**Checklist for Notarial /Embassy Attested Document:**

**For full set, please download from our official website; www.sadiksha.com.np**

1. Notarial Certificate / Embassy Attestation documents (Covering Letter)
2. Demand Letter

* Should mention Nepal Agency name with full address
* Recruiting License No. 769/065/66 should mention with full address
* Recruitment cost is paid /not paid by the employer (must specify) Clause no. 12

1. Employment Contract

* Should mention the descriptive salary details, clause no. 3

1. Power of Attorney

* Should mention the same date throughout the documents

1. Commitment Letter

* As per our format

1. Commitment letter for service Charge

* As per our format

1. Affidavit/Sworn Statement

* As per our format

1. Company Agreement

* As per our format

1. Letter of Undertaking

* As per our format

1. Letter to Embassy

* As per our format

1. [Letter to Ministry of Labor, Nepal](http://www.amanpower.com/Required%20Documents/Letter%20to%20Ministry%20of%20Labour,%20Nepal.doc)

* As per our format

1. KDN

* KDN copy and translation (English) copy, certified by MOFA must be in same date.
* Mofa Stamp should be original on both copies (Malay/English)

1. Attested copy of Director's Citizenship
2. Employer Company's Registration License (Form 24, Form 49, M & A)
3. Employer's Brochures, Profiles, Photographs of products, Hostel, Canteen etc.

***Note:*** *Please make sure that, following points must be addressed in the documents*

1. *Every single page must be printed in the company letter head*
2. *Date must be same throughout the documents*
3. *Signature must be same and have company chop throughout the documents.*