



**नेपाली राजदूतावास**  
**टोकियो, जापान**  
**Embassy of Nepal**  
**Tokyo, Japan**

**Documents required for SSW Demand Attestation**

1	Request Letter	Official seal and signature by the authorized person of the accepting organization.
2	Demand Letter	Official seal and signature by the accepting organization.
3	Power of Attorney	Official seal and signature by the authorized person of the accepting organization. Validity date must be mentioned.
4	Guarantee Letter	Official seal and signature by the authorized person of the accepting organization.
5	Employment Contract (Terms and Conditions)	Official seal and signature by the authorized person of the accepting organization. Original. Need to stamped on all pages.
6	Inter Party Agreement	Official seal and signature by the authorized person of the accepting organization and sending organization.
7	Profile	Profile of the company with latest financial report (2 Years) seal and signature by the authorized person of the accepting organization. (for the first time).
8	Tohon (Registration)	Tohon of the organization.
9	Record of previous Nepalese workers.	Details of workers such as name, sex, date of entry, salary sheet, contact number, etc of the accepting organization. (English).
10	Certificate	Certificate of registered seal of the accepting organization.
11	License of sending organization of Nepal.	Copy of the original license. Copy should be affixed with the official seal of the company.
12	Clearance letter	A clearance letter from Department of Foreign Employment. (for the first time).
		If applying through Registered Support Organizations,
1	Documents of Company	Company registration, seal certificate and Toroku Shien Kikan (TSK) license. Authorization to work in Nepal.
2	Profile	Profile of the company attested by the company themselves.
3	Agreement and Authorization	Agreement with the accepting organization. Authorization letter by the accepting organization to submit documents at the Embassy.

\* All documents should be issued within last 3 months.

\* All documents should be submitted in original except No. 9, 11 and 12.

Embassy of Nepal, Tokyo  
17 June 2025

