



NICE OVERSEAS Pvt. Ltd.

Lic. No: 1089/073/074



People really matter.....



www.niceoverseaspl.com





NICE OVERSEAS Pvt. Ltd.

Lic. No: 1089/073/074

Corporate Profile

Name of Company

Nice Overseas Pvt. Ltd.

Company Reg. No.

161637/073/074

Govt. Lic. No.

Govt. of Nepal, Ministry of Labor
License No. 1089/073/074

PAN No. (Tax)

304585423

Chairman

Mr. Krishna Bdr. Bist

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Email : krishna@niceoverseaspl.com
kbist1978@gmail.com

Managing Director

Karan Singh Bista

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9808646586
Email : karan@niceoverseaspl.com
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General Manager

Suresh Singh Airee

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International Business Coordinator (Japan)

Arogya Khanal

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Company Address

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Lalitpur, Nepal

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hr@niceoverseaspl.com
niceoverseas5@gmail.com

Website

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Whatsapp

(+977) 9800655008

Nature of Business

Manpower Supplying:

Professionals/Skilled/
Semi-Skilled/Un-Skilled

Affiliation / Certification

Nepal Association of Foreign Employment

Agencies (NAFEA)

JITCO (License for Japan)

Lic. No. : 565

ISO 9001-2015 Certification

(Certification Number: 121854/A/0001/UK/En)

Mille Feuille Co., Ltd., Japan

SSW Registered Support Organisation
Reg. No. 21 - 006677
Paid Employment Placement Services
License No.: 01-300320

ABOUT US

Here to exceed expectations! Nice Overseas Pvt. Ltd, an ISO 9001:2015 certified company is a leading recruitment and staffing agency based in the heart of Nepal, Kathmandu. We are a licensed foreign employment recruiting company providing ethical, fair, and standard HR solutions to our valued clients.

Our journey started back in 2017, and since then, we've been serving a wide range of unskilled, semi-skilled, skilled, and professional human forces to employers abroad as per their needs and requirements. Due to our high-quality work ratio to date, we are trusted by some of the highly reputed organizations, which is a matter of pride in itself. And there is no stepping back from here.

Here at Nice Overseas, we are a well-grouped team of experts working in the human resources industry for some time. Our experienced team, the team's dedication, the company's clear vision & ethical code of conduct are the difference between us and the rest. Along with our slogan People Really Matters; what we do at and around our workplace is entirely guided by equality, honesty, trust, and ethics and we expect everyone to follow the same. Adherence to law, fair business integrity, confidentiality, Humane Treatment, voluntarily chosen dignified employment, and deserving wages & benefits are some of our standards.

Our main goal at Nice Overseas is to put the right man and skill at the right place and job. That is why our team is always devoted and united to meet the demands of our dear clients across the globe. As said earlier, we are here to exceed the expectations of everyone who comes across us. We also believe in lengthened relationships and partnerships with our clients fuelled by trust, satisfaction, and professionalism.

Similarly, we know we have a significant role in helping our clients achieve their organizational objectives. Without the proper human staffing, no organization can reach its optimum. We understand that entirely and that is why we are always dedicated to delivering the right HR solutions.

Not only that, but we are also committed to providing the right jobs and benefits for our deployed candidates concerning their skills, knowledge, expertise, dedication, and discipline. Also, we operate everything ethically by neglecting wicked deeds while doing what we are here to do.



MESSAGE FROM CHAIRMAN

Because we ensure all arrangements and facilities, we have been extremely cautious and prudent in the recruitment process of workers.

Dear Clients,

Greetings!

I have the pleasure to introduce my organization as a trusted manpower recruitment agent of Nepal. Our sincerity and dedicated services blended with highest standard of professionalism has earned global recognition, trust, and confidence.

Because we ensure all arrangements and facilities, we have been extremely cautious and prudent in the recruitment process of workers. Not to forget that the NICE OVERSEAS Pvt. Ltd., registered with Government of Nepal, does not compromise in the selection of the finest of the employees from the local resource market abiding the rules and regulations set by the Department of Labour. This is one of the several reasons for having earned a global reputation in this sector. Most importantly, the NICE OVERSEAS Pvt. Ltd. has always emphasized on "right man at the right place" to ensure proficiency and adeptness while hiring the aspirants. This means that we focus on fulfilling the employer's demand and requirement along with the personal benefit of the employee. That is, we prioritize more on hard-working, sincere, honest, experienced, and painstaking manpower as per the demand.

Owing to our professional experience, our performance and firm commitments in terms of quality services and time period, has been greatly acknowledged and admired by our clients. Client satisfaction being the core objective of our organization, has contributed a lot to our success for being one of the most reliable overseas employment promoter firms.

Please feel free to contact me anytime and anywhere round the clock for any assistance and it would be my earnest pleasure to be of service.

Sincerely,

Krishna Bdr. Bista

Chairman

MESSAGE FROM MANAGING DIRECTOR

We are now in an ever-changing market environment. In such a situation, we firmly believe that trust and transparency are the key elements in persuading customers to choose our quality services.

Dear Clients,

Greetings!

We, Nice Overseas Pvt. Ltd. understand that meeting our customer's requirements are essential to the success for our organization. Nice Overseas is committed to providing prompt, courteous, and quality customer service to our valued customers and stakeholders. Our goal is to enhance our processes and services delivery efficiency.

On the behalf of the Board of Directors, I would like to thank our valued customers and stakeholders. We believe that people make us what we are. We strive to provide an environment to people that is professional where they could grow personally and professionally with our organization.

We are now in an ever-changing market environment. In such a situation, we firmly believe that trust and transparency are the key elements in persuading customers to choose our quality services. We accept that trust and transparency can create a win-win situation for a long deeper relationship through open approach.

We in a group represent unity and diversity for the people from different backgrounds and cultures with a single-minded purpose to grow along with others. Further, everyone is welcome to express their thoughts and proposals.

I invite you to contact Nice Overseas and get to know us and take benefit of our services. We believe that to whom much is given, much is required and are committed to embrace challenges to channeling the right man at the right place.

Sincerely,

Karan Singh Bista

Managing Director

MISSION, VISION AND VALUE



To generate and improve strategic partnership by always emphasizing a varied workforce enhancement of individual and organizational efficiencies



To be the best and unparalleled recruitment service provider and the epicenter for quality employment opportunities.



- ▶ **Promote Ethics:** We honor our commitments and conduct business in a manner that promotes fairness, respect, honesty, and trustworthiness.
- ▶ **Celebrate Teamwork:** We praise the diversity of thoughts, attitudes, experiences, and backgrounds and celebrate togetherness and partnership in all of our endeavors.
- ▶ **Encourage Communication:** We promote all the voices to be loud and clear for better and effective transmission of information around our workplace.
- ▶ **Focus on Our Customers:** We are passionate about offering better customer service and satisfaction and are committed to knowing our customers' every concern, anticipating their needs, and exceeding their expectations.
- ▶ **Embrace Change and Innovation:** We are open to new possibilities and foster creativity and boldness to cope with the ever-increasing need for improvements and changes.



CODE OF CONDUCT

Nice Overseas Pvt. Ltd. is committed for fair, ethical and professional conduct to enhance and success in its recruitment business, and expects the same from all business clients, employees and Job seekers.

All business clients, employees and Job seekers to Nice Overseas Pvt. Ltd. are expected to follow its Code of Conduct, for which the standards are placed below. The Code of Conduct will form part of our Recruitment Agreement or such other agreement forming the basis of the relationship between the Nice Overseas and the relevant clients/bodies.

We believe ethics is at the major priority of everything we conduct. We are honest, ethical and want to be upfront because trust is at the foundation of our relationships with every direct & indirect correspondent and each other.

Standards:

- ▶ Adherence to law
- ▶ Freely Chosen Employment
- ▶ Ensure Wages and Benefits
- ▶ Ensure Humane Treatment
- ▶ Fair Business Integrity
- ▶ Management & Communication
- ▶ Confidentiality and privacy



Nice Overseas Pvt. Ltd. undertakes to ensure that this Code of Conduct is provided to its business clients, employees and job seekers who work with Nice Overseas Pvt. Ltd and urge to maintain and comply. In addition, Employees must abide internal rules and regulations in operations for efficient teamwork and services. A breach of this Code of Conduct by any person working for Nice Overseas Pvt. Ltd. or on its behalf shall constitute a material breach of its business relationship never be tolerated.



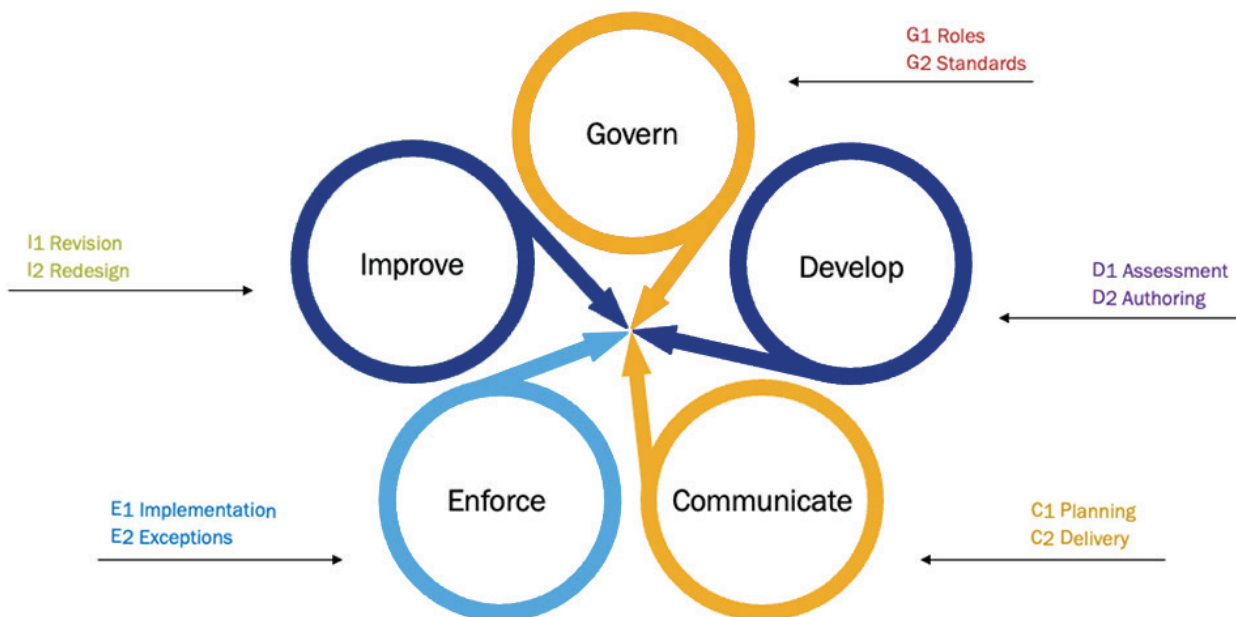
POLICY AND PROCEDURE

Nice Overseas Pvt. Ltd. is determining to maneuver its service by endorsing countless sustainable practices to achieve a balance of economic, environmental and social imperatives with prioritizing the interests of the stakeholders. Promoting consistency, transparency, social compliance, and adherence to statutory labor laws and regulation in our operation is the best quality of our continued success.

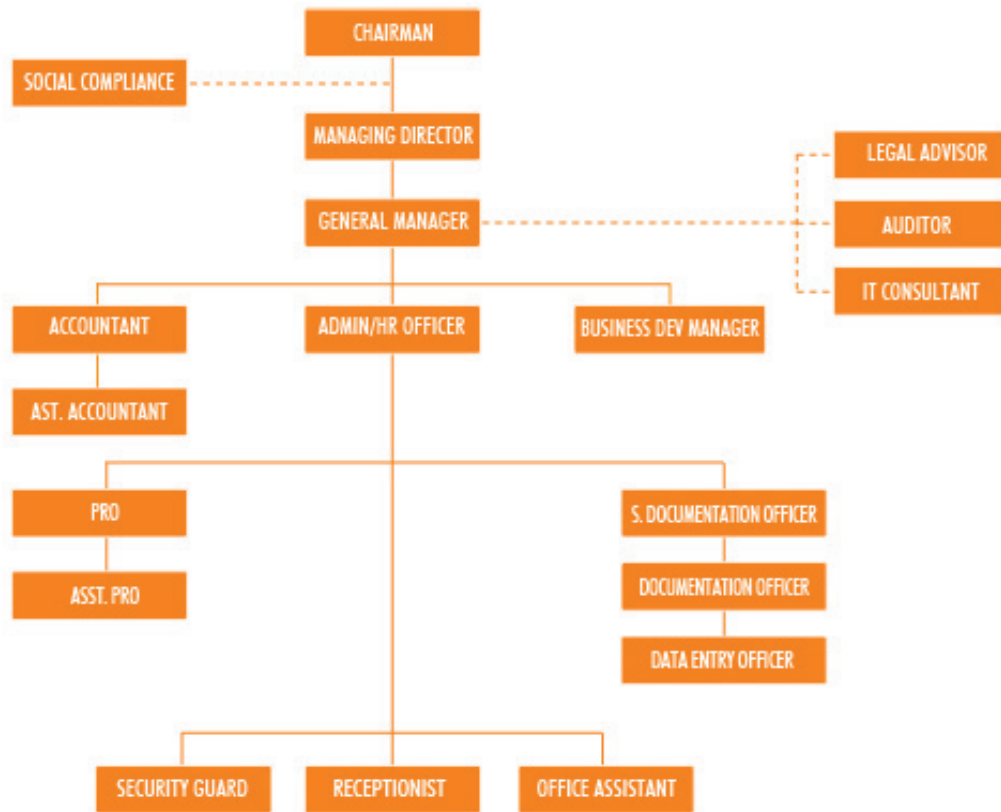
We enact following procedure to ensure its quality:

- Our top priorities are understanding customer requirements and satisfaction.
- Emphasizing for open competition in recruitment and selection based on its code of conduct.
- Upholding adequate transparency and accountability to enhance responsible and sustainable recruitment practices.
- Ensuring treat all candidates fairly (without any discrimination), equitably and efficiently with respect and courtesy.
- Emphasizing applicants' selection based on suitability concerning the customer and regulatory requirements.

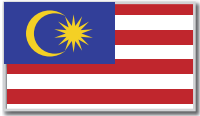
Responsible Business Alliance (RBA) code of conduct and guidelines add more fuel in our continuous improvement and operational efficiencies. We would encourage and support our valued stakeholders to comply as well.



ORGANISATIONAL CHART



REQUIRED LEGAL DOCUMENTS



MALAYSIA

1. Demand Letter
2. Power of Attorney
3. Agency Agreement
4. Employment Contract
5. Guarantee Letter

(Above documents must be attested by Notary Public and Nepalese Embassy)



U.A.E., QATAR, OMAN, BAHRAIN

1. Demand Letter
2. Power of Attorney
3. Agency agreement
4. Employment contract
5. Guarantee Letter

(Above documents must be attested by Chamber of Commerce and Nepalese Embassy)



JOB CATEGORIES

1. **Agriculture & Plantation**
2. **Manufacturing**
3. **Construction**
4. **Service Sector: Hotel, Restaurant, Supermarket, Mini Market, Hyper Market, Security Services, Cleaning Services, Agencies**



RECRUITMENT PROCEDURES

1. Initial Agreement:

On receipt of any authenticated demand from overseas employer, The Employer & Nice Overseas Pvt. Ltd. should execute an initial agreement on the terms and conditions of hiring workers from Nepal, then agreement should be signed by both parties (Employer & Nice Overseas Pvt. Ltd).

2. Embassy Endorsement:

Authorised employer who wishes to recruit Nepali workers should submit Demand Documents for Embassy attestation and need to fill up online application form to get appointments.

3. Legal Documents: :

Once initial agreement made between both parties, employer (1st Party) should prepare and submit all required documents to Nepal Embassy as mention below:

- a. Application letter to the Embassy of Nepal, Kuala Lumpur [Specific Format]
- b. Copy of KDN quota approval (Bahasa Malay) valid for more than 30 days.
- c. Copy of English translation of KDN quota approval letter (by Dewan Bahasa dan Pustaka /Court interpreter or translator) attested by Consular Division of the Ministry of the Foreign Affairs, Malaysia
- d. Demand letter signed by the employer and attested by the Department of Labour of Malaysia and the Consular Division of the Ministry of the Foreign Affairs, Malaysia. [Specific Format]
- e. Employment Contract signed by the Employer [Specific Format]
- f. Power of Attorney [Specific Format]
- g. Demand letter, employment contract and related documents should be strictly signed by the Chief Executive Officer, company director or manager authorised by the company. The documents should be submitted to the Embassy by the CEO or company director or authorised manager. The following documents of the authorised person should be submitted for submission and collection of the documents:
 - a. Authorization letter
 - b. Form 9- Company Registration Certificate (SSM)
 - c. Form 49 – Register of Company Directors
 - d. Copy of the EPF contribution receipt
 - e. Copy of NRIC/Passport
- h. List of currently working Nepali nationals with their passport number and contact numbers
- i. Other relevant documents / Information:
 - a. Salary slips of latest three months of existing Nepalese workers
 - b. List of client/s where the Nepalese workers are to be deployed by the company (for the service sectors like security & cleaning)

4. Pre-approval:

after demand attested by Nepal Embassy, Malaysia, demand will be uploaded to FEIMS(Foreign Employment Information Management System) and Nice Overseas will add in for pre approval through online. Employer collects the hard copy of Demand attestation and courier to Nice Overseas.

5. Manpower Pooling: Advertisement, Screening and short listing.

Once The Department of Labor is satisfied about the credibility of the demand, attestation and terms and conditions offered are conformity with the government regulation. The Government grants the permission to recruiting agency for advertise the requirement in local and national newspapers and start of recruitment process. Recruitment Company starts screening and short listing candidates before final interview. The process includes:

1. Print and Broadcast Media Advertisement
2. On-the-spot-sourcing (City and Provincial)
3. Company referral candidates
4. Internal Candidate Bank

6. Selection :

The mode of selection of contract workers may be executed under the following procedures:

Preliminary Interview:

We maintain upto date data bank of potential candidate with full information on their skill and education, technical knowhow and experience as per the employer criterion. Nice Overseas will short list the candidate for pre-interview and determine the capabilities of each applicant via one-on-one interviews to ascertain who are most qualified and fit for the employer's final selection.

Final Interview/Selection:

Selection by Employer's Authorized Representative, Recruitment Company Personnel.

- ▶ **Direct Interview (by Employer):** Many employers visit Nepal for final interview. We make all necessary preparations for interview. We call short listed candidates for the particular day.
- ▶ **Interview on behalf of Employer:** Sometimes manpower importing agencies give full authority to manpower consultant for entire selection procedures. In such case, we carry out interviews on behalf of employers abroad and make all dispatching arrangements to the employment destination. The selection is made purely merit basis and finally select the most competent workers from our manpower reserve.
- ▶ **Interview through Skype:** Sometimes manpower importing agencies select the candidate through interview via online (Skype). We have all the necessary arrangements for this process.
- ▶ **Transmittal of Resumes:** Employer may select the candidates from the Resumes of all Prospective candidates. We forward the resumes of candidates of who pass the pre-qualification interview and testing conducted at our end. In such cases, the name of the successful candidates may be relayed to us via phone, fax, or email.

5. Full Documentation Assistance:

We provide the selected applicants' assistance in securing the travel documents required by both Labour Office and Embassy, like Trade Test, Passport, Police Clearance, Medical Certificate, Orientation and Exit Pass.

6. Medical Checkup:

The selected candidates are sent to an authorized hospital or clinics for a full medical examination (and vaccination where required). The candidates who are medically and physically fit for employment are forwarded for recruitment process such as contract signing, visa processing.

7. Employment Visa Process:

Once selected candidates are medically and physically fit, employer has to process their employment visa. The Visa system varies country to country. Where paper visa system available, employer has to make copy of issued visa available to recruitment companies as soon as visa is issued for individuals for government clearance for mobilization. Where visa has to be endorsed onto a passport, employing company has provided all necessary documents to assist visa endorsement from embassy of employing country.

8. Orientation:

Nepal labor law requires all new candidates traveling overseas for employment take orientation class to familiarize local laws & orders, labor laws and immigration policy, environment and tradition and culture of employing country. Candidates should also understand their responsibilities, terms and conditions and benefits of employment prior to submitting for final approval for mobilization.

9. Final Labour Approval: (Government Clearance)

All the necessary documents like original passport, visa copy (original if not issued online), medical report, orientation certificate, insurance policy are submitted in Labor Department of Nepal for final approval and immigration clearance. The Department of Labor analyzes the documents and provides final approval.

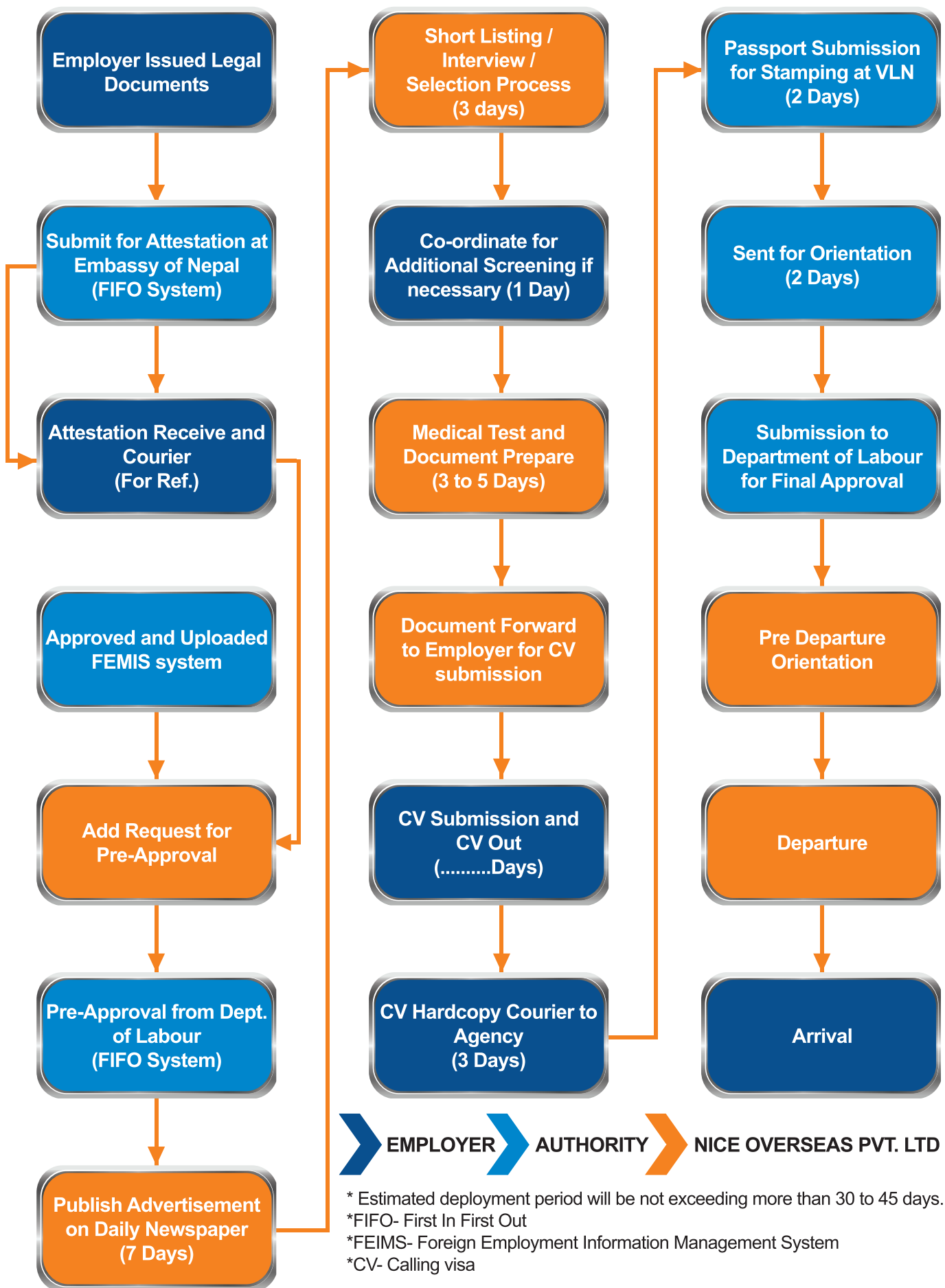
11. Travel Arrangement:

Once paper visa is received or visa is endorsed from embassy of employing country, Employer may process for the flight (E-Ticket) or Nice Overseas will make necessary arrangement for flight ticket and departure.

12. Reception from Employer:

After the flight is confirmed we send flight details to our employer. Representative from employer will receive the candidate from airport and arrange hostel for them. Employer will provide the respective job duties to the candidates as per the employment agreement.

RECRUITMENT PROCEDURE PROCESS FLOW



ISO 9001:2015 CERTIFICATE



Certificate of Registration

This certificate has been awarded to

Nice Overseas Pvt. Ltd.

Dhobighat-03 New Colony, Lalitpur Bagmati, Nepal

in recognition of the organization's Quality Management System which complies with

ISO 9001:2015

The scope of activities covered by this certificate is defined below

Overseas Employment Consultancy

Certificate Number: **E21854/A/0001/UK/En**

Date of Issue of Certification Cycle	Issue Number	Certificate Expiry Date	Certification Cycle
04 May 2022	1	03 May 2025	1
Revision Date	Revision Number	Original Certificate Issue Date	Scheme Number
04 May 2022	0	03 May 2022	n/a

For detailed explanation for the data fields above, refer to <http://www.urs-holdings.com/logos-and-regulations>

Issued by

On behalf of the Schemes Manager



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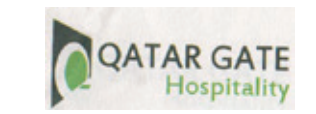
ACKNOWLEDGEMENT CERTIFICATE



ACKNOWLEDGEMENT CERTIFICATE



SOME OF OUR VALUED CLIENTS



WHY NEPALESE WORKERS ?



Through the experience gained over the year in the foreign employment, it has been seen that many countries have shown their interest in hiring the Nepalese professional, skilled, semi-skilled and unskilled manpower because of the following reasons.

- ▶▶ Nepalese workers are well known for their hard work, dedication, and possess a strong will to succeed.
- ▶▶ The employers could get the advantage of wider choice.
- ▶▶ Every categories of manpower are readily available.
- ▶▶ Legal Formalities and procedures for the recruitment at Labour Department of Nepal are simple.
- ▶▶ Nepalese workers are comparatively cost effective and their hiring cost is lower as compared to other labour exporting countries.
- ▶▶ Competent and many with skills and overseas experience.
- ▶▶ Loyal to employers, caring and compassionate to fellow workers.
- ▶▶ Nepalese workers are experienced in working in the extreme climatic conditions.



Let's be NICE Together

An ISO 9001:2015 Certified Company

YOUR TRUSTED BUSINESS PARTNER FOR HUMAN RESOURCES

NICE Overseas Pvt. Ltd.

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Lalitpur, Nepal

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Save Contact