

LABOUR USER checks for the NEPALESE RECRUITMENT process.

Name of your UK labour recruiter (Please select)	A G Recruitment Concordia Fruitful Pro-Force	<i>If your Labour provider is not one of these four then please check their legal credentials to recruit SWS workers into the UK.</i>
What is the name of the Nepali Recruitment Agency recruiting for them?		<i>This is the name of any subcontractors and not the business that is sponsoring the workers.</i>
Please state their GLAA URN.		<i>If the Nepalese based LP does not have a UK GLAA license – they are not allowed to legally recruit into the UK.</i>
All LPs in the supply chain must be GLAA registered. Any subcontractors must be checked. Further guidance can be found use workers - Does my supplier need a licence? - GLAA		
Please state their Nepalese Licence No. This can be found on the following link. <u>Section 10 of the Foreign Employment Act 2007.</u>		<i>If the Nepalese based LP does not have a Nepalese license – they are not allowed to legally recruit within Nepal.</i>
All LPs in Nepal must be licensed by the Department for Foreign Employment. Any subcontractors must be checked. To complete this please use the link Recruiting Agencies (dofe.gov.np)		
The following documents are required for recruitment in Nepal. A copy should be requested and held to demonstrate due diligence within the Nepalese process.		
Demand Letter <i>Please check with your supplier as this criteria is still under review.</i>	Yes / No	<i>Outlines the full information including number of workers, working hours, salary, food, accommodation and transport arrangements, insurances and related process costs.</i>
Power of Attorney	Yes / No	<i>Authorising Nepali agency to recruit in Nepal</i>
Two-Party Agreement	Yes / No	<i>Agreement between UK and Nepal recruiters.</i>
Guarantee letter	Yes / No	<i>Provision of assurances for safety and security of workers.</i>
Sample Employment Contract	Yes / No	<i>Between UK employer and Nepali workers.</i>
Companies Trade License	Yes / No	
Copy of License issued by DoFE	Yes / No	
If the process has been correctly followed ALL of the above would be available for your records.		
The process in Nepal requires the following checks by the Nepalese Department for Foreign Employment (DOFE).		
1 Documents are Attested	2 Application for Prior Approval	3 Checks for accurate recruitment.
4 Selection process checks	5 checks on orientation training	6 Recruitment fee checks
7 Contracts provided in Nepalese.	8 Checks for Insurance and welfare	9 Final approval
If, all is correct, the DoFE shall affix a labour permission sticker on the passport of each worker, which permits travel.		
Is this sticker present?	Yes / No	
Complete Worker Welfare Checks and ask the workers..... (not exhaustive)		
Did they pay any recruitment fees?		
Did their experience follow the process above?		
Are they able to pay back the loans they have taken out to travel to the UK?		
Week 1 Worker Welfare Check	Yes / No	<i>Use these checks to establish the workers welfare at the start and the end of their contract with you.</i>
Week 6 Worker Welfare Check	Yes / No	
Week 12 Worker Welfare Check	Yes / No	