

License: 1439/074/075



**Y.K. MANPOWER
AGENCY PVT. LTD.**

“An Ethical & Responsible
Recruitment Agency”



Chairman's Message



Yogendra Kunwar
Chairman

Y.K. Manpower Agency is not just limited to manage and optimally exploit human intellect. It also focuses on managing physical and emotional capital of employees. Considering the intricacies involved, the scope of YK is widening with every passing day. It covers but is not limited to HR planning, hiring (recruitment and selection), training and development, payroll management, rewards and recognitions, Industrial relations, grievance handling, legal procedures etc. In other words, we can say that it's about developing and managing harmonious relationships at workplace and striking a balance between organizational goals and individual goals. The scope of Manpower Agency YK is extensive and far-reaching.

The main aim is to safeguarding the interest of employees by securing the highest level of understanding to the extent that does not leave a negative impact on organization. It is about establishing, growing and promoting industrial democracy to safeguard the interests of both employees and management.

VISION & MISSION

The main mission of “Y.K. Manpower Agency Pvt. Ltd.” is to understand the trend of human resources requirement in the international market and generate potential manpower and supply worldwide, hence uplifting the economic status of the nation.

We declare ourselves not only just as a profit making body, but also as a socially responsible organization. We are the jobs people. The employment agency matches millions of people millions of jobs, every day, across the world. We have been doing it successfully for some years. We can help you too!

The cost of finding a good labor is rising these days. It has become such a time consuming work too. We here at Welcome to Y.K. Manpower Agency Pvt. Ltd., can help you with these frustrations by finding you the most qualified/experienced people to work for your company so you can finish the task with less stress and in less time.

We value Sustenance of the following:-

- Having a long term relationship with our clients and candidates.
- Our clients and our candidates are the most valued capital to us.

We, at Y.K. Manpower Agency Pvt. Ltd, take this opportunity to offer you our services, to help facilitate your current manpower requirements with our experience & expertise.



QUALITY POLICY

We, Y.K. Manpower Agency Pvt. Ltd. are committed to supply manpower in the time for clients in Malaysia. We focus to deliver guaranteed quality service on your demanding deadlines and to work with integrity, honesty and transparency to meet your expectations. We always believe in working together continual improvement by exploring new market, achieving customer satisfaction, building highly professional human resources and risk based thinking.

Direct Hiring (PEA) - Nepal CHOOSE YOUR ETHICAL RECRUITMENT PARTNER IN NEPAL



Committed for Responsible
Business Alliance - (RBA),(BSCI,
SEDEX) Compliance Companies in
Malaysia



Hiring Fair



No Juvenile
Workers



Training/Learning



Safety First
Work Safety



No to Human
Trafficking



Zero
Recruitment Fee



No bond labour



No force labour



OUR SLOGAN/PRINCIPLE

- A process of hiring workers that will be based on transparency and fairness, upholding honesty, responsibility, respect and trust
- Fair Hiring process.
- No Bond labor.
- Zero recruitment fee.
- No Harassments & Abuse
- No juvenile workers.
- No corruption. Fair Business Practice
- Every Worker must obey the law/rules & regulations of sending country.
- Every Worker must obey the law/rules & regulations of receiving country.
- Every worker should sign their Employment contracts before arriving in receiving country.
- Every workers should able to read understand the contract which will be translated in native language also we vmake sure all candidates read and understand fully
- Worker's safety first.
- We abolish human trafficking / No fake promises.
- No falsification on any kind of Workers & Agency documentations.
- Respect all workers
- No hidden cost
- Always practice "Ethical Recruitment" policy while doing recruitment.

Our commitments to employers

WHY WE ?

- Free orientation class will be provided to our new arrival workers in Factory, our representative / interpreter will be visiting in the factory to assist for orientation classes among workers.
- Time to time in factory when need arise, We will educate workers about Health,safety , working condition, / living condition in Hostel / Malaysian law, discipline & Fire drill etc.
- If incase of our workers run away within period of 3 month upon arrive in factory, the remain months of workers levy will be borne by us.
- We will visit time to time to meet & greet our workers, motivate them & encourage them whenever they feel home sick or depress. We will come time to time if there is any disciplinary issue arise in workers Hostel to educate & train them.
- Before Departure we arrange pre departure orientation classes to our candidates in our Nepal office whereby we educate them about working condition, health & safety issues, social responsibility, pursue Malaysian law, discipline, termination, company code of conduct, Hostel rules & regulation & many more.
- Upon receiving of calling visa in hand, workers can fly in Malaysia within min 9 days max 15 days.
- If workers failed in FOMEMA (Medical check), we assist



to replace new workers immediately (Terms & Conditions Apply).

- If the need arise we will assist Employer to guide & submit for KDN approval / submission of calling visa/Transportation for Airport pickup, workers Insurance & yearly visa renewable. Our hiring practice will be based on “ ETHICAL RECRUITMENT ” Policy & its CoC .
- Flexible Payment Facility --(Upon arrival of the workers in Malaysia, Employers can pay our agency
- We will guarantee, No recruitment fee will be collected from our candidates. Upon arrival of candidates in Malaysia , if incase employers find out any of our candidates has been paid any recruitment fee to any of their representative, or Leaders in Nepal without our knowledge, we will investigate fairly with candidates & their representative on any recruitment fees involved, if the need arise our agency will reimburse back all the amount to workers immediately if they have paid any amount.



RECRUITMENT STRATEGY For EICC (RBA) Compliance Companies

Referral from the Workers who are working in same company in Malaysia, we have our marketing staff who visit the factory /Hostel & aware them about company Vacancy on going about recruiting workers from Nepal. These existing Workers will recommend us their siblings, Relatives & families, who are located in different part of Nepal, they request their peoples directly to visit our Recruitment Agency without taking any kind of help from local sub agent or village leaders, & submit their passport & bio data for further process in our office in Nepal.

Our marketing staffs that are also located in Malaysia, will collect all the information of candidates who are interested for Job whereby residing in Nepal & call them to aware of Job vacancy/terms conditions/ company requirements & zero recruitment fee.

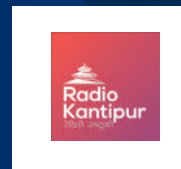
*(NO SUB AGENT or LEADERS INVOLVED)

RECRUITMENT STRATEGY

Advertising in Nation Newspaper/
Local FM & Social Media

We advertise in National newspapers & local FM about job vacancy in Nepal & clearly indicated that the recruitment fee will be zero. We only encourage to the candidates to come directly to apply for job & we discourage agents /subagents or their Leaders not to participate on this recruitments process. We promote Job vacancy via social Media to reach out direct with candidates.

***(NO SUB AGENT or LEADERS INVOLVED)**



Our Managing Director giving free orientation / Health & Safety classes in different factory in Malaysia



Company Presentation before Interview



Fire Safety Awareness & drill



LEGAL DOCUMENTS



नेपाल सरकार
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय
कम्पनी दर्ताको प्रमाण-पत्र

दर्ता नं.: १८२७४२/०७४/०७५

श्री वाई. के. मेनपावर एजेन्सी

नामको प्राइभेट लिमिटेड कम्पनी संवत् २०७४ साल माघ महिना १७ गते रोज ४ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति: २०७६-०८-२२ स. रजिष्ट्रार


Government of Nepal
Ministry of Industry, Commerce & Supplies
Office of the Company Registrar
Registration No: 182742/074/075

CERTIFICATE OF INCORPORATION OF COMPANY


This Certificate of Incorporation has been issued to
M/s Y. K. Manpower Agency Private Limited having incorporated it on the 31 day of January, 2018 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2019-12-08 Asst. Registrar

शुन कम्पनी स्थापनालाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको समझिनु हुनाले कानून अनुसार सिपुल्य अनुमति सम्बन्धित तिकायबाट निष्पत्ता मात्र कम्पनीको उद्देश्य अनुसार कारोबार खुल्न पाउँदैन। यस कम्पनीको प्रति २०७६.१२.२२ सम्मले विवरण सम्बन्धित कम्पनी बमोजिम अतिरिक्त सम्पत्ति (अतिरिक्त धन/सम्पत्ति/इन्भेस्टमेन्ट/इन्भेस्टेड/सन्धि/अन्य सम्पत्ति) सँग सम्बन्धित यो प्रमाण-पत्र अतिरिक्त नगर्नु। यो कम्पनीको नाम/व्यक्ति/सम्पत्ति/रजिष्ट्रारको कार्यालयबाट दर्ता भएको हुनाले यो प्रमाण-पत्र अतिरिक्त नगर्नु। यो कम्पनीको नाम/व्यक्ति/सम्पत्ति/रजिष्ट्रारको कार्यालयबाट दर्ता भएको हुनाले यो प्रमाण-पत्र अतिरिक्त नगर्नु। यो कम्पनीको नाम/व्यक्ति/सम्पत्ति/रजिष्ट्रारको कार्यालयबाट दर्ता भएको हुनाले यो प्रमाण-पत्र अतिरिक्त नगर्नु।



नेपाल सरकार
अर्थ मन्त्रालय
आन्तरिक राजस्व विभाग



स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

स्थायी लेखा नम्बर : ६०६७९४२३१

आन्तरिक राजस्व कार्यालय : आन्तरिक राजस्व कार्यालय बन्धीसुपुतली

दर्ता मिति : १८ १० २०७४

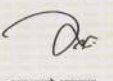

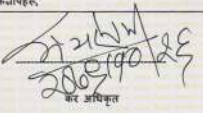
दिन महिना साल


कारोबारको नाम : वाई. के. मेनपावर एजेन्सी प्रा. लि.

कार्यदाताको प्रकार : प्राइभेट लिमिटेड

ठेगाना : वाई नं. ८, पिङ्गलानस्थान, महानगरपालिका: काठमाडौं, काठमाडौं

व्यवसायको कारोबारः राजगारी उपत्यका मराउने एजेन्सीका क्रियाकलापहरु.

कार्यदाताको दस्तखत    कर अधिकृत



Government of Nepal
Ministry of Industry, Commerce and Supplies
Office of the Company Registrar
(Official Seal)

Registration No.: 182742/074/075


CERTIFICATE OF INCORPORATION OF COMPANY

This certificate of incorporation has been issued to M/s Y.K. Manpower Agency Private Limited having incorporated it on 31 day of January, 2018, pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006.


Date: 08-12-2019 A.D. (Signed)
Asst. Registrar

Notes: The business as per the objectives of the Company should be carried out only after obtaining permission from the concerned body if it is required to be obtained in accordance with the law because the registration of the Company shall not be deemed to have also been granted license for implementation of the objectives.

As per the decision of the extra ordinary General Meeting of the Company held on 16-10-2019 A.D. Former Company- Asia Power Overseas Employment Services Pvt. Ltd., it is hereby granted permission to fix the name of the company as Converted name "Y.K. Manpower Agency Pvt. Ltd." on condition that the movable and immovable assets and tax liabilities created in the name of former company shall be accepted and borne by the company having the aforementioned name.



"The Translation Copy is True and Verified"

Signature: 

Name: Chandra Bdr. Thakur

Date: 11 DEC 2019

Certificate Number of the Ministry: 1234

Date of Entry of Certificate: Jan. 05, 2021 AD

Seat of the History Public.

LEGAL DOCUMENTS

Distributed by: Nepal Notary Public Council
S.N. 686053

Nepali/English Translation
Regd. No. 22425

Cost of Arms of Nepal

Government of Nepal
Ministry of Labor and Employment
Department of Foreign Employment

Office Seal Affixed

License No.: 1439/074-075 Date: 6 March 2018 A.D.

License

This license is hereby provided to M/s Y. K. Manpower Agency Pvt. Ltd. to conduct the foreign employment business within the conditions mentioned in this license in pursuant to the Foreign Employment Act, 2007 A.D. and Foreign Employment Rate, 2008 A.D.

06/ License taken back in Department and such replica is provided.

Sd. Pradip Kumar Dhakal
7 January 2022 A.D.
Section Officer.

License Issuing Officer:
Signature: S.
Name: Bharwan Prasad Acharya
Rank: Director General
Date: 6 March 2018 A.D.

Translated by Advocate/Notary Public - Tika Ram Regmi
Contact No.: 9841321391 E-mail: notary.regmi@gmail.com

Government of Nepal
Ministry of Finance
Department of Inland Revenue
Kathmandu

Permanent Accounts Number (PAN) Registration Certificate
Registration Date: 01/02/2018
Date: 01/02/2018

PAN: 606792211

Office of Inland Revenue, Bhatpurdi

Name of Taxpayer: Y.K. Manpower Agency Pvt. Ltd.
Type of Taxpayer: Private Limited
Address: Ward No. 08, Pargaulathan Metropolitan City, Kathmandu
Business Activities: Foreign Employment.

Signature of Taxpayer: Sd. Tax Officer

Conditions to be satisfied by the taxpayer:
- All returns shall be electronically filed at the time of transaction.
- A person who is going to be registered in V.A.T. shall submit the statement of V.A.T. and pay amount of V.A.T. within 28 days after expiry of every period every month or every two months or every four months.
- A person who is working on the business related to retail duty, shall submit monthly statement and fee amount of value added tax within 28 days after expiry of every month and the arrangement has been made to submit it.
- Tax amount every fiscal year shall be submitted by the taxpayer.
- If the return does not conform and amount of tax is not paid in time, the amount and fee shall be imposed.
- The certificate shall be cancelled in the event of non-compliance of the above conditions.
- Please keep contact with this office if there is any confusion.

17 DEC 2019

Translated by Advocate/Notary Public - Tika Ram Regmi
Contact No.: 9841321391 E-mail: notary.regmi@gmail.com

Distributed by: Nepal Notary Public Council
S.N. 686054

Nepali/English Translation
Regd. No. 22425

Renewal Date (A.D.)	Renewal Validity Date (A.D.)	Renewal Fee	Additional Renewal Fee	Renewing Officer's Signature and Date
15 July 2021 A.D.	15 July 2024 A.D.	30,000.00		Sd. Bhabish Shrestha Section Officer

Conditions:
1. Shall not open branch and work without taking approval.
2. Shall not make any work through agent.
3. Shall not send to any employee in any conditions in any foreign country except approval taking country.
4. Shall follow the directions of Nepal Government's time to time in addition of prevailing laws.

Translated by Advocate/Notary Public - Tika Ram Regmi
Contact No.: 9841321391 E-mail: notary.regmi@gmail.com

Distributed by: Nepal Notary Public Council
S.N. 686104

Nepali/English Translation
Regd. No. 22425

Government of Nepal
Ministry of Finance
Department of Inland Revenue, Bhatpurdi
(Related with Rule 26 of Income Tax Regulation 2019 B.S.)

Letter Number: 2078/070
Referral Number: 1531
No. 782177661

This details is verified on 128 December 2021 A.D.
Date: 28 December 2021 A.D.

Subject: Tax Clearance Certificate

M/s Y.K. Manpower Agency Pvt. Ltd.
2- Kathmandu,
Permanent Account No. 606792231

This Tax Clearance Certificate is provided to you registered under this office based on income tax along with the following income detail of F.Y. 2020/21 submitted by you 27 December 2021 A.D. to this Office.

Income Detail Submission Date	Total Income (Transaction) Amount Rs.	Taxable Income Rs.	Submitted Tax Amount Rs.
27 December 2021 A.D.	0.00	0.00	0.00

Sd. (Tax Officer)

Note: This certificate is provided on the basis of the detail declared by the firm/industry/company/organization. This is hereby informed that if the declared detail is different than the amended tax shall be determined in pursuant to the Section 101 of Income Tax Act, 2018 B.S.

Translated by Advocate/Notary Public - Tika Ram Regmi
Contact No.: 9841321391 E-mail: notary.regmi@gmail.com

नेपाल सरकार
भ्रम तथा रोजगार मन्त्रालय

वैदेशिक रोजगार विभाग
इजाजत पत्र

इजाजत पत्र नं: १५३९/०६५१०६४

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी.....
यो इजाजत पत्र दिइएको छ।

इजाजत जारी गर्ने अधिकारीको
दस्तावेज: २५-
नाम: सुवम सुब्बा
जम्मा: ३५५८८२५५
मिति: २०६४/११/२२

नविकरण गरेको मिति	नविकरण नहुन रहने मिति	नविकरण दस्तुर	धन नविकरण दस्तुर	नविकरण अधिकारीको सही र मिति
२०६८/०३/३१	२०२१/०३/३१	४००००/-		...

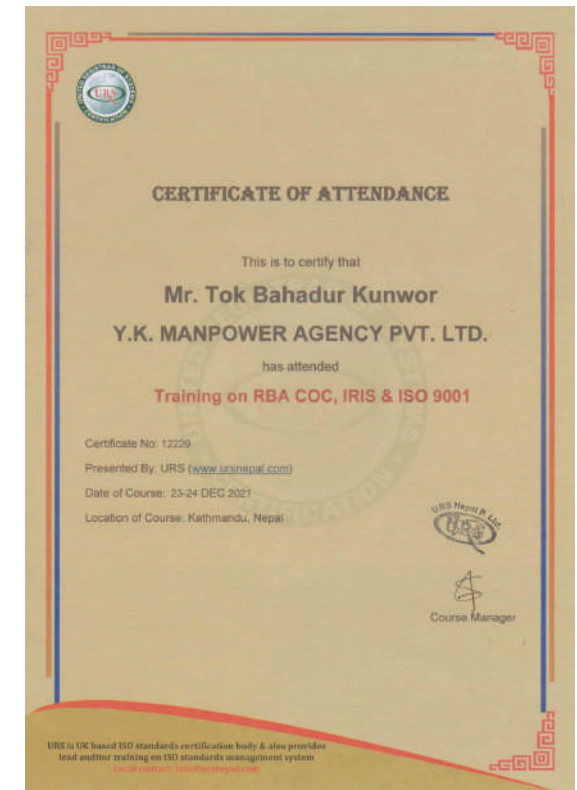
प्रतिवेदः
१. स्वीकृत मितिमा कार्यालय चलाउने काम गर्न पाउने छैन।
२. स्वीकृत मितिमा कार्यालय चलाउने काम गर्न पाउने छैन।
३. इजाजत प्राप्त सुनुकरा बाहेक अन्य सुनुकरा गर्ने पनि सन्तानामा कामबाट हटाइ फर्काउनु पर्ने छ।
४. इजाजत पत्र विनामा सुनुकरा बाहेक बाहेक नैपाल सरकारको धन्य सम्पत्ति विनामा सुनुकरा पालना गर्न फेछ।

OUR CERTIFICATION

Nepal Office Certification
from ISO 9001:2015



Developing Professionalism for Ethical Recruitment



OUR CERTIFICATION

Developing Professionalism for Ethical Recruitment



OUR CERTIFICATION



This

Certificate of Attendance

is hereby awarded to

Mr. Yagya Prasad Kunwar

From: Bhumiputra Foreign Employment Service P Ltd

for attending the

RBA Foundation Ethical Recruitment Appreciation Course for Labor Providers

conducted on 27 - 28 November 2019

in Kathmandu, Nepal

Certificate#: 3494424

Signed:

Handwritten signature of Robert Lederer in black ink.

Robert Lederer
Executive Director, Responsible Business Alliance

Handwritten signature of Maria Minda Isabel Apostol in black ink.

Maria Minda Isabel Apostol
CEO, The FAIR Hiring Initiative, Inc.

OUR CERTIFICATION

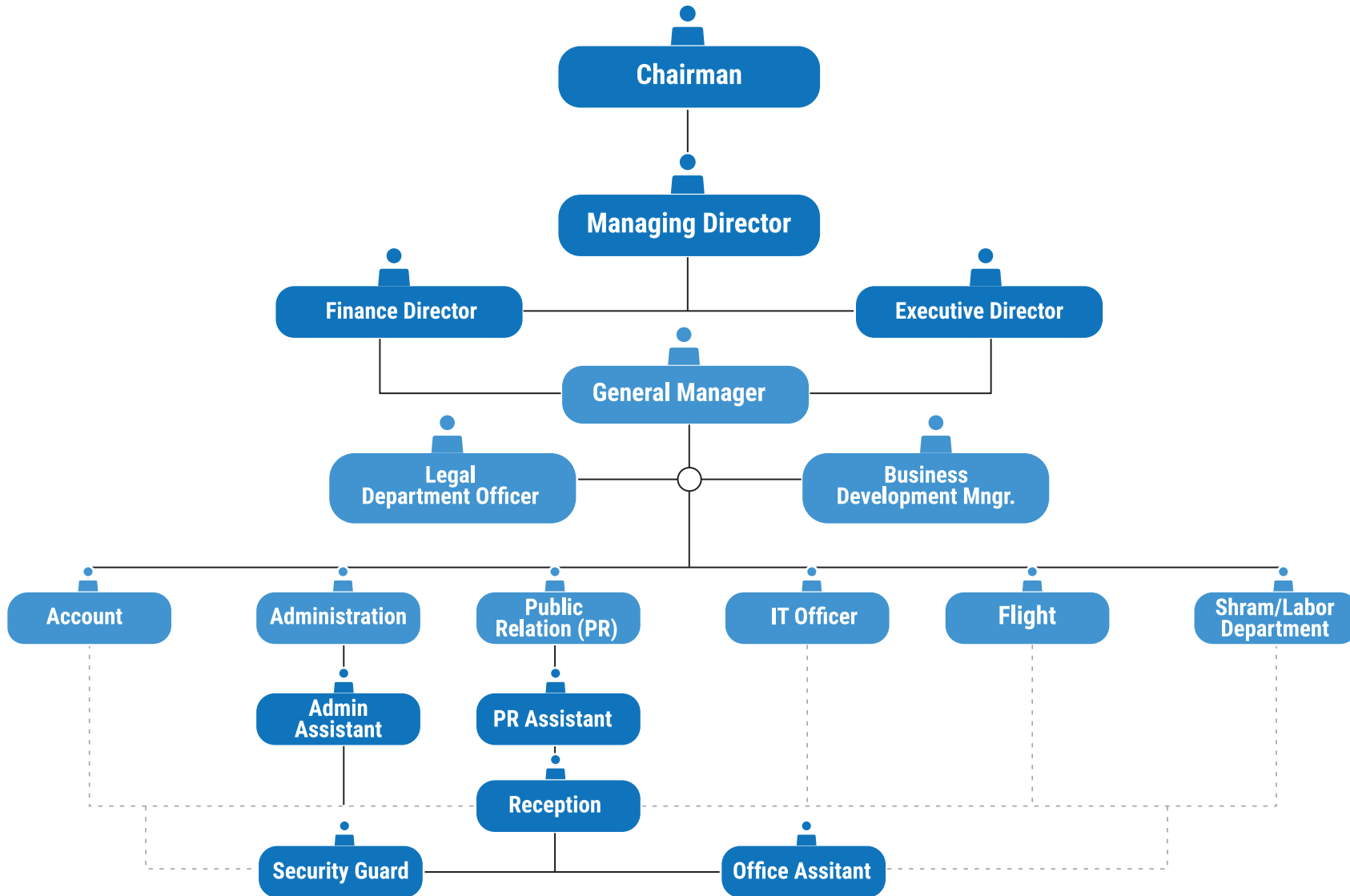
Developing Professionalism - Y.K. Manpower Agency Pvt. Ltd.
“Eliminating Forced Labor Via Ethical Recruitment”



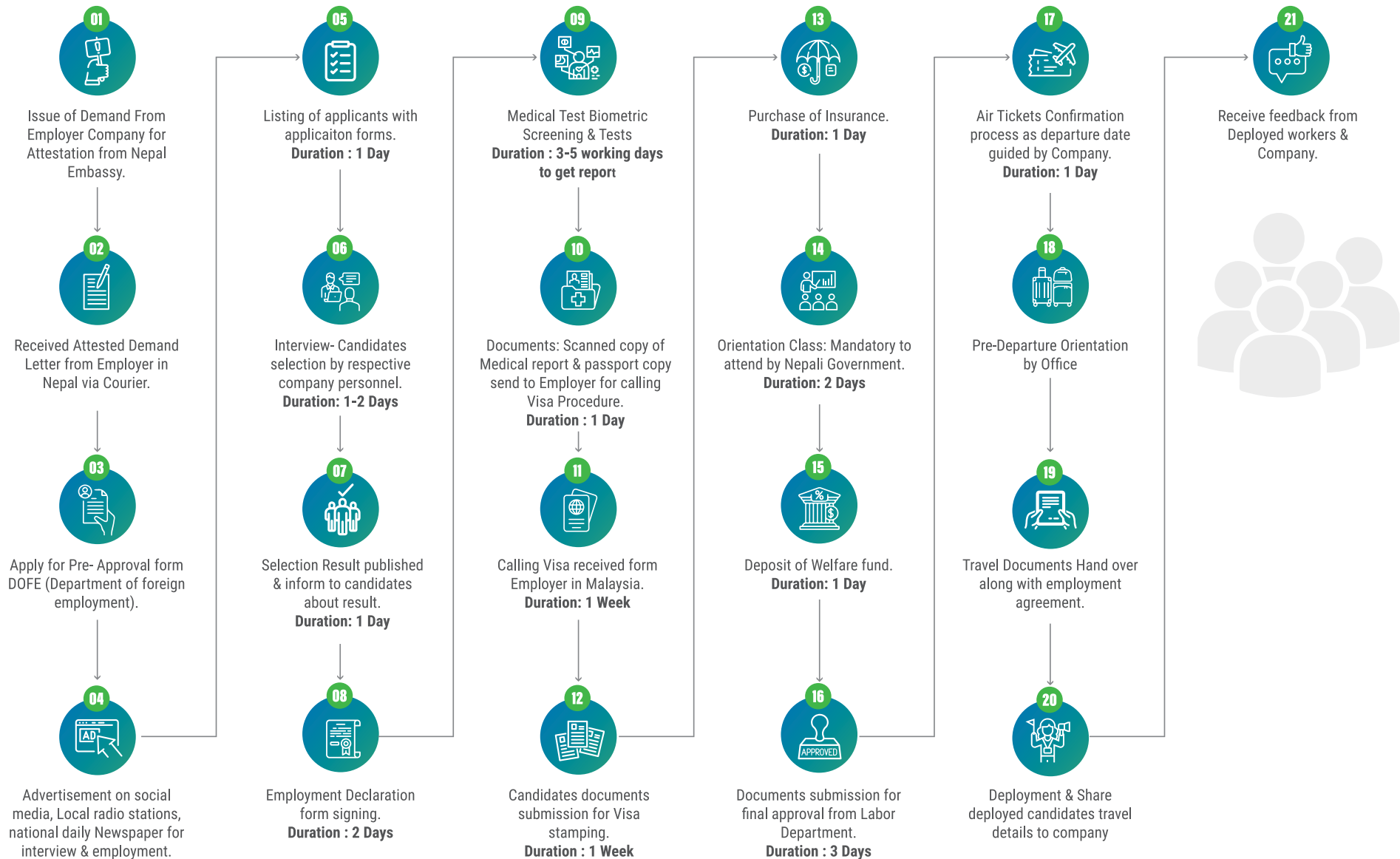
OUR VALUABLE CLIENTS



Y.K. MANPOWER AGENCY STAFF FLOW CHART



YK RECRUITMENT PROCESS CHART



Pre Departure orientation & Document Verification



Departure & Received In Malaysia





**Y.K. MANPOWER
AGENCY PVT. LTD.**

OUR CORPORATE OFFICE BUILDING

at Kathmandu, Nepal



4th floor, Giri Complex
Sambhumargh-09 Airport, Kathmandu





YK MANPOWER AGENCY PVT. LTD.

Licence No. 1439/074/075

📍 **4th floor, Giri Complex, Sambhumargh-09 Airport, Kathmandu, Nepal** ☎ **++977 4599181 / 4597116**

✉ **ykmanpoweragency@gmail.com | info@ykmanpower.com** 🌐 **ykmanpower.com**