

## COMPANY LETTERHEAD

### **AFFIDAVIT OF UNDERTAKING**

We, (Name of Saudi Recruitment Agency) with office address at \_\_\_\_\_ Kingdom of Saudi Arabia, represented by its owner (Name of SRA Owner) after having duly sworn in accordance with law, do hereby depose and state that we will:

1. Hire and employ a "Welfare Desk Officer (WeDO)" under our sponsorship within a period of three (3) months from the time that our application has been duly approved and processed by the Migrant Workers Office (MWO), as indicated, and required in the new Governing Board Resolution No. 5, series of 2022 of the Department of Migrant Workers with the following qualification:
  - College degree holder or high school graduate with at least two (2) years of work experience in handling welfare cases involving OFWs; and
  - Conversant in the language understood by both employer and domestic worker.
2. Appoint Mr./Ms (Name of Temporary WeDO) as our temporary Welfare Desk Officer until the assumption of the regular/permanent WeDO. Attached herewith are his/her credentials.
3. Failure to comply within the given period would mean that MWO will have all the right to suspend any of our document processing.

Done this \_\_\_ day of \_\_\_\_\_, at Jeddah, Kingdom of Saudi Arabia.

NAME AND SIGNATURE OF OWNER/GENERAL MAMANGER