



BORDER CROSS
Human Resources Pvt. Ltd.



COMPANY PROFILE ▶



www.bordercross.com.np

MESSAGE FROM CHAIRMAN

Fulfilling Every Aspect of
Your Manpower Need



*D*ear Valued Clients, Business Scholar and all Stakeholders,

Warm Greetings from the land of the Himalayas, Nepal

First and foremost, we extend our sincere thanks and gratitude for showing your interest towards our organization. It is my immense pleasure to introduce ourselves as one of the prominent human resources recruiting agency, carries necessary government accreditation and registration from Nepal Labor Act.

We stand as one of the credible overseas recruitment agency operating in Nepal with dedicated and well trained staffs. Since our dealings are fair, open and honest with nothing hidden, no false promises or claims. We are reliable, trustworthy since we prioritize to bridge up the opportunities and stands for quality services in order to meet client's requirement. We do believe that our updates contributions would create new dimension for the overall providing the employee and assist the organizations to set up further policies to achieve the goals.

Employees are by for the most valued asset of our organization. Border Cross Human Resources Pvt. Ltd. is dedicated in grooming this asset by providing effective manpower solution to overseas companies. Our team of consultants and HR experts fully utilize their experience and expertise to execute the recruitment assignments of our clients. We take great pride that services rendered by Border Cross Human Resources Pvt. Ltd. have been widely appreciated by its clientele. This feedback indeed inspires us to do even better in our field of specialization.

I look forward to working with your esteemed organization in the days to come for mutual benefit.

Once again, I would like to thank you for choosing the Border Cross Human Resources Pvt. Ltd. as your business partner.

Assuring you the safe business with us.

With Best Regards,

KHEM RAJ UPRETY (NISCHAL)
Chairman

OUR BOARD OF DIRECTORS



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ABOUT US

Result-driven Recruitment Expertise

Border Cross Human Resources Pvt. Ltd., A complete solution of human resources, is a renowned employment recruitment service agency that supply Nepalese skilled, semi-skilled and unskilled manpower to the national & international market. The company registered companies Act 2006 under the government of Nepal, our company registration no. 1588/079/80. The company is well managed by top level professionals who did specialisation in human resources management and having experience in the field of personal management and having experience in the field of personnel management. Most of the recruitment officers are experience in foreign employment service. The company has efficient and capable staffs for recruiting the human resources demand. The work force is always willing to help the individuals requesting for information about the human resources available in the country as well as to provide job descriptions to the applicants.

The main objective of launched of the company is providing all kinds of work force to the countries in need, like helping the country reducing their unemployment rate and inducing foreign currency inflow. The company supply of hard working, loyal, trustworthy and dependable Nepalese youths. The company handle others activities like hotel training, driving, house wiring, tailoring, etc., our company maintains an up to date data bank of potential candidates with full in formation on his skill, tradeable and experience and advertising allows other to compete for the post too. The final interviews for short listed workers after pre-screening can be conducted by the employer or his representative or by this company basis not racial, secretarial or considered action. Our orgaization is confident that the personnel selected by the selection committee will fulfill the employers need and earn reputation and appreciation from the employer, Border Cross HR screens the short listed workers by pre-interview. Expenses our intense desire to assist you to find the most competent human resources from Nepal and tailor your requirement to perfection.



COMPANY PROFILE

Company Name	Border Cross Human Resources Pvt. Ltd.
License Number	1588 079 080
Contact No.	+977-1-5915383
Contact No. (Whatsapp)	+977-9851126470
Address	Balaju-16 Kathmandu Nepal
E-Mail	bordercross1588@gmail.com
Function Area	International Business Operations Marketing Liaison
Global Network	Malaysia UAE Qatar Bahrain KSA Oman Kuwait Bangladesh
Motto	Building The Better Future
URL	www.bordercross.com.np

ABOUT NEPAL



Mt. Everest
8848sq.km

Nepal is an enchanting kingdom, nestled in the Himalayas between China and India. For a small territory, the country boasts an uncommonly diverse terrain, including eight of the world's top 10 highest mountains. Nepali folklore is often illustrated in dance and music and the people are open to sharing their traditions. Although tourism is steadily increasing, Nepal's remote location has kept the culture widely unaffected from outside influences..

Hindu and Buddhist traditions in Nepal go back more than two millennia. In Lumbini, Buddha was born, and Pashupatinath temple, Kathmandu, is an old and famous Shiva temple of Hindus. Nepal has several other temples and Buddhist monasteries, as well as places of worship of other religious groups. Traditionally, Nepalese philosophical thoughts are ingrained with the Hindu and Buddhist philosophical ethos and traditions, which include elements of Kashmir Shaivism, Nyingma school of Tibetan Buddhism, works of Karmacharyas of Bhaktapur, and tantric traditions. Tantric traditions are deep rooted in Nepal, including the practice of animal sacrifices. Five types of animals, always male, are considered acceptable for sacrifice: water buffalo, goats, sheep, chickens, and ducks. Cows are very sacred animals and are never considered acceptable for sacrifice.

Nepal Sumpada Sangha (Nepal Heritage Society) has compiled an inventory of 1,262 significant architectural and archeological sites in Nepal outside Kathmandu Valley.

Nepali, written in Devanagari script, is the official national language and serves as lingua franca among Nepalese ethno-linguistic groups. Maithili language that was originated in Mithila region of Nepal is the de facto official language of Nepal and Madhesh as a whole. Maithili is spoken in Nepal as a second language. Extinct languages of Nepal include Kusunda, Madhesiya and Waling.



VISION, MISSION & OBJECTIVES

We See, We Plan,
We Work and We Achieve ►



To assist qualified and talented Nepalese nationals to realize their full professional and personal aspirations by providing opportunities with professional employers who will value their skills and competence.



Our mission is to provide our clients and candidates with the excellent recruitment services based on mutual trust and the highest professional standards driven by quality and cost consciousness.



We are dedicated to provide well-experienced & skillful manpower to the client companies around the globe in addition, dedicated to utilize the skill & experience of the people for their betterment.

OUR CORE VALUES

Excellence in all forms is the bedrock of our organization that rests on these four strong pillars :

INTEGRITY

Every employee is held accountable for their actions and decisions and is expected to follow the highest standards of ethical behaviour while interacting with both the clients and the candidates. Our team is empowered to provide recruitment services with absolute honesty, transparency, consistency and without any prejudices.

QUALITY

We are inspired by our tagline - *"Your Recruitment Partner"* . We provide high quality CV's to our clients, we follow a rigorous short-listing, and candidate vetting process. This ensures that minimum efforts are spent by our clients in closing the positions in timely and cost - effective manner.

INNOVATE & IMPROVEMENT

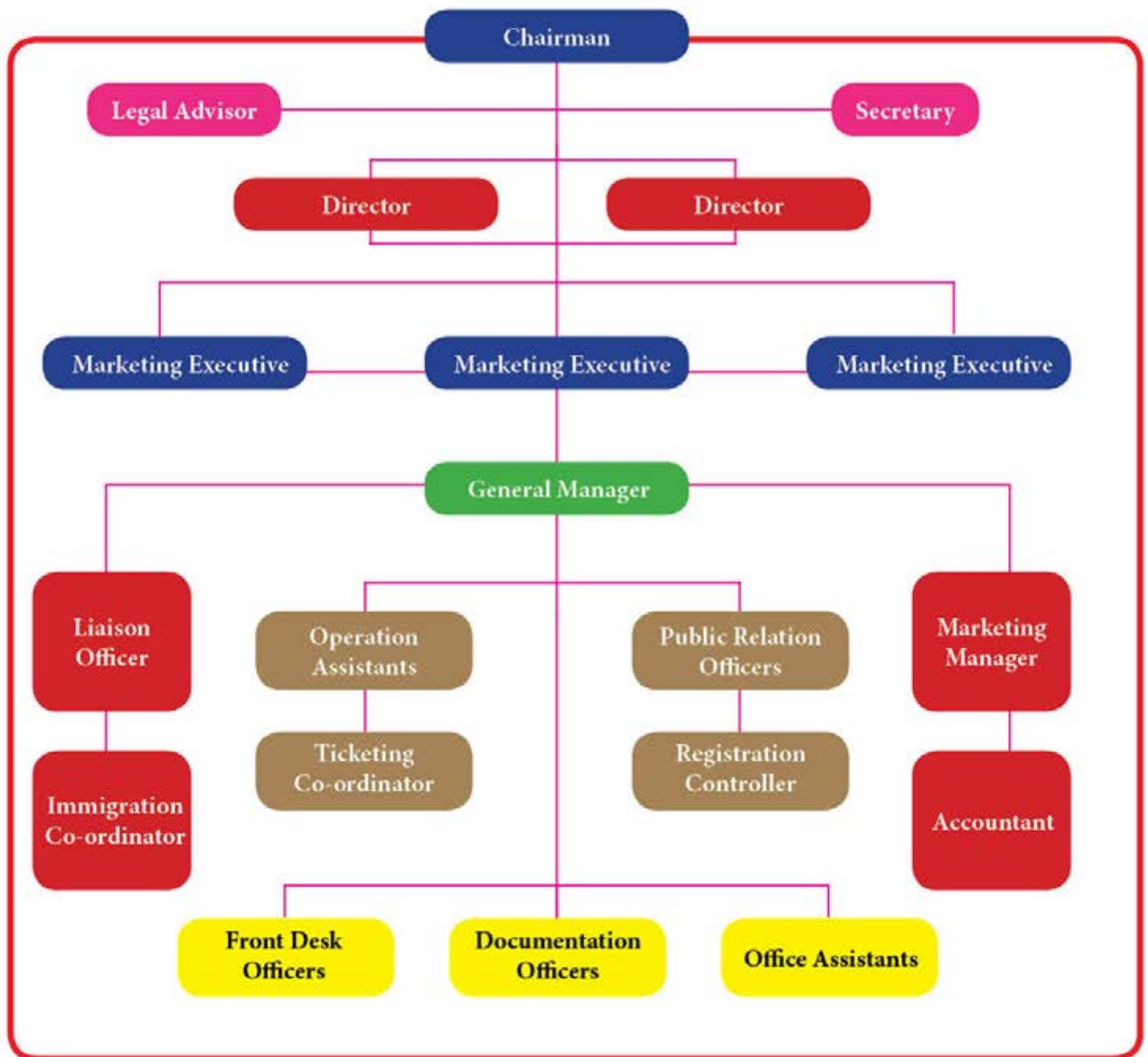
Innovation & Improvement are key qualities that we encourage. It enable us to be creative in skill search and offer the best - suitable customized solutions to our clients. This opens a window for creativity and high performance. We embrace change and always look to improve what we do and how we do it.

PARTNERSHIP

We understand the critical role played by Human Resources in creating successful organization. We work as partner to our client's company and provide them efficient candidates who will help them achieve their organizational goals. Hence, we partner with organizations to fulfill their manpower requirements with the best possible candidates in a time - bound and cost - effective manner.

OUR ORGANIZATION TEAM

Teamwork Makes The
Dream Work ►



SERVICE CATEGORIES

HIGH PROFILE

- Engineering Group
- Civil Engineers
- Meteorological Engineers
- Surveyors
- Doctor & Nurses



AC ELECTRICIANS

- Wireless Technician
- Bar Bender
- Cable Janitor
- A/C Electrician
- Wireless Technician



OFFICE PERSONNEL MANAGEMENT GROUP

- Office Manager
- Asst. Manager
- Accountant, Cashier
- Secretary, Store Keeper purchasers
- Clerk, Typist
- Computer Operator
- Salesman, Operator
- Salesman, Office Boy
- Tea Boy
- Manager-Marketing, Sales, Admin



BUILDING STRUCTURE CONSTRUCTION, CONTRACTING & FARMING GROUP

- Carpenters (Shuttering/Finishing)
- Masons- Foreman
- Masons-Construction Helper
- Masons- Tile/ Marble Fixer
- Masons- Brick Layer
- Painter (wall spray)
- Plumber, Welder, Steel Fixer, Pipe Fitter
- Electrician/ Foreman
- Technical Supervisor
- Farmer, Agriculture Labors
- Construction Labors & Cleaners



GARMENTS & TEXTILE GROUP

- | | |
|----------------------|-----------|
| • Patron Maker | • Tailors |
| • Cutting Master | • Checker |
| • Production Manager | • Helpers |
| • Supervisor | |

SERVICE CATEGORIES

HOTEL & CATERING STAFF GROUP

- Manager, Asst. Manager
- Executive Officer
- Public Relation officer Restaurant Captain
- Chefs
- Cooks (Continental, Chinese and Indian)
- Supervisor
- Waiters, Stewards
- Fast Food Crew
- Food & Beverage Controller
- Food & Beverage Manager
- Sales & marketing
- Accountant, Cashier
- Bakers/Helpers
- Barman
- Janitors, watchman
- Laundry Man / Laundry foreman
- Service man
- Security officer
- House Keeper, Room Maker, Dishwasher
- Cleaning Labor, Kitchen Helper
- Trolley Helper
- Bell Boy
- Security Guard.



VEHICLE/HEAVY EQUIPMENT OPERATOR

- Light/Heavy Vehicle - Operator/Driver
- Car/Van/Minibus
- Heavy Equipment Operator
- Truck/Lorry/Trailer/forklift/Crane
- Motor/Grader/Dozer/Backhoe/Roller
- Bulldozer /Scraper Operators
- Auto Mechanic
- Diesel Machine Mechanic
- Heavy Duty mechanic
- Oilman/Lubricants
- Taxi Driver

SUPERMARKETS

- Salesmen
- Check out Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners
- Store Keepers

HOSPITALS

- Medical Doctors
- Consultants
- Nurses
- Lab Technicians
- Pharmacists
- All Hospital Staff

AGRICULTURE

- Veterinary Doctor
- Food Engineer
- Livestock feedlot Operator
- Quality assurance
- Farmer
- Milker

TERMS & CONDITIONS

1. The first Party shall issue a Demand Letter to the Second Party mentioning the number of workers requirement, rate of their salary and other service.
2. Both parties should provide free employment services to the deserving candidates including free visa & free tickets
3. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per rules of both countries in regard to the conditions necessary to import and supply. In case of any conflict between government rule and the conditions of this contract, this deed of agreement shall be deemed as Null and void.
4. The first party shall provide with Visa/NOC work permits of the workers from the government authority, together with other necessary relevant documents. Incase of not issuance of visa due to any changes in Government policies, the first party shall be responsible for the recruitment experience.
5. The earning of the worker per month shall be as per the attached Demand letter shown against each category.
6. The Second Party shall make sure that all workers recommended for the first party are examined by an Employer of the (G.C.C.) Nepalese doctor to appoint them by Employer of the concerted government. The candidates must possess a valid certificate to the effect of the fitness such as AIDS, T.B. and infectious or any other diseases.
The second party will submit original medical along with passport copy.
7. The First Party will be responsible for receiving the workers at the airport in part and as whole as per validity of Visa of the concerned country.
8. The second party is the supplier of the workers and will bear the responsibility for recruitment of the workers from Nepal exactly as per trade or may invite the first party or its authorized representative for recruitment of the workers within the stipulated period and not exceeding 45 days from the receipt of visa advice and other allied required documents.
9. The First Party agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to Nepal as per the labors law of country concerned.
10. There will be three months probationary period for all workers; after completion of this period, if any worker is found unfit or unsuitable for the specific job, the worker may be terminated and repatriated at his own cost and the cost will be borne by the Second Party.
11. The workers will be inter-viewed, tested by representative of the employer.
12. The Second Party shall assist the workers in matters relating to immigration formalities, medical test and Visa stamping from the relevant Embassy and whatever other relevant matters.
13. The First Party ensures to provide the workers with free bachelor sharing accommodation, free, food and other necessary amenities, including medical and insurance coverage.
14. The First Party agrees to enter into agreement with Second Party to supply Nepalese manpower of different categories such as skilled, semiskilled and unskilled workers, the number and qualification in respect there of are be specified by the first party through task orders.
15. The First Party agrees to advise to the Second Party of its personnel requirement from Nepal through cable, telex or letter, specifying personnel requirements, their respective job descriptions, salaries, other terms and conditions and the desired mobilization dated on the respective site.
16. The Second Party shall be responsible for short of qualified candidates in conformity with the first party's requirements notified under clause 2 above. The second party notify the first party of such short-listed qualified candidates who are ready for final interview and selection. The first party has the right to either send his representatives or give the second party the right select, process and send such qualified workers at the second party's full guarantee.

DOCUMENTS REQUIRED

Demand Letter

Addressed to **BORDER CROSS HUMAN RESOURCES PVT. LTD.**, mentioning numbers of workers required in each categories with monthly salaries, period of contract, duty hours, food, accommodation, medical facilities, insurance, air passage and all other benefits to the workers.

Power of Attorney

Authorizing **BORDER CROSS HUMAN RESOURCES PVT. LTD.**, to carry on the recruitment of Nepalese manpower, including meeting up all the necessary formalities as regards to arrange for an interview and trade test sign all necessary documents and employment contracts required by the laws of Nepal, to arrange for passports and for visa endorsement from the respective embassies and to make arrangement for the workers passage to the country of employment.

Guarantee Letter

Guarantee on behalf the employer company stating that the worker will be working in the employing country only. This letter must be attested by the Embassy of Nepal.

Letter of Authority

Addressed to the Consulate General of the concerned embassies, intimating them that the **BORDER CROSS HUMAN RESOURCES PVT. LTD.**, is their appointed and bona fide manpower recruiting agent fully authorized to deal with all visa matters, submission and delivery, with the said Embassy, mentioning the visa number and the date of issue etc., in the Letter.

Inter Party Agreement

Inter-party Agreement between Employer and **BORDER CROSS HUMAN RESOURCES PVT. LTD.**,

Employment Agreement

Address to **BORDER CROSS HUMAN RESOURCES PVT. LTD.**, should execute an Employment Agreement between employer and employee, stating fully and precisely the terms and conditions regarding demand and supply of manpower from Nepal. This agreement must be signed by both parties towards acceptance of stated terms to execution of the recruitment procedure.

Note:

This Demand letter / Power of Attorney must be duly endorsement by the Ministry of Foreign Affairs and Chamber of Commerce and finally attested by the Nepalese Embassy existing in the country of employment & Letter of Authority / Inter Party Agreement / Employment Agreement / Guarantee Letter must be attested by the Nepalese Embassy.sage and all other benefits to the workers.

RECRUITMENT PROCEDURE

Process	Description	Timeline
Application Sourcing	Starts after receiving demand letters from the client and selection criteria are determined.	1 Day
Pre-permission	Obtained from Department of Foreign Employment after receiving Demand letters verified from the Embassy of Nepal.	1 Day
Advertisement	Published in National Daily Newspaper.	7 Days
Selection	Assessment against the criteria like manual / online interview, trade test, profile selection, physical selection.	1 Day
Passport Collection	After selected candidates clear medical tests and police clearance.	7 Days
Visa Application	Process varies based on the visa rules of destination country.	3 Days
Final Approval	Obtained from Department of Foreign Employment after visas are issued.	3 Days
Ticket Bookings	After getting exit permit from DOFE and travel dates determined by clients.	25 Days
Deployment		

* Recruitment timeline is subject to change based on criteria & Country of Employment.

OUR VALUABLE CLIENTS

				 الراشد - آبه بيتونج ALRASHID - ABETONG
				 أجمال الفراد Ajmal Alfrad
		 بيتزا زين pizza zain		
			 شركة المقاولات العامة SANA FOR CONTRACTING	
 The Distinct Contract Co. DEAL IS DEAL			 中国能建 ENERGY CHINA	
		 ISAR KASSAB & PARTNERS FOR CONSTRUCTION & MAINTENANCE CO. LTD.		 السبحان AL SADHAN
 الموارد للاستقدام Al Mawarid manpower		 كودو Kudu		 ناقل NAQEL
 MAISON DE QUALITÉ FONDÉE EN 1889	 سراكو SRACO	 بنده Pando	 سراكو SRACO	 dipndip
 الشرقية للاستقدام Eastern Recruitment	 إمداد emdad		 الصايغ	 شركة الموارد للاستقدام Al Mawarid Recruitment Co.

COMPANY CERTIFICATES



नेपाल सरकार
श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय
वैदेशिक रोजगार विभाग

इजाजतपत्र नं. १५८८/७५०८०

इजाजत पत्र

मिति: २०६८-०५-२०

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी बोर्ड कन्सल्टेन्स रिमोस प्रा. लि. लाई यो इजाजत पत्र दिइएको छ ।

इजाजतपत्र जारी गर्ने अधिकारीको
 दस्तखत: [Signature]
 नाम: सुभाषकान्त उपाध्याय
 इनाम: ग्रहानिर्देशक
 मिति: २०६८-०५-२०

	नेपाल सरकार वुलायत मन्त्रालय कम्पनी रजिष्ट्रारको कार्यालय काठमाडौं दरभारा प्रमाण - पत्र
	दातृ नं: १८५१२७५६३५७५५
श्री धीरेन्द्र प्रसाद हनुमान रिजाल	
मागको प्रमाणित डिप्लोमा कम्पनी होम्बन्त २५७३ साल चैत्र महिना ०३ गते रोज ५ मा दातृ अफको हुनाले कम्पनी रोज, २५७३ को रुपमा न को उपपदान (१) बमोजिम को प्रमाण-पत्र दिइएको छ ।	
दि. २५७३-०२-०३	Government of Nepal Ministry of Industry Office of the Company Registrar Registration No: 165527073/074 CERTIFICATE OF INCORPORATION OF COMPANY This Certificate of Incorporation has been issued to Mr. Borden Chandra Humana Resonance Private Limited having been provided to us the 15 day of March, 2017 pursuant to sub-section (7) of section 6 of the Companies Act, 2066. Date: 2017-03-16 Amt. Registrar

[illegible]



Distributed by:
Nepal Notary Public Council
S.N. 2020846

Government of Nepal

Ministry of Labour, Employment and Social Security
Department of Foreign Employment



Licence No. 1588/079/060

Date: January 04, 2023

LICENCE

This Licence has been issued to the **BORDER CROSS HUMAN RESOURCES PVT. LTD.**, authorising to operate Foreign Employment Services subject to the Foreign Employment Act, 2064 B.S. (2007 A.D.) and Regulation 2064 B.S. (2007 A.D.) and the terms and conditions mentioned in this licence.

Issuing authority
Name: Umakanta Acharya
Designation: For Director General
Signature: Sd.
Date: January 04, 2023



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Government of Nepal
Ministry of Industry, Commerce and Supply
Office of the Company Registrar
(Official Seal)

Registration No.: 165527/073/074

CERTIFICATE OF INCORPORATION OF COMPANY

This certificate of incorporation has been issued to M/s **Border Cross Human Resource Private Limited** having incorporated it on Thursday, 16 day of March, 2017, pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006.

Date: March 16, 2017

(Signed)
Asst. Registrar

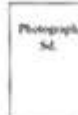
Tagline: The business to put the objectives of the Company should be carried out only after obtaining permission from the concerned body. If it is required to be obtained in accordance with the law, because the registration of the Company shall not be deemed to have also been granted license for implementation of the objectives.



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S.N. 2020815



Government of Nepal
Ministry of Finance
Department of Inland Revenue
(Official seal)



Permanent Account Number (PAN) Registration Certificate

Income tax: 21 03 2023
Day Month Year

PAN: 605980178

Office of Inland Revenue: BRO, Balaju

Name of Business: **Border Cross Human Resource Pvt. Ltd.**
Type of Taxpayer: **Private Limited**
Address: **Ward No. 16, Machhapokhari
Metropolitan, Kathmandu
Kathmandu**

Business Activities: **Activities of Providing Employment Agency.**

Sd. September 22, 2022
Tax Payer's signature Sd. Signature of Tax Officer

Decision to be obtained by the taxpayer:

- Bill and stamp shall be compulsorily issued at the time of transaction.
- A person who is going to be registered in VAT shall submit the statement of VAT and pay amount of VAT within 15 days after receipt of every tax period in any month or every two month or every four month.
- A person who is carrying on the business subject to excise duty, shall submit excise statement and pay amount of excise duty within 15 days after expiry of every month unless the management has been granted otherwise.
- The return of every financial year shall be submitted by that taxpayer.
- If the return is not submitted and amount of tax is not paid within the period and tax shall be imposed.
- This certificate shall be displayed at the place of transaction or office in prominent position to all.
- Please keep copies with the office if there is any petition.





BORDER CROSS

Human Resources Pvt. Ltd.

License No.: 1588/079/080

Balaju-16, Kathmandu, Nepal

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E-mail : bordercross1588@gmail.com

www.bordercross.com.np

