



Ref.

## Notice on the Online Demand Attestation

1. Documents to be uploaded with the Demand Papers:
  - a. Demand Letter
  - b. Power of Attorney
  - c. Service Agreement
  - d. Employment Contract
  - e. Guarantee Letter
  - f. Company Trade License
  - g. Recruitment Agency Trade License
  - h. WPS(MOHRE), Valid Salary slip (Not company generated) for the last three months.
  - i. Ejari (for the New Company), Tenancy Contract of the Company, and the Accommodation
  - j. Project Agreement
  - k. List of the Nepali workers with contact no.
  - l. Picture of the Accommodation
  - m. EID of Company Owner
  - n. Record of the Workers working in the Company through Visa issued from previous Demands.
  - o. Electronic Quota Paper of the Company
2. While submitting the demand papers for the Security Guards or any other types of Drivers, it should explicitly mention who will bear the following expenses:  
License Fees,  
Training Fees,  
Emirates ID Fees,  
Medical Fees.  
It should also clearly state the date from which the worker will receive the salary, after joining the company or starting the actual work.
3. Uploaded documents should be clear and in the pdf format.
4. Additional demand paper can be submitted only after the arrival of all the workers of previous demand papers. For example, if a demand paper of 100 workers is issued, the additional demand paper will be approved only after confirming the arrival of all the 100 workers of the previous demand paper.
5. The Company will be solely responsible for the authenticity of the documents submitted to the Embassy.

Embassy of Nepal, Abu Dhabi  
11 June 2024

