

**XX/XX/XXXX**

**POWER OF ATTORNEY**

His Excellency,  
The Consular General  
Royal Embassy of Saudi Arabia  
Colombo, Sri Lanka

Your Excellency,

We would like to inform your Excellency that we have issued a power of Attorney to M/s. Cecos Travels Management, Sri Lanka & having Labour License No. 2258.

To sign all documents and to submit passports and to receive visas from your consulate on our behalf, for the recruitment of **workers** from Sri Lanka.

We would be grateful to your esteemed office if you could kindly issue the visas to the submitted passports from our block visas:

Thanking you for your co-operation.

**Personnel Manager**



**XX/XX/XXXX**

**DEMAND LETTER**

**Cecos Travels Management**

**Licence No: 2258**

**No. 21/23, Rodney Street, Dr. N.M. Perera Mawatha (Cotta Road)**

**Colombo- 08**

**Sri Lanka.**

Please arrange to recruit the following personal on the terms and conditions given below

S/N	POSITION	QTY	SALARY SR
1	XXXXXXXXXX	50	XXX
2	XXXXXXXXXX	50	XXX
3	XXXXXXXXXX	50	XXX
4	XXXXXXXXXX	50	XXX
TOTAL		200	

**TERMS AND CONDITIONS**

- Food : SR. 225-
- Medical and Accommodation: Free (Provided by the Company)
- Working hours : (8) hours per day, 48 hours per week and one day off per week
- Vacation : Per year 15 days.
- Period of Contract : Three (3) years
- Iqama / Insurance : Free (Provided by the Company)
- Ticket :Return Air Ticket (One way) will be provide after completion of the contract.

**All other terms and conditions as per Saudi Labor laws.**

Thanking you,

**Personnel Manager**



11/08/2022

**AGREEMENT**

This agreement made and into between **XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**- manpower having its registered office at **XXXXXXXXXXXXXXXXXXXX P.O.BOX : XXXX in the Kingdom of Saudi Arabia.** (hereinafter called and referred as the foreign principal company) and **M/S Cecos Travels Management** labor license No: 2258 having its registered office at **No. 21/23, Rodney Street, Dr. N.M. Perera Mawatha, (Cotta Road) Colombo- 08, Sri Lanka.,** in the Democratic Socialist Republic of Sri Lanka (hereinafter called and referred as the Local Agent to recruit employees to work in the said Saudi Arabia) under and in terms and condition set out below;

1. The employee or employees shall be supplied by the local Agent as per the demand letter and so supplied shall be recruited strictly accordance with the demand letter by the foreign principal.
2. The period of the employment shall be the (03 Three years with the permission to renew with the consent of the employee or employees, The employee or employees supplied by the Local Agent and recruited accordingly shall perform their duty at due diligence, care and responsible.
3. The working hours shall be eight (8) hours per day Forty Eight (48) hours per week with one (01) day off in a week, Free (Provided by the Company), free accommodation and medical shall be provided by the employer, The foreign principal company shall be provided free **ONE WAY AIR TICKET AFTER THE COMPLETION** of the said employment period of Three (03) years.
4. The employee or employees shall be entitled for the payment for the overtime work which is on off duty hours and holidays.
5. The salary and allowance shall be paid as per the demand letter without any deduction whatsoever by the employer or Foreign principal company. Vacation per year 15 days.
6. The Local Agent shall responsible for the insurance of the employee or employees so selected and the departure of the selected employee or employees shall be within thirty (30) days commencing from conformation of the Foreign Principal Company.
7. The Local Agent shall responsible for any incompetence of the employee or employees selected by them. Ninety (90) days shall be considered as probationary period.
8. The Foreign Principal Company shall responsible for the complaint made by the employee or employees recruited by them and any injustices in relation to the employment.
9. In the event of injury, accident, occupational decease and death of the employee or employees during the period of employment contract the Foreign Principal Company shall be liable for the compensations and damages and the personal assets and belongings of the victim or victims. The Foreign Principal Company shall undertake to handle all the formalities in the situation describe above with their cost and according to the law of the land.

Personnel Manager

**Cecos Travels Management  
Managing Director**



**CECOS  
TRAVELS MANAGEMENT**



**XX/XX/XXXX**

His Excellency,  
The Counselor General,  
Embassy of Sri Lanka  
Jeddah  
Kingdom of Saudi Arabia

Your Excellency,

**RE: POWER OF ATTORNEY**

We would like to inform your Excellency that we have issued a power of attorney to Mr. \_\_\_\_\_ and having Iqama ID : \_\_\_\_\_

To sign all document and to submit documents and to receive documents from your consulates on our behalf, for the recruitment of **XXXXXXXXXXXXXXXXXXXXXXXXXXXX**-as per the our demand letter of workers from Sri Lanka,

We would be grateful to your esteemed office that if could kindly issue the document to the above person.

Thanking you for your co-operation.

Yours truly.

**Personnel Manager**



**CECOS**  
TRAVELS MANAGEMENT



11/08/2022

**POWER OF ATTORNEY**

I am \_\_\_\_\_ of  
**XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX, KINGDOM OF SAUDI ARABIA**, do hereby appoint **M/s . CECOS TRAVELS MANAGEMENT, LICENSE NO: 2258 | No. 21/23, Rodney Street, DR. N.M. PERERA MAWATHA, COTTA ROAD, BORELLA, COLOMBO-08, SRI LANKA** and represented by **MR.ABDUL CAREEM ANVER SATHATH** to represent on our behalf of recruit personnel required by us as per our demand Letter to work at Saudi Arabia hereby authorized our said attorney to advertisement in the Newspaper, Sign Cancel, Renew and execute given agreement on our behalf on the terms and condition offered by us and duly approved in accordance with the existing immigration Laws, Rules and regulations in Sri Lankan in Force from time and to do all other acts and deeds necessary thereto.

We hereby agree that all act and matters lawfully done by our said attorney in connection with the labour recruitment shall be consulted from time to time to determine the needs and whatsoever acts the said attorney shall lawfully do cause or to be done on our behalf by virtue of the power of attorney given by us.

We witness hereof and we have place our signature on this Jeddah on day 13<sup>th</sup> September 2021

**Personnel Manager**



**CECOS**  
TRAVELS MANAGEMENT



# AGREEMENT FOR EMPLOYEE

Name of the Employee : \_\_\_\_\_

P.P. No : \_\_\_\_\_

Profession : \_\_\_\_\_

Nationality : \_\_\_\_\_

Both the parties have agreed on the following terms and conditions and undertake to implement accordingly. The validity of this contract is for two year which starts from the day of Second party's arrival in the Kingdom.

- 01) First party will pay an amount of SR\_\_\_\_\_ as monthly salary including food allowance to second party.
- 02) Working hour: 8 hour/Day, 6 days/week work, contract is for **THREE YEAR (03)**
- 03) First party will pay free for **Medical, Insurance, Iqama**
- 04) If second party fails to perform for the position he is recruited, then he has to do the job provided by first party. If refuses he has to go back to Sri Lanka on his own expenses and agrees to pay all legalization and recruitment expenses.
- 05) First party will provide round trip ticket to second party after the completion of two year contract. First party will pay all leave and leave benefit to second party as per Labor Law.
- 06) If first party wishes to close the company for any reason, in this case first party agrees to releases second party to **third party** or send back to Sri Lanka with full compensation and service benefit.
- 07) If Second party becomes ill or afflicted during the course of work and the illness is due to his work then first party agrees for complete treatment with paid salary. If second party requests to send him back to Sri Lanka, then **First Party Agrees** do so on his expenses.
- 08) Either party cancel this contract by informing 60 days in advance in writing. If cancellation is from first party then first party agrees to provide all his due salaries and service benefit. If cancellation is from second party then he agrees to buy his return ticket to Sri Lanka

All other terms and conditions not mentioned in this contract shall be treated as per Saudi law.

.....  
SIGNATURE OF EMPLOYEE

.....  
SIGNATURE OF EMPLOYER



**CECOS**  
TRAVELS MANAGEMENT

