

Date:

No 614, 1st Floor,
2nd Division, Maradana,
Colombo 10,
SRI LANKA
Labor License No.1573

AGREEMENT

This agreement made and entered into between _____

Represented by Mr. _____ located at P.O.Box _____

And **Al-Ameer Agency**, represented by Mr. Zainul Ameer, Director Operations, Located at “**No 614, 1st Floor, 2nd Division, Maradana, Colombo 10** (herein after called as local Agent) to recruit manpower from Sri Lanka for employment in _____ and shall have the following Terms and conditions herein after referred.

1. RECRUITMENT

The person or persons recruited shall be designated for the employment as stated in the demand Letter.

2. DURATION OF THE CONTRACT

The duration of the contract initially shall be for a period of _____ years, and renewable by mutual Agreement.

3. AIR PASSAGE

- Joining air tickets will be provided.
- Return air tickets will be provided.
- **Please delete what is not applicable.**

4. WORKING HOURS

- ✓ Working hours shall be eight (8) per day and 48 hours per week.
- ✓ Overtime will be paid working after office hours and on off days.
- ✓ One day off per week for all employee/s.

5. RESPONSIBILITIES OF THE FOREIGN PRINCIPAL

- I. The salary and other allowances will be paid as stated in the Contract of Employment
- II. Food **will be** provided.
Food **will not be** provided.
Food **allowance will be** provided.
- III. Medicals will be provided.
- IV. Accommodation **will be** provided.
Accommodation **allowance will be** provided.
- **Please delete what is not applicable.**

6. RESPONSIBILITIES OF LOCAL AGENT

The local agent shall select suitable candidate/s according to the foreign principal's requirements and submit the relevant documents to foreign principals.

The local agent shall undertake to ensure that; candidate/s will be in the employment and shall be guaranteed a period of _____ months from the date of departure considered as probation period.

7. TERMS OF PAYMENTS

To be discussed.

8. ANNUAL LEAVE

The employee or employees will be entitled to 42 days paid leave or completion of 24 months period.

9. IN CASE OF DEATH

In case of death of an employee during the contract period, the foreign principal shall agree to repatriate the remains of the deceased, including his personal belongings and savings on the expenses of the foreign principal.

10. COMPENSATION

The foreign principal shall ensure that, the personal life and accident insurance for the employee or Employees to be provided for work connected with illness, injured or death in accordance with the Pertinent laws of the host country.

11. OTHER TERMS AND CONDITIONS

All the terms and conditions of the employment shall be governed by the pertinent law of the country.

(NAME OF THE COMPANY)
(FOREIGN PRINCIPAL)

AL-AMEER AGENCY
(LOCAL AGENT)