**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%2C%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.*