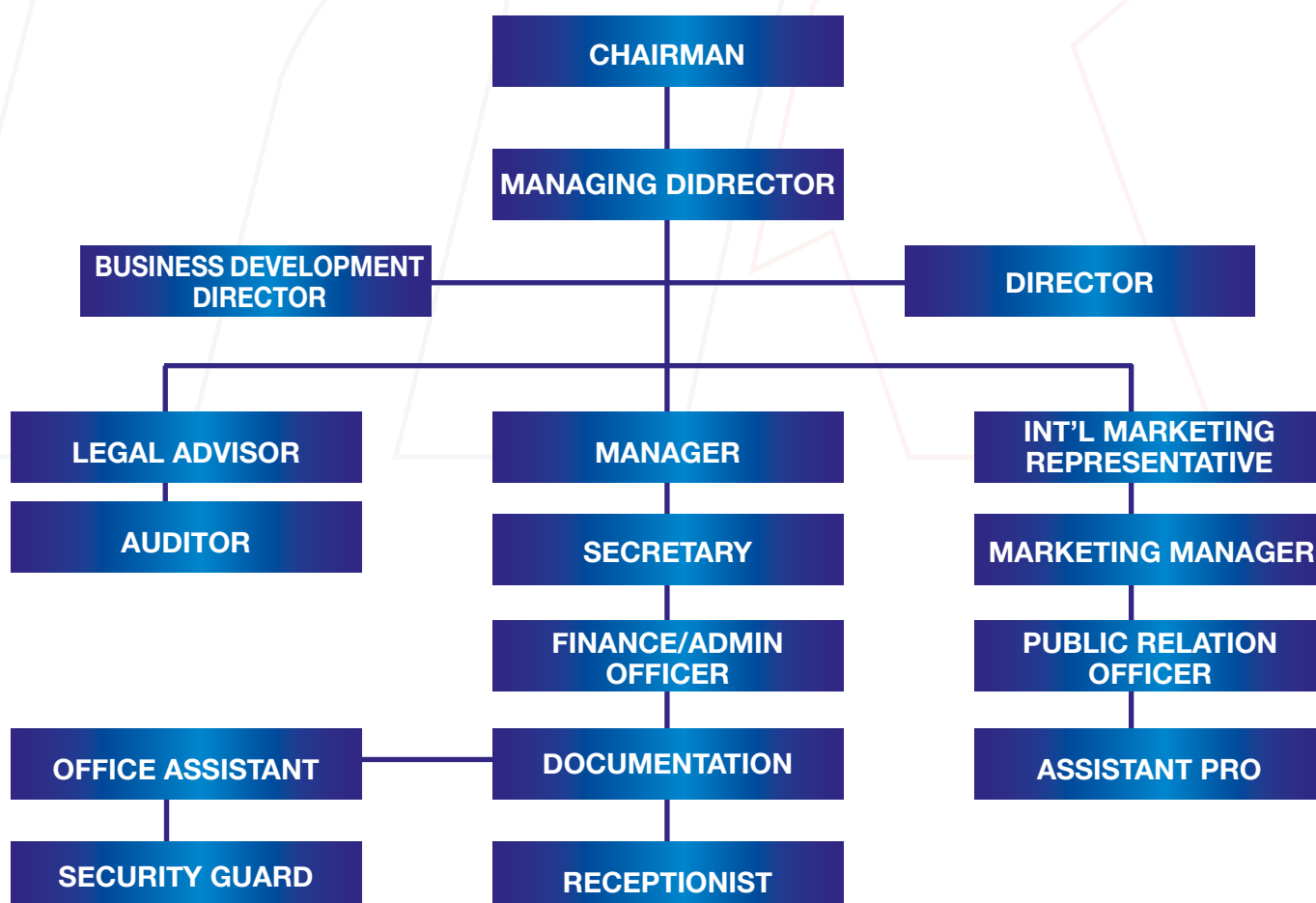
H.K. Employment Services Pvt. Ltd. offers comprehensive recruitment services for both employers and employees. We have expertise in several skilled, semi-skilled, and unskilled recruitment options. In our business, sincerity and honesty counts. Considering this sincerity, honesty, and fulfillment of our commitment have been our topmost priority. Our future employees are encouraged to adopt our solid and ethical values: tolerance, equality, responsibility, solidarity, and expertise. We have always accentuated more on giving our utmost respect to our clients, business partners, and the employing companies besides picking hard-working, sincere, energetic, experienced workers.

Let us associate and work together for fair and sound business norms.

Warm regards

H.K. Employment Services Pvt. Ltd. Family

## ORGANIZATION STRUCTURE



# WHY CHOOSE H.K. EMPLOYMENT?



We have been supplying appropriate human resources to a number of Companies in the Middle East and East Asian Countries for over a decade. We are only human resource suppliers but also we conduct training institutes from which hundreds of capable manpower is produced. Similarly, our extensive jobseeker's database and network in community level gives you ample opportunity to choose the best candidates within a very short period.

## Recruiting from H.K Employment means:

- ☞ One-spot solutions for all categories of workers-unskilled, semi-skilled, skilled and highly professional.
- ☞ Working with highly competent, service-oriented and responsible staffs.
- ☞ Quick, simple and cost effective recruitment process.
- ☞ Testimonials of thousands of satisfied clients and jobseekers.
- ☞ Achievement of Customized service to suit your need.
- ☞ Access to thousands of online and offline resume bank.

## Other features

- ☞ 100% satisfaction guaranteed.
- ☞ Extensive network in Nepal.
- ☞ Experienced team to handle each and every recruitment solution.
- ☞ Backed with its tie-up skill training and testing centers.
- ☞ Track record of timely service provision.
- ☞ A dedicated and professional with the spirit of accountable and responsible service delivery.
- ☞ Adherence with the corporate cultures.
- ☞ Customer focused and culture of continuous learning to improve the quality of services.
- ☞ Corporate Social Responsibilities

We understand every company thrives in the society and it is our responsibility to serve the society to the extent possible. The company segregates some funds to address social responsibility especially in the sectors of education, health and environment. With our continuous growth, we are able to provide more benefits to the society we grow on. Service is key to our success-be it in business or society. Similarly, we abide by and respect the Social values and cultures where we operate our business.





## OUR MISSION, VISION & COMMITMENT

### OUR MISSION

“Delivering excellence to individuals, businesses, and communities” encapsulates the core mission of a recruitment agency dedicated to not just filling positions, but also enriching the professional landscape. By meticulously matching skilled individuals with the right opportunities, they empower professionals to advance their careers, while simultaneously enabling businesses to thrive with the right talent. This synergy fosters a vibrant community where growth, innovation, and success are shared values. A recruitment agency that upholds this chant is not just a mediator in the job market; it is a catalyst for progress, driving forward the collective aspirations of the workforce and the industries that shape our world.



### OUR VISION

To provide responsible recruitment solutions and to be recognized as a reliable, transparent and fair employment agency on global size.



### OUR COMMITMENT

Varsha manpower commits to bear the full cost of repatriation of any candidate we place, should they be deemed professionally or medically unsuitable, or if they decline to perform the duties as outlined by the employing company. This guarantee is valid within probationary period starting from the candidate's initial deployment date. Our pledge ensures that both the employer and the employee are safeguarded, reflecting our dedication to a responsible and ethical recruitment process.



# OUR CODE OF ETHICS



H.K. Employment Services Pvt. Ltd. is an organization committed to providing recruitment service of the highest quality. To do this we recognize the need to operate in a highly ethical framework with a commitment to both corporate and individual responsibility and accountability. The purpose of the Code of Ethics is to instill confidence in the recruitment profession and to help an organization become a better recruiter. We truly believe that we can advance our profession by embracing this Code of Ethics.

1. No Conflict of Interest
2. Confidentiality & Privacy
3. Non-Discrimination
4. Protection of Intellectual Property
5. Anti - Bribery & Corruption
6. Fair Business & Promotion Practices
7. Freely Chosen Employment
8. Anti-human trafficking & slavery
9. No Child Labor
10. Accuracy, Retention of Business Records & Documents
11. Compliance with Laws & Regulations



## OUR GUIDING PRINCIPLES



### INTEGRITY

We adopt the highest ethical standard of our industry and operate with transparency and trust Integrity.



### COMPASSION

We love and care for everyone and tread them as equals. It has a very significant value on how we work.



### REALIZATION

We are guided by fact base reality. Hence, realization makes us aware and get experience from the failure.



### EXCELLENCE

We always deliver what we promised. We shall never compromise to provide quality service to our client. Through our company commitment to excellence, we strive to meet our customer needs.

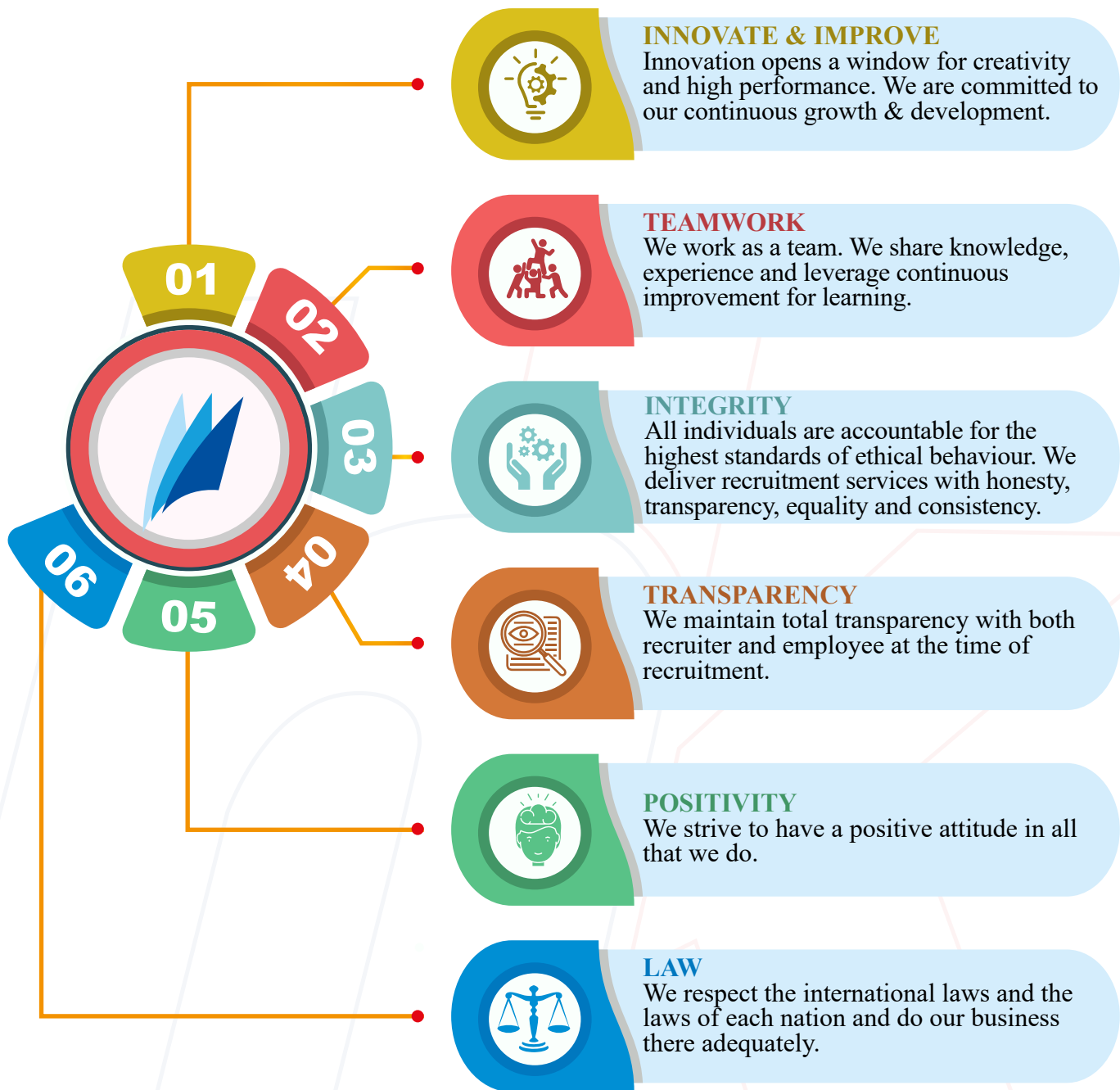


### COLLABORATION

We believe in team work. We encourage our member to share their knowledge, skill & experience among other staffs



## OUR CORE VALUE



### QUALITY POLICY

- ❖ To provide quality foreign recruitment service with customer satisfaction at the center and continuous improvement of organizational activities.
- ❖ Ensuring compliance with relevant industry specific standards and all statutory, regulatory and legal requirements including RBA and ILO.
- ❖ Enhancing the knowledge and skills of both management team and staff through review and actively pursuing an on-going training policy.

### QUALITY OBJECTIVES

- ❖ To provide ethical and professional recruitment service to jobseeker and client.
- ❖ To carry out regular reviews of the QMS in order to monitor compliance and facilitate continual improvement.
- ❖ To implement prompt action in respect of non-conformity, complaint and recommendations.
- ❖ Always prioritize to take immediate action on grievances.

# OUR CODE OF CONDUCT



01

Compliance of Labor Act  
2074 of Nepal Government.

Equal opportunities of  
employment and freely  
chosen employment.

02



03

Zero tolerance for  
harassment, all forms  
of bribery, corruption,  
extortion, embezzlement,  
Misconduct and  
unhuman activities.

Increasing Environmental  
Safety Performance.

04



05

Ensuring Occupational  
Health and Safety and  
respecting Intellectual  
property rights.

Zero cost, Fair, transparent,  
ethical recruitment and  
Achieving Higher  
Customer Satisfaction.

06



07

Non-Discrimination/  
Non-Harassment  
& Freedom of association.

Protecting the reasonable privacy  
expectations of personal  
information and the continual  
improvement of the management  
system.

08



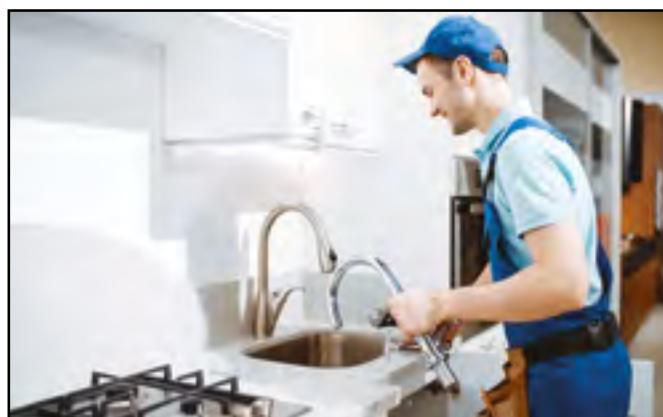
## PROFESSIONALS

- ☞ Engineers: Civil/Electrical/Mechanical
- ☞ Electronic/Telecommunication
- ☞ Architects/Planners
- ☞ Doctors: Specialists/General
- ☞ Professors/Teachers in various fields
- ☞ Chartered/Cost Accountants
- ☞ Banking Specialists



## ENGINEERING & CIVIL CONSTRUCTION

- ☞ Civil Engineers
- ☞ Mechanical Engineers
- ☞ Electrical Engineers
- ☞ Telecom Engineers
- ☞ Architects/Designers
- ☞ Auto CAD Draft Persons
- ☞ Wuanity Surveyor/Surveyors
- ☞ Project Manager
- ☞ Diploma Engineers
- ☞ Foreman (Civil/Electrical/Mechanical)
- ☞ Carpenters (Finising/Shutters)
- ☞ Masons (Tiles/Marbles/Plastering Block/Bricks Layer)
- ☞ Mason - Fabric Tiles
- ☞ Painter (Industrial/Building/Wood Polisher)
- ☞ Plumbing/Diploma in Plumbing
- ☞ Electrician (Industrial, House, Wiring, HV, Single Phase, Three Phase, Cable Layer)
- ☞ Pipe Fitter, Fabric/Scaffolding
- ☞ Bar Binder
- ☞ Welder (6G, Industrial)
- ☞ Helpers/Const. Labors



# CATEGORIES OF JOB WE FOCUS



## SKILLED TECHNICIAN

- ☞ Cosntuctions supervisors/Overseers
- ☞ Foremen (Electrical/Mechanical/Civil)
- ☞ Electricians (L.T. & H.T.)
- ☞ Mechanists/Turners/Toolmakers
- ☞ Steel Fixers/Masons/Tile Fixers/Plasterers
- ☞ Mechanics (Air Condition/Heavy Light Equipment)
- ☞ Computer Operators
- ☞ Garments/Textile/Jute Workers
- ☞ Drivers (Light/Heavy)
- ☞ Male/Female Nurses
- ☞ Laboratory Technicians/Medical Assistants/Paramedics
- ☞ Welders (Gas/Gas)
- ☞ Plant Operators
- ☞ Earth Moving/Construction of Equipment Operators
- ☞ Carpenters/Cabinet Markers/Scaffolder
- ☞ Plumbers/Pipe Filters
- ☞ Draughtsman (Electrical / Mechanical Civil)
- ☞ Hotel Personnel: (Waiters/Cooks Bakers/ Front office Personnel etc.)
- ☞ Administration Personnel
- ☞ Security Personnel (Ex-Army/Policemen)
- ☞ Pharmacists



## SEMI SKILLED

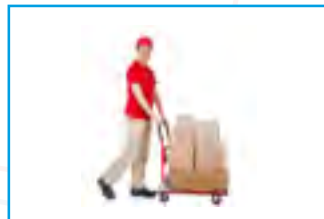
- ☞ Carpenters/Shutters
- ☞ Concrete Mixer Operators
- ☞ Helpers (Electrical/Mechanical Erection)
- ☞ Tailors/Tailor Helpers
- ☞ Barbers
- ☞ Gardeners
- ☞ Mason Helpers
- ☞ Pump Operators/Helpers
- ☞ Block Makers/Assistant Cooks
- ☞ Laundry/Washer Man
- ☞ Shop Assistants



# CATEGORIES OF JOB WE FOCUS

## UNSKILLED

- ☞ Laborers
- ☞ Agriculture Laborers/Farmers
- ☞ Peons/Office Boys
- ☞ Industrial Laborers
- ☞ Airport Loaders
- ☞ Tolly Boys
- ☞ Factory Workers
- ☞ General workers



## TRANSPORT & AUTO MECHANICS

- ☞ Light Driver (Car, Van, Jeep)
- ☞ Heavy Driver (Truck, Lorry, Public Bus, Trailer)
- ☞ Equipment Operator (Forklift, Bulldozer, Roller, Crane, Grader, Motor, Excavator, Digging Machine, Shovel)
- ☞ Auto Mechanic
- ☞ Heavy Duty Mechanic (Petrol, Diesel)
- ☞ HVAC Technician
- ☞ AC Technician (Ducting, Installations)
- ☞ Oilier/Lubricants
- ☞ Labors, Loader



## ACCOUNTING & PERSONNEL MANAGEMENT

- ☞ Manager (Administration, Sales & Marketing)
- ☞ Accountant, Cashier, Store Keeper, Clerk, Typist, Computer Operation, Secretary, Data Entry Clerk
- ☞ Salesman, Purchaser
- ☞ Cleaners, Tea Boy, Bell Boy, Janitors



# CATEGORIES OF JOB WE FOCUS



## HOTELS & CATERING SERVICES

- ☞ Manager Assist Manager (Front Office /Food & Beverage/Banquet)
- ☞ Supervisor, Camp Boos Chef
- ☞ Cooks (Continental, Indian, Chinese,Aravia, Tandoori)
- ☞ Assist Cook/Cook
- ☞ Waiters/Stewards/Captain
- ☞ Receptionists/Bakery
- ☞ Salad, Sandwich Maker
- ☞ Fast Food Crew/House Keeping
- ☞ Room Boy/Office/Bell/Tea/Room
- ☞ Attendant/Store Keeper
- ☞ Kitchen Helper/Dishwasher/Trolley/Laundry
- ☞ Supervisor/Laundry Operator/Helper/Barman/Butcher
- ☞ Chapatti Maker/Accountants, Cashier/ Guards/Janitors/Watchmen
- ☞ CLeaners, Labors



## SECURITY AND SAFETY

- ☞ Guards
- ☞ Watchman
- ☞ Timekeepers
- ☞ Safety Officers



## HOSPITAL & SOCIAL HEALTH CARE

- ☞ Doctors: Specialists/General Physicians/Surgeons
- ☞ Male/Female Nurses
- ☞ Male/Female Nurses
- ☞ Pharmacists
- ☞ Laboratory Technicians/Medical/Assistants/ Paramedics
- ☞ Receptionist
- ☞ Sweeper, Cleaners





## GRIEVANCE REPORTING CHANNEL

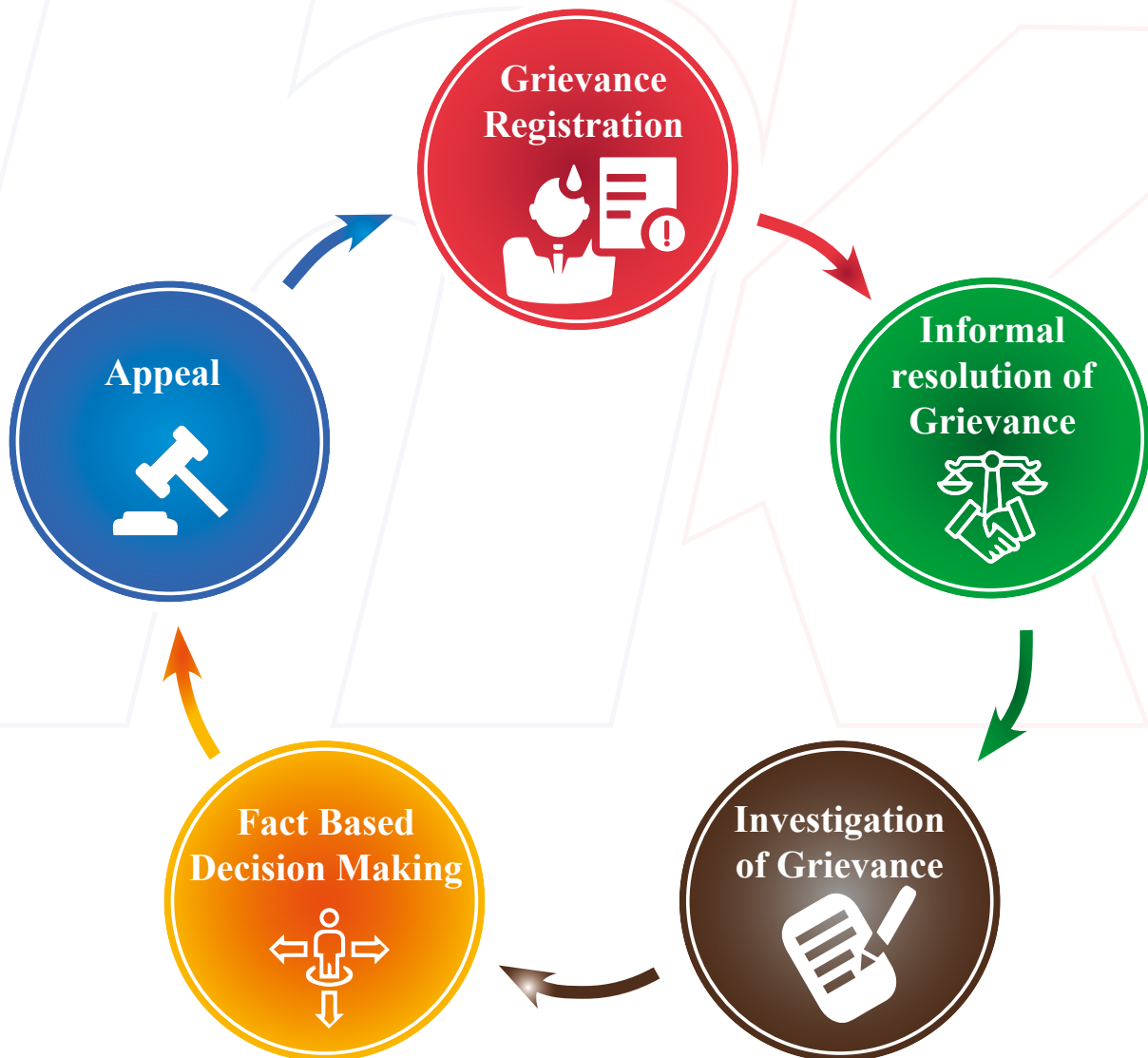
Dear all,

H.K. Employment Services Pvt. Ltd. value every grievance and committed to address it promptly and fairly. We will handle every grievance in an appropriate manner and take necessary steps while maintaining the confidentiality of the grievant.

If you have any grievance or feedback, please contact us through the channels mentioned below.

Contact Number:  +977-9842837187 

Email:  [hrbasanta@hkemploymentservices.com](mailto:hrbasanta@hkemploymentservices.com)



1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY mentioning the number of workers required and the categories, salary and other service conditions , along with Power of Attorney, Guarantee Letter, Inter Party Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit workers from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chamber of Commerce and industry of the employing country, Foreign Ministry and The Nepalese Embassy.
2. Both parties herein shall obtain the approval of the respective governments to source, recruit and supply the workers as per the rules and regulations of both countries in regard to the conditions necessary to source and oursource.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experiences in conformity with the FIRST PARTY'S requirements. The SECOND PARTY should notify the FIRST PARTY of such short listed, qualified candidates who are ready for final Interview and selection.
4. The FIRST PARTY has the right to either send his representative or give the SECOND PARTY the right to select process and send such qualified workers at the SECOND PARTY's full guarantee.
5. The workers will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agrees to advise to the SECOND PARTY of its final list of the personnel selected through written consent and the desired mobilization date on the respective site.
6. The SECOND PARTY shall assist the workers in matters relating to Nepal immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.
7. The SECOND PARTY shall at his own expenses provide airport assistance to the departing selected workers and inform the FIRST PARTY of their arrival details by any means of communication written consent or telephonic confirmation to receive them on arrival by the FIRST PARTY.
8. The FIRST PARTY will be responsible for receiving the workers at the airport.
9. The earning of the workers per month and other service conditions shall be as per the attached demand letter and contract document against each category. The FIRST PARTY should clearly inform the SECOND PARTY about the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidates accordingly, prior to mobilization.
10. Within the three (3) months probation period from the commencement of employment, if the employer finds the selected worker to be unfit, unqualified to continue the employment, refuse to work, failed the medical tests upon arrival or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified worker shall be done by the SECOND PARTY at maximum of a month from the termination. All expenses incurred there shall be borne by the SECOND PARTY.
11. Arrival of the selected workers will be within one month upon issuing their visas. For any delay rather than this period, the visas will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.
12. FIRST PARTY has to compensate the worker on their own expenditure if the worker will not get all facilities as per Employment Contract and the company collapse before contract periods.
13. The FIRST PARTY agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to Nepal as per the labors law of country concerned.



# REQUIRED DOCUMENTS

Requirements of documents from workers seeking employment vary from one country to another. Requirement of documents also depend on whether the embassy of the manpower importing country has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final decision for sending workers overseas. We follow the standard government provisions to avoid unnecessary hassles to the workers.

## Principle Documents:

1. Demand Letter
2. Power of Attorney
3. Employment Contract
4. Service Agreement between Company & our Company
5. Guarantee Letter

## Demand Letter

Addressed to authorizing H.K. Employment Services Pvt. Ltd. License No: 1699/081/082, Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits to workers.

## Power of Attorney

Addressed to authorizing H.K. Employment Services Pvt. Ltd. License No: 1699/081/082, Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.

## Service Agreement

Employing Company should provide us service agreement between company and recruitment agency in Nepal.

## Employment Contract

One copy each signed and Sealed by the employer & employee.

## Guarantee Letter

Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose.

## For The Kingdom of Saudi Arab

Following additional Documents are essential for KSA only.

- i) AUTHORIZATION LETTER/COUNSELOR LETTER
- ii) COMPANY REGISTRATION (CR) COPY
- iii) VISA APPROVAL SLIP (BANK SLIP)

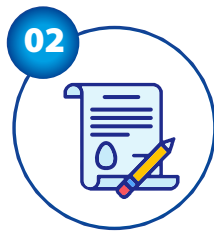
Note: Documents Should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority & Nepalese Embassy of the respective country.

The image displays five sample document templates arranged horizontally. Each template is a rectangular form with a header, body text, and a footer. The templates are: 1. DEMAND LETTER: Includes fields for To: (PJ) Ltd., Date, and a table for worker categories. 2. POWER OF ATTORNEY: Includes fields for VISA NO., Date, and a section for the Power of Attorney. 3. EMPLOYMENT CONTRACT: Includes fields for Date, and sections for Employment Contract and Service Agreement. 4. SERVICE AGREEMENT: Includes fields for Date, and a section for Service Agreement. 5. GUARANTEE LETTER: Includes fields for Date, and a section for Guarantee Letter. Each template has a footer with the HK logo and contact information.

# RECRUITMENT PROCEDURES



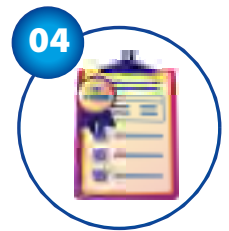
Marketing



Demand letter review & Confirmation



Receive Demand Letter  
Attested by Embassy of Nepal



Pre-Approval  
(DoFE)



Demand Letter  
Advertisement



Pre-Recruitment  
Orientation



Application Form  
Registration



Interview &  
Selection



Trade Test



Screening of short  
listed Applicants



Medical  
Check-up



Calling Visa  
Approval



Entry Visa  
Approval



Insurance



Signing Employment  
Contract



Orientation (as per  
Government Policy)



Labor Approval  
(DoFE)



Air Ticket



Pre Departure Orientation  
(By Employer)



Departure



Job Placement



Feedback & Management



## OUR VALUABLE CLIENTS

### MALAYSIA

1. Ramatex textiles industrial Sdn. Bhd.
2. Celistica electronics (m) Sdn. Bhd.
3. Gimill industrial (m) Sdn. Bhd.
4. Jackspeed leather special man. (m) Sdn. Bhd.
5. Baneng industries Sdn. Bhd.
6. United kotakberhad Sdn. Bhd.
7. Song ling garment Sdn. Bhd.
8. Harta packaging industries Sdn. Bhd.
9. Gemilang coachwork Sdn. Bhd.
10. Unijoh Sdn. Bhd.
11. Helious security services Sdn. Bhd.
12. Pelangi cleaning & maintenance services Sdn. Bhd.
13. Kaliber security services Sdn. Bhd.
14. Wansernagrotech Sdn. Bhd.
15. Yk global Sdn. Bhd.
16. Uvonna (m) Sdn. Bhd.
17. Nardi manufacturing (m) Sdn. Bhd.
18. Alpha-u technology Sdn. Bhd.
19. Harta fleksipak Sdn. Bhd.
20. Longcane industries Sdn. Bhd.
21. Esquire link Sdn. Bhd.
22. Ah hai industries Sdn. Bhd.
23. Hyperplas industries Sdn. Bhd.
24. Universal cable (m) berhad Sdn. Bhd.
25. Honsin apparel Sdn. Bhd.
26. Coral redang island resort Sdn. Bhd.
27. Srijaya Industry Sdn. Bhd.
28. Itl Asia Pacific Sdn. Bhd.
29. Sunta Toys Sdn. Bhd.
30. Oxyhin Sdn. Bhd.
31. 99 Cleaning Concept Sdn. Bhd.
32. Tarot Cafe

### OMAN

1. Darmuscat Business Co. L.L.C
2. Golden Luxury Trading Projects
3. Bin Zahara International L.L.C
4. Al Awam Transport Trading & Cont. Co. L.L.C

### KUWAIT

1. Health Diet Catering Company. W.L.L.
2. Earth Roastery Factory Restaurant & Cafe Company Spc
3. Millennium Center Ladies Beauty Salon Co
4. Global Clearing House Systems
5. Below Zero Entertainment, Education & Training Co
6. Shako Mako For General Trading Co
7. Jeylan Spa And Salon Co
8. Valve Cafe & Restaurant Company/
9. Toshka Sweet For Catering Co
10. Raghad Hotel Flats Company

### BAHARAIN

Fabtech Contracting  
Bayleaf Express Restaurant W.L.L.

### POLAND

Xilin Polska Sp. Zo.O



# OUR VALUABLE CLIENTS



## QATAR

1. Al Mukhtar Contracting & Trading Co. W.L.L
2. Mediterranean Contracting Company
3. Capital Taxi And Limousine
4. Beatus Group W.L.L.
5. Quick Print Centre
6. Qatar Procurement Services Co.W.L.L
7. Electro-Mechanical Co Wll(Qemc)
8. International Printing
9. Green General Cleaning
10. Albarq Recruitment Services L.L.C
11. Ahmed Abdullah Obydley  
Projects, Cleaning & Cont.
12. The Unique Hospitality
13. Successful Hospility Est.
14. Luce Giovani Beauty Salon Qatar
15. Future Horizons For Decor
16. Luicans Furniture & Decorations
17. Al Million Services Trad. & Cont. Co. W.L.L.
18. Thyssenkrupp Airport Services Qatar
19. Vogue Hospitality
20. Mega Pro Services Trad & Cont.Co.
21. Horses Group Co. W.L.L.
22. Restoran Nsm
23. Eiectri-Mechanical Co. W.L.L.

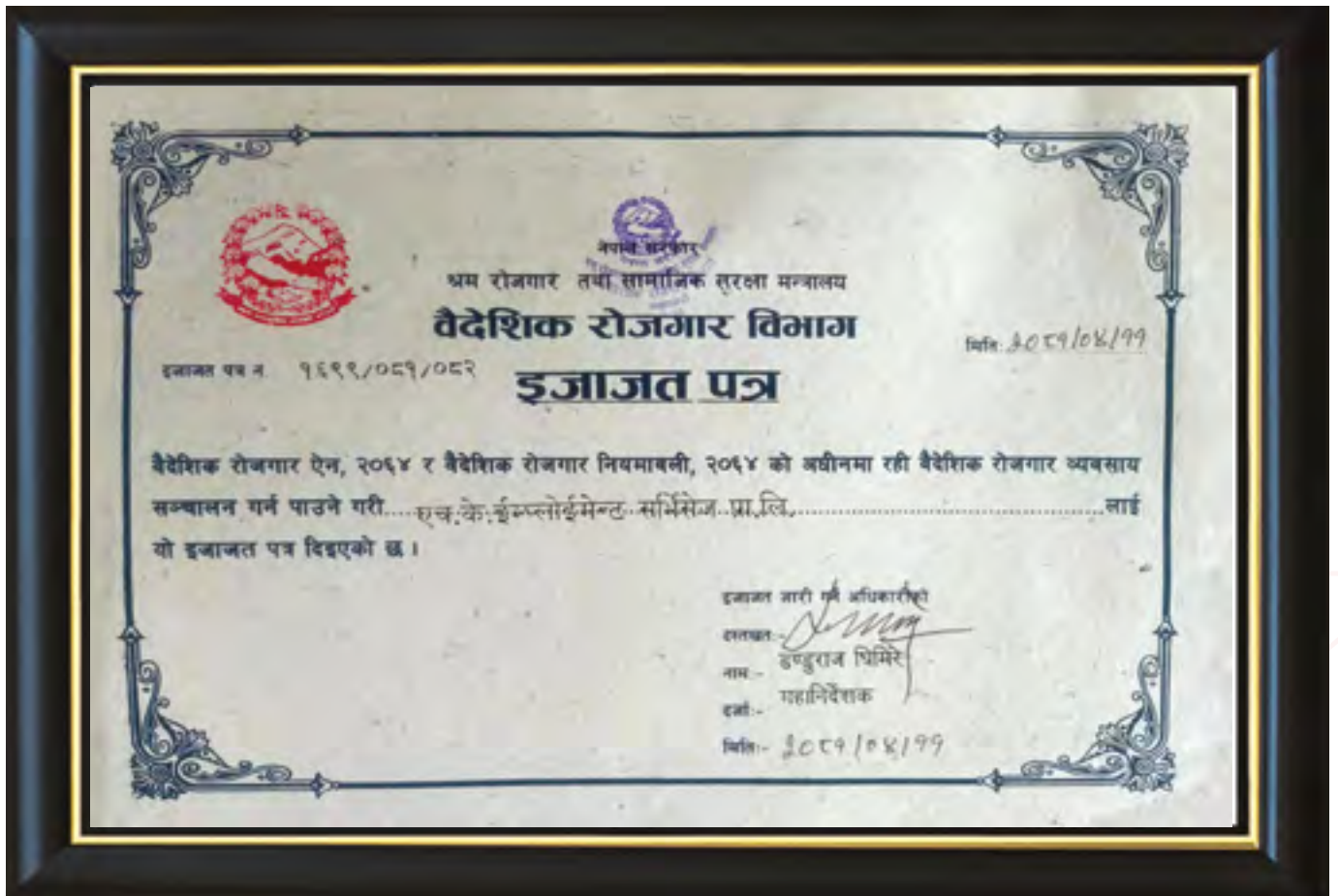


## K.S.A

1. Ngc Energy L.L.C
2. Khaledfahad Al-Sallal  
And Its Partner Company
3. Al Sumou Factory For  
Drinkng Water Prod
4. Saudi Manpower Solution Company
5. Cafe Bubbles Waffles To Provide Meals
6. Saudi Group For Construction  
Materials Co.
7. Maharah Human Resources Company
8. Pink Coffee Restaurants
9. Saudi Archirodon Ltd
10. Branch Super Power Holding Co



# OUR LEGAL DOCUMENTS



Endorsed by:  
Nepal Treasury Public Council  
S.N. 4854400

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

Office Seal

License No.: 1699/080/082 Date: July 26, 2024

**LICENCE**

This licence has been given to **HK Employment Services Pvt. Ltd.**, hereby authorizing to carry on foreign employment business, subject to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2007 and the terms and conditions specified in this licence.

License issuing authority:  
Name: Dandaram Ghoshire  
Designation: Director General  
Signature: Sd.  
Date: July 26, 2024

Stamp of the Ministry of Labour, Employment and Social Security, Government of Nepal.

Endorsed by:  
Nepal Treasury Public Council  
S.N. 4854500

Government of Nepal  
Ministry of Finance  
Department of Inland Revenue

Office Seal

Photograph: Sd.

**PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE**

Registration Date: 02/05/2024  
Income Tax: Day Month Year

Permanent Account No.: 621129373  
Inland Revenue Office: Kathmandu

Taxpayer's Name: **HK Employment Services Pvt. Ltd.**  
Type of Taxpayer: Private Limited  
Business Address: Ward No. 32, Parish Danda, Metropolitan City: Kathmandu, Kathmandu

Business Activity: Activities of employment providing agencies

Sd. Tax Payer's Signature Sd. Subh Shrestha Tax Officer

**Notes to be obliged by the taxpayers:**

- 1. This and receipt shall be compulsorily issued at the time of transaction.
- 2. If person who is going to be registered to VAT, shall submit the statement of VAT and pay amount of VAT within 15 days after expiry of every tax period (every month or every two months or every four months).
- 3. If person who is carrying on the business subject to income duty, shall submit monthly statement and pay amount of income duty within 15 days after expiry of every month unless the taxpayers has been made otherwise.
- 4. The return of every fiscal year shall be submitted by 30th October.
- 5. If Tax return is not submitted and amount of tax is not paid in time, the interest and fine shall be imposed.
- 6. This certificate shall be displayed at the place of transaction/ main Office to ensure compliance to all.
- 7. Please keep contact with this office if there is any modification.

Stamp of the Ministry of Finance, Government of Nepal.



**H.K. EMPLOYMENT**  
SERVICES PRIVATE LIMITED

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🌐 [www.hkemploymentservices.com](http://www.hkemploymentservices.com)