



Govt. Lic. No. 1365/074/075



## PROSPECTUS FOR HR COMPANY

GREEN LIGHT OVERSEAS  
PRIVATE LIMITED

FROM NEPAL



**Green Light**  
OVERSEAS (P.) LTD.



Add: Basundhara-03, Kathmandu, Nepal  
Con. +977 1 5905757, 5905758  
Mail: [info@greenlight.com.np](mailto:info@greenlight.com.np)  
[www.greenlight.com.np](http://www.greenlight.com.np)

# SERVICES WE PROVIDE

GREEN LIGHT OVERSEAS  
PRIVATE LIMITED

FROM NEPAL

Recruitment and  
Staffing Solutions

HR Consulting &  
Advisory Services

Employee Training  
and Development  
Programs

Performance  
Management  
Systems

Employment Law  
Compliance  
Assistance

Employee  
Relations  
Support

HR Outsourcing  
Solutions

Workplace Health &  
Safety Programs



# TABLE OF CONTENT

# TOC

1 TO 13 PAGE

SN	TITLE	PAGE NO
02	Introduction, Why Green Light	02
03	Green Light Overview/Company Profile	03
04	Message from MD	04
05	Mission, Vision, Objectives	05
06	Core Values, Quality Policy	06
07	Code of Conduct, Ethical Value	07
08	Key Team Members	08
09	Recruitment Procedure	09
10	Job Categories	10
	Job Categories	11
11	License and Certificates	12
12	GLO Clients	13

# INTRO

## INTRODUCTION

### WHO WE ARE?

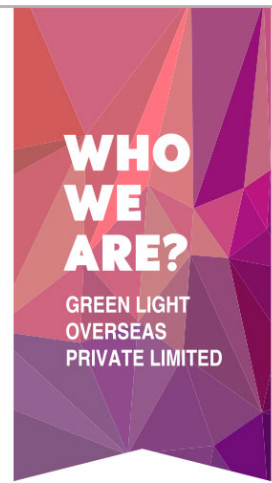
Welcome to Green Light Overseas Pvt. Ltd. It is professional recruitment agency in the Kathmandu, Nepal. We have been at the forefront of the world-wide recruitment for over 15 years and were to achieve ISO 9001 certification: a reflection of our constant emphasis on quality and customer satisfaction.

With our well-developed infrastructure and staff strength, we are able to assist you with all kinds of recruitment needs ranging from junior professionals through to middle and senior management.

Green Light Overseas Pvt. Ltd. has proven international experience and resources can help ensure you that recruit the best available candidates and enjoy the many advantages of a managed recruitment process.

One of the key aspects of our recruitment services is the quality team of consultants that are here to work with your business. With a wealth of experience in the recruitment industry, our consultants fully understand the needs of their clients and know the challenges, competition and the current market situation. This deep understanding of the industry and dedication to customer satisfaction is just one aspect that separates us from other recruitment consultancies.

We place immense value on the quality of our client relationships and this philosophy is what our recruitment services are built upon. With a vast candidate database full of potential employees, we take the time to find not only the most skilled but also a candidate that would thrive in your work environment.



## WHY GREEN LIGHT WGL

### WHY CHOOSE US

We are your trusted partner in navigating the complexities of overseas expansion and human resources management. With years of experience and a proven track record, we offer comprehensive solutions tailored to your unique needs. Our expertise spans across borders, ensuring seamless transitions and compliance with local regulations.

At Green Light, we prioritize efficiency and effectiveness in every aspect of our services. From recruitment and staffing to HR consulting and compliance, we strive to deliver results that exceed expectations. Our dedicated team of professionals is committed to understanding your business goals and providing strategic guidance to help you achieve success in new markets."

Choosing Green Light means gaining a reliable ally dedicated to your organization's growth and prosperity. We handle the intricacies of international operations and HR management, allowing you to focus on what matters most: driving innovation and expanding your business. Let us illuminate the path forward as you embark on your journey toward global success.



# PROFILE

## COMPANY PROFILE

GREEN LIGHT OVERVIEW

<b>Name of the Company</b>	Green Light Overseas Pvt. Ltd.
<b>Types of Service</b>	Manpower Consultant and Recruiting Agency
<b>Registration Authority:</b>	Ministry of Industry & Commerce Office of the Company Registrar Company Registration No: 163711/073/074 Ministry of Foreign Employment Department of Nepal Govt. License No.: 1365/074/075 Ministry of Finance Department of Internal Revenue Pan No.: 605998384
<b>Member</b>	Nepal Association of Foreign Employment Agencies
<b>Contact Person</b>	Mr. Sajin Rai (Managing Director)
<b>Capital Structures</b>	Authorized-20 Million Nepalese Rupees Paid-Up-7.5 Million Nepalese Rupees
<b>Official Bank</b>	Nepal Investment Mega Bank Limited, Prime Commercial Bank
<b>Operated/Managed by:</b>	Business Finance and Administrative Management Experts/ Advisors Professional from Nation Lead Organizations of Nepal.
<b>Working Experiences</b>	Comprehensive background in Implementing and accomplishing Company's mission by working at extensive level in senior management capacity for years in the national and international organizations & overseas employment business fields.
<b>Address</b>	Basundhara-03, Kathmandu, Nepal Tel: +977-1-5905757, +977-1-5905758 Email: <a href="mailto:info@greenlight.com.np">info@greenlight.com.np</a> Website: <a href="http://www.greenlight.com.np">www.greenlight.com.np</a>



# MESSAGE

## FROM MD

MR. SAJIN RAI



I am delighted to extend my warmest greetings to you as the Managing Director of Green Light Overseas, a beacon of excellence in global expansion and human resources management.

At Green Light, our commitment to integrity, innovation, and client satisfaction is unwavering. We are dedicated to illuminating the path to success for our valued partners, offering tailored solutions that meet their diverse needs.

As we navigate the ever-evolving landscape of international business together, I am confident in our ability to overcome challenges and seize opportunities. With our team of seasoned professionals by your side, rest assured that your journey with Green Light will be one of growth, prosperity, and fulfillment.

Thank you for considering Green Light Overseas as your trusted partner. I look forward to the privilege of serving you.

Warm regards,

Mr. Sajin Rai  
Managing Director  
Green Light Overseas

# MISSION MISSION



## GREEN LIGHT OVERVIEW

We become a dominant provider of manpower recruitment, HR consultancy, career development and training by establishing a powerful presence across globe. Green Light group will put intense effort into our work and actively look for ways of building success for our clients and candidates. We commit to the best deliverance of service and

- Excellency
- Innovation
- Customization
- Dynamism
- Consistency
- Client Focus

# VISION VISION



## GREEN LIGHT OVERVIEW

Green Light Overseas has "To be the number one provider of professional recruitment and HR consultancy, career development and training across the globe by ensuring 99% clients and candidates satisfaction with 100% professionalism, quality and efficiency in the most economical manner."

# OBJECTIVE OBJECTIVE



## GREEN LIGHT OVERVIEW

At Green Light Overseas, our objectives are clear and focused, guiding every aspect of our operations to ensure success for our clients and stakeholders:

01. **Facilitate Global Expansion:** We aim to support businesses in expanding their operations across borders by providing expert guidance, resources, and strategic planning tailored to their unique needs and goals.
02. **Ensure Compliance and Risk Management:** We are committed to helping our clients navigate the complex landscape of international regulations and mitigate risks associated with overseas operations, ensuring full compliance and peace of mind.
03. **Foster Talent Development:** Our objective is to foster talent development and growth within organizations, offering comprehensive HR solutions, training programs, and support to enhance employee skills, engagement, and productivity.

# VALUE

## CORE VALUE



### VALUE OF GREEN LIGHT OVERSEAS

- Best quality services in all what we do
- The successful commitment to the recruitment partnership, HR Consultancy, career development and Training services
- A hard working team working for our clients and candidates
- Motivation and Trustfulness
- Honesty and Truthfulness
- Friendly and Goal Oriented
- Respect for the individual
- Integrity & Honesty
- Equality
- Inclusivity
- Transparency
- Cohesiveness
- Positive Attitude

### We also pride ourselves in:

- Headed by successful business leaders
- Highly skilled professional with strong domain experience
- Excellent infrastructure with latest technology
- Quick turn around time and quality output
- High level of security standard with regards to information & processes
- Back up and disaster recovery for smooth business continuity

# QP

## QUALITY POLICY



### POLICY OF GREEN LIGHT

Green Light Overseas Pvt. Ltd. Is committed to operate Overseas Employment Services to meet the needs and satisfy expectations of overseas clients, deployed candidates and their guardians and other relevant interested parties by placement of right candidates to the right jobs.

This will be achieved by continual improvement of effectiveness of Quality Management System (QMS) applicable processes incorporating provisions for periodic review of issues, risks, opportunities, and quality objectives guided by our ethical codes of business & recruitment.

In doing so, Green Light Overseas will comply with all the applicable statutory, regulatory, and other requirements.



# COC

## CODE OF CONDUCT

### GLO & Ethics

At Green Light Overseas, we hold ourselves to the highest standards of ethical conduct and professionalism, guiding our actions and decisions in every aspect of our HR and manpower business. Our Code of Conduct is a reflection of our commitment to integrity, respect, and accountability.

- Integrity
- Respect
- Confidentiality
- Professionalism
- Compliance

At Green Light Overseas, our Code of Conduct serves as a guiding framework for ethical behavior and responsible business practices, ensuring that we uphold our core values and fulfill our obligations to our clients, employees, and the communities we serve."



# EV-GLO

## ETHICAL VALUE

### GLO ETHICAL VALUE

At Green Light Overseas, we hold ourselves to the highest standards of ethical conduct and professionalism, guiding our actions and decisions in every aspect of our HR and manpower business. Our Code of Conduct is a reflection of our commitment to integrity, respect, and accountability.

- Ethical business conduct will lead to increased trust more collaborative working relationships, and more efficient processes in administering our business vision and missions.
- No one should take unlawful and unfair advantage of our employees, customers, and suppliers through exploitation, manipulation, concealment, abuse of privileged information, misrepresentation of terms of contract or any unfair-dealing practices.



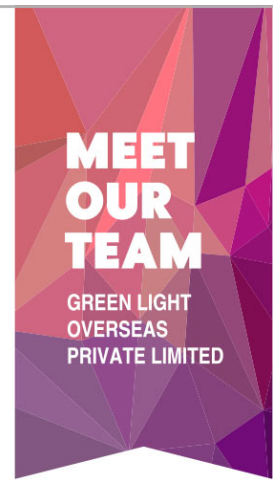


# KEY TEAM MEMBERS



## DEDICATED TEAM

The achievements of an organization are the results of the combined effort of each individual of the team. GLO believes in teamwork and effort that relies on our sustainable growth. Some of the key personnel at GLO are depicted below that are an integral part of the company for continued customer satisfaction service and value.



 Prakash Gurung  
General Manager



 Aruna Rai  
Admin Manager



 Mohan Yanjan  
Executive Director



 Niraj Amatya  
PRO



 Indra Bahadur Tamang  
PRO

# JOB RP

## RECRUITMENT PROCEDURE

### JOB RECRUITMENT

- 01 After having received the verified job description we publish, the information in National Daily newspapers.
- 02 The applicants informations are sent through a series of inspections for confirmation
- 03 Extending upto aptitude tests of the applicants at times. Our specialized team shortlists the applicants through face to face interview.

- 04 The details of shortlisted candidates is forwarded for client's approval. We also facilitate the client to personally meet the applicants in Nepal as well.
- 05 An appointed and specialized medical clinic perform all the necessary medical examinations that the candidate is required to.
- 06 After a certain timeframe, the candidate will be handed the visa or work permit for final deployment.



# SJC

## JOB CATEGORIES



### SOURCING CATEGORY

#### 01 Civil and Architecture

- Engineer
- Architect
- Quantity Surveyer
- Instrumentation
- Supervisor
- AutoCad Draughtsman



#### 03 Electrical

- Electrical Engineer
- HVAC Technician
- Industrial Electrician
- Ducting and Insulator
- Electrical Foreman



#### 04 Garments & Textiles

- Cutting Master
- Checker
- Pattern Maker
- Pressman
- Tailor



#### 02 Mechanical

- Automechanic (Diesel, Petrol)
- Autoelectrician
- Machinist (Turner)
- Denter and Spray painter



#### 04 Hospitality & Services

- Housekeeping
- Restaurant
- Steward
- Guest Relation Officers
- Service Crew



#### 05 Administrative

- Office Secretary Office Manager
- Salesman (Indoor & Outdoor)
- Store Keeper)
- Data Entry Operator

# SJC

## JOB CATEGORIES

SOURCING CATEGORY

### 06 Security and Safety

- Guards
- Watchman
- Timekeepers
- Safety officers
- Industrial Officers

### 07 Semi Skilled Unskilled

- Gardener
- Cleaner
- General Labor
- Construction Labor
- Factory Workers



### 08 Production and Manufacturing

- Production operator
- Quality Control
- Inspector
- Assembler
- Production Line
- Leader



### 08 Skilled Workers

- Plumber
- Electrician
- Welders (Arc and Gas)
- Mason
- Carpenter
- Steel Fixer Painter Scaffolder

### 09 Heavy Equipment and Transport

- Mobile Crane
- Operator
- Excavator Operator
- Loader Operator
- Trailer Driver
- Heavy Driver



Government of Nepal  
Ministry of Labour and Transport Management  
Department of Foreign Employment

Licence No.: 1365/074/75 Date: 2017/12/21

**Licence**

This licence has been given to **Green Light Overseas Pvt. Ltd.** hereby authorizing to carry on foreign employment business, pursuant to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2007 and the terms and conditions specified in this licence.

**Licence issuing authority:**  
Name: Raj Kumar Shrestha  
Designation: Director General  
Signature: Sd.  
Date: 2017/12/21

Renewal date	Validity of the renewal date	Renewal fee	Additional renewal fee	Signature of renewing authority
2023/07/11	2024 Mid July	10000		Sd. Section Officer

**Terms:**  
No activity shall be done having opened a branch office without obtaining approval.  
No activity shall be done through an agent.  
No worker shall be sent in any manner to any country other than those countries for which the licence has been obtained.  
In addition to the provisions laid down in the laws in force, the directives issued by the Government of Nepal from time to time shall be complied with.

Government of Nepal  
Ministry of Finance  
Department of Inland Revenue

English/Nepali Translation  
Dispatch No: 429-2017  
E-mail: doerndotary@gmail.com

PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE

Income Tax: 16 02 2017  
VAT Tax: Day Month Year

Permanent Account No. 6 0 5 9 9 8 3 8 4  
Inland Revenue Office: Maharajgunj

Name of Tax Payer: **Green Light Overseas Pvt. Ltd.**  
Type of Tax Payer: **Private Limited**  
Address: **Ward No. 03, Basundhara  
Metropolitan City: Kathmandu  
Kathmandu**  
Business Activity: **Foreign Employment,**

Tax Payer's signature: Sd. Signature of Tax Officer: Sd.

**Duties to be abided by the taxpayer:-**

- Bill and invoice 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 25 days after expiry of every tax period (every month or every two months or 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 25 days after expiry of every month unless the arrangement has been made otherwise.
- Tax return of every fiscal year shall be submitted by Mid October.
- If Tax return is not submitted and amount of tax is not paid in time, fee interest and fine shall be imposed.
- This certificate shall be displayed at the place of transaction/ main Office in manner conspicuous to all.
- Please keep contact with this office if there is any confusion.

---

Distributed by:  
Nepal Notary Public Council  
S.N. 4226819

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

Registration No.: 163711/073/074

**CERTIFICATE OF INCORPORATION OF COMPANY**

This certificate of incorporation has been issued to M/s **Green Light Overseas Private Limited** having incorporated it on the **13 day of February, 2017** pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006.

Date: 2017/02/13 (Signed)  
Asst. Registrar

**Terms:** The business as per the objectives of the Company should be carried out only after obtaining permit from the concerned body if it is required to be obtained in accordance with the law because registration of the Company shall not be deemed to have also been granted license for implementation of the objectives.

This  
**Certificate of Attendance**  
is hereby awarded to  
**Mr. Sajin Rai**  
From: Green Light Overseas Pvt. Ltd.  
for attending the  
**RBA Foundation Ethical Recruitment Appreciation Course for Labor Providers**  
conducted on 27 - 28 November 2019  
in Kathmandu, Nepal  
Certificate#: 3494752

Signed:  
*Robert Lederer*  
Robert Lederer  
Executive Director, Responsible Business Alliance

*Maria Minda Isabel Apostol*  
Maria Minda Isabel Apostol  
CEO, The FAIR Hiring Initiative, Inc.

# OVC

## GLO CLIENTS

OUR VALUABLE CLIENTS

Du'ub for Operation and Maintenance Co.

C.R. 1010845298



PERBENA EMAS SDN BHD

GRI

WE'LL GET YOU THERE



MAXPRO  
MAXVEC PROTECTION

شركة مطعم كويت العز  
KHUWAIT EL EZZ RESTAURANT COMPANY

RST  
Raj's Stones & Tiles

B-PEN  
BPP

KB  
COLOUR  
IMAGE  
PAINT SYSTEMS

SPC

Sabah Softwoods Berhad



EHH

PADRA  
Medical Center  
بادرا كلينيك

BND  
مؤسسة  
بركات ناصر الدوسري للمقاولات العامة  
Barrok Nasser Al Dossori Est.  
General Contracting

SPC INDUSTRIES SDN BHD



DESIGN BY  
**MEGASOFT**  
PRIVATE LIMITED



**15**<sup>th</sup> YEARS OF  
SUCCESS  
HISTORY

Company  
Profile

Recruitment  
Procedure

Required  
Documents

Job  
Categories

Quality, Policy  
Ethical Value

License and  
Certificates

Ethical  
Code of Conduct



**Add: Basundhara-03, Kathmandu, Nepal**

**Con. +977 1 5905757 5905758**

**Mail: [info@greenlight.com.np](mailto:info@greenlight.com.np)**

**[www.greenlight.com.np](http://www.greenlight.com.np)**

