



# Y.K. MANPOWER AGENCY PVT. LTD.

"An Ethical & Responsible  
Recruitment Agency"



COMPANY  
**PROFILE**



# Chairman Message

Y.K. Manpower Agency is not just limited to manage and optimally exploit human intellect. It also focuses on managing physical and emotional capital of employees. Considering the intricacies involved, the scope of YK is widening with every passing day. It covers but is not limited to HR planning, hiring (recruitment and selection), training and development, payroll management, rewards and recognitions, Industrial relations, grievance handling, legal procedures etc. In other words, we can say that it's about developing and managing harmonious relationships at workplace and striking a balance between organizational goals and individual goals. The scope of Manpower Agency YK is extensive and farreaching.

The main aim is to safeguarding the interest of employees by securing the highest level of understanding to the extent that does not leave a negative impact on organization. It is about establishing, growing and promoting industrial democracy to safeguard the interests of both employees and management.

**Yagya Prasad Kunwar**  
**(Yogendra Kunwar)**

Chairman





## Vision & Mission

The main mission of "Y.K. Manpower Agency Pvt. Ltd." is to understand the trend of human resources requirement in the international market and generate potential manpower and supply worldwide, hence uplifting the economic status of the nation.

We declare ourselves not only just as a profit making body, but also as a socially responsible organization. We are the jobs people. The employment agency matches millions of people millions of jobs, every day, across the world. We have been doing it successfully for some years. We can help you too!

The cost of finding a good labor is rising these days. It has become such a time consuming work too. We here at Welcome to Y.K. Manpower Agency Pvt. Ltd., can help you with these frustrations by finding you the most qualified/experienced people to work for your company so you can finish the task with less stress and in less time.

We value Sustenance of the following:

- Having a long term relationship with our clients and candidates.
- Our clients and our candidates are the most valued capital to us.

We, at Y.K. Manpower Agency Pvt. Ltd, take this opportunity to offer you our services, to help facilitate your current manpower requirements with our experience & expertise.



## Quality Policy

We, Y.K. Manpower Agency Pvt. Ltd. are committed to supply manpower in the time for clients in Malaysia. We focus to deliver guaranteed quality service on your demanding deadlines and to work with integrity, honesty and transparency to meet your expectations. We always believe in working together continual improvement by exploring new market, achieving customer satisfaction, building highly professional human resources and risk based thinking.



# Direct Hiring (PEA) Nepal

## Choose Your Ethical Recruitment Partner In Nepal



Committed for Responsible Business Alliance (RBA),(BSCI, SEDEX) Compliance Companies in Malaysia



Hiring Fair



No Juvenile Workers



Training/Learning



Safety First  
Work Safely



No to Human Trafficking



Zero Recruitment Fee



No bond labour



No force labour





## OUR SLOGAN/PRINCIPLE

- A process of hiring workers that will be based on transparency and fairness, upholding honesty, responsibility, respect and trust
- Fair Hiring process.
- No Bond labor.
- Zero recruitment fee.
- No Harassments & Abuse
- No juvenile workers.
- No corruption. Fair Business Practice
- Every Worker must obey the law/rules & regulations of sending country.
- Every Worker must obey the law/rules & regulations of receiving country.
- Every worker should sign their Employment contracts before arriving in receiving country.
- Every workers should able to read understand the contract which will be translated in native language also we vmake sure all candidates read and understand fully
- Worker's safety first.
- We abolish human trafficking / No fake promises.
- No falsification on any kind of Workers & Agency documentations.
- Respect all workers
- No hidden cost
- Always practice "Ethical Recruitment" policy while doing recruitment.

## Our commitments to employers

# WHY WE ?

- Free orientation class will be provided to our new arrival workers in Factory, our representative / interpreter will be visiting in the factory to assist for orientation classes among workers.
- Time to time in factory when need arise, We will educate workers about Health, safety, working condition/living condition in Hostel / Malaysian law, discipline & Fire drill etc.
- If incase of our workers run away within period of 3 month upon arrive in factory, the remain months of workers levy will be borne by us.
- We will visit time to time to meet & greet our workers, motivate them & encourage them whenever they feel home sick or depress. We will come time to time if there is any disciplinary issue arise in workers Hostel to educate & train them.
- Before Departure we arrange pre departure orientation classes to our candidates in our Nepal office whereby we educate them about working condition, health & safety issues, social responsibility, pursue Malaysian law, discipline, termination, company code of conduct, Hostel rules & regulation & many more.
- Upon receiving of calling visa in hand, workers can fly in Malaysia within min 9 days max 15 days.
- If workers failed in FOMEMA (Medical check), we assist to replace new workers immediately (Terms & Conditions Apply).
- If the need arise we will assist Employer to guide & submit for KDN approval / submission of calling visa/Transportation for Airport pickup, workers Insurance & yearly visa renewable. Our hiring practice will be based on "ETHICAL RECRUITMENT " Policy & its CoC .
- Flexible Payment Facility (Upon arrival of the workers in Malaysia, Employers can pay our agency
- We will guarantee, No recruitment fee will be collected from our candidates. Upon arrival of candidates in Malaysia, if incase employers find out any of our candidates has been paid any recruitment fee to any of their representative, or Leaders in Nepal without our knowledge, we will investigate fairly with candidates & their representative on any recruitment fees involved, if the need arise our agency will reimburse back all the amount to workers immediately if they have paid any amount.



# Recruitment Strategy

## For EICC (RBA) Compliance Companies

Referral from the Workers who are working in same company in Malaysia, we have our marketing staff who visit the factory /Hostel & aware them about company Vacancy on going about recruiting workers from Nepal. These existing Workers will recommend us their siblings, Relatives & families, who are located in different part of Nepal, they request their peoples directly to visit our Recruitment Agency without taking any kind of help from local sub agent or village leaders, & submit their passport & bio data for further process in our office in Nepal.

Our marketing staffs that are also located in Malaysia, will collect all the information of candidates who are interested for Job whereby residing in Nepal & call them to aware of Job vacancy/terms conditions/ company requirements & zero recruitment fee.

\*(NO SUB AGENT or LEADERS INVOLVED)





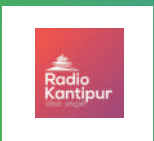


## Recruitment Strategy

### Advertising in Nation Newspaper/ Local FM & Social Media

We advertise in National newspapers & local FM about job vacancy in Nepal & clearly indicated that the recruitment fee will be zero. We only encourage to the candidates to come directly to apply for job & we discourage agents /subagents or their Leaders not to participate on this recruitments process. We promote Job vacancy via social Media to reach out direct with candidates.

**\*(NO SUB AGENT or LEADERS INVOLVED)**







# Our Managing Director giving free orientation / Health & Safety classes in different factory in Malaysia







## Company Presentation Before Interview



## Fire Safety Awareness & Drill









# Legal Documents

Identified by:  
Nepal Notary Public Council  
S.N. 5066790

Government of Nepal  
Ministry of Labor and Employment  
**Department of Foreign Employment**  
(Seal)

License No: 1439/074/075 Date: 09 Mar. 2018

**LICENSE**

This License has been issued to the M/s Y. K. Manpower Agency Pvt. Ltd., authorizing to operate the business of Foreign Employment subject to the Foreign Employment Act, 2064 B.S. (2007 A.D.) and Foreign Employment Regulation, 2064 B.S. (2007 A.D.).

The replica has been provided by cancelling old license at department.

79 Jan 2022  
Tribhuvan Thapali  
Section Officer

Issuing authority  
Signature: Sd.  
Name: Bhuvan Prasad Acharya  
Designation: Director General  
Date: 09 Mar. 2018

15 AUG 2018

Government of Nepal  
Ministry of Finance  
**Department of Inland Revenue**  
(Official Seal)

Permanent Account Number (PAN) Registration Certificate

Registration Date: 01/02/2018  
Date: 01/02/2018  
Day Month Year

PAN: 606794231  
Office of Inland Revenue: Bhatipatti

Name of Taxpayer: Y.K. Manpower Agency Pvt. Ltd.  
Type of Taxpayer: Private Limited  
Address: Ward No. 08, Pingalasthan  
Metropolitan City: Kathmandu  
Kathmandu  
Business Activities: Foreign Employment.

Signature of Taxpayer: Sd. Tax Officer

**Duties to be fulfilled by the taxpayer:**

- All and interest shall be satisfactorily paid at the time of transaction.
- A person who is engaged to be employed in V.A.E. shall submit the statement of V.A.E. and per amount of V.A.E. within 27 days after expiry of every six period every month so as to be ready every four months.
- A person who is carrying on the business collect to receive duty, shall submit monthly statement and per amount of tax due within 27 days after expiry of every month unless the arrangement has been made otherwise.
- Tax return of every fiscal year shall be submitted by MCA Online.
- If Tax return is not submitted and amount of tax is not paid in time, the interest and fine shall be imposed.
- This certificate shall be deposited at the place of transaction or office to meet any purpose to all.
- Please keep contact with this office if there is any confusion.

11 DEC 2019

Identified by:  
Nepal Notary Public Council  
S.N. 5066789

Date of Renewal	Date of Validity of Renewal	Renewal Fee	Additional Renewal Fee	Signature of Renewal authority
15 <sup>th</sup> Jul. 2024	Up to Mid July 2027	30,000.00		Sd. Section Officer

**Terms:**

- No work shall be carried out by opening branch office without obtaining approval.
- No work shall be done through agent.
- No worker shall be sent on any condition to other country except in than the permitted countries.
- Directions issued from time to time by Nepal Government shall be followed in addition to the provisions mentioned in prevailing acts and rules.

15 AUG 2018

Identified by:  
Nepal Notary Public Council  
S.N. 686104

Nepali/English Translation  
Regd. No. 23425

Government of Nepal  
Ministry of Finance  
Department of Inland Revenue, Bhatipatti  
(Related with Rule 26 of Income Tax Regulation 2059 B.S.)  
Office Seal Affixed

Letter Number: 2078/079  
Referral Number: 1531  
No. 783177861

This details is verified on 12th December 2021 A.D.  
Date: 28 December 2021 A.D.

**Subject: Tax Clearance Certificate.**

M/s Y.K. Manpower Agency Pvt. Ltd.  
2, Kathmandu.  
Permanent Account No. 606794231

This Tax Clearance Certificate is provided to you registered under this office based on income tax along with the following income detail of F.Y. 2020/21 submitted by you 27 December 2021 A.D. to this Office.

Income Detail Submission Date	Total (Transaction) Amount Rs.	Income Taxable Income Rs.	Submitted Tax Amount Rs.
27 December 2021 A.D.	0.00	0.00	0.00

(Tax Officer)

Note: This certificate is provided on the basis of the detail declared by the firm/industry/company/organization. This is hereby informed that if the declared detail is different then the amended tax shall be determined in pursuant to the Section 101 of Income Tax Act, 2058 B.S.

Translated by Advocate/Notary Public - Tika Karki  
Contact No: 9841321391 E-mail: notary@ykm.com.np

15 AUG 2018

नेपाल सरकार  
शान तथा रोजगार विभाग  
**वैदेशिक रोजगार विभाग**  
इजाजत पत्र

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार विनियमको, २०६४ को अन्तर्गत रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने पत्र।

२०७२/०७/१५

वैदेशिक रोजगारीको विवरण	वैदेशिक रोजगारीको विवरण	वैदेशिक रोजगारीको विवरण	वैदेशिक रोजगारीको विवरण	वैदेशिक रोजगारीको विवरण
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**नोटहरू:**

- वैदेशिक रोजगारीको विवरण सही रूपमा भर्नुपर्नेछ।
- वैदेशिक रोजगारीको विवरण सही रूपमा भर्नुपर्नेछ।
- वैदेशिक रोजगारीको विवरण सही रूपमा भर्नुपर्नेछ।
- वैदेशिक रोजगारीको विवरण सही रूपमा भर्नुपर्नेछ।





# Legal Documents

S.No. 682 Schedule-2

Government of Nepal  
**Ministry of Labour, Employment and Social Security**  
Department of Foreign Employment  
Kathmandu, Nepal




**AUTHORITY CERTIFICATE FOR  
SENDING TRAINEE WORKERS TO JAPAN**



It is certified that Y.K. MANPOWER AGENCY Pvt. Ltd......Company Licence No. 1439/074/75.....  
situated in KATHMANDU, NEPAL..... 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 **31<sup>st</sup> July** days of its expiry.

Name: Pradeep Kumar Dhakal  
Issue Date: Section Officer

  
2023.5.9  
Pradeep Kumar Dhakal  
Section Officer  
Authorized Signature

## RENEWAL RECORD

S.N.	Date	Renewed up to	Signature of the official
1.	03 May 2023	31 Jan. 2024	 Pradeep Kumar Dhakal Section Officer
2.	31 Jan 2024	31 Jan 2025	 2024.01.19 Section Officer
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

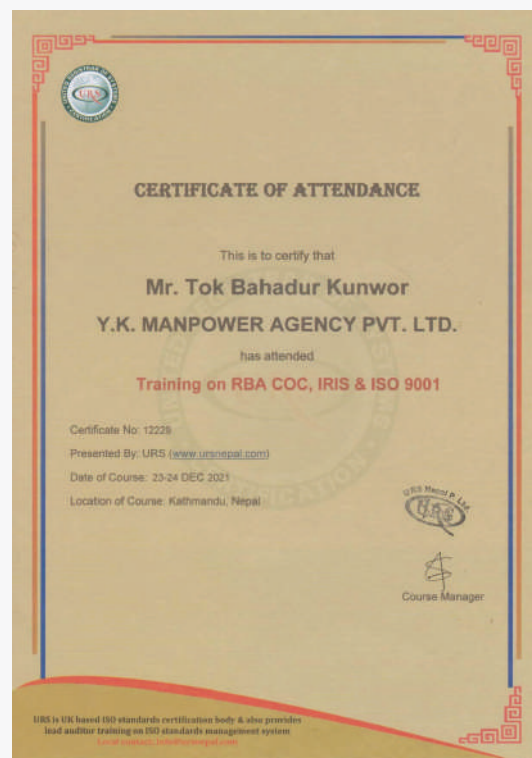
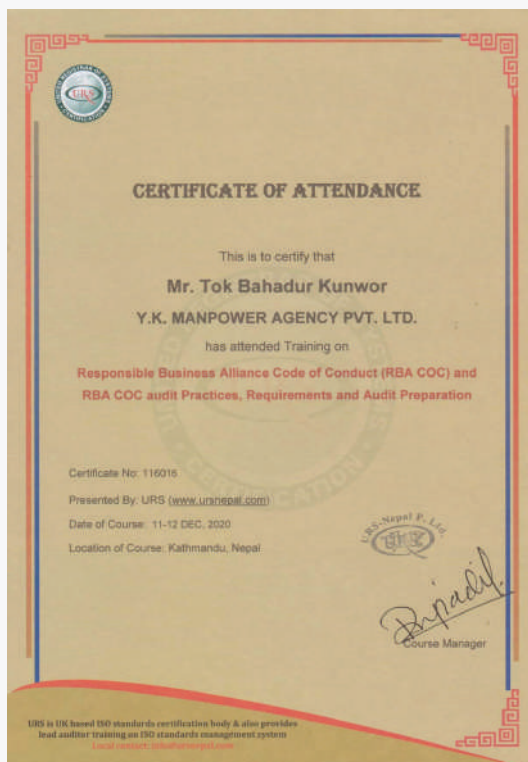


# Our Certification

## Nepal Office Certification from ISO 9001:2015



## Developing Professionalism for Ethical Recruitment





## Our Certification

### Developing Professionalism for Ethical Recruitment







# Our Certification

## Developing Professionalism for Ethical Recruitment





# Our Certification

Developing Professionalism Y.K. Manpower Agency Pvt. Ltd.  
"Eliminating Forced Labour Via Ethical Recruitment"



**University of Nottingham**  
UK | CHINA | MALAYSIA  
School of Politics, History, and International Relations

**Enhancement of Manufacturing and Oil Palm Third-Party Audits Compliance and Due Diligence with Certification Bodies**  
*Certificate of Participation*

**Prakash Poudel**

Thank you for participating in the training for "Eliminating Forced Labour via Ethical Recruitment Framework in Malaysian Industries" on 29th November 2021

*Dr. Karma Tashi Choedron*  
Dr. Karma Tashi Choedron, Project Lead

10/02/2022  
Date

A project funded by the Foreign, Commonwealth and Development Office, UK




**University of Nottingham**  
UK | CHINA | MALAYSIA  
School of Politics, History, and International Relations

**Enhancement of Manufacturing and Oil Palm Third-Party Audits Compliance and Due Diligence with Certification Bodies**  
*Certificate of Participation*

**Yagya Prasad Kunwar**

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*Dr. Karma Tashi Choedron*  
Dr. Karma Tashi Choedron, Project Lead

10/02/2022  
Date

A project funded by the Foreign, Commonwealth and Development Office, UK





## Our CSR Activities

### a. Blood Donation







# Our CSR Activities

## b. Plantation Program





## Some Glimps of Interview









## Our Valuable Clients List

1.	ACTMAX
2.	AMETEK
3.	SAM GROUP
4.	CY-HANDEE RUBBER MODLINGS
5.	HACO SWISS
6.	MALAYSIA MILK SDN BHD
7.	MAY PLASTIC MANUFACTURES (MPM)
8.	YTY GLOVES
9.	F & N
10.	TECKWAH PAPER INDUSRTIES (M) SDN. BHD
11.	MONOLUXURY SDN. BHD
12.	LHOIST MALAYSIA SDN.BHD
13.	RAMATEX GROUP
14.	PANASONIC IDEA FOR LIFE
15.	SOUTH SEA CHINESE RESTURANT
16.	MR D.I.Y TRADING SDN. BHD
17.	DAIKIN
18.	EAGLE EYE SECURITY SDN BHD
19.	NICHIA (MALAYSIA) SDN BHD
20.	NAMICOH SURIA SDN BHD (NSSB)
21.	KOON SENG SDN. BHD
22.	SUEZ TOP VENTURES SDN. BHD (MADAM KWANS)
23.	PCI GAS TRADING SDN BHD
24.	COCON FOOD INDUSTRIES S.B
25.	OSG SECURITY TECHNOLOGY SERVICE S.B
26.	ALCOM
27.	COINAGE SDN BHD
28.	GMP KAISAR SECURITY (M) S.B
29.	FIVE STAR PLASTIC INDUSTRIES (M) SDN BHD

30.	AQUASPERSIONS
31.	FELDA PLANTATION MANAGEMENT SDN BHD
32.	DC MANAGEMENT CLEANING SERVICE
33.	JG CONTAINERS MALAYSIA S.B
34.	VERGIN SECURITY FORCE SDN BHD
35.	AIR FILTER ENGINEERING (M) SDN. BHD
36.	REGATTA RESIDENCE SDN BHD
37.	CISCO (M) SDN. BHD
38.	NOZA SECURITY SDN. BHD
39.	IN TEAM SECURITY SERVICE SDN. BHD
40.	PERNIGAAN MEHKO SDN BHD
41.	TOMPAC INDUSTRIAL SDN BHD
42.	GTC INFOTECH
43.	SATE KAJANG HJ SAMURI PROCESSING
44.	GOOD TIME ENTERTAINMENT & BISTRO S.B
45.	DAILY BAKERY SDN. BHD
46.	OMBAK NIRWANA FOOD & BEVERAGE S.B
47.	MRD (CENTRAL) S.B
48.	TAN CATERING
49.	ST HOLIDAYS SDN. BHD
50.	UNITED AUTO FILTER INDUSTRIES (M)S. B
51.	SIATYUN SAFTY GLASS SDN. BHD
52.	RESTORAN SRI NIRWANA MAJU SB)
53.	SUPER JAURA SDN BHD
54.	THT TECHNOLOGY
55.	OMBAK NIRWANA SDN. BHD
56.	GULA CAKERY SDN.BHD



# Categories we provide



## Manufacturing

Factory Workers



## Garments & Textiles

Pattern makers  
Cutting Master  
Production manager & supervisors  
Tailors  
Checkers & Helpers



## Agriculture

Plantation  
harvesting  
Pickers



## Security

Force security guard  
Civil security guard  
Security officer & supervisor  
VIP Guard / Body Guard / Life  
Guard  
Watchman



## Supermarket / Shopping Mall

Manager  
Supervisor  
Salesman/ teller /cashier  
/merchandiser  
Trolley boy /Cleaners



## Hotels & Restaurants

Chef / Cook / Bakers  
Manger/supervisor  
Crew members /Janitors  
/housekeepers  
Laundry men  
Waiter /Waitress /Kitchen helper  
/ cleaner & stewards



## Transport & Construction

Labour (General worker/ helper)  
Trade workers (mason, carpenter,  
rigger , time keeper, metal fabricators,  
electrician, a/c technician, plumber,  
welder, scaffolder, rope access etc)  
Operators (Crane, Loader, Equipment  
operator, Backhoe, Bulldozer &  
Scavators, forklift, Graders  
Bum Truck, heavy drivers & light driver  
Hydraulic blaster, sand blaster,  
Engineers, Foreman , Supervisor,  
technicians & camp boss.



## Official & Personal Management Group

Manager /Manager assistant  
/Accountant  
Office coordinator, marketing  
officer / Administrative &  
secretaries  
Store keeper, purchasers, clerk,  
data entry operators  
Office Boy / Teaboy / bell boy /  
front desk officer



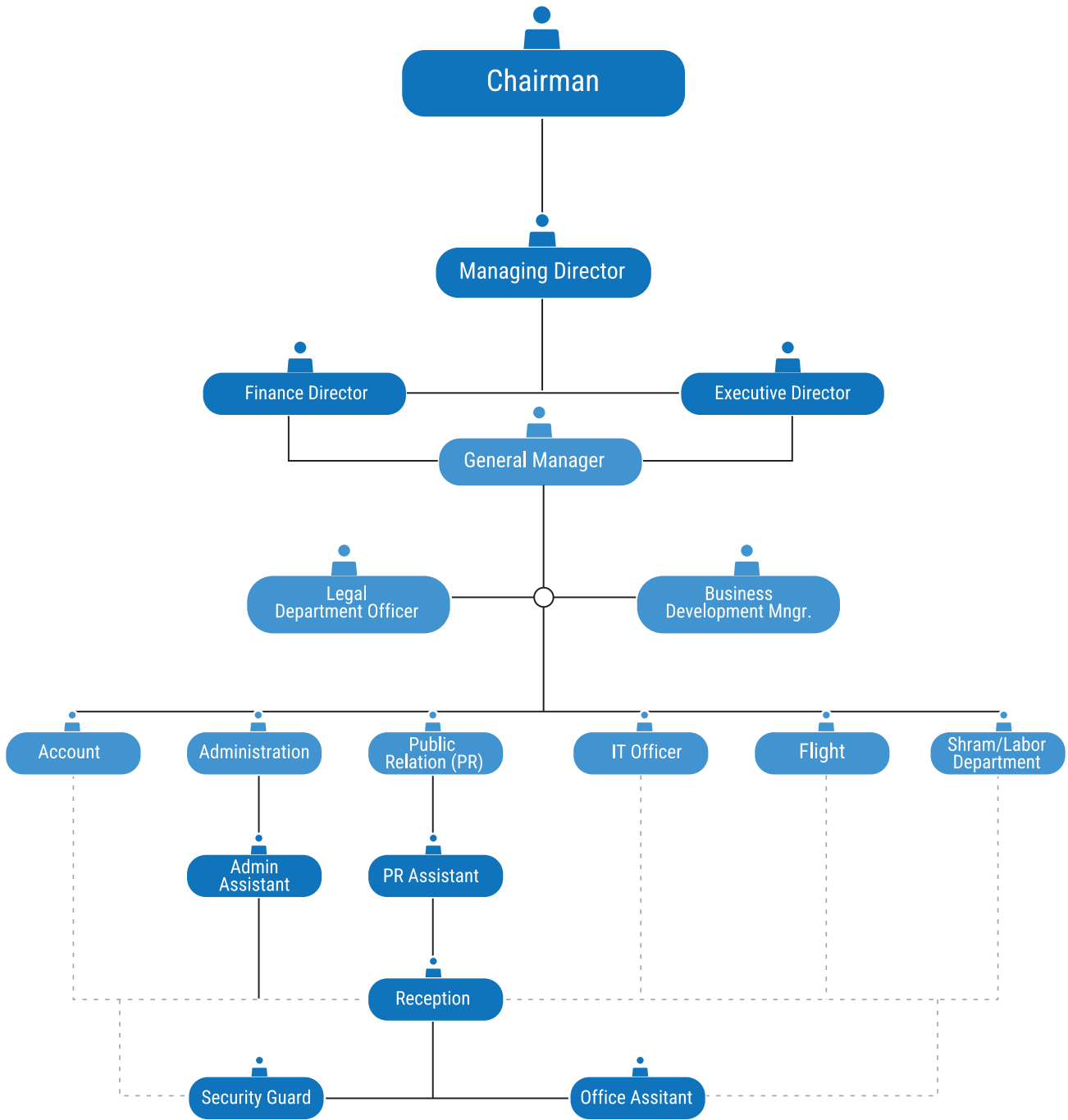
## Medical Industries

Doctors  
Nurses  
Lab technician  
Health assistant (H.A)  
Radiologist  
Pharmacist  
Therapist  
Receptionist  
House keepers & cleaners



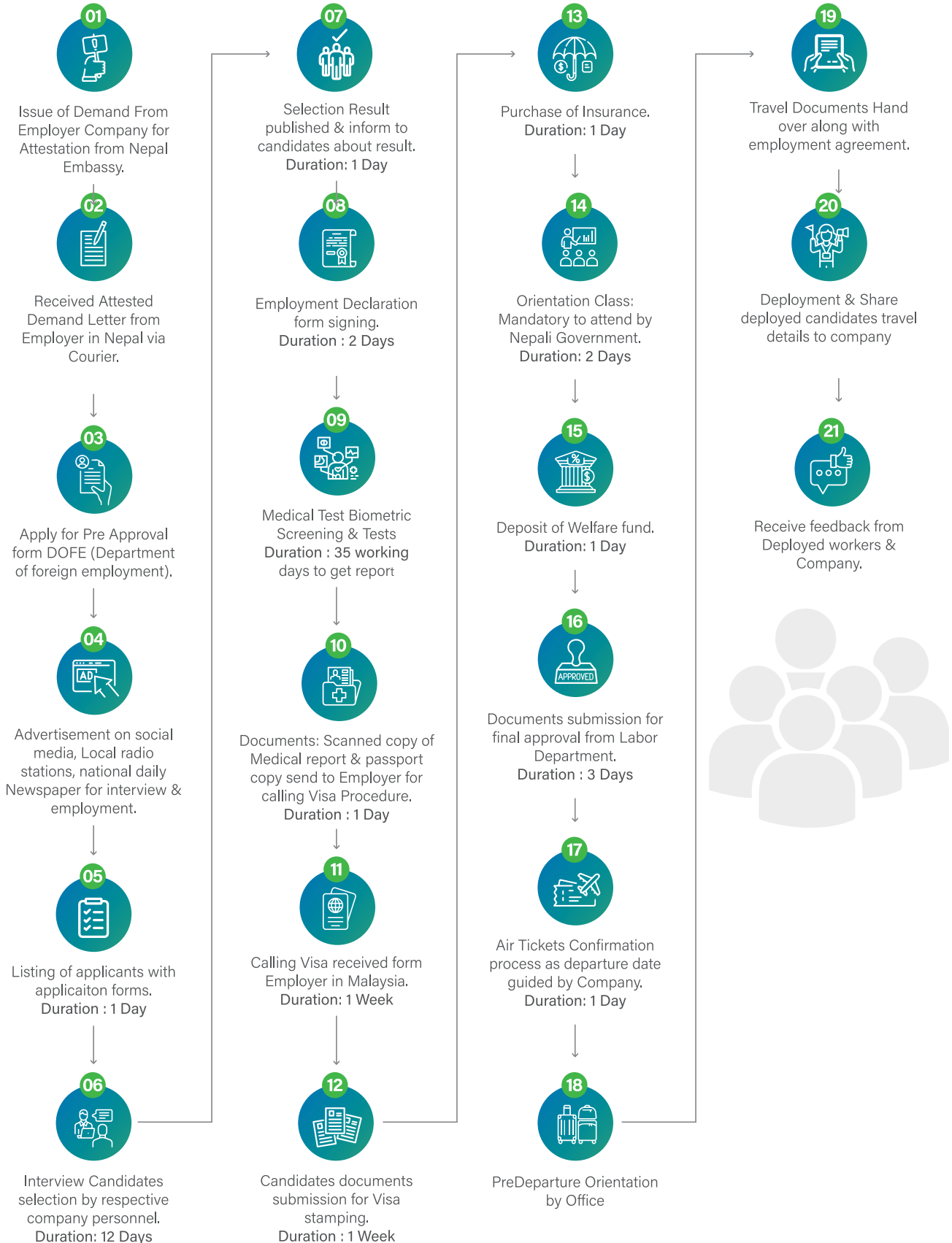
# Y.K. Manpower Agency

## Staff flow chart





# Y.K. Recruitment Process Chart





# Pre Departure orientation & Document Verification







# Departure & Received in Malaysia





# Y.K. Manpower Agency Team





**Y.K. MANPOWER**  
AGENCY PVT. LTD.



**Y.K. MANPOWER**  
AGENCY PVT. LTD.

## OUR CORPORATE OFFICE BUILDING

at Kathmandu, Nepal



4<sup>th</sup> Floor, Giri Complex  
Sambhumargh09 Airport, Kathmandu





# Thank You!







## **Y.K. MANPOWER AGENCY PVT. LTD.**

Licence No. 1439/074/075

📍 4<sup>th</sup> Floor, Giri Complex, Sambhumargh-09 Airport, Kathmandu, Nepal

☎ +977 4599181 / 4597116

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🌐 ykmanpower.com