



**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 far-reaching.

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 make 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)**



कान्तिपुर

मध्यान्ह



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



Company Presentation Before Interview



Fire Safety Awareness & Drill



Legal Documents

मेघान सरकार
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय

कम्पनी रजिष्टारको कार्यालय

कम्पनी दर्ताको प्रमाण-पत्र

दर्ता नं.: १८२४५३/०७६/०७५

श्री वार्ड् के. मेनपावर एजेन्सी

नामको प्राइभेट लिमिटेड कम्पनी सम्वत् २०७४ साल माघ महिना १७ गते रोज ९ मा टाटा भएर हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

दिने: २०७६-०८-२२

स. रजिस्ट्रार

Government of Nepal
Ministry of Industry, Commerce & Supplies
Office of the Company Registrar
Registration No: 182742/074/075

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to M/s Y. K. Manpower Agency Private Limited having incorporated it on the 31 day of January, 2018 pursuant to sub-section (1) of section 5 of the Companies Act, 2066.

Date: 2019-12-08

Asst. Registrar

हामी कम्पनी संस्थापकहरू मात्र कम्पनीको जुस्तुम कार्यालयमा गर्ने इजाजत प्राप्त गरिएको तथामै हस्ताक्षर गर्नु अझारा तिहारो अनुमानित सम्बन्धित विभागाबाट निस्सर मात्र कम्पनीको जुस्तुम अनुसार कारोबार गर्न पाउँछ । यस कम्पनीको निर्देशिकाहरुमा कुनै अन्य नियम पुर्याउन सक्ने शक्ति राखेर आफ्नो नाम परिवर्तन गर्न पाउँछ । यस कम्पनीको जर्मिन क्षेत्रमा रहेका सबै प्रकारका सामग्रीलाई पनि तिही कम्पनीको नाव उचित भएको देखिएमा त्यहाँ बाहेक किनसाध्य गरेकी होइन । यदि कम्पनीको अवधि पूर्ण भई पुग्दा भने कम्पनीलाई स्विकृत गरेको आदेश जारी गर्ने अधिकारीको कार्यवाहीमा जानु पर्ला ।

[illegible]

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

Registration No.: 182742/074/075


CERTIFICATE OF INCORPORATION OF COMPANY

This certificate of incorporation has been issued to M/s **Y.K. Manpower Agency Private Limited** having incorporated it on **31 day of January, 2018**, pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006.

Date: 08-12-2019 A.D. (Signed)
Asst. Registrar

Terms: The business as per 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.

As per the decision of the extra ordinary General Meeting of the Company held on 16-10-2019 A.D. Former Company- Asia Power Overseas Employment Services Pvt. Ltd., it is hereby granted permission to fix the name of the company as Converted name **"Y.K. Manpower Agency Pvt. Ltd."** on condition that the movable and immovable assets and tax liabilities created in the name of former company shall be accepted and borne by the company having the aforementioned name.


"The Translating Copy is True and Verified"
Registrar, Company, Trade, Tax & Customs
Date: 11 DEC 2019
Certificate Number of the Issued Copy: 1240
Date of Entry of Certificate: Jan. 05, 2021 AD
Seal of the Deputy Public

Legal Documents

Notarized by:
Nepal Notary Public Council
S.N. 686053

Nepali/English Translation
Regd. No. 22425

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

Office Seal Affixed

License No.: 1439/074-075 Date: 6 March 2018 A.D.

License

This license is hereby provided to **M/s Y. K. Manpower Agency Pvt. Ltd.** to conduct the foreign employment business within the conditions mentioned in this license in pursuant to the Foreign Employment Act, 2007 A.D. and Foreign Employment Rule, 2008 A.D.

Old License taken back in Department and such replica is provided.

Signature: Sd. _____
Name: **Ishwar Prasad Acharya**
Rank: **Director General**
Date: **6 March 2018 A.D.**

Signature: Sd. _____
Name: **Pradip Kumar Dhakal**
Rank: **Section Officer**
Date: **7 January 2022 A.D.**

Translated by Advocate/Notary Public - Tika Ram Regmi
Contact No.: 9841321191 E-mail: notary.regmi@gmail.com

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

Photograph

Permanent Account Number (PAN) Registration Certificate

Registration Date: _____
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, Pongalasthan
Metropolitan City: Kathmandu
Kathmandu**
Business Activities: **Foreign Employment**

Signature of Taxpayer: _____
Signature of Tax Officer: _____

Notice to be abided by the taxpayer:

- A person who is going to be registered in VAT, shall submit the statement of VAT and pay amount of VAT within 29 days after expiry of every 10th period every month or every two months every four months.
- A person who is carrying on the business subject to excise duty, shall submit monthly statement and pay amount of excise duty within 10th day after expiry of every month before the arrangement has been made otherwise.
- Tax return of every fiscal year shall be submitted by 30th October.
- If the return is not submitted and amount of tax is not paid on time, the interest and fine shall be imposed.
- This certificate shall be deposited at the place of transaction where effect to income assignment is to be.
- Please keep it with this office if there is any question.

Translated by Advocate/Notary Public - Tika Ram Regmi
Contact No.: 9841321191 E-mail: notary.regmi@gmail.com

Notarized by:
Nepal Notary Public Council
S.N. 686054

Nepali/English Translation
Regd. No. 22425

Renewal Date (A.D.)	Renewal Validity Date (A.D.)	Renewal Fee	Additional Renewal Fee	Renewing Officer's Signature and Date
15 July 2021 A.D.	15 July 2024 A.D.	30,000.00		Sd. _____ Office Seal Affixed Bilash Shrestha Section Officer

Conditions:

- Shall not open branch and work without taking approval.
- Shall not make any work through agent.
- Shall not send to any employee in any conditions to any foreign country except approval taking country.
- Shall follow the directions of Nepal Government's time to time in addition of prevailing laws.

Translated by Advocate/Notary Public - Tika Ram Regmi
Contact No.: 9841321191 E-mail: notary.regmi@gmail.com

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

Nepali/English Translation
Regd. No. 22425

Government of Nepal
Ministry of Finance
Department of Inland Revenue, Bhatipatti
(Related with Rule 26 of Income Tax Regulation 2019 I.S.)

Office Seal Affixed

License Number: 20780199
Referent Number: 1531
No. 782177861

This details is verified on 128 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. in this Office.

Income Detail Submission Date	Total Income (Transaction) Amount Rs.	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, 2019 I.S.

Translated by Advocate/Notary Public - Tika Ram Regmi
Contact No.: 9841321191 E-mail: notary.regmi@gmail.com

नेपाल सरकार
धर्म तथा रोजगार विभाग

वैदेशिक रोजगार विभाग इजाजत पत्र

इजाजत पत्र नं. १५३४/२०२१/६८

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को बमोजिम लक्ष वैदेशिक रोजगार व्यवसाय सम्मानन गर्ने पाइने गरी।

यो इजाजत पत्र निम्नको छ।

इजाजत पाउने व्यक्तिको नाम: _____
व्यवसाय: _____
स्थान: _____
दिनांक: २०७१/०३/०६

वैदेशिक रोजगारीको लागि र विवरण	वैदेशिक रोजगार गर्ने विवरण	वैदेशिक रोजगार गर्ने विवरण	वैदेशिक रोजगार गर्ने विवरण	वैदेशिक रोजगार गर्ने विवरण
वैदेशिक रोजगारीको लागि र विवरण	वैदेशिक रोजगार गर्ने विवरण	वैदेशिक रोजगार गर्ने विवरण	वैदेशिक रोजगार गर्ने विवरण	वैदेशिक रोजगार गर्ने विवरण

नोट: यो इजाजत पत्र निम्नको छ।

- वैदेशिक रोजगारीको लागि र विवरण
- वैदेशिक रोजगार गर्ने विवरण
- वैदेशिक रोजगार गर्ने विवरण
- वैदेशिक रोजगार गर्ने विवरण

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 **31st July** days of its expiry.

Name: Pradeep Kumar Dhakal
Issue Date: Section Officer

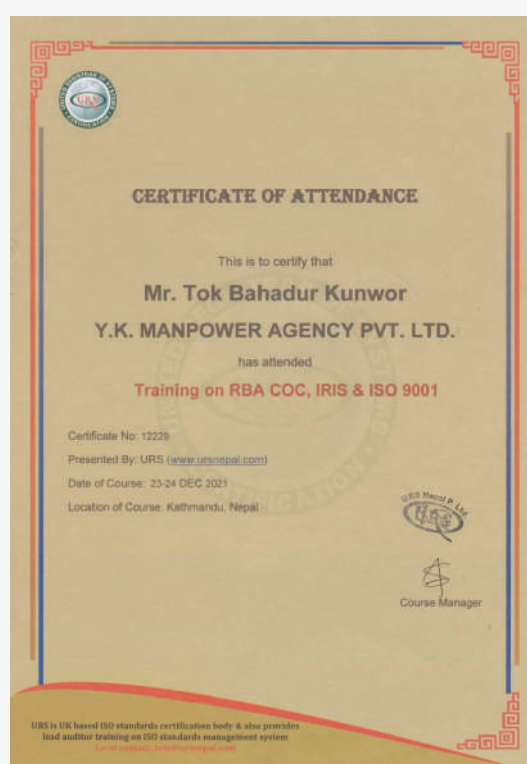
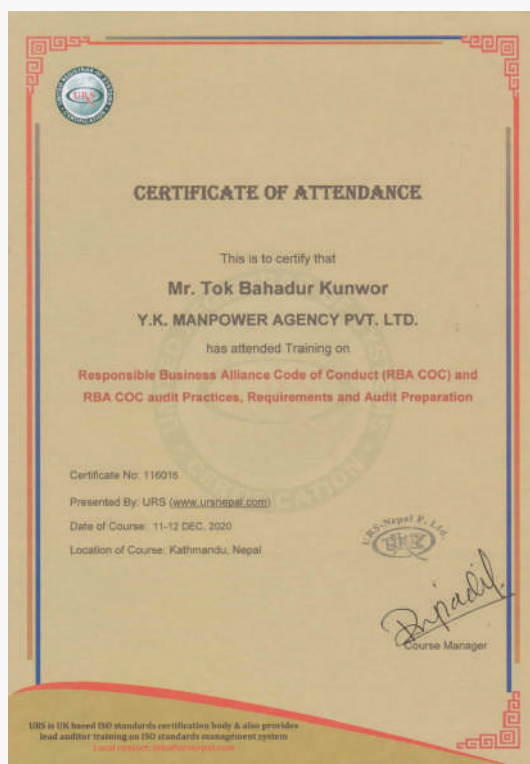

2023.5.9 Pradeep Kumar Dhakal
Section Officer
Authorized Signature

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"



CSR



Our Valuable Clients

ACTMAX

AMETEK
ELECTRONIC COMPONENTS
AND PACKAGING



Haco SWISS



Panasonic
ideas for life



NSSB NAMICOH
SURIJA SDN BHD



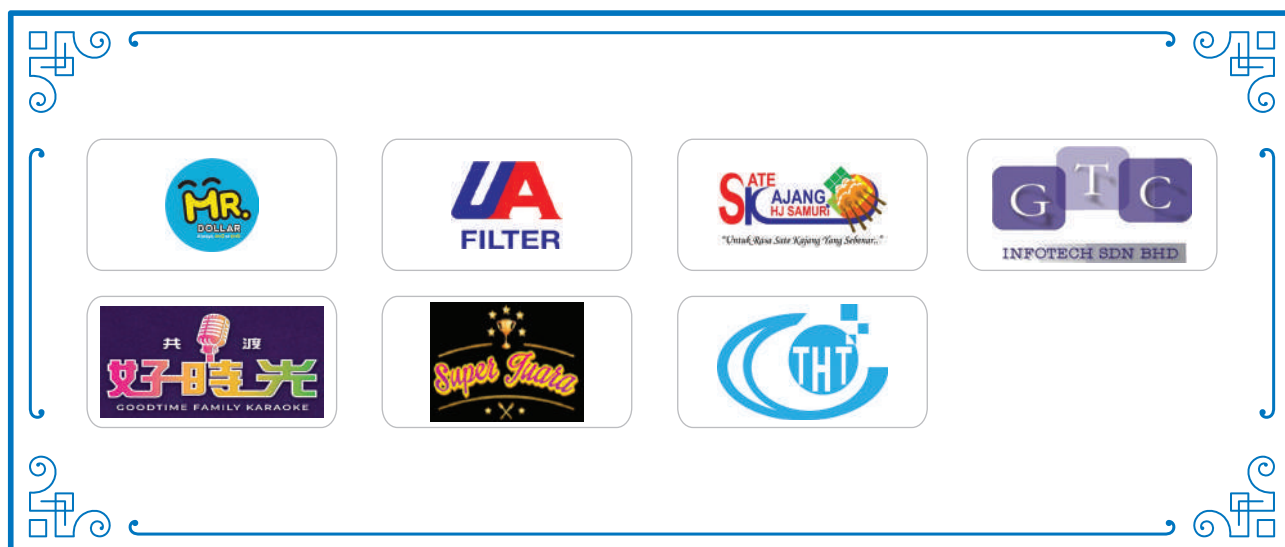
SOUTH SEA
SEAFOOD



AIRFILTER
ENGINEERING



Our Valuable Clients



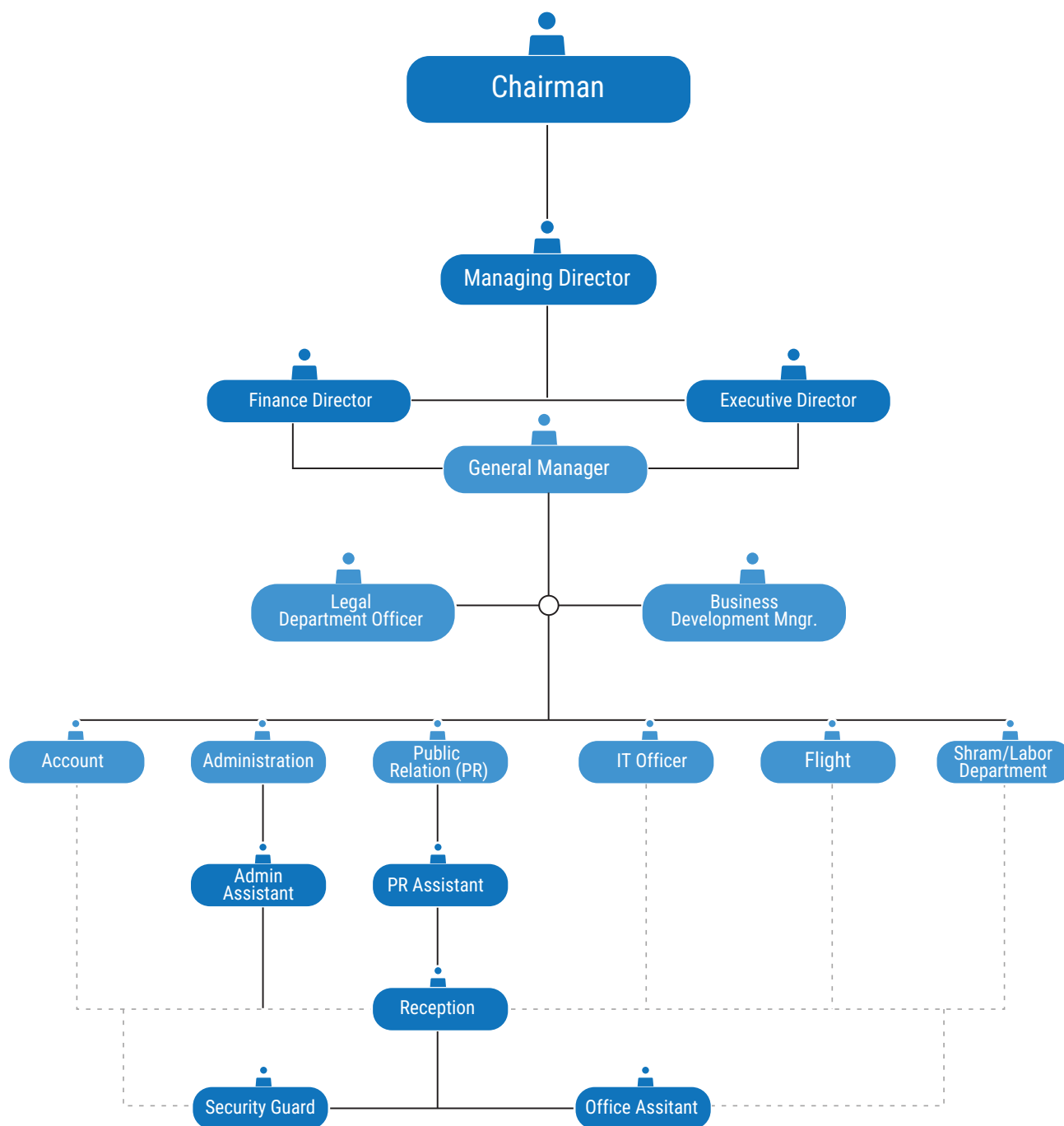
Our valuable Clients list

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

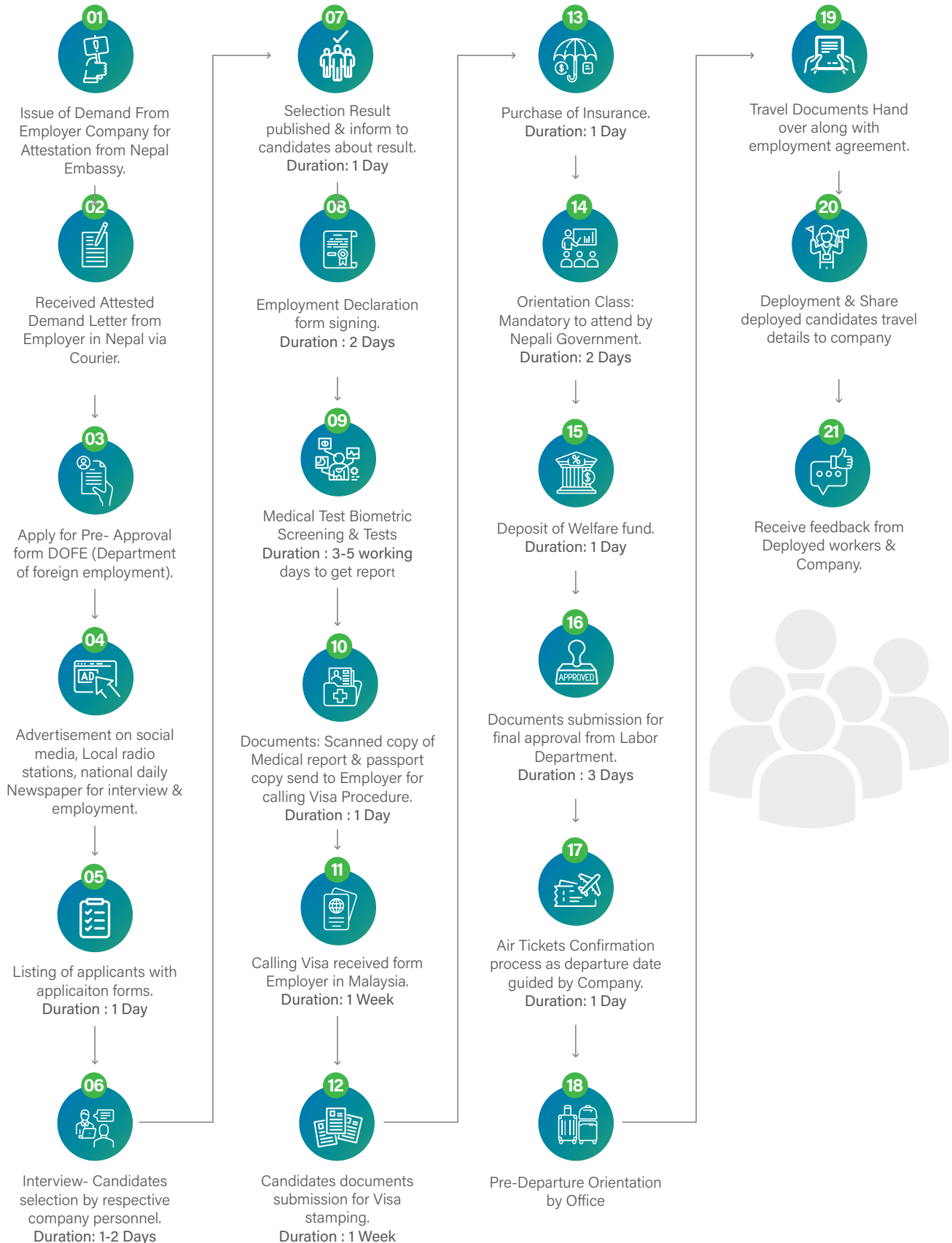
30.	AQUASPERSIONS
31.	FELDA PLANTATION MANAGEMENT SDN BHD
32.	DC MANAGEMENT CLEANING SERVICE
33.	JG CONTAINERS MALAYSIA S.B
34.	VERGIN SECURITY FORCE SDN BHD
35.	AIR FILTER ENGINEERING (M) SDN. BHD
36.	REGATTA RESIDENCE SDN BHD
37.	CISCO (M) SDN. BHD
38.	NOZA SECURITY SDN. BHD
39.	IN TEAM SECURITY SERVICE 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

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.**

OUR CORPORATE OFFICE BUILDING at Kathmandu, Nepal



4th Floor, Giri Complex
Sambhumargh-09 Airport, Kathmandu



Thank You!





Y.K. MANPOWER AGENCY PVT. LTD.

Licence No. 1439/074/075

📍 4th Floor, Giri Complex, Sambhumargh-09 Airport, Kathmandu, Nepal

☎ +977 4599181 / 4597116

✉ ykmanpoweragency@gmail.com | info@ykmanpower.com

🌐 ykmanpower.com