

## SERVICE AGREEMENT

This agreement to supply overseas Manpower to the UAE has been made between:

- 1) **ABC Company LLC**, located at P.O. Box: **XXXX**, Dubai, UAE hereinafter called ("the "First Party"); and
- 2) **Recruiting Agency Name** with the office address at **XXXX**, Bangladesh. License No. **XXXX** hereinafter called ("the Second Party"). The parties have agreed on the following points:
  - The First Party will guarantee payment of the employee's monthly salary including the facilities mentioned in the Demand Letter and Employment contract.
  - The First Party shall specify the vacancies to the Second Party in detail and the Second Party will source the most suitable candidates, as per the demand latter.
  - After the Visa endorsement, the Second Party will expatriate the workers within the validity period of the issued Visa.
  - The Second Party will be charged for any costs incurred by the First Party should any of the employees be medically unfit or refuse to work within 9 months from commencement employment and the Second Party will also replace the employees at its cost.
  - If any workers will not be able to travel, the Second Party will bear any and all costs, such as Visa replacement fee or extension fee.
  - Second Party will make the selected workers aware of the services and benefits provided by the First Party and paid leave of 54 days can be availed every two years.
  - The First Party shall provide the employees with a residence visa and flight ticket upon joining. The employee shall be entitled to a return ticket every two years which will be provided by the first party.
  - All selected candidates should comply with the requirements and conditions mentioned in the demand letter.
  - Second Party shall furnish a medical report from a qualified Doctor for the selected candidates, certifying that the candidate is in good health and is free from all infectious diseases.
  - The Parties hereby agree to all the terms and conditions in this agreement and have signed below.

**First Party**

**Second Party**

For And On Behalf Of  
**ABC GROUP LLC**  
**Responsible Employee Name**  
**Designation**

Owner/On Behalf  
**Designation**  
**Recruiting Agency Name**