

Date :

**The Director Operations  
George Steuart Recruitment (Pvt) Ltd  
251, 4/1 , Dharmapala Mawatha  
Colombo 07  
SRI LANKA.  
Labour Licence No.552**

## AGREEMENT

This agreement made and entered into between \_\_\_\_\_  
represented by Mr \_\_\_\_\_ located at P O Box \_\_\_\_\_  
\_\_\_\_\_ and George Steuarts Recruitment (Pvt) Ltd,  
represented by Mr W L Nishantha Fernando, Director Operations, located at 251, 4/1, Dharmapala Mawatha,  
Colombo 07, Sri Lanka, (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**

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

### 2. **DURATION OF THE CONTRACT**

- A. The duration of the contract initially shall be for a period of \_\_\_\_\_ years, and renewable by mutual agreement.

### 3. **AIR PASSAGE**

- A. Joining ticket from Sri Lanka to \_\_\_\_\_ and return air ticket to Sri Lanka or an allowance will be provided for employee/s after completion of their contract, free of charge by the foreign principal or the employer.

### 4. **WORKING HOURS**

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

### 5. **RESPONSIBILITIES OF THE FOREIGN PRINCIPAL**

- A. The salary and other allowances will be paid as stated in the Contract of Employment

- B. Food Allowance will be provided.
- C. Free medical facilities will be provided.
- D. Free accommodation will be provided.

6. **RESPONSIBILITIES OF LOCAL AGENT**

- A. The local agent shall select suitable candidate/s according to the foreign principal's requirements and submit the relevant documents to foreign principals.
- B. The local agent shall undertake to ensure that, candidate/s will be in the employment and shall be guaranteed a period of 6 months from the date of departure considered as probation period.

7. **TERMS OF PAYMENTS**

**To be discussed.**

The foreign principal will have to reimburse the local agent the cost of advertisements incurred in respect of each Job Order, courier charges if any and **visa fees amounting to USD.40/- per candidate recruited to Saudi Arabia.**

8. **ANNUAL LEAVE**

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

9. **IN CASE OF DEATH**

- A. 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**

- A. 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**

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

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(NAME OF THE COMPANY)

(FOREIGN PRINCIPAL)

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GEORGE STEUARTS RECRUITMENT (PVT) LTD

(LOCAL AGENT)