

ROLEX
TRAVELS SERVICES



“We work efficiently and faster
to the Entire Satisfaction of our Principal”

HEAD OFFICE / Mumbai

ASSOCIATE OFFICES / Delhi / Lucknow / Jamshedpur



INTRODUCTION

We have immense pleasure in introducing ROLEX TRAVELS SERVICES as one of the established Overseas Recruiting Consultants in India. With over 15 years of experience in the field of overseas recruitment, we had offered employers a range of services and solutions in various industry sectors.

We professionally manage in manpower recruitment from India to secure suitable overseas placements for professionals, skilled workers and others, who are desirous of securing jobs in various Gulf countries.

We are, all under one roof, travel related, IATA recognized agency. Our Head Office is located at Masjid Bunder, one of the business centres of Mumbai. We have a network of associate offices throughout India. We maintain Computerized Data Bank in which bio-data of personnel in various disciplines right from Professionals to Skilled and Unskilled Manpower are maintained. Based on the client's requirement, we screens several candidates and gives the best suited short-listed candidates. Our excellent rapport with various foreign missions and immigration department hastens the visa and immigration formalities.

We have already established strong trust and confidence from all our affiliations worldwide with very high respects considering the excellent manpower service we have continuously delivered.

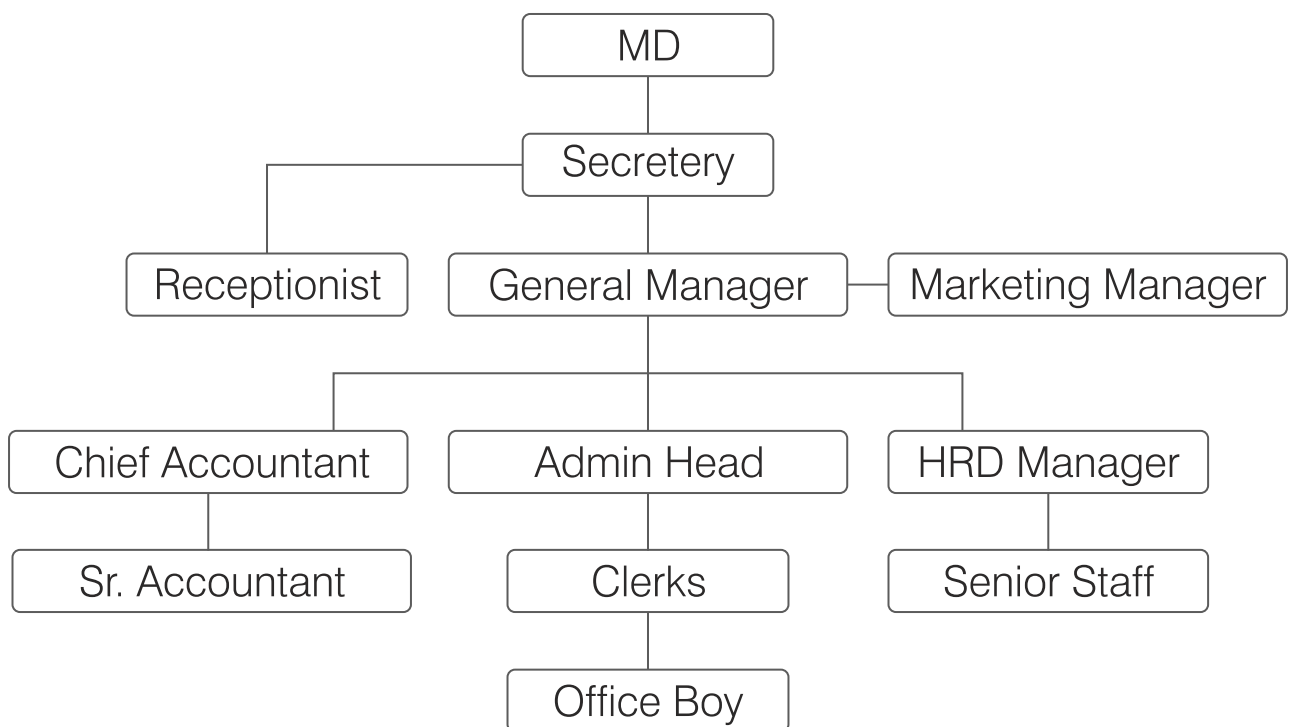
Looking forward in making long-term relationship with you.

Thanking You,
Yours Sincerely,

SHAIKH LIYAQAT ALI (MD)



ORGANIZATION CHART





OUR SERVICES

- Visa Services
 - Saudi Employment Visa Processing
 - Saudi Family Joining (Residence) Visa Processing
 - Saudi Visit Visa Processing
 - Saudi Family Visit Visa
 - Saudi Business Visit Visa
 - Saudi Work Visit Visa
 - Saudi Child Visa Endorsement
 - Saudi Re-Entry Extension
 - Document Attestation - K.S.A for Degree / Diploma Certificate
- Overseas Placements
- Passport & Immigration
- International & Domestic Air Ticketing
- Medical Test By GCC Approved Medical Centers Association (GAMCA)
- Trade Tests
- GCC Workshop for selected Candidates
- Haj & Umrah
- Forex



SEGMENTS

Accounts
AC & Refrigeration
Administration
Advertising
Agriculture & Horticulture
Airport Maintenance
Architect
Automobiles
Bakery & Pastry
Building Constructions
C & F (Land / Sea / Air)
Chemical & Petrochemical
Civil Engineering
Cleaning Services
Cold Storage Services
Electrical
Elevators
Fire & Safety Services
Flour Mills
Food Processing
Furniture & Interior Decorations
General Trading
Heavy Equipments
Hotel Industries
HVAC
Ice Factories
Inspection
Insulation
IT Industries
Laundry & Dry Cleaning
Manufacturing Industries
Mechanical
Medical, Hospitals & Clinics
Oil & Gas Distribution Services
Packaging
Pharmaceuticals
Plant Machineries
Plumbing & Sanitary
Poultry Farms
Printing & Publication
Readymade Garments
Ready Mix Concrete
Sales & Marketing
Small Scale Industries
Steel & Iron Industries
Telecommunications
Transportation
Water & Sewage Plants

DOCUMENTS REQUIRED

Documents Required From The Client

- * A Demand Letter addressed to us (Rolex Travels Services) on the Employers letterhead indicating the required Trade & Quantity, Salary offered, Period of contract, Normal working hours, Weekend holidays / Leave & Benefits, Accommodation, Transportation, Food / Allowance, Medical Assistance, Insurance and other benefits etc.
- * A Power of Attorney to be executed on the Employer's Letterhead authorizing us (Rolex Travels Services) to be your recruitment agent.
- * Commercial Registration Copy.
- * Visa Approval Slip Copy.
- * Employment Agreement in Arabic and English.
- * E-Wakalah (Electronic Authorization) in the name of - Rolex Travels Services Lic. No.: B-0150/MUM/PER/1000+/43/4/7009/2005

Information Required

- * The Employer has to provide us detailed Job Description, Qualification and Experience Required, Age Group, Salary Guidelines and Benefit Package with the principal knowledge to enable us to provide right candidate. We should be totally aware of the environment & surroundings of work place.
- * Employer has to provide us deployment schedule guidelines for recruities.
- * As we are legally bounded to the source country. The employer /sponsor should provide us company business objectives, aims and project details.



We are recognised for our effective overseas placement consultancy services. Our staff has sound knowledge of all aspects of overseas placement and they work hard to provide our clients with the assistance for the most suitable overseas jobs.

1 Agency Agreement

We work in close co-ordination with our clients for executing an agency agreement stating the terms and conditions, which will then result in the manpower, trade going to be executed.

2 Interview By Client

We conduct formal interviews of the applicants at our office premises or at any other venue preferred by the Employer or his Delegates. The selection process is done with the help of experts under the direct supervision of our team professionals. We provide best secretarial assistance to the interviewers.

3 Final Selection

A formal offer letter is issued to the candidates after the final selection, declaring all the terms and conditions. The selected candidates have to join the post within 15-25 days after receiving visa. The selected candidates are refrained from joining another organization.



RECRUITMENT PROCESS

4 Medical Examination

Candidates are sent for medical examination to the medical centers authorized by the respective embassies of the country for the employment.

5 Mobilization - Travel Processing & Deployment

Candidates will be kept informed about their visa status. Travel formalities will be completed as soon as we get the receipt / endorsement of the visa and accordingly the clients will be informed about the departure of the candidates. We strictly adhere to our client's instructions at every stage of the recruitment and deploy the candidates within the stipulated time.

6 Orientation Of Candidates Before Employment

Selected candidates have a thorough orientation about their employers, working conditions, good manners and etiquette, details of cultural nuances, weather conditions, and many such things. This will help them to adapt their new working conditions quickly, which will result in higher productivity.

(نموذج خطاب الطلب)

(تطبع على الورقة الرسمية للكفيل)

DEMAND LETTER**M/s Rolex Travels Services**

30-A, Eastern Chamber Premises Co-Op. Society, 3rd Floor, Poona Street, Dana Bunder, Masjid Bunder (E), Mumbai - 40010. India.

Lic. No.: B-0150/MUM/PER/1000+43/4/7009/2005

Sub: Demand Letter for Manpower

We hereby authorize you to recruit the following Indian workers on our behalf in compliance with the special power of attorney given to you under our Block Visa No.:, Dated:
Issued at:

1 - Categorywise workers required:

Sr.No.	Category	Qty.	Monthly Salary
1			
2			

2 - Terms and Conditions:

- Contract period: 2 Years.
- Accommodation/ Food/ Uniform: Free.
- Medical/ Insurance: Free.
- Transportation to & from work place: Free.
- Working Hours / Days: Eight hours a day, 6-days/ week.
- Air Ticket to native : Return Air Ticket as per contract period.
- Annual Leave: 30 days paid leave per contract period.
- Other: Benefits and all legal matter as per labor law. Kindly arrange for the recruitment of the above mentioned categories at your earliest.
- In case of death of the worker, the company / employer shall dispatch the mortal remain of the deceased emigrant to his/her native place at its / his own expenses.
- The company / employer shall settle all dues of the worker(s), in coordination with the Indian Mission.

Thanking You,

For: Name of Company.

Signature, Name and Designation of the concerned person.

(خطاب طلب)

الي السادة / روليكس لخدمات السفريات ' ٣-٠٣-أى' ايسترن جيمبر بريمانسس كوا برينيو سوسائتي' الدور الثالث بونا استريت' دانا بندر' مسجد بندر (الشرق) ممبائي - ٤٠٠٠٩ الهند. رقم الترخيص: بي- ١٥٠ / يوم / ير / ١٠٠٠+ / ٤٧٤ / ٧٠٠٩ / ٢٠٠٥ الموضوع: خطاب طلب للاستقدام:

بعد التحية، بهذا نقوم بتفويض مكتبكم لاستقدام مواطنين هنود للعمل لدينا بموجب الوكالة الخاصة المخولة إليكم تحت رقم التاشيرة: بتاريخ:

الصادرة من:

1. العمالة المطلوبة حسب المهن المذكورة:

م.ر.	المهن	العدد	الراتب الشهري
1			
2			

2- البنود و الشروط :

- مدة العقد : سنتان.
- السكن الطعام الذي الرسمي : مجاناً.
- العلاج الطبي التامين : مجاناً.
- النقل من و إلى مكان العمل : مجاناً.
- اوقات الدوام : ثماني (8) ساعات يوميا، ستة أيام أسبوعياً.
- التذكرة : تذكرة العودة بموجب بنود العقد.
- الأخرى : الفوائد ، و الأمور الشرعية طبقاً لنظام قانون العمل.
- في حالة وفاة / موت أي عمل فان الشركة سترسل جثمان العامل المتوفي الى موطنه على حسابها وستتم تسوية جميع مستحقات العامل بتنسيق مع السفارة الهندية.
- نأمل منكم ترحيل العمالة المذكورين حسب المهن المذكورة بأسرع مايمكن.
- ولكم جزيل الشكر و الاحسان.

المخلص لكم،

اسم الشركة :

التوقيع، اسم صاحب التوقيع و المنصب.



POWER OF ATTORNEY

Known all men by these presents that we M/s do hereby appoint M/s **Rolex Travels Services**, 30-A, Eastern Chamber Premises Co-Op. Society, 3rd Floor, Poona Street, Dana Bunder, Masjid Bunder (E), Mumbai - 400010. India, approved by Ministry of Overseas Indian Affairs Govt. Of India. License No.: **B-0150/MUM/PER/1000+43/4/7009/2005** to be our true and lawful attorney and agent in India in respect of handling of all affairs concerning recruitment, entering into contracts with the selected employees, completion of all necessary documents required by the said office in connection with the recruitment of persons for service with us and to arrange their passport passage etc.

Ref.: Our Visa No.:

Date:

Issued Place:

For: Name of the Company.

Signature, Name and designation of the concerned person.

نموذج الوكالة

(تطبع علي الورقة الرسمية للكفيل)

(وكالة تفويض)

ليعلم جميع من تصل إليهم هذه الوثيقة
أننا نحن السادة

.....
بهذا نعين السادة /روليكس لخدمات السفريات
٠٣-أى ايسترن جيمبر بريماثسس كواآبريتيو
سوسائتي الدور الثالث بونا استريت دانا بندر
مسجد بندر (الشرق) ممبائي - ٤٠٠٠٠٩ المعترف
لدى حكومة الهند رقم الترخيص :

بي-١٥٠/بوم/بر/١٠٠٠+/٤٢٤/٧٠٠٩/٢٠٠٥
ليكونوا و كلائنا الشرعيين في الهند
للقيام بجميع الإجراءات بخصوص
أمور الاستقدام، إبرام العقود مع
المرشحين المنتخين، إنهاء
الإجراءات اللازمة المطلوبة لدى
المكتب المذكور فيما يتعلق باستقدام
الأشخاص للعمل لدينا و اتحاد
الإجراءات لإعداد جوازات سفرهم و
نقلهم إلينا.

لقد تم تنفيذ هذا التوكيل اليوم.....
من شهر..... لعام.....

تأشيرة رقم :

بتاريخ :

الصادرة من :

اسم الشركة :

التوقيع، اسم صاحب التوقيع و المنصب.





OUR ESTEEMED CLIENTS

- Almeer Saudi Technical Services Co. - KSA
- Suroo Al-Jazeera - KSA
- Saudi Nanjing Co. Ltd. - KSA
- Dolf Technologies Co. Ltd. - KSA
- Support Services Company Ltd. - KSA
- Sungate Projects Co. Ltd. - KSA
- Desert Fans Industrial Solutions - KSA
- Smart Arabian Gen. Cont. Est. - KSA
- United Angle Factory Co. Ltd. - KSA
- Wing International Contracting & Industrial Services Est. - KSA
- Saudi Al Faris International Co. - KSA
- Abdulaziz Al-Abdulkader Group - KSA
- Manpower Services Company - KSA
- Khaled Salloum Concrete Contracting Est. - KSA
- Desert Fans Industrial Solutions - KSA
- Dora Farwaniya General Contracting Establishment - KSA
- Yahya Bin Omar Abdel Muti Company For Sewage Works - KSA
- Creativity Nairiyah General Contracting Establishment - KSA
- Rabu Al Bashaer Contracting Company - KSA
- Zeiba Mohammed Ayed Al-Shammari Contracting - KSA
- Mohammed Abdullah Eid Safety Security And Safety Foundation - KSA
- Oasis Middle Investment And Real Estate Development Company - KSA
- Abdul Rahman Ibrahim Thiyabi Cont. - KSA
- Foundation And Avi Soluble Aqeel Al-Mutairi Contracting - KSA
- Abdullah Ali Foundation The Tonic Contracting - KSA
- Pick Upgrading Company - KSA
- Wedding Palace Star Night Nayef And Yasser Ahmed Sons Osaimi Company - KSA
- Legions Foundation To Exploit The Materials Branch Crushed Stone Crushers Mansour Al Sawadi - KSA
- Orouba Franchise Company - KSA
- Bandar Saeed Awad Misfer The Foundation General Contracting - KSA
- Mohammed Harbi Contracting Est. - KSA
- Imran Housing General Contracting Establishment - KSA
- Mushabab Zarb Ghanem Al-Qahtani Contracting - KSA
- Tav Perk Up A Branch Company In Acfn Aatirim Eisselama Anonam Serkia - KSA
- A Positive Arabia Contracting Co. - KSA
- Smart Cart Restaurant Branch To Provide Subsistence - KSA
- Arahimah Saudi Industrial Services Company - KSA
- Jerusalem Foundation Contracting - KSA
- Eastern Recruitment Company - KSA
- Azmee Contracting Company - KSA
- Saudi International General Contracting Anbak Foundation - KSA
- Mohammed Hamad Almaenai Trading Est. - KSA
- Rikaz Al Khalij Contracting Est. - KSA

- Khalid Sawab Contracting Foundation - KSA
- Aisha Al-Mutairi Contracting Establishment - KSA
- Kaady South Establishment - KSA
- Amana Technology Contracting Est. - KSA
- Hamad Jeriabie Trading & Contracting - KSA
- Ruqiya Ali Al-Ghamdi General Contracting Est. - KSA
- Moaidh Favor Of Acid Sons Co. For Trading & Contracting - KSA
- Walid Nasser Al-Zaid Cont. - KSA
- Almaoan Top Trading & Contracting Est. - KSA
- Sunrise Factory Output Twank Cars Saleh Hamoud Jaidi - KSA
- Amana Technology Contracting Est. - KSA
- Arabian Technical Contracting Artec - KSA
- Al Mhaideb Construction Company - KSA
- Civil Restaurant Company - KSA
- Dial Company For Trade And Industry And Contracting - KSA
- Sayer Company For Trading And Contracting And Industry - KSA
- Technical Stations IT Company - KSA
- Abbas Baqer Foundation General Contracting - KSA
- Aelaidakadir Furniture Co. Ltd. - KSA
- Sambo Arab Contracting Company - KSA
- Readymix Tiller Factory - KSA
- Ibrahim Mohamed Abdel Foundation - KSA
- Salah Muhammad Alzzaghyby Contracting Est. - KSA
- Global Manufacture Of Crushers And Accessories Factory Co Ltd - KSA
- Ejar Saudi Cranes & Equipment Ltd. - KSA
- Impervious Saad Al-Otaibi Contracting Est. - KSA
- Founder Marzouk Almqati Contracting - KSA
- Middle East Pharma Company - KSA
- Luxury Halls For Tents And Aluminum Factory - KSA
- Baasim International - KSA
- Plant-Tech Arabia Co. Ltd. - KSA
- Arc International Middle East LLC - UAE
- Dar Al Adham Constructions LLC - UAE
- Bam International Abu Dhabi LLC - UAE
- Higgs & Hill LLC - UAE
- Al Najma Al Baydha Laundry - UAE
- Anglo Eastern Engineering - UAE
- Noukri Recruitment LLC - UAE
- Dhafir Technologies LLC - UAE
- Inter Liners FZE Interlining Solutions - UAE
- Advanced Oilfield Technology Company LLC - Oman
- JG Containers Malaysia Sendirian Berhad - Malaysia

REGISTRATION CERTIFICATE

①

PARTICULARS OF THE AGENCY

- Registration Certificate Number : B-0150/MUM/PER/1000+14 3/4/7009/2005
- Name of the Agency : M/s. Relax Travel Services
- Office Address of the Agency : 30-A, Eastern Chamber, Premises Co-op Society, 3rd Floor, Perma Street, Dana Bunder, Malad Bunder (E), Mumbai - 400009
- Nature of Agency : Proprietorship (Company/Proprietorship firm/Partnership firm)
- Name of RC Holder : Sh. Shaikh Liyaqat Ali
- Date of birth of the RC Holder
- Nationality of the RC Holder : Indian
- Position in the Agency : Proprietor
- Telephone Number of the Agency : 22964211, 40230832

②

- Fax Number of the Agency : 22936551
- Email address of the Agency : relaxtravelservices@yahoo.co.in
- Date of issue of RC : 06.06.2005
- Period of validity : 4 3/4 Years from 06.06.2005 To 05.03.2010
- Date of expiry of validity : 05.03.2010
- Limit of workers to be recruited : 1000+1 (Thousand Plus)

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY
 Minst. of Overseas Indian Affairs
 Government of India
 New Delhi



ORIGINAL/CONTINUOUS RC ③

This RC is issued in lieu of Paper form RC No 4409/MUM/PER/1000+14 3/4/7009/2005


0150/MUM

CERTIFICATE NO. B-0150/MUM/PER/1000+14 3/4/7009/2005 Form - V

GOVERNMENT OF INDIA
 MINISTRY OF OVERSEAS INDIAN AFFAIRS
 CERTIFICATE
 [See rule 10 (2)]

With reference to the application dated 07.02.2005 for grant of a Certificate under Section 10 of the Emigration Act, 1983 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, M/s. Relax Travel Services is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely:-

- that the business shall be conducted at 30-A, Eastern Chamber, Premises Co-op Society, 3rd floor, Perma Street, Dana Bunder, Malad Bunder (E), Mumbai - 400009



④

- that this certificate is valid for a period of 4 3/4 years or till the completion of the recruitment of 1000+1 (Thousand Plus) workers, whichever is earlier. In the event of the recruitment of the specified number getting completed before the specific period, the holder of the certificate can be permitted to continue recruitment upto the expiry of the certificate on production of evidence of actual demand and on furnishing additional security under sub-rule (2) of Rule 8;
- that the holder of the certificate shall conduct business under signatures and seal of the director/partner/proprietor and the certificate shall not be transferable;
- that a photocopy of this registration certificate shall be prominently displayed at a conspicuous place in the premises of the business. Also, a copy attested by the registering authority with an endorsement of having authorized the recruiting agent to carry on the business at additional premises, if any, shall be displayed at a conspicuous place in the business premises of such Branch Office. Original Certificate shall be produced on demand by the emigration authorities/law enforcing authorities and employers;
- that the holder of the certificate shall normally conduct the business from the place indicated in the application for registration. For opening a Recruitment centre at a place other than the place indicated in the application, the holder of the certificate has to obtain the prior approval of Registering Authority;

CONSULATE ID



**Royal Consulate General of Saudi Arabia
Mumbai**

Valid upto 5-3-2020

UNOFFICIAL

Reg No : 285/10/10/0

Name : LIYAQAT ALI

**Name of Agency: ROLEX TRAVELS
SERVICES**



Consul General

Abdullah Suleman Al Eisa



30-A, Eastern Chamber Premises Co-Op Society, 3rd Floor, Poona Street, Dana Bunder, Masjid Bunder (E), Mumbai - 400 009.

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