



NICE

OVERSEAS Pvt. Ltd.

Lic. No: 1089/073/074

Overseas Collaboration

FOMNEXTS

Malaysia

People really matter.....



www.niceoverseaspl.com





NICE OVERSEAS Pvt. Ltd.

Lic. No: 1089/073/074



AN ETHICAL RECRUITMENT AGENCY

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)

604383099

Chairman / Managing Director

Karan Singh Bista

Malaysia Mobile: (+60) 189170121
Nepal Mobile : (+977) 9843363144
9808646586
Email : karan@niceoverseaspl.com
ksbista22@gmail.com

General Manager

Suresh Singh Airee

Nepal Mobile : (+977) 9864329263
Email : suresh@niceoverseaspl.com
sureshairee77@gmail.com

International Business Coordinator (Japan)

Raut Mahendra Bahadur

Japan Mobile : (+81) 9094715846
Email : mahenraut91@gmail.com
Address : Tokyoto Suginamiku
Nisiogikita 4-1-19

HR Manager / Head of Japan Department

Shah Prakrity

Nepal Mobile : (+977) 9840003778 / 9801276192
Email : hr@niceoverseaspl.com

Company Address

Jawalakhel Chowk
Lalitpur, Nepal

Telephone Numbers

(+977) 1 5435529
5423629

E.mail

info@niceoverseaspl.com
admin@niceoverseaspl.com
hr@niceoverseaspl.com
niceoverseas5@gmail.com

Website

www.niceoverseaspl.com

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)

Overseas Collaboration

Malaysia

Agensi Pekerjaan Fomnexts JV (M) Sdn. Bhd.
A-10-07, Menara A, Kompleks Atria
Petaling Jaya, Malaysia

Company Registration No.: 1265847-A

Japan

Making Public Relation

Sugiuawiko Asagayakita, Tokyo
2-11-2-2F

MESSAGE FROM CHAIRMAN/ MD

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,

Karan Singh Bista

Chairman/ 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.



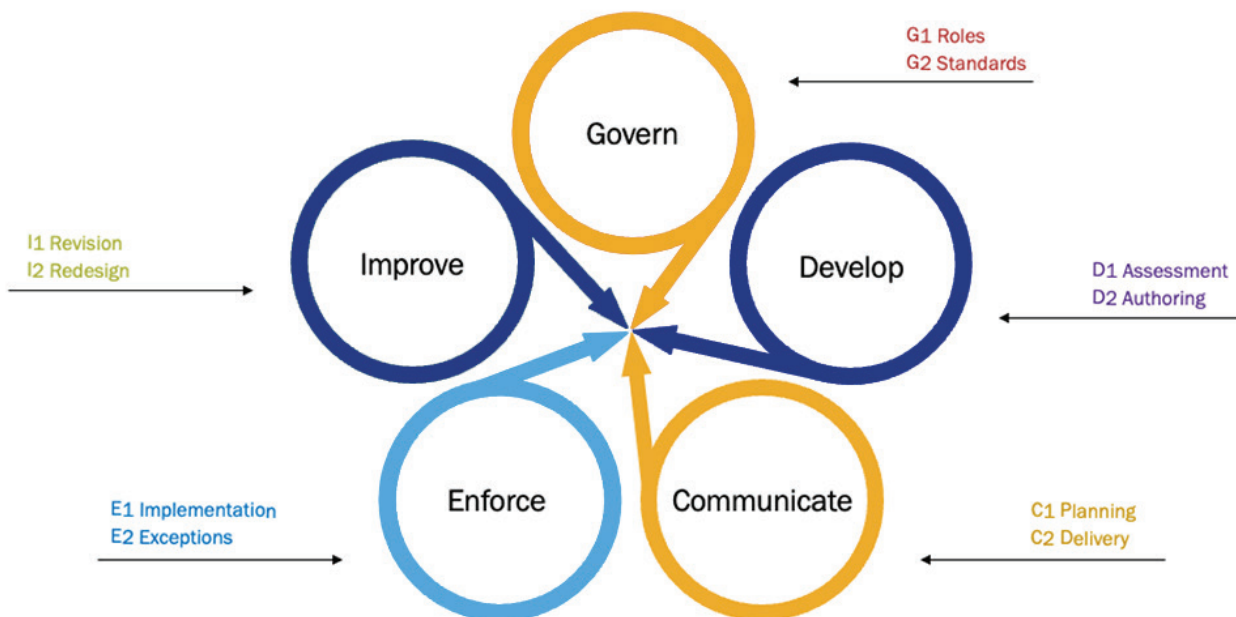
POLICY AND PROCEDURE

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.

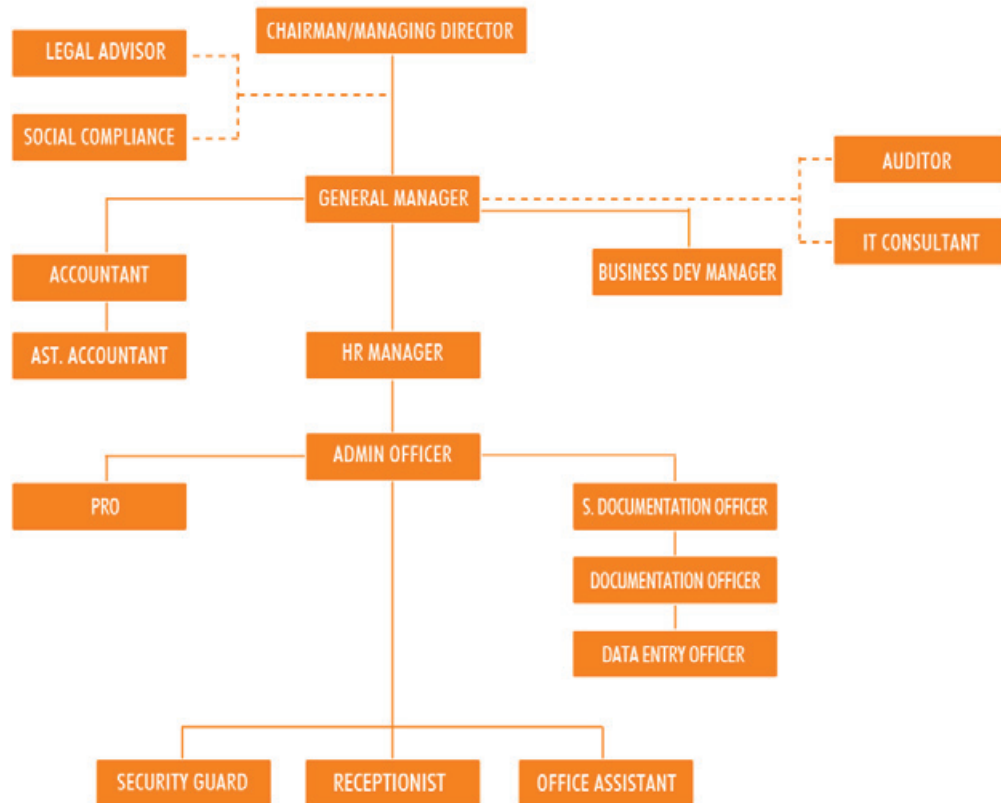
We enact following procedure to ensure its quality:

- 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.

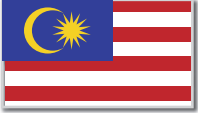
Responsible Business Alliance (RBA) code of conduct and guidelines add more fuel in our continuous improvement and operational efficiencies. We would encourage and support our valued stakeholders to comply as well.



ORGANISATIONAL CHART



REQUIRED LEGAL DOCUMENTS



MALAYSIA

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

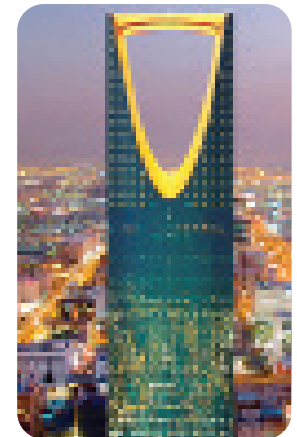
(Above documents must be attested by Notary Public and Nepalese Embassy)



SAUDI ARABIA, 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. Construction
3. Manufacturing
4. Service Sector: Hotel, Restaurant, Supermarket, Mini Market, Hyper Market, Security Services, Cleaning Services, Agencies, Catering, Cook, Maintenance, Landscape, Housekeeping, Laundry, Management



RECRUITMENT PROCEDURES

OUR COMPREHENSIVE RECRUITMENT PROCESS

At Nice Overseas Pvt. Ltd., we follow a structured, transparent, and fully compliant 12-step recruitment process that ensures a seamless, secure, and professional experience for both our international clients and Nepali workforce.

PHASE 1: DEMAND VALIDATION & GOVERNMENT PRE-APPROVAL

1. INITIAL VETTING & SERVICE AGREEMENT

- Process initiation with valid demand letter from overseas employer
- Thorough due diligence on employer's legal status and credibility
- Execution of formal Service Agreement outlining all terms and responsibilities

2. DEMAND ATTESTATION & EMBASSY ENDORSEMENT

- Official attestation of all recruitment documents
- Verification through Nepalese Embassy in host country
- Certification of job offer authenticity and legitimacy

3. DOFE PRE-APPROVAL IN NEPAL

- Submission of attested documents to Department of Foreign Employment
- Compliance verification with Nepalese labor laws
- Official permission granted for candidate sourcing

PHASE 2: CANDIDATE SOURCING, REGISTRATION & SELECTION

4. STRATEGIC SOURCING & MOBILIZATION

Multi-channel candidate attraction through:

- Approved job advertisements
- Local network and other mobilization
- Orientation sessions and information campaigns
- Pre-screened candidate database

5. FORMAL REGISTRATION & DOCUMENTATION

Mandatory front desk registration including:

- Detailed job application form completion
- Digital profile creation and data management
- Essential document collection:
 - Citizenship Certificate
 - Valid Passport
 - Educational & Training Certificates
 - Work Experience Certificates
- Scheduling of interviews and tests

6. RIGOROUS SELECTION PROCESS

Multi-stage candidate assessment:

- Application final shortlisting
- Age verification (18+ as per Nepalese law)
- Document authentication
- Interviews and skill tests
- Final employer interview (in-person or online)
- Only fully qualified candidates proceed to next phase

PHASE 3: PRE-DEPARTURE FORMALITIES

7. MEDICAL EXAMINATION

- Comprehensive health check at authorized medical centers
- All medical expenses covered by Nice Overseas Pvt. Ltd.
- Immediate termination for medically unfit candidates
- Result management and documentation

8. VISA PROCESSING SUPPORT

- Provision of all required attested documents
- Coordination with employer for smooth visa processing
- Support for various visa types (Calling Visa, COE, etc.)
- Timely document delivery and follow-up

9. COMPREHENSIVE DEPARTURE PREPARATION

Complete pre-departure management:

- Accommodation and meals in Kathmandu
- Government-mandated orientation program
- Insurance and welfare fund processing
- Final DOFE approval and documentation
- Flight ticketing and travel arrangements
- Pre-departure briefing and document handover

PHASE 4: DEPLOYMENT & POST-ARRIVAL ASSURANCE

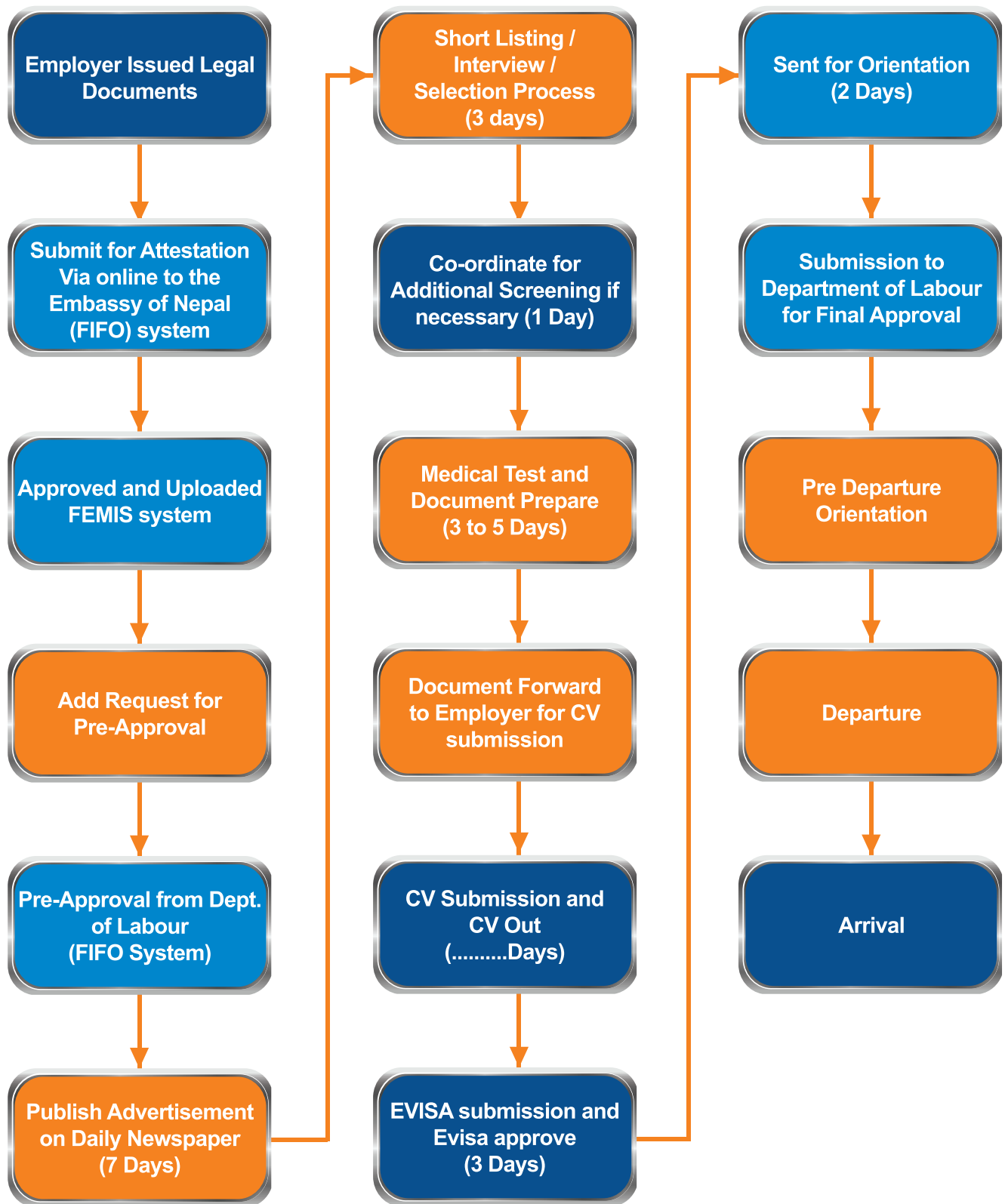
10. ORGANIZED DEPARTURE

- Dedicated airport assistance team
- Check-in support and document verification
- Real-time departure notifications to employer and family
- Coordination with airline and immigration authorities

11. SAFE LANDING & DEPLOYMENT CONFIRMATION

- Employer confirmation within 6 hours of arrival
- Real-time deployment tracking system
- Family notification of safe arrival
- Continuous monitoring and support

RECRUITMENT PROCEDURE PROCESS FLOW



➤ EMPLOYER
 ➤ AUTHORITY
 ➤ NICE OVERSEAS PVT. LTD

* Estimated deployment period will be not exceeding more than 30 to 45 days.
 *FIFO- First In First Out

*FEIMS- Foreign Employment Information Management System
 *CV- Calling visa

LEGAL DOCUMENTS

नेपाल सरकार
उद्योग मन्त्रालय
कम्पनी रजिष्टारको कार्यालय
कम्पनी दर्ताको प्रमाण-पत्र

दर्ता नं: १६१६३७/०७३/०७४

श्री नाइस ओभरसिज
नामको प्राइभेट लिमिटेड कम्पनी संम्वत् २०७३ साल पौष महिना २६ गते रोज ३ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति: २०७३-०९-२६
Government of Nepal
Ministry of Industry
Office of the Company Registrar
Registration No: 161637/073/074

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s Nice Overseas
Private Limited having incorporated it on the 10 day of January, 2017 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2017-01-10
Asst. Registrar

संज्ञा कम्पनी संस्थापनालाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नभएकै हुनाले कानून अनुसार लिइने अनुमति सम्बन्धित त्रिकायबट सिप्टर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्न पाईन्छ।

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

License No.: 1089/073/074 Date: 31 January 2017

This License has been issued to M/s Nice Overseas Pvt. Ltd. in order to conduct Foreign Employment Business subject to Foreign Employment Act, 2007 and Foreign Employment Regulations, 2008.

License Issuing Officer's:
Signature: Sd.
Name: Bishweswar Pandey
Designation: Director General
Date: 31 January 2017

Renewal Date	Validity of Renewal	Renewal Fee	Additional Renewal Fee	Date and Signature of Renewing Officer
31 January 2017	16 July 2017		Office fee	Sd. Section Officer
25 July 2017	16 July 2018	10,000.00	10,000.00	Sd. Section Officer
15 July 2018	16 July 2021	30,000.00		Sd. Section Officer
14 July 2021	16 July 2022	10,000.00		Sd. Section Officer
15 July 2022	17 July 2023	10,000.00		Sd. Section Officer
10 July 2023	16 July 2024	10,000.00		Sd. Section Officer
9 July 2024	15 July 2027	30,000.00		Sd. Section Officer

Terms and Conditions:

- No activities shall be conducted by opening the Branch Office without obtaining Permission.
- No work shall be done through the agent without obtaining the Permission.
- No worker shall be sent under any conditions to any country other than those for which the licensed has been obtained.
- In addition to the provisions in the prevailing Acts and Regulations, the Directives given by the Government of Nepal from time to time must be followed.

Government of Nepal
Ministry of Finance
Department of Inland Revenue
PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE

Registered in income Tax Only

Income Tax: 02 10 2073
15 01 2017
Day Month Year

Permanent Account No.: 6 0 4 3 8 3 0 9 9
Inland Revenue Office: Inland Revenue Office, Maharajgunj

Name of Transaction: Nice Overseas Pvt. Ltd.
Type of Tax Payer: Private Limited
Address: Ward No. 26, Samakhushi
Metropolitan city: K.M.C.
Kathmandu
Business Activities: - Foreign Employment

Sd. Tax Payer's Signature
Sd. Signature of Tax Officer
2076/10/29 (12 Feb, 2020 AD)

Terms and Condition to be followed by Tax Payer

- Invoice(s) shall be issued compulsorily when carried out transaction.
- VAT amount and VAT return shall be submitted within 25 days of expiry date of tenure (monthly, bi-monthly or Four Monthly) by the Tax payer who is registered in VAT.
- Unless otherwise starting elsewhere, that taxpayer carrying out income duty payable transaction shall submitted monthly report and paid Excise Duty within 25 days of the end of every month.
- Annual returns of every Fiscal year shall be submitted within the end of Ashwin (Mid-October).
- Interest, Fines and fees shall be charged when tax payer failed to pay Tax and submit return within stipulated time.
- This certificate should be displayed for all at the business place/place/head office.
- If any confusion arises, contact to the office.

31 MAR 2022

Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal
AUTHORITY CERTIFICATE FOR SENDING TRAINEE WORKERS TO JAPAN

S.No. 305 Schedule 2

It is certified that **NICE OVERSEAS PVT. LTD.** Company Licence No. **3095/073/074** situated in **LALITPUR** is authorized as being the sending agency under Industrial Training and Technical Intern Training Program under JITCO. This Certificate holder must comply with the Foreign Employment Law, JITCO Directive and Instructions issued by the Ministry.

This certificate is valid **Until Renewed** and should be renewed every year within **31st July** days of its expiry.

Pradeep Kumar Dhakal
Section Officer
Issue Date: 30 Feb. 2022
Pradeep Kumar Dhakal
Section Officer
Authorized Signature



ISO 9001:2015 CERTIFICATE



Certificate of Registration

This certificate has been awarded to

Nice Overseas Pvt. Ltd.

Jawalakhel Chowk-13, Lalitpur, 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 **121854/A/0001/UK/En**

A certificate number of 0001, confirms the Client has a single site Certified & the site is their Head Office or Main site in relation to the Certified scope with URS. A certificate number of 0002, or greater (e.g., xxx/0/0002/UK/En) refers to a client that has more than one site certified with URS, or such, the following statement shall apply - "The validity of this certificate depends on the validity of the main certificate"

Date of Issue of Certification Cycle	Issue Number	Certificate Expiry Date	Certification Cycle
02 June 2025	2	02 May 2028	2
Revision Date	Revision Number	Original Certificate Issue Date	Scheme Number
02 June 2025	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

Mukesh Singhal - On behalf of the Schemes Manager



If there is any doubt as to the authenticity of this certificate, please do not hesitate to contact the Head Office of the Group on info@urs-certification.com. URS is a member of United Registrar of Systems (Holdings) Ltd, United House, 28 Poole Hill, Bournemouth, BH2 9PS, UK. Company Registration no. 5290466

ACKNOWLEDGEMENT CERTIFICATE



ACKNOWLEDGEMENT CERTIFICATE



Responsible Business Alliance

Advancing Sustainability Globally

This Certificate of Training Attendance

is given in recognition to

Karan Singh Bista

RBA VAP & Code Training Workshop

Training conducted: Bangkok, Thailand

Training conducted on: July 23 – 25, 2019

Training conducted by: David Yeung

Reference Number: 2857262

Robert F. Lederer

CEO, Responsible Business Alliance



This

Certificate of Attendance

is hereby awarded to

Mr. Karan Singh Bista

From: Nice Overseas Pvt. Ltd.

for attending the

RBA Foundation Ethical Recruitment Appreciation Course for Labor Providers

conducted on 27 - 28 November 2019

in Kathmandu, Nepal

Certificate#: 3494439

Signed:

Robert Lederer

Executive Director, Responsible Business Alliance

Maria Minda Isabel Apostol

CEO, The FAIR Hiring Initiative, Inc.

ACKNOWLEDGEMENT CERTIFICATE



Thank you

Nice Overseas Pvt. Ltd.

for completing the e-course on

Introduction to the International Recruitment Integrity System

Date

14 July 2024

Pawel Szalus

Coordinador del programa IRIS
Organización Internacional
para las Migraciones
Ginebra, Suiza

Please note that completion of this online course does not guarantee IRIS certification in the future.



Thank you

Prakrity Shah

for completing the e-course on

Introduction to the International Recruitment Integrity System

Date

15 July 2024

Pawel Szalus

Coordinador del programa IRIS
Organización Internacional
para las Migraciones
Ginebra, Suiza

Please note that completion of this online course does not guarantee IRIS certification in the future.

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.

Jawalakhel Chowk
Lalitpur, Nepal

(+977) 1 5435529/5423629
(+977) 980-0655008 (Whatsapp)
(+977) 1 5523629

info@niceoverseaspl.com
niceoverseas5@gmail.com
www.niceoverseaspl.com



Save Contact