



LUNA HR SOLUTIONS PVT. LTD.

Manpower Consultant



LICENSE NO: 799/065/66
REGD. NO: 57875/065/66

Nepalese Manpower & Gurkha Guards

Nepalese Manpower

Capabilities & Competence

In every part of the world, the diligence and loyalty of the Nepalese are appreciated. A sense of duty, respect for loyalty and the conviction to meet challenges defines the Nepalese way. Since time immemorial, employers have sought the assistance of Nepalese workers to achieve success in almost any business. They have been excellent at manual labor jobs but lately a large number of them are being hired for skilled, semi skill and executive jobs. The Nepalese people have achieved great respect throughout the world for their ability to achieve the respectabilities given to them. Be it in the armed forces, building cities, public relations or whatever the need may arise, the tenacity of the Nepalese people has always passed the test. Their simplicity and the working strength without any means is the best in the manpower business and this is widely appreciated and acclaimed all things all the time they work diligently and expect the same from their employers. They are capable of entrusting with special tasks and responsibilities and assured the work is done with full satisfaction. A Nepalese employee always proves to be an asset for any organization.

Gurkha Guards

A Nepalese citizen belonging to a Gurkha community has golden histories embedded in him. Gurkhas are from Nepal and are in the Indian Army's Gurkha regiments. The brigade of Gurkhas and the Nepalese Army. They are used to hardships as because of their association with the hilly terrains where they are born and brought up. They are brave courteous and disciplined. The most influencing character they possess is that they are apolitical and serve their clients and don't get involve in asking WHY?

Former chief of the staff of the Indian Army Late Living Field Marshal Sam Manekshaw Once said, "If a man stays he is not afraid of dying, he is either lying or is a Gurkha." It is highly a fact that he himself wanted to inherit the title of "Bahadur" changing his personal name to Sam Bahadur Manekshaw. Since time immemorial the Gurkhas are serving the world with their honesty and gallantry. Some examples of their association are:

- British East India Company-(1817)

- British Indian Army- (1857-1947)

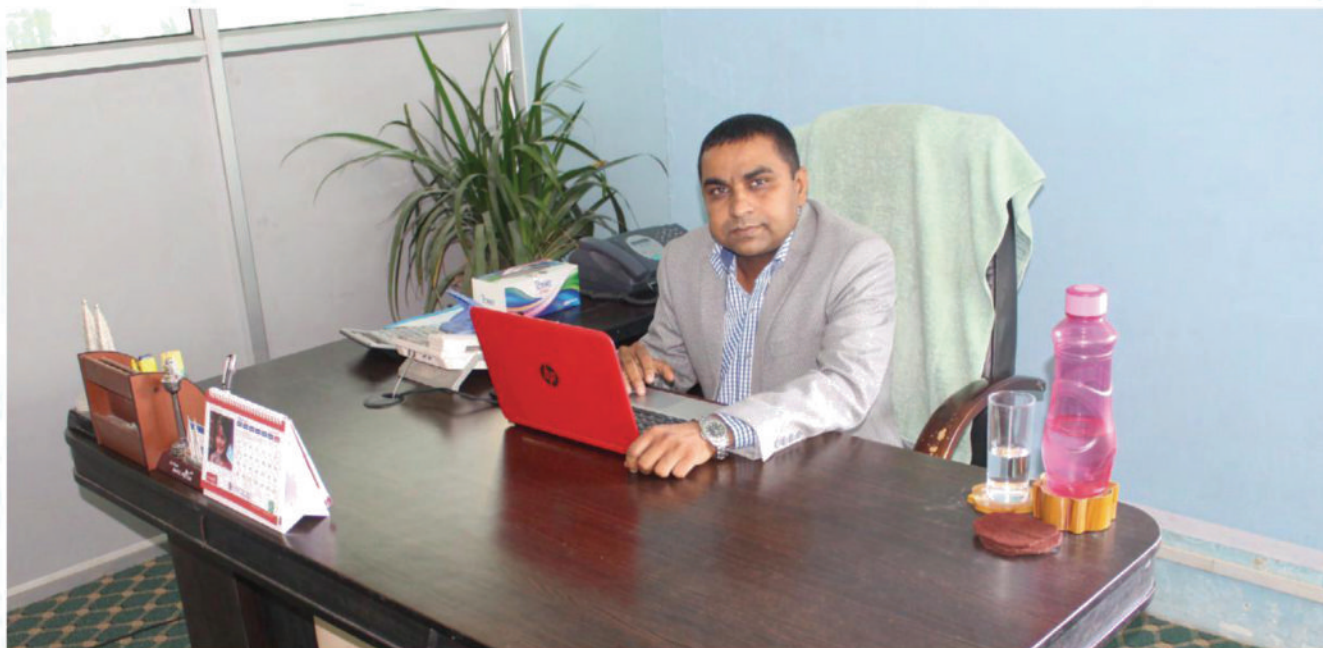
- Regiment of the Gurkha Rifles - (1815-1947)

- Participated in the Second World War and Post Independence British Army Gurkhas

- Singapore Gurkha Contingent of Singapore Police Force.

- As Brunei Gurkha Reserve Unit-Sultanate of Brunei.

Effect security is much more than visible person in uniform. A fully trained, loyal, honest, sense of authority security personnel is an asset for any organization.



Chairman's Message

Dear Clients,

It is a pleasure to introduce you Luna HR Solutions Pvt. Ltd. A company with a modest beginning which has now grown effectually and wants to humbly thank all its national and international associates and clients, who trusted us enough to make this possible.

We have been supplying different kinds of professional, Skilled, semi-skilled and unskilled workforce to different companies for their projects. We are confident of fulfilling every aspect of you manpower need, to your immense satisfaction. We hereby propose to enter into a strategic alliance with your organization, to provide for the most efficient, economic and responsible manpower from Nepal. If necessary we can meet, discuss and finalize other terms and conditions to our mutual business interest.

We can assure you of complete satisfaction with our style of operation, confidentiality as well as fruitful result.

Sincerely yours

Rajeshwar Kumar Ray

Chairman

Luna HR Solutions Pvt.Ltd.

Bhimsengola 34, Kathmandu

H/P : +977 9841246275

Email ID: rajeshwar.lunahr@gmail.com



MESSAGE FROM EXECUTIVE DIRECTOR

Greetings from Luna !!

Luna HR solutions, since its inception is effectively understanding yours human resource requirement and committed to establish and maintain positive attitude towards yours staffing needs.

We feel immense pride for the establishment of professional business association with our clients. We have always worked upon the maintenance of long-term relationship with our clients as well as candidates. This is boasted by continuous interaction and cooperation of our clients and candidates in each successive stage of recruitment. Thus it is proved that we stand for the best human resource solution for every type of organization.

Our goal is to exceed the expectations of every clients by offering excellent customer service, increased flexibility and greater value thereby ensuring that our client receive the most effective and professional service. Our data bank enables us to make on the spot placement possible in extremely urgent cases. We can source client requirement as per their specification and place right candidate at right job .

We would appreciate your positive response.

Best regard,

Rita Shiwakoti
Executive Director
Luna HR Solutions Pvt. Ltd.
Mobile: 00977 9808377473
Tel: 00977 1 4110391/94
Email: luna.hrpvtltd@gmail.com
Bhimesengola-34,
Kathmandu, Nepal.

MESSAGE FROM OVERSEAS DIRECTOR



Greetings from Luna!!

Luna HR Solutions, since its inception is effectively offering wide range of services in regard to recruitment and placement in favor of clients as well as candidates.

We feel immense pride for the establishment and maintenance of long term relationship with our clients and candidates by boasting continuous meeting, interaction and cooperation of our clients and candidates in each successive process of recruitment.

Our motive is satisfying clients by providing excellent candidates who work hard for the betterment of the company and candidates in choosing a right platform where they can explore and utilize their skills and provide them with the opportunity of full life cycle recruitment solutions.

We strive to maintain the high standards of recruitment management by maintain affable relations with our clients and employee. Luna HR solution stands for quality, satisfaction and reputation. We are responsible for the placement of highly skilled professional to unskilled manpower.

BK Singh
Overseas Director
Luna HR Solutions Pvt. Ltd.
Mobile: 0091 9650685040
Tel: 00977 1 4110391/94
Email: bksinghhrm@gmail.com
Bhimsengola- 34,
Kathmandu, Nepal.

Company Details

Company Name	:	Luna HR Solutions Pvt. Ltd.
Scope of Business	:	Foreign Employment Consultant
Date of Incorporation	:	22 October 2008
License No	:	799/065/66
Representative Director	:	Mr. Rajeshwar Kumar Ray (Chairman) +977-9841246275 / 9808130093
Authorized Capital	:	10,000,000 (NRs)
Paid up Capital	:	6,000,000 (NRs)
Physical Address	:	Bhimsengola-34, Kathmandu, Nepal Tel: +977-1-4110391/4 Fax: +977-1-4110398
Legal Advisor	:	Advocate Ghuran Sah Maitighar, Kathmandu, Nepal
Our Bankers	:	Prime Commercial Bank Limited Bhimsengola-34, Kathmandu, Nepal Nepal Investment Bank Limited Sinamangal, Kathmandu, Nepal

Introduction

As a company that recruits manpower for global business solutions, Luna HR Solutions Pvt. Ltd. perpetually understand this daunting task and respects this privilege. Established in Kathmandu Nepal in 2008, Luna HR Solutions was designed to bridge the gap between specialty sectors which are manpower starved and respectively the Nepalese manpower which were hungry for foreign job opportunities.

We are a specialized manpower recruitment agency based in Kathmandu, Nepal registered under the Foreign Employment Department, Nepal. With considerable experience and expertise by our side, we stride forward understanding the necessity of human resource in the business of today and tomorrow. The fact that Nepalese workers are sought after labour force is a ubiquitous fact. Our aim is to strengthen this statement to an extent where Nepal's labour power becomes a driving force towards a greater economic accomplishment of an organization.

Today we have thousands of graduates and skilled workers and to equip any company with competent manpower services. This extensive database of capable resumes provides our company with the power to meet labour requirements for any kind of business. Besides providing various kinds of technicians and professional we can provide a large team of personnel or individual workers for any company. At any given time we are ready to cater to human resource demands of any company form any part of the workers even at a very short notice. We work with professionalism and responsibility and are equipped with a capable staff that can provide satisfactory services to all our clients.

While we guarantee enhanced competitive edge to our clients through our unequalled manpower solutions, we concurrently value the career goals of our candidates and ensure they are in the right hands. It was this resolute drive that has established us as a peerless name of the industry.





Mission

To be the preferred foreign recruitment partner in Nepal by providing effective and efficient recruitment. We aim to offer our clients a total recruitment solution that enhances the quality and productivity of their foreign recruitment experience.



Vision

We deliver what we promise and we only promise what we can deliver. We create bonds that stretch across countries and continents. We are committed to growing our global footprint together with our customers. We love solving problems in creative ways with genuinely talented group of people, great thoughts and unique technologies.”

Our expertise and specialties

Data Bank: Our extensive database of capable resumes provides our company with the power to meet human resource requirements for any kind of business.

Cost Effective: we are well known for our cost effective methods of bringing the manpower to your needs making it worth every penny spent.

Hassel Free Recruitment: We maintain a healthy rapport with concerned government offices which allows our valued clients to recruit workers without any hassles.

Service Availability: Our representatives based in Qatar, Saudi Arabia and Malaysia does grant us an opportunity for our available service and assistance within your reach even at a short notice.

Track Record: Our proven track record amongst our clients and overwhelming response from the employers have always motivated us to work harder, more professionally and successfully, hence our mission and vision continues to reach bigger heights of solutions by every time of recruitment.

WE SUPPLY

HOTEL AND CATERING STAFF

Cook (Continental, Chinese, Indian and Arabic)

Asst. Cooks

Waiters

Stewards

Fast Food Crew

Kitchen Helpers

Dishwasher men

Laundrymen

Pressmen

CARPENTRY WORK

Furniture Carpenter

Joinery / Assembler

Shuttering Carpenters

Helpers

AGRICULTURAL & FARMING GROUP

Engineer Landscaping

Engineer Irrigation

Supervisors

Foreman

Gardeners

Farmers

INFORMATION TECHNOLOGY

Computer Engineer

System Administrator

Software Engineers

Programmers

System Analysts

Network Administrators

Data Entry Operators

Computer Operators

Computer Technicians

Database Operators

Data Entry Clerks

SUPER MARKET

Manager

Accountant

Supervisor

Cashier

Storekeeper

Salesman

Computer Operator

Cleaner

AIR CONDITIONING

**(WINDOW TYPE,
SPLIT LEVEL & CENTRAL UNIT)**

HVAC Engineers

HVAC Foreman

HVAC Supervisors

HVAC Technicians

GARMENT & TEXTILE

Pattern Makers

Cutting Masters

Production Manger

Supervisor

Tailors

Checkers, Helpers



WE SUPPLY

SECURITY SECTOR

X - British Army

X- Indian Army

X- Nepalese Army

X- Nepal Police

Watchman

Security Officer

Security Supervisor

Civil Security guard

Body guard & many more

VEHICLE/HEAVY EQUIPMENTS OPERATOR/ AUTO MECHANIC & MAINTENANCE

Light Vehicle Drivers

Car/Van/Mini-Bus Drivers

Heavy Equipment Operators

Truck/Lorry/Trailer/Forklift/Crane Drivers

Motor/Grader/Dozer/Backhoe/Roller Operators

Bull Dozer/Scrapper Operators

Auto Mechanic/ Diesel Machine Mechanics

Heavy Duty Mechanics

Wireless Technicians/Bar Benders

OFFICE PERSONNEL MANAGEMENT GROUP

Office Manager

Asst. Manger

Manager-Marketing, Sales, Administration

Accountants/Cashiers

Secretaries/Store Keepers/Purchasers Clerks/

Typists/ Data entry operators

Office Boys/Tea Boys/Bell Boys

BUILDING STRUCTURE CONSTRUCTION MAINTENANCE

Electricians

Plumbers, Welders, Steel Fixers & Pipe Fitters

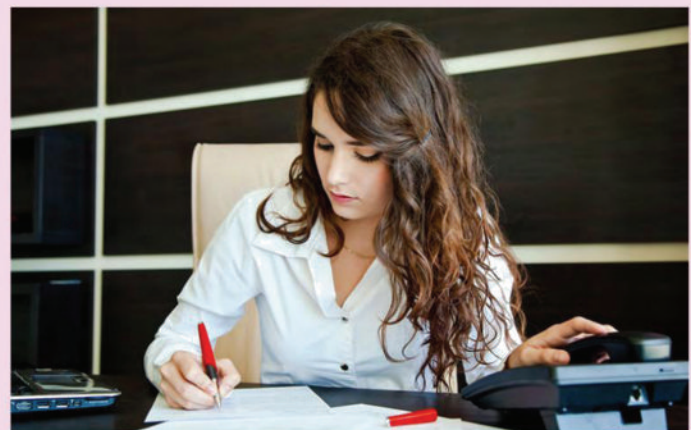
Electronic Technicians

Painters (Spray Wall)

Mason-Construction Helpers

Mason-Brick Layers

Mason-Tiles / Marble Fitters



Documents Required

As per the rules and regulation of the Nepal Ministry of Labour, the following documents duly attested by the concerned authorities are requested from the employers. All the documents must be attested by Chamber of Commerce and the Ministry of Foreign Affairs for the Nepal Embassy.

A. Demand Letter

A formal letter issued by the employer addressing our company with full details of the job categories, number of workers required, monthly salary, contract period, working hours and all other facilities like food, accommodation, medical and air ticket provisions.

B. Power of Attorney

A letter issued by the employer authorizing us to act on behalf of the employer in recruiting the required number of workers and to carry out all necessary formalities related with the respective Embassy and the related agencies of the government of Nepal.

C. Service Agreement

This agreement is made between us and the Employer company on the Employer company's letter head stating clearly and precisely all terms and conditions regarding recruitment of manpower from Nepal.

D. Employment Contract

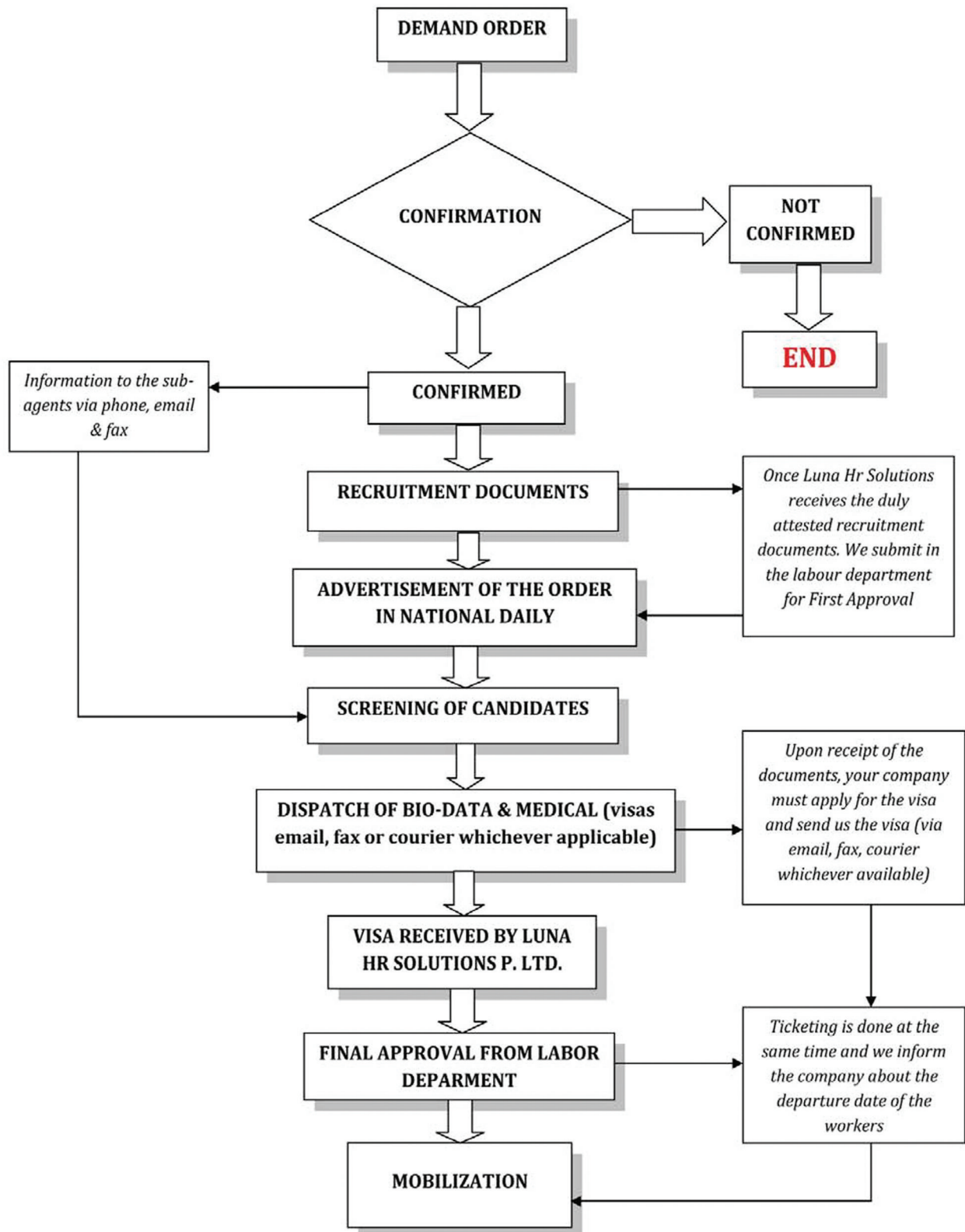
This agreement is made between the company (Employer) and the Employee on the company's letterhead stating clearly and precisely all terms and conditions regarding manpower supply from Nepal.

E. Guarantee Letter

The organization must ensure reasonable casting for the candidates. Hence the Guarantee letter is required.



Service Realiztion Chart





नेपाल सरकार

श्रम तथा यातायात व्यवस्था म

श्रम तथा रोजगार प्रवर्द्धन विभाग

इजाजत नं. १०९९-०६५/०६६

डजाजतपत्र

वैदेशिक रोजगार ऐन २०६४ वैदेशिक रोजगार नियमावली, २०६४ र यस इजाजत पत्रमा लेखिएका शर्तहरूको अधिनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी टिम पोर्त ओभरसिप्प पाउलिने लाई यो इजाजत पत्र जारी गरिएको छ ।

इजाजत जारी गर्ने अधिकारी

नाम : मोहन कृष्ण सापकाँटा

दजां : महानिर्देशक

दस्तखत

मिति



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

बता नं: ५८७८५/०६५/०६६

श्री टिम फोर्स ओभरसिज

प्राइवेट लिमिटेड कंपनी सम्बन्ध २०१५ साल पुष महिना गते
रोज २ मा दाता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१)
बमोजिम यो प्रमाण-पत्र दिइएको छ ।

मिति : २०६५/९/७

Government of Nepal
Ministry of Industry

Office of the Company Registrar

Registration No: 58785/065/066

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s. Team Force Overseas *
Private Limited having incorporated it on the 22 day of Dec 08 pursuant
to sub-section (1) of section 5 of the Companies Act 2006

Date: 2008/12/22

Asst Registrar

शर्त कम्पनी सम्पादनलाई माथ कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नभएनिये हुनाले कानून अनुसार निम्नर्न अनुसार सम्बन्धित बिकासबाट लिएर माथ कम्पनीको उद्देश्य अनुसार कारोबार गर्ने पर्नेछ ।



अधिकार मात्र

नेपाल सरकार

अथ मन्त्रालय
आन्तरिक राजस्व विभाग

स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

आन्तरिक राजस्व कार्यालय
करदाता सेवा कार्यालय

8	0	8	3	4	9	0	4	4
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मिति:	२८	०९	२०१३
मु.अ.कर दर मिति:			

अपनी पत्नी का नाम

सना १९५४ आर सीतमय्य ना नि

अनुराधा का प्रकाश

गार्डभेट लिमिटेड

ठेगाना:

बडा नं ३४, भिमसेन सोला, पुण्यात मार्ग

महानगरपालिका, काठमाडौं

इस प्रकार का रीति-रिवाज

वैदेशिक रोजगार

अतिरिक्त कारोबारहा

क्र.सं.	कार्यवाही काय	ठेकावा	सुर. मिति	कारी मंत्राली वसुधाम
१				
२				
३				

करदाताले पालका गर्जपर्वे कार्यवाहकः

- [illegible]

Legal Documents

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THE ROYAL EMBASSY OF SAUDI ARABIA
CONSULATE SECTION, KATHMANDU

ENTRY CARD

Name: Dharmeshwar Ray / الاسم

Agent: Luna HR Solution / المكتب

No: 799/065/066 / الرقم

Date: 15 JUN 2015 / التاريخ

رئيس القسم القنصلي

الختم

1. This card should be kept safely by the authorized person and will remain the property of the Royal Embassy of Saudi Arabia.
2. This card is valid for two years from the date of issue.
3. If found please contact the concerned manpower agency Tel. No. 00977-1-411.039.9. or the nearest police station.

English/Nepali Translation
Dispatch No. 4342
E-mail: dearmotary@gmail.com

Government of Nepal
Ministry of Industries, Commerce and Supplies
Office of the Company Registrar

Registration No: 58785/065/066

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of incorporation has been issued to **Team Force Overseas Private Limited** having incorporated it on Monday, 22nd day of the month of December of the year 2008 A.D. pursuant to sub – section (1) of section 5 of the Companies Act, 2006.

Date: - December 22, 2008 A.D.

Sd.
Asst. Registrar

Condition:
Since mere registration as a company does not tantamount to granting of a license for implementing the objectives of the company, the business of the company will have to be carried out only after obtaining necessary permit under the laws.

On September 26, 2013 A.D.
As per the Annual Extra-Ordinary Meeting of the company held on May 26, 2013 A.D., it is hereby granted permission as per the decision to fix the name of the company as **Luna HR Solutions Pvt. Ltd.** by changing the name of the former company on condition to take, bear and accept all movable and immovable properties and tax and liability etc. of the former Company by this converted Company.

Sd.
Assistant Registrar
September 26, 2013 A.D.

Signature: Manu Chandra P. Bhattarai
Date: 13/01/2014
Certificate Number of the Notary Public: 130
Date of Expiry of Certificate: 13/01/2014
Seal of the Notary Public

08 JAN 2014

English/Nepali Translation
Dispatch No. 4342
E-mail: dearmotary@gmail.com

Government of Nepal
Ministry of Labour and Transport Management
Labour and Employment Promotion Department
(Seal)

License No.: 799-065/066

LICENCE

This License has been conferred to **M/S. Team Force Overseas PVT. LTD.** permitting it to carry out the business of foreign employment, subject to the Foreign Employment Act, 2064, Foreign Employment Regulation, 2064 and the terms and conditions mentioned in this License.

In accordance to the letter bearing dispatch no. 4965, dated September 26, 2013 A.D. the name has been changed to "**LUNA HR SOLUTIONS PVT. LTD.**"

Sd.
Section Officer

License Issuing Authority's;
Name: Mohan Krishna Sapkota
Designation: Director General
Signature: Sd.
Date: 08 JAN 2014

"This Translation Copy is true and Verified"
Signature: Manu Chandra P. Bhattarai
Date: 13/01/2014
Certificate Number of the Notary Public: 130
Date of Expiry of Certificate: 13/01/2014
Seal of the Notary Public

08 JAN 2014

Government of Nepal
Ministry of Finance
Inland Revenue Department

Permanent Account Number (PAN) Registration Certificate

PAN: 3033590514 Date: 12/01/2009

Internal Revenue Office
Tax Payer Service Office: New Baneshwar

Name of Business: Luna HR Solutions, P. Ltd

Tax Payer Type: Private Limited

Address: Ward No: 34, Bhimsengola, Prayag Marg, Metropolis City, Kathmandu

Business: Overseas Employment

Sd: Illegible Signature of Tax Payer

Sd: Illegible Signature of Tax officer

Details of other Business:

Name of Business	Address	Start on date	Sign of Authority

"This Translation Copy is true and Verified"
NOTARIZED AUTHENTIC TRANSLATION
Translation / Certification / Attestation
Authorized Signature: Manu Chandra P. Bhattarai
Name of Notary Public: Manu Chandra P. Bhattarai
130, No. 43501, Gopabandhu Marg, Kathmandu, Nepal
Office of the Notary Public, Kathmandu, Nepal

130 JAN 2014

Our Clients



Super Enterprise Sdn. Bhd



Kawan food manufacturing Sdn. Bhd



Juken Technology Engineering Sdn. Bhd

Yi Jia Kitchen Sdn. Bhd



Heveaplast (M) Sdn. Bhd



SDP Manufacturing Sdn. Bhd



HK Kitaran Sdn. bhd



PTM Labels Sdn. Bhd



Paperprin Box and Paq Sdn. Bhd



Kumpulan Voir Sdn. Bhd



Toungh Huat Rice (Pahang) Sdn. Bhd



Moonlight Cake House Sdn. Bhd



Pesona Saferay Sdn. Bhd



Wear Safe (Malaysia) Sdn. Bhd



Iam seng plastic industries Sdn. BHD



Altum Precision Sdn. Bhd



YSE Industries Sdn. Bhd



Bando Electronics (Malaysia) Sdn. Bhd



Rishcom Sdn. Bhd



Ceedtec Technology Sdn. Bhd

Star Plastics Industrial Co. Sdn. Bhd



Actor Carton Enterprise (M) Sdn. Bhd



Resintech Sdn. Bhd



Soshin Electronics (M) Sdn. Bhd

Our Clients



Ninestar Image (Malaysia) Sdn. Bhd



WJ Groundwater Limited-QIT Qatar LLC



Aruza Industries Sdn. Bhd



Spanish Center for Natural Marble



Etimaad Qatar LLC



Qatar Building Company



Pro Design



Zeus Trading & Contracting Co WLL



Readymix Qatar (LLC)



My City Engineering Enterprises



Qatar glass industries



Ansab General Contraction Establishment



Irinattech W.L.L



Al-Majal Alarabi group



Right Solution



Shade Corporation Ltd.

RIGHT SOLUTION



Infrastructure and Building Company



Al Prilad



Ainar Cleaning LLC



Al Faisaliyah Contracting L.L.C



AL Bandary Engineering Trad & Contg.



Donrite electro mechanical works LLC



Ismail Bin Ali TRDG. & CONT. C



Technical Trading Company LLC

LUNA HR SOLUTIONS PVT. LTD.



LUNA HR SOLUTIONS Pvt. Ltd.

Manpower Consultant

Bhimsengola-34, Kathmandu, Nepal, Phone No. 00977-4110391, 4110394

Fax No. 00977-1-4110398

License No. 799/065/66

Regd. No. 58785/065/66

Email: lunahrsolutions@gmail.com, Website: WWW.lunahrsolutions.com