

corporate profile

# Corporate Profile



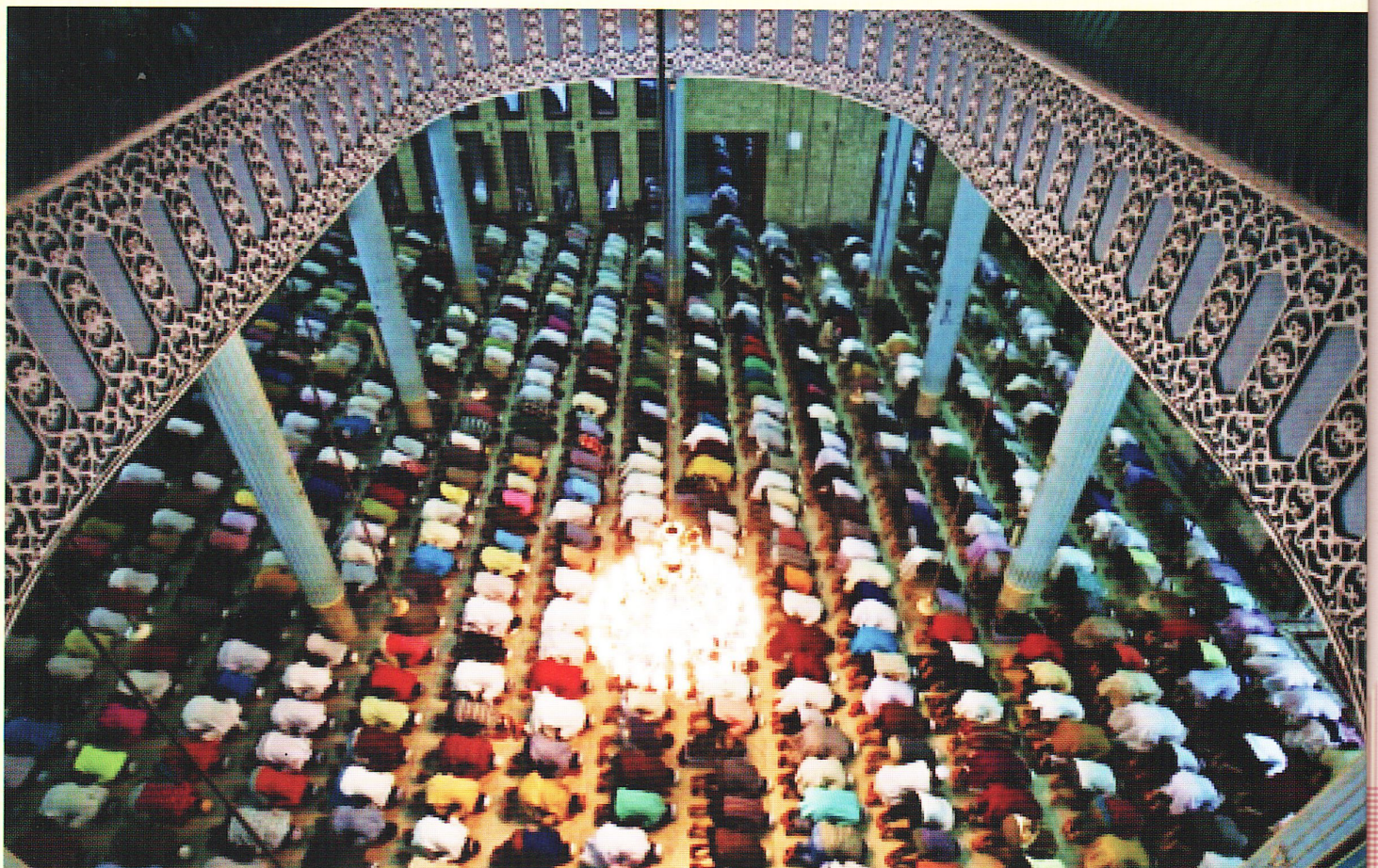
**M/S. YAMBU TRADE INTERNATIONAL**

Govt. Approved Recruiting Agent Licence No. **RL-192**





Baitul Mukarram Mosque, The National Mosque of Bangladesh



Inside of Baitul Mukarram Mosque, The National Mosque of Bangladesh

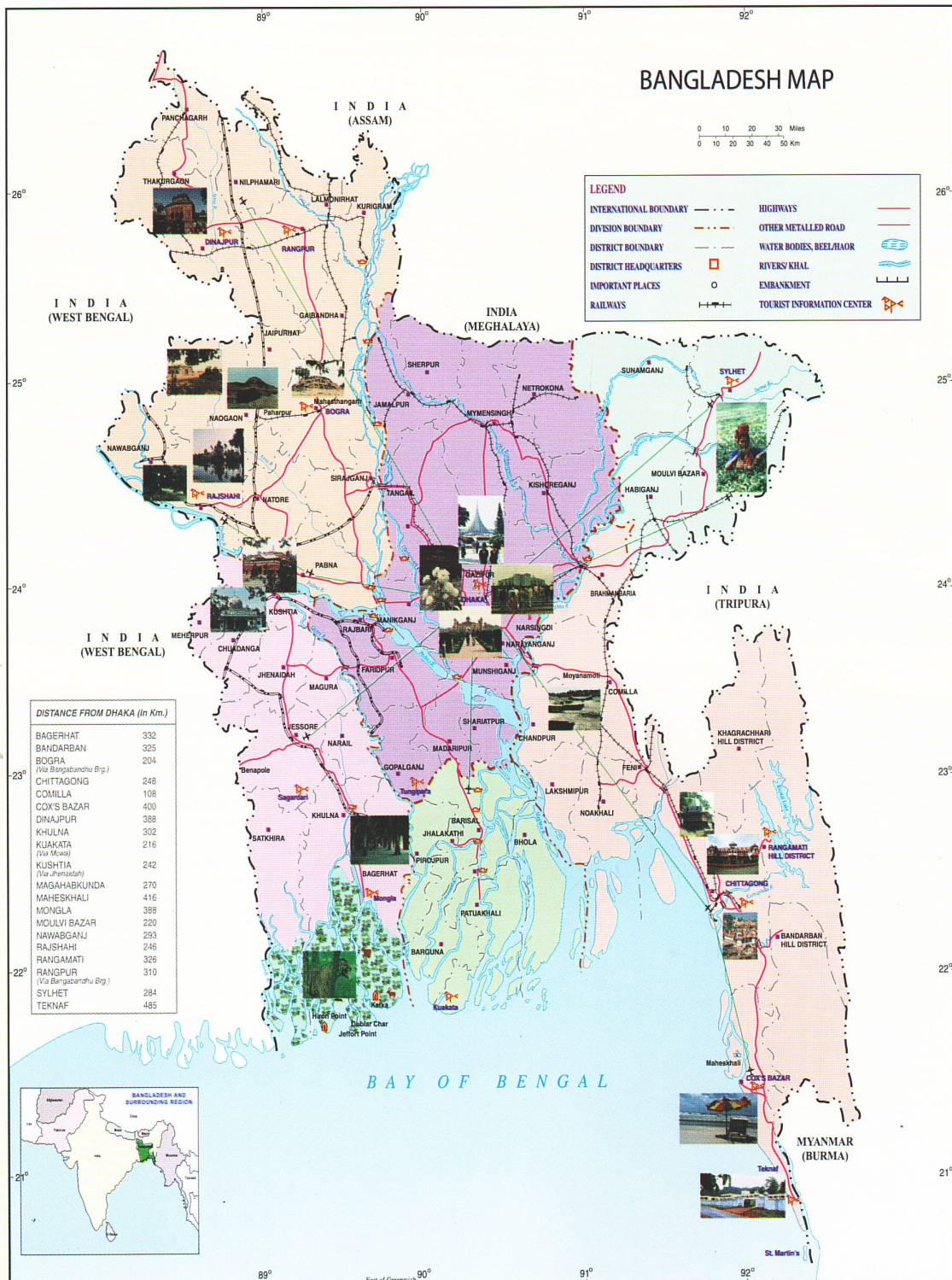




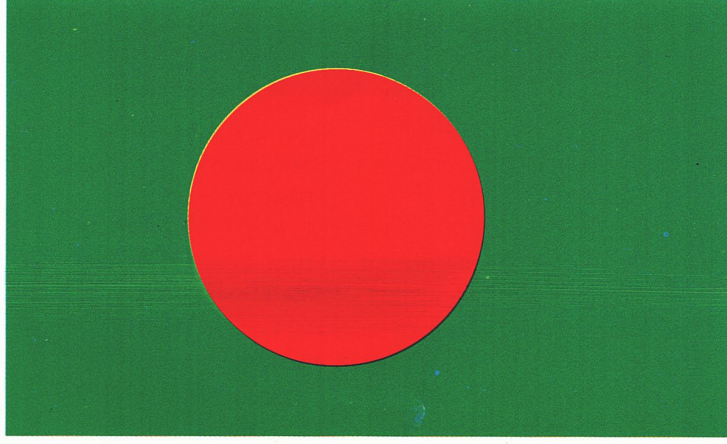
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### জাতীয় সংগীত

আমার সোনার বাংলা, আমি তোমায় ভালবাসি ।  
চিরদিন তোমার আকাশ, তোমার বাতাস, আমার প্রানে বাজায় বাঁশি ।

ওমা, ফাগুনে তোর আমের বনে দ্রাণে পাগল করে,  
মরি হায়, হায় রে-

ওমা, অম্রাণে তোর ভরা ক্ষেতে আমি কি দেখেছি মধুর হাসি

কী শোভা, কী ছায়াগো, কী স্নেহ, কী মায়াগো-  
কী আঁচল বিছায়েছ বটের মূলে, নদীর কুলেকূলে ।

মা, তোর মুখেরবাণী আমার কানে লাগে সুধারমতো  
মরি হায়, হায় রে-

মা, তোর বদনখানি মলিন হলে, ও মা, আমি নয়ন জলে ভাসি ।

### National Anthem

My Bengal of gold, I love you  
Forever your skies, your air set my heart in tune  
as if it were a flute,

In Spring, Oh mother mine, the fragrance from  
your mango-groves makes me wild with joy-  
Ah, what a thrill!

In Autumn, Oh mother mine,  
in the full-blossomes paddy fields,  
I have seen spread all over - sweet smiles!

Ah, what a beauty, what shades, what an affection  
and what a tenderness!

What a quilt have you spread at the feet of  
banyan trees and along the banks of rivers!

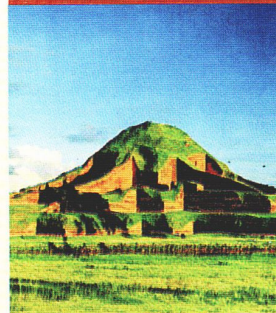
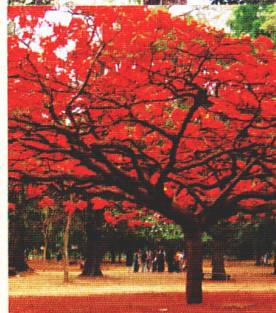
Oh mother mine, words from your lips are like  
Nectar to my ears!

Ah, what a thrill!

If sadness, Oh mother mine, casts a gloom on your face,  
my eyes are filled with tears!







## Bangladesh Profile

|                         |                                                                                                                                                                                                                    |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Country     | : People's Republic of Bangladesh                                                                                                                                                                                  |
| Conventional Short Form | : Bangladesh                                                                                                                                                                                                       |
| Head of the State       | : President                                                                                                                                                                                                        |
| Current President       | : Mr. Md. Zillur Rahman                                                                                                                                                                                            |
| Head of the Government  | : Prime Minister                                                                                                                                                                                                   |
| Current Prime Minister  | : Sheikh Hasina                                                                                                                                                                                                    |
| Year of Independence    | : 1971                                                                                                                                                                                                             |
| Independence Day        | : 26 March                                                                                                                                                                                                         |
| Victory Day             | : 16 December                                                                                                                                                                                                      |
| Mother Language Day     | : 21 February - Recognized as International Mother Language Day by the United Nations                                                                                                                              |
| Capital City            | : Dhaka                                                                                                                                                                                                            |
| Land Area               | : 147,570 sq. km                                                                                                                                                                                                   |
| Geographical Location   | : Between 20°.34' and 26°.38' North latitude between 88°.01' and 92°.41' East latitude                                                                                                                             |
| Location & Boundary     | : In Southern Asia, bordering the Bay of Bengal between Myanmar and India, North-India (Paschim Banga and Meghalaya), West-India (Paschim Banga), East-India (Tripura and Assam) and Myanmar, South-Bay of Bengal. |
| Land Boundaries         | : Total 4,246 km, Myanmar 193 km, India 4,053 km                                                                                                                                                                   |
| Coast Line              | : 580 km                                                                                                                                                                                                           |
| Border Countries        | : India and Myanmar                                                                                                                                                                                                |
| Territorial Area        | : 12 Nautical miles                                                                                                                                                                                                |
| Time                    | : GMT + 6 hours                                                                                                                                                                                                    |
| Resources               | : Natural Gas, Coal, Hard Rock, Lime Stone, Ceramic Clay, Glass Sand, Timber And Arable Land                                                                                                                       |
| Principal Crops         | : Rice, Wheat, Jute, Tea, Tobacco And Sugarcane.                                                                                                                                                                   |
| Export Commodities      | : Ready made garments, Raw Jute and Jute Goods, Tea, Leather, Frozen Fish and Sea Food, Naphtha, Ceramic Products.                                                                                                 |
| Import Commodities      | : Rice, Wheat, Oil Seeds, Crude Petroleum, Raw Cotton, Fertilizer, Yarn, Machineries, Automobiles.                                                                                                                 |
| Principal Industries    | : Readymade Garments, Jute, Tea, Textiles, Paper, Newsprint, Fertilizer, Leather, Cement, Fish Processing.                                                                                                         |
| Sea Ports               | : Chittagong and Mongla                                                                                                                                                                                            |





## Bangladesh Profile

|                             |                                                                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Land Ports                  | : Benapole, Tamabil, Burimari, Bibir Bazar, Sonamasjid Teknaf, Banglabandha, Belonia Ramgarh, Bangla Hili.                                   |
| Satellite Station           | : Betbunia, Talimabad                                                                                                                        |
| Airports                    | : Hazrat Shahjalal International Airport-Dhaka, MAG Osmani International Airport-Sylhet, Hazrat Shah Amanat International Airport-Chittagong |
| Railways                    | : 2,835.04 km                                                                                                                                |
| Roads                       | : 2,41,286km                                                                                                                                 |
| Water ways                  | : 8,372 km                                                                                                                                   |
| Major Rivers                | : Padma, Meghna, Jamuna, Brahmaputra, Teesta Karnaphuly, Dhaleshwary, Rupsha, Surma etc.                                                     |
| Population (2010)           | : 149 million                                                                                                                                |
| Density                     | : 1009 per square kilometer                                                                                                                  |
| Religion                    | : Islam, Hinduism, Christianity, Buddhism and others. Muslims 89.7%, Hindus 9.2%, Buddhists 0.7%, Christians 0.3% & Animists 0.1%            |
| Rain Fall                   | : 120-345 cm during Monsoon (July-August)                                                                                                    |
| Humidity                    | : Highest 98% July, Lowest 36% December                                                                                                      |
| Temperature                 | : Winter (November-February) Max 28°C, Min 09°C<br>Summer (April-September) Max 35°C, Min 21°C                                               |
| Language                    | : Bengali (Official), English is widely spoken & used.                                                                                       |
| Number of Villages          | : 87,326                                                                                                                                     |
| Number of Mouzas            | : 39,990                                                                                                                                     |
| Number of Unions            | : 4,500                                                                                                                                      |
| Number of Upzillas          | : 483                                                                                                                                        |
| Number of Districts         | : 64                                                                                                                                         |
| Number of Divisions         | : 7                                                                                                                                          |
| Number of City Corporations | : 9                                                                                                                                          |
| Number of Municipalities    | : 306                                                                                                                                        |
| Popular Sports              | : Football, Cricket, Kabadi, Hockey, Swimming Volleyball, Badminton, Chess.                                                                  |
| Calling Country Code        | : +88                                                                                                                                        |
| National Animal             | : Royal Bengal Tiger                                                                                                                         |
| National Fish               | : Hilsha                                                                                                                                     |
| National Bird               | : Magpie Robin                                                                                                                               |
| National Flower             | : White Water Lily                                                                                                                           |
| National Fruit              | : Jackfruit                                                                                                                                  |
| National Tree               | : Mango Tree                                                                                                                                 |





## *Message*

I feel indeed a great pleasure to introduce you with our organization dealing in manpower recruitment and Export .

This corporate profile will assist our esteemed foreign principals to know about the details of our company, our capability and availability of manpower in Bangladesh. We have covered in this booklet subjects like the availability of manpower of different categories in Bangladesh, recruitment policy, formalities regarding despatch of workers to the host countries, terms & conditions of recruitment and employment agreement. We are sure, this will be helpfull guide to our principals to mobilize manpower from Bangladesh for their projects/factories/organizations.

The management of the company is always careful about selection of right type of worker according to the demands of the employers and is always ready to extend all sorts of co-operation and assistance to the employers/principals in respect of interview, selection and transportation of overseas workers.

I would like to assure all concerned that our company will try its best to uphold its reputation by the honest performance and excellent behavioural service to all.

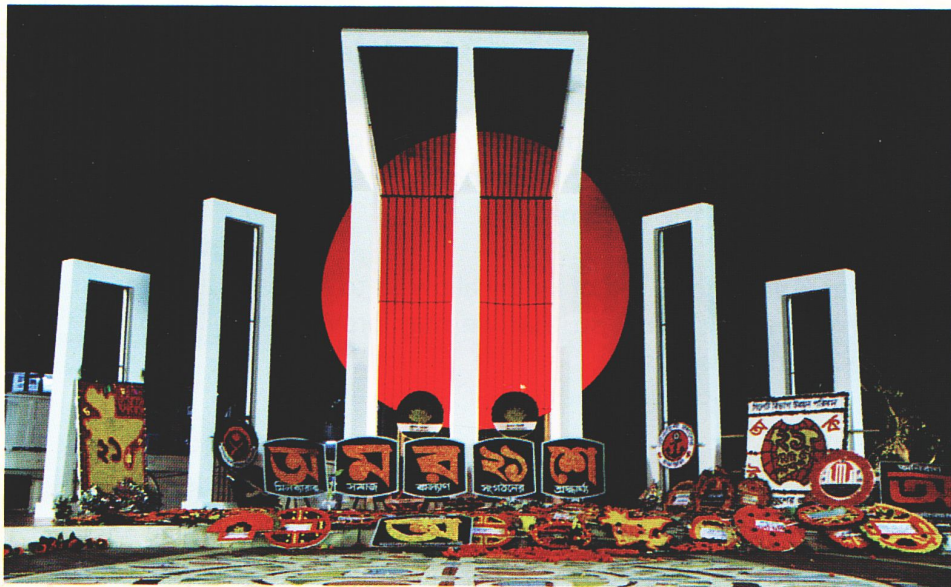
Sincerely Yours,

(MD GOLAM MOSTAFA)  
Managing Partner.  
YAMBU TRADE INTL.





*National Martyrs Memorial at Savar Near Dhaka, A symbole of Three Millions Martyrs Who secrificed their Lives for Freedom.*



*Shaheed Minar at Near Dhaka Medical College, A Symbol of International Mother Language Day*





## *Message from the Manager*

It is truly our privilege to present a copy of our brochure which will give you a picture of Bangladeshi exportable manpower seeking employment into the abroad. Now -a- days Bangladesh is a major producer of highly advanced Technical Personal, who have past experiences & have surplus manpower.

We are renowned Recruiting Agent of Bangladesh having long time past experience. A good number of workers have been working under their principals abroad with much more appreciation. It is also proved that they are hardworking, skillful in their respective trade, sincere, obedient and loyal to their employers.

We are in possession of Recruiting Licence No. RL – 192 issued by the Ministry of Expatriates, Welfare & Overseas Employment Govt. of People's Republic of Bangladesh, Dhaka. We are also member of Bangladesh Association of International Recruiting Agencies (BAIRA).

We can assure you that we shall be able to select proper number of manpower at any category with a short notice and arrange to dispatch them duly complied with the procedures of both the Governments.

May we request your good self of kindly allow us to render our sincere services to your esteemed establishment so that we may prove our ability on the basis of mutual respect and benefits.

With best regards

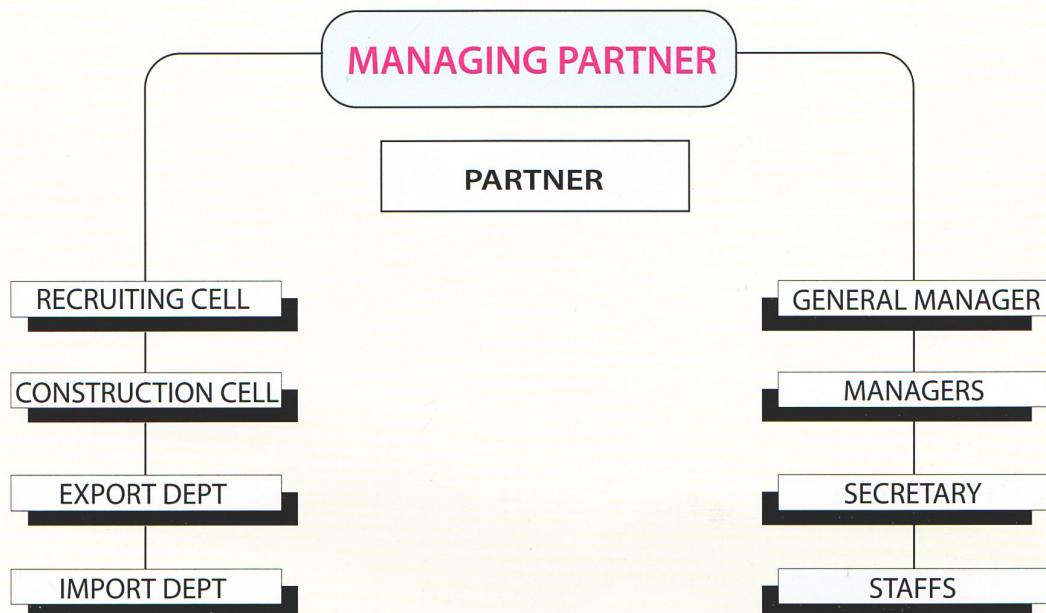
(Md Zahirul Islam)  
Manager







**ORGANOGRAM OF  
M/S. YAMBU TRADE INTERNATIONAL**





## Trade Licence

ঢাকা সিটি করপোরেশন, ঢাকা।  
রাজস্ব বিভাগ (অঞ্চল-০৪)  
তিলপাপাড়া, খিলগাঁও, ঢাকা।  
ফোন ৪-৭২১১৭০৬



| লাইসেন্স ইস্যুর বিবরণ |                     |              |
|-----------------------|---------------------|--------------|
| ওয়ার্ড নম্বর         | ইস্যুর ক্রমিক নম্বর | ইস্যুর তারিখ |
| ৩২                    | ০৬৪৪                | ২২/০২/১৮     |

ট্রেড লাইসেন্স  
(TRADE LICENCE)

No: 0427644

Dhaka City Corporation Ordinance 1983 (Ord. XL of 1983) এর Section-69 এর প্রদত্ত ক্ষমতাবলে সরকার প্রণীত ঢাকা সিটি করপোরেশন আদর্শ কর তফসিল ২০০২ এর ৬ নং অনুচ্ছেদ অনুযায়ী পেশা, ব্যবসা-বাণিজ্য এবং জীবিকা-বৃত্তির উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নে বর্ণিত ব্যক্তি/প্রতিষ্ঠানের অনুকূলে এ ট্রেড লাইসেন্স ইস্যু করা হলো। যার কার্যকারিতার মেয়াদ ৪ এবং ৫ পৃষ্ঠায় উল্লিখিত সময় পর্যন্ত বলবৎ থাকবে।

- ১। মালিকের নাম : মোঃ হান্নান মোস্তফা (আলজিৎ খান)
  - ২। পিতা/স্বামীর নাম : মোঃ হান্নান মোস্তফা (আলজিৎ খান)
  - ৩। মাতার নাম : মোঃ হান্নান মোস্তফা (আলজিৎ খান)
  - ৪। মালিকের ঠিকানা :  
বর্তমান বসবাসের ঠিকানা :  
হোন্ডিং নং : ৪৩০/১০, বুর্জ সেরেনা  
রোড নং :  
থানা : ফরিদপুর  
ঢাকা ..... (পোস্ট কোড)  
স্থায়ী/রেজিস্টার্ড ঠিকানা :  
হোন্ডিং নং/গ্রাম : আইনজীবী  
রোড নং/পোস্ট অফিস :  
থানা : ফরিদপুর  
জেলা : ফরিদপুর
  - ৫। ব্যবসা প্রতিষ্ঠানের নাম : আইনজীবী ফিরোজ ইসলাম
  - ৬। পরিশোধিত মূলধন (লিঃ কোম্পানীর ক্ষেত্রে) : টাকা
  - ৭। ব্যবসা প্রতিষ্ঠানের ঠিকানা :  
ফোন ও ই-মেইল (যদি থাকে) : ০১৮-১০১, ফরিদপুর জেলা, আইনজীবী ফিরোজ ইসলাম
  - ৮। ব্যবসার ধরণ : আইনজীবী
  - ৯। আদর্শ কর তফসিল ২০০২ এর ক্রমিক নং : ৩
  - ১০। ট্রেড লাইসেন্স/নবায়ন ফি (বার্ষিক) : টাকা (অংকে) : ২০০০ (কথায়) : দুই হাজার টাকা
  - ১১। সাইনবোর্ড কর (বার্ষিক) : টাকা (অংকে) : ২০০ (কথায়) : দুইশত টাকা
  - ১২। ইস্যুকৃত চালান : বই নম্বর : ০৪২৭৬৪৪
- লাইসেন্সধারীর নিকট হতে সকল বকেয়া পাওনা বিবিধ রশিদ নম্বর ..... তাং ..... এর মাধ্যমে আদায় করা হয়েছে।  
(লাইসেন্সটি) ..... নম্বর ডি. সি. আর. বইয়ের ..... পৃষ্ঠায় লিপিবদ্ধ করা হয়েছে।

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার  
(নাম ও পদবীসহ সীল)

মোঃ জাহিদুল ইসলাম  
লাইসেন্স ও বিজ্ঞাপন  
সুপারভাইজার  
৩০৩ ডিবি  
০৪২৭৬৪৪

কর কর্মকর্তা  
অঞ্চল-০৪

(নাম ও পদবীসহ সীল)

মোঃ সফিকুল ইসলাম

কর কর্মকর্তা

০৪২৭৬৪৪



## Business Licence

2

Licence Number: RL- 192

Name of the Agency: M/S. YAMBU...  
TRADE -  
INTERNATIONAL.

Business Address: "EASTERN VIEW"  
50, DIT EXTN. ROAD,  
(2ND FLOOR), ROOM #  
14-15, NAYA PALTAN  
DHAKA-1000.

Name of the Proprietor: MOHD. SIDDIQUR RAHMAN

Managing Partner: VILL. L. P.O. NARAYANPUR  
P.S.-MATLAB.  
DIST.-CHANDPUR.

Managing Director

with Permanent Address:  
This Licence has been issued in place  
of Licence No. RL- 192, Dated 25.10.90.  
vide Ministry's Letter No. Sha-5/Yambu-43/  
2002/251 dt. 04-05-2002.

Specimen Signature

RL- 192

Specimen Signature

This licence is issued under Section 10 of the  
Emigration Ordinance, 1982 to carry on the business  
of a recruiting agency. The licence is not transferable  
nor it shall be used directly or indirectly by any person  
other than the person in whose favour it is issued.

The Government reserves the right to cancel or to  
suspend the licence at any time without assigning any  
reason.

Director General,  
Bureau of Manpower, Employment  
and Training,  
Government of the People's  
Republic of Bangladesh.

Dated, Dhaka.  
This... day of... 19...

RL- 192

Specimen Signature

Status of the Recruiting Agency has  
been changed from Proprietorship to  
partnership/limited company vide Ministry's  
Letter No. Sha-5/Yambu-43/2002/251,  
Dated 22-02-2002, as follows.

Name of  
Managing Partner: MD. GOLAM MOSTAFA  
with Permanent address: VILL & P.O.-AINGIRI,  
P.S.-KACHUA, DIST.-CHANDPUR.

(Md. Humayun Khan)  
Director, Employment (In Charge)  
Bureau of Manpower, Employment  
& Training Govt. of the  
People's Republic of Bangladesh

RL- 192  
RENEWAL

The Licence is Valid upto  
31st December. 2002.

MAHBUBUR RAHMAN  
Addl. Director General, Employment  
(Incharge)  
Bureau of Manpower, Employment & Training  
Govt. of the People's Republic of Bangladesh

Licence Renewed up to 31 DEC 2003

Addl. Director General, BMET.





The Longest Beach of The World, Cox's Bazar, Bangladesh



The World Biggest Mangrove Forest of Bangladesh (Sundarban )





*The Parliamentary Bhavan of People's Republic of Bangladesh (National Assembly House)*



*The Glory of Bangladesh-The Royal Bengal Tiger*



## SKILL MANPOWER POTENTIALS

| INSTITUTIONS                  | QUANTITY        | FACULTIES                                                                                                                                                                              |
|-------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| University (Public)           | 17 (Seventeen)  | Arts, Science, Commerce, Fine Arts, L.L.B. B.Ed. M.Ed. M.B.A. M.Sc. M.Com. M.A                                                                                                         |
| Engineering University        | 5 (Five)        | Civil, Mechanical, Electrical & Electronics, Architecture, Mining, Chemical, Water Resources.                                                                                          |
| Agriculture University        | 4 (Four)        | In different faculties.                                                                                                                                                                |
| Post Graduate                 | 5 (Five)        | In different faculties.                                                                                                                                                                |
| Medical College               | 16 (Sixteen)    | In different faculties.                                                                                                                                                                |
| Dental College                | 3 (Three)       | In different faculties.                                                                                                                                                                |
| Engineering College           | 4 (Four)        | Civil, Mechanical, Electrical & Electronics, Chemical.                                                                                                                                 |
| Art College                   | 2 (Two)         | Fine Arts, Commercial Arts, Graphic Arts, Oriental Arts, Sculpture, Ceramic.                                                                                                           |
| Agriculture College           | 3 (Three)       | In different faculties.                                                                                                                                                                |
| College of Leather Technology | 1 (One)         | In different faculties.                                                                                                                                                                |
| Polytechnic Institute         | 19 (Nineteen)   | Civil, Electrical, Mechanical, Architecture, Drafting, Survey.                                                                                                                         |
| Vocational Training Centre    | 54 (Fifty four) | Plumbing, Welding, Masonry, Carpentry, Automobile, Leather Technology, Radio & Television Mechanism, Pipe fitting, Foundry, Survey, Graphic Arts, Draftsmanship, Ceramic, Textile etc. |





*A Construction View*



*A working view of Lathe Machine operator*





## FORMALITIES TO BE OBSERVED BY FOREIGN EMPLOYERS

In accordance with the Rules laid down by Ministry of Expatriates, Welfare & Overseas Employment Govt. of People's Republic of Bangladesh, the following documents are required from Foreign Employers to enable us to process the matter of selection of Bangladesh nationals :

1. Copy of original Visa Advice.
2. A "**DEMAND LETTER**" in English or both in English & Arabic (Shown in **ANNEXURE 'A'**)
3. A "**POWER OF ATTORNEY**" in English appointing us as their Representative in Bangladesh (Shown in **ANNEXURE 'B'**).
4. A "**CONSULAR LETTER**" (in Arabic/English) is to be addressed to the Consular of Employer's country posted in Bangladesh requesting them to assist the Recruiting Agent so that we may proceed with the matter to process rapidly and despatch the workers within short period. (Shown in **ANNEXURE-'C'**).
5. Agreement between Employers & Employee (Shown in **ANNEXURE-'D'**).
6. Agreement between **Employers & Recruiting Agent** YAMBU TRADE INTERNATIONAL G-Nat Tower (6th Floor), 116-117, DIT Extn. Road, Fakirapool, Dhaka-1000 (Bangladesh). (Shown in **ANNEXURE 'E'**).
7. In the event of Female workers an additional "**LETTER OF DECLARATION**" from Employers (Shown in **ANNEXURE-'F'**).

*Note : Annexures **A, B, & F** must be attested by the Chamber of Commerce, Ministry of Foreign Affairs, of the Employer's country & also by the Bangladesh Embassy in Employer's country. Annexures **C, D, & E** must be attested by the Chamber of Commerce, Ministry of Foreign Affairs, of the Employer's country.*







*A working view of road Construction*



*A working view of Carpenter*

CORPORATE PROFILE





## Demand Letter

ANNEXURE - 'A'

(ON THE LETTER HEAD OF THE EMPLOYER COMPANY/MUNICIPALITY)

To,  
Yambu Trade International,  
Licence No-RL-192  
G-Nat Tower (6th Floor),  
116-117, DIT Extn. Road,  
Fakirapool,  
Dhaka-1000, Bangladesh.

### DEMAND LETTER

Dear Sir,

We as per our Power of Attorney ref..... Date ..... do place an order and to authorise you to select and recruit the following categories of Manpower from Bangladesh, directly by you or through your associates in Dhaka-Bangladesh for the service with our Company/Municipality in ..... on under mentioned terms and conditions of the service. We also hereby authorise you to sign service agreement with the employee on our behalf and enclose herewith service Agreement proforma duly approved by us for your further action.

#### SL.. CATEGORIES NO. SALARY PER MONTH

1. Labour
2. Cleaner
3. Labour Supervisor
4. Driver Heavy
5. Driver Light
6. Electrician
7. Mason
8. Engineer
9. Accountant
10. Agri.Labour
11. Hotel Staff

#### TERMS & CONDITIONS :

- |                             |                   |
|-----------------------------|-------------------|
| (a) Total Number of workers | Free of cost      |
| (b) Accomodation            | Free of cost      |
| (c) Air passage             | Free of cost      |
| (d) Transportation          | Free of cost      |
| (e) Medical Treatment       | Free of cost      |
| (f) Probation period        | 90 days           |
| (g) period of contract      | 2 years           |
| (h) Yearly leave            | 30 days           |
| (i) Overtime                | As per labour law |
| (j) Working hours           | 8 hours per day   |

Yours faithfully,

Signature & Seal of the Employer, Company/Municipality

Attested By:

1. Chamber of Commerce.
2. Ministry of foreign affairs.
3. Bangladesh Embassy.







ANNEXURE - 'B'

## Power of attorney

(ON THE LETTER HEAD OF THE EMPLOYER,  
COMPANY/MUNICIPALITY)

### POWER OF ATTORNEY

Know all men these presents that we..... do hereby appoint **Yambu Trade International** Licence No RL- 192, G-Nat Tower (6th Floor), 116-117, DIT Extn. Road, Fakirapool, Dhaka-1000, Bangladesh to be our true and lawful attorney and agent in Bangladesh in respect of handling all affairs concerning recruitment, entering into contract with the selected employees, completion of emigration formalities, and signing all necessary documents required in connection with the recruitment of persons for service with our Company/Municipality and to arrange their passport, air flight etc.

Yambu Trade international may also authorise their associates in the concerned country to do the above formalities on behalf of Yambu Trade International.

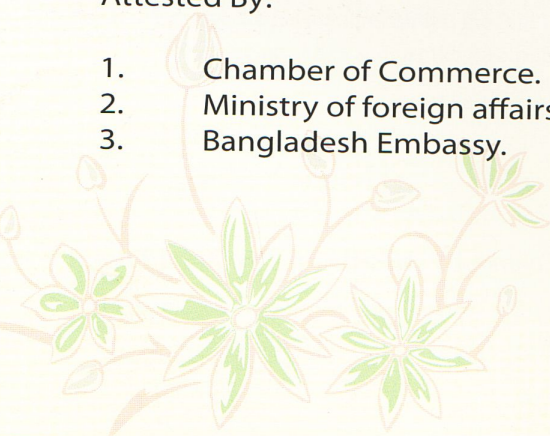
In witness we have executed this agreement, Dated.....

Signature & Seal of the Employer, Company/Municipality.

.....  
.....

Attested By:

1. Chamber of Commerce.
2. Ministry of foreign affairs.
3. Bangladesh Embassy.







## ANNEXURE - 'C'

(TO BE TYPED ON EMPLOYER'S LETTER HEAD PAD)

CONSULAR LETTER

To  
His Excellency,  
The Chief of consulate section  
The Royal Embassy of Saudi Arabia  
Dhaka, Bangladesh.

Excellency,  
We are pleased to inform you that **Yambu Trade International**, RL-192, G-Nat Tower (6th Floor), 116-117, DIT Extn. Road, Fakirapool, Dhaka-1000, Bangladesh. Holding Recruiting Agency as our true and lawful attorney in respect of Handling of all affairs concerning recruitment of manpower and their registration with Protector of Immigrants, government of the People's republic of Bangladesh. They are also authorised to submit Visa No. .... Dated ..... for ..... persons which have already been sent to you through the Ministry of Foreign Affairs.

Kindly extend your full assistance to them for which, we thank you in anticipation.

Yours faithfully,

(Signature & seal of the Employer's)

.....  
.....

*(Note: This is to be attested by the Chamber of Commerce, Ministry of Foreign Affairs of the Employer's country)*







## ANNEXURE - 'D'

### CONTRACT AGREEMENT BETWEEN EMPLOYERS AND EMPLOYEE

Name of Employers M/S .....

(1st Party)

Name of Employee .....

(2nd Party)

Passport No ..... Profession .....

#### Both the Parties have agreed with the following Terms and Conditions :

1. The 1st Party shall pay an amount of..... per month to the 2nd Party for rendering his services as..... under the 1st Party.
2. The 1st Party shall arrange Air Ticket for journey of 2nd Party from Bangladesh to..... to join his duties under 1st Party.
3. Working Hours of the 2nd Party shall be 8 (Eight) hours per day and 6 days per week.
4. Probationary period of the 2nd Party shall be 90 (ninety) days. During the probationary period, if the 2nd Party fails to satisfy his Employer with his work, he may be repatriated to his native country with his own cost.
5. The 1st Party shall arrange transportation of 2nd Party from his residence to work site free of cost.
6. The 1st Party shall arrange free accommodation for the 2nd Party with necessary facilities, such as Air-Condition/Fan, Mattresses, Pillow etc.
7. The 1st Party shall arrange free food for the 2nd Party, In case of inability to supply free food, the 2nd Party shall be provided with cooking facilities free of cost by the 1st Party.
8. After arrival of the 2nd Party to his Employer's country, the 1st Party shall arrange medical examination, Iqama for the 2nd Party and the cost incurred thereof shall be borne by the 1st Party.
9. The 2nd Party Shall get Annual leave, Medical facilities, payment of overtime as per Labour law of the 1st Party country
10. During the contractual period the 2nd Party (worker) shall not act against the religious and social rules of the 1st Party's country which may defame the 1st Party and their country as well.
11. During the period of contract, the 2nd Party shall not join in any meeting, propaganda, procession and other activities against the discipline of the country.
12. The 2nd Party shall not disobey the orders of the 1st Party and also shall not mis-behave with anybody at his working place.

Knowing all well in regard to the contents mentioned above, I put forward my signature/thumb impression hereunder without any coercion from anybody.

(Signature & Seal of the Employer)  
(1st Party)

(Signature of the Workers)  
(2nd Party)





## ANNEXURE - 'E'

**AGREEMENT BETWEEN EMPLOYERS AND RECRUITING AGENT  
YAMBU TRADE INTERNATIONAL.  
GOVT. APPROVED RECRUITING AGENCY LICENCE NO. RL-192**

Know to all men M/S \_\_\_\_\_ (EMPLOYER)  
hereinafter called as-1st Party & **Yambu Trade International**, RL-192, G-Nat Tower (6th Floor),  
116-117, DIT Extn. Road, Fakirapool, Dhaka-1000, Bangladesh. hereinafter called as-2nd Party.

**BOTH THE PARTIES HAVE AGREED WITH THE FOLLOWING TERMS & CONDITIONS :**

01. The 1st Party shall provide the 2nd Party with Demand Letter, Power of Attorney & a letter to the Consular of Employer's country posted at Dhaka (Bangladesh) is to be addressed for giving necessary assistance to the Receruiting Agent (2nd Party) to process the matter of Selection of workers & to despatch them smoothly to their Employers (1st Party).
02. The 2nd party shall recruit the workers keeping in view strictly on the basis of right man for the right job.
03. The 1st Pary shall pay the workers@..... per month for his services.
04. Period of contract is ..... years.
05. Duty hours-8 (Eight) hours daily, 6 days in a week. Other holidays will be as per Labour Law of ist Parties country.
06. Overtime : As per Labour Law of Ist Party's country.
07. The 1st Party shall provide both way air passage for the workers.
08. The worker's probationary period shall be 90 days.
09. The 1st Party shall arrange Free Food for the workers. In case of inability to supply food, the 1st Party shall arrange cooking facilities for the workers.
10. Free accommodation will be provided to the workers by the 1st Party.
11. On arrival of workers at the Ist Party's work site the 1st Party (Employers) shall arrange Medical examination, IQAMA, etc. for the 2nd Party the cost incurred thereof shall be borne by the Ist Party.
12. The 1st Party shall supply Uniforms, Caps, Safety shoes free of cost to the workers.
13. It is unanimously agreed that no Party shall breach any item of Terms & Conditions. If any Party is found guilty, other Party may take legal action through the concerned Embassy.

(Signature with Seal of the First Party)  
(Employer)

.....  
.....

(Signature with seal of the 2nd Party)  
**YAMBU TRADE INTERNATIONAL**  
RL-192, G-Nat Tower (6th Floor)  
116-117, DIT Extn. Road, Fakirapool  
Dhaka-1000, Bangladesh.





*Ahsan Manjil*



*Tea Garden*





## ANNEXURE- 'F'

(TO BE TYPED ON THE EMPLOYERS LETTER HEAD PAD)

## LETTER OF DECLARATION

(only for Female workers)

Dated.....

The Director General,  
Bureau of Manpower, Employment & Training.  
The People's Republic of Bangladesh  
"Proshikshan Bhaban"  
89/2 Kakrail, Dhaka.  
Bangladesh.

Sub : **EMPLOYMENT OF FEMALE BANGLADESHI WORKERS.**

Dear Sir,

With reference to the employment of Bangladeshi females to work in our  
Factory/Establishment, we wish to assure the Government of the People's Republic of  
Bangladesh that :-

01. Accommodation will be provided at our Hostel Complex adjacent to our Factory/Establishment;
02. We are providing round the clock security guard;
03. We shall provide separate Residence for female employees only;
04. The hostel administration headed by a Chief warden is under the close supervision of our Administration & Personnel Department; and
05. All residence of the hostel shall be abide by rules and regulations to safeguard their own safety

We appreciate the co-operation given by the officials of our Bureau allowing the female workers to work with us. We are looking forward to a long lasting relationship.

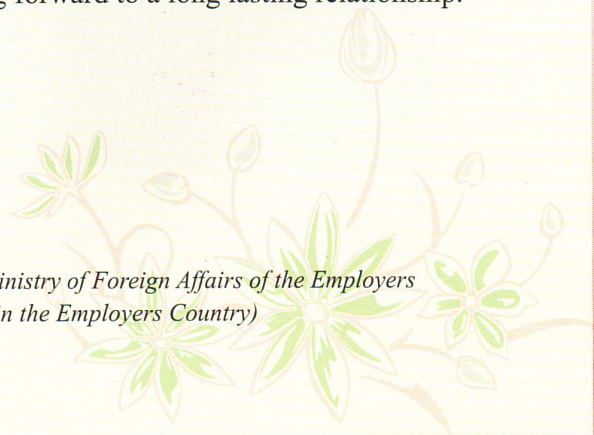
Thanking you,

Yours faithfully,

(Signature &amp; Seal of the Employers)

.....  
.....

(Note : Must be attested by the chamber of commerce, Ministry of Foreign Affairs of the Employers  
Country & also by the Embassy of Bangladesh in the Employers Country)







## NAME OF THE COMPANIES WE HAVE SUPPLIED DIFFERENT CATEGORIES OF MANPOWER

|     |                                                                                                                       |             |
|-----|-----------------------------------------------------------------------------------------------------------------------|-------------|
| 1.  | AL RASHID & ALOMRAN CO. (r.o.c)                                                                                       | K.S.A       |
| 2.  | DELTA ELECTRO MECHANIC CO.                                                                                            | K.S.A       |
| 3.  | ABDULLAH M. ABURABA A WORKSHOP                                                                                        | K.S.A       |
| 4.  | ZAMZAM RESTOURANT                                                                                                     |             |
| 5.  | DELTA ESTABLISHMENT CONTRACTNG &<br>TRADING AND BAKERY.                                                               | K.S.A       |
| 6.  | MOSAAD M. AL GHAMDI EST.                                                                                              | K.S.A       |
| 7.  | AL ASHWAQUE RESTOURANT                                                                                                | K.S.A       |
| 8.  | M/S. ALL BIN NASSER ALMISNAD & SONS.                                                                                  | QATAR       |
| 9.  | M/S. INSULATING CONTRACTING CO.                                                                                       | U.A.E.      |
| 10. | AL MASHAAL& LAZEM TRADING CO.                                                                                         | KUWAIT.     |
| 11. | METEB CONST. CONT. EST.                                                                                               | K.S.A       |
| 12. | SAHARA MAINTENA NCE SERVICES CO. LTD. RIYADH.                                                                         | K.S.A       |
| 13. | ALSAYF PRINTING CO. LTD.                                                                                              | BAGDAD-IRAQ |
| 14. | MANHAL COMPANY FOR CLEANING AND<br>MAINTENA NCE AL-KHADRA TOWN                                                        | BAGDAD-IRAQ |
| 15. | NOVALFOR TRADING & REAL ESTATE.                                                                                       | DOHA-QATAR  |
| 16. | DEEJLA TRADING & CONTRACTING EST.                                                                                     | K.S.A       |
| 17. | THE ARAB WORLD AGENCIES EST. FOR TRADING<br>& CONTRACTING                                                             | K.S.A       |
| 18. | UM-AMJAD CONSTRUCTION EST. GIZAN                                                                                      | K.S.A       |
| 19. | AUTOMOBILE WORKSHOP AL-WAHALA GIZAN                                                                                   | K.S.A       |
| 20. | AL-ROWNAK EST. GIZAN                                                                                                  | K.S.A       |
| 21. | MAEMUNA EST. GIZAN                                                                                                    | K.S.A       |
| 22. | RONIYA EST GIZAN                                                                                                      | K.S.A       |
| 23. | BUILDERMENT ENTERPRISE SON BHD.<br>KL-203 KOMPLEK PERDAFAUGAN<br>STULANG LAUT THE IBRAHIM SUNTAN, 80300 JOHOR FOHARU. | MALAYSIA    |
| 24. | TONGA PTE LTD                                                                                                         | SINGAPURE   |





## NAME OF THE COMPANIES WE HAVE SUPPLIED DIFFERENT CATEGORIES OF MANPOWER

|                                            |           |
|--------------------------------------------|-----------|
| 25. SARIKA OLUAN                           | K.S.A.    |
| 26. AL MAJAL AL ARBIAN GROUP               | K.S.A.    |
| 27. ORIENAT BUILDING CLEANING SERVICE      | U.A.E.    |
| 28. MEEQAT GENERAL CONTRACTING SERVICE-LLC | U.A.E.    |
| 29. ENERSON HOLDING SDN. BHD               | MALAYSIA  |
| 30. MSN CONSULTING SDN. BHD                | MALAYSIA  |
| 31. JATAYU PLANTATION                      | MALAYSIA  |
| 32. SPARKART TECHNOLOGY SDN-BHD            | MALAYSIA  |
| 33. MANPOWER SUPPLY MALDIVES PVT LTD.      | MALDIVES. |
| 34. SAP INVESTMENTS PVT LTD.               | MALDIVES. |
| 35. MODET PVT LTD                          | MALDIVES. |
| 36. FAR EAST MALDIVES                      | MALDIVES. |
| 37. ARSCO MALDIVES PVT LTD.                | MALDIVES. |
| 38. رادكو العالمية للتجارة والمقاولات      | QATAR     |
| 39. مجموعة الجبارين للتجارة                | QATAR     |
| 40. اللورد للمقاولات والنقلات              | QATAR     |
| 41. مؤسسة بن هماش للتجارة                  | QATAR     |
| 42. الدخر للنقلات                          | QATAR     |
| 43. شركة فجر الخليج للمقاولات              | KUWAIT    |
| 44. شركة المسيلة للمقاولات                 | KUWAIT    |
| 45. شركة الابراج لمقاولات                  | KUWAIT    |
| 46. شركة بين دبليوسى للنقلات               | KUWAIT    |
| 47. شركة الدنيا العالمية للتجارة العامة    | KUWAIT    |
| 48. الشركة الكويتية للصناعة                | KUWAIT    |
| 49. شركة المجموعة المتحدة                  | KUWAIT    |
| 50. شركة توب سيرفس للخدمات                 | KUWAIT    |





بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

OUR WARMEST FELICITATIONS TO THE BROTHERLY  
PEOPLE OF SAUDI ARABIA ON THE OCCASION  
OF THEIR 79th  
**NATIONAL DAY**









**M/S. YAMBU TRADE INTERNATIONAL**  
Govt. Approved Recruiting Agent Licence No. **RL-192**  
G-Nat Tower (6th Floor), 116-117, DIT Extn. Road,  
Fakirapool, Dhaka-1000, Bangladesh  
Phone: +880-2-7195427, 7193200 Fax: +880-2-7193200  
E-mail : yambutrade@yahoo.com



## Visa Sample

**AL-Rawabe** Office

For Man Power

C.R.: 1010200384 Licence No 577



مكتب  
**الروابي**  
للقوى العاملة

س.ت: ١٠١٠٢٠٠٣٨٤ رقم اخصة: ٥٧٧

Date : \_\_\_\_\_

التاريخ : \_\_\_\_\_

### DEMAND LETTER

YAMBU TRADE INTERNATIONAL LTD

LIC : RL - 192

DHAKA, BANGLADESH.

Please arrange to recruit the following personnel on the terms & conditions given below against our block visas No: 1101134707ated:09/09/1428H.

### خطاب طلب الحقيقي

السادة/ مكتب ايانيو تريد انتر ناشيو نال

ترخيص رقم : أرأل- ١٩٢

دكا، بنجلاديش

نرجو التكرم بإرسال المتقدمين حسب الشروط و المواصفات الآتية و بموجب التأشيرة رقم :

١١٠١١٣٤٧٠٧ بتاريخ : ١٤٢٨/٠٩/٠٩ هـ

| CATEGORY            | QTY | SALARY  | الراتب    | العدد | المهنة           |
|---------------------|-----|---------|-----------|-------|------------------|
| Heavy Driver        | 05  | 1000 SR | ١٠٠٠ ريال | ٥٥    | سائق سيارة عمومي |
| Cleaner             | 27  | 500 SR  | ٥٠٠ ريال  | ٢٧    | عامل تنظيف جاف   |
| Construction Labour | 43  | 800 SR  | ٨٠٠ ريال  | ٤٣    | عامل معماري      |

Total = 75 Only فقط = ٧٥ = مجموع

### TERMS & CONDITION S :

Medical , Accommodation Free  
Transportation & Food Free  
Air Passage Free  
Vacation Per Year 10Days  
Working Hours per D/y 8 Hours  
Period of Contract 2 Years  
All other terms & conditions are as per Saudi Labour Laws .

الشروط و المواصفات :  
العلاج ، السكن  
المواصلات، الطعام  
تذاكر السفر نهاية العقد  
الإجازة السنوية  
ساعات العمل اليومي  
مدة العقد  
و جميع الشر و ط الأخرى طبقا لقوانين المملكة العربية السعودية .

Thanking you,,

وتقبلوا تحياتنا ،،،

إصاحبها: عبد الله محمد الغملاس



تلفزون: ٠١٤١٢٢٥٥٥ - فاكس: ٠١٤١٢٠٥٠٢ - ص.ب: ٣٥٥٧٥٢ - الرياض: ١١٣٨٣ - بريد إلكتروني: mp@dalba.net  
Tel.: 01 4122555 - Fax: 01 4120502 - P.O.Box 355753 - Riyadh: 11383 - E-maol: mp@dalba.net





AL-DREES

MANPOWER RECRUITMENT OFFICE

Lic No. 249

مكتب  
الدريس للأستقدام

ترخيص: ٢٤٩

Date : .....

التاريخ : .....

Demand Letterخطاب طلب

M/s YAMBU TRADE INTERNATIONAL LTD. Lise No.R.L. 192 ) لسيادة/ ايتانيو تريد انترناشيونال الترخيص رقم (

(أر أل ١٩٢)

Dear, Sir

Please arrange to recruit the following  
personals from BANGLADESH on the term s  
and conditions given below against our

Our Visa No : 4100580038

Dated :12/08/1428H

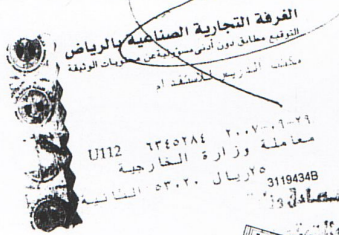
نرجو التكرم بإرسال العمالة المستقدمين من  
بنجلاديش حسب الشروط والمواصفات الآتية  
وذلك بموجب التأشيرة رقم ٤١٠٠٥٨٠٠٣٨  
وتاريخ ١٤٢٨/٠٨/١٢ هـ

| Category        | Qty. | Salary | الراتب | العدد | المهنة           |
|-----------------|------|--------|--------|-------|------------------|
| CLENGING LABOUR | 200  | 500    | ٥٠٠    | ٢٠٠   | عامل نظافة نوافذ |

## Terms and Conditions :

## الشروط :

1. Food , accommodation and medical free. ١. الطعام والسكن والعلاج الطبي مجاناً
2. Period of contract 2 years. ٢. مدة العقد سنتان
3. Working hours 8 hours/day ٣. مواعيد العمل ٨ ساعات
4. Two months acation ath the end of contract. ٤. إجازة شهرين بعد نهاية العقد
5. Round trip air ticker free ٥. تذكرة سفر الجوية المرجعية مجاناً
6. Probationary period: 3 months. ٦. فترة التجربة ٣ أشهر
7. All othe rterms and conditions as per the Saudi Labor Law. ٧. الشروط الأخرى طبقاً لأنظمة العمل في المملكة العربية السعودية



المدير العام

اسم صاحب التوقيع: عبدالعزيز عبدالله الدريس





## مكتب الداوودية للاستقدام وتشغيل الايدي العاملة AL DAWOODIA OFFICE FOR LABORS RECRUITMENT

تفويض رقم ( 000278 ) بتاريخ ٢٦ صفر ١٤٢٩

نحن / شركة بودال لصاحبها أحمد حبيب محمد بودال وشريكه الجنسية سعودية بموجب حاسب  
ألي رقم / ٧٠٠١٣٦٢٠٤٠ وتاريخ --/--/---- أفوض السادة مكتب الداوودية للاستقدام بموجب الترخيص رقم  
٤٠٦ - ص.ب / ٣٩٩٢ المدينة المنورة ، وذلك فيما يختص بإنهاء التأشيرة رقم / ٤١٠٠٦٩١٠٢٧  
وتاريخ ١٤٢٩/٠١/٠٦ هـ  
بعدد ( ٦ ) من أصل ( ٦ ) تأشيرة وفق مايلي :-

| عدد     | المهنة          | عدد | المهنة | عدد | المهنة |
|---------|-----------------|-----|--------|-----|--------|
| ( ستة ) | عامل شترة معبان |     |        |     |        |

وللمكتب المذكور حق الاختيار وتوقيع المستندات اللازمة والخاصة بذلك ، كما أمنحه حق توكيل من يراه  
من شركات أو مكاتب العمالة ليقوم مقامه وتحت مسؤوليته .  
صاحبة التأشيرة / شركة بودال لصاحبها أحمد حبيب محمد بودال وشريكه التوقيع /

رقم الهاتف / ..... عمل / ..... جوال / ٥٠٥٣٠٣٤٣٩  
العنوان / المدينة المنورة - الحرة الشرقية ..... رقم بطاقة الأحوال / ٧٠٠١٣٦٢٠٤٠

سعادة قنصل، المملكة العربية السعودية في دكا الموقر

سعادة رئيس القسم القنصلي بسفارة خادم الحرمين الشريفين في بنغلاديش - دكا الموقر

السلام عليكم ورحمة الله وبركاته

بناءً على التفويض المعطى لنا بعاله وتأكيدا لمسئوليتنا الكاملة عن صحة التوقيع أمامنا ، وإنسجاما  
من نظام الترخيص الممنوح لنا من مقام وزارة العمل والشئون الاجتماعية رقم / ٤٠٦ فإننا نفوض :  
السادة / مكتب ايانبو تريد انترناشيونال .... ترخيص رقم : أر إل ١٩٢ ..... بنغلاديش  
وعنوانه / دكا - بنغلاديش ..... موبايل / ١٩٠٩٧٦ - ١٨١٩ .....  
وذلك لإنهاء كافة الاجراءات لتحقيق طلب مفوضنا وللمذكورين مراجعة أى جهة أخرى حتى يتم  
ترحيل المطلوب استقدامهم إلى المملكة العربية السعودية فنأمل بقبول هذا التفويض تحت مسئوليتنا وتقبلوا  
سعادتكم فائق التحية والتقدير .

التوقيع / ..... صاحب التوقيع / مدير المكتب ... لفرع الاستقدام..

رقم السجل المدني :

١٠٢١٥٩٧٣٨٨

تصديق وزارة الخارجية

ختم المكتب

ختم الغرفة التجارية

الختم الرسمي للمكتب  
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الختم الرسمي للمكتب

٢٧ صفر ١٤٢٩



مدير المكتب

المملكة العربية السعودية - المدينة المنورة - ترخيص : ٤٠٦ - ت : ٨٢٧٤١٠٠ - فاكس : ٨٢٧٤٩٥٤ - ص.ب : ٣٩٩٢ - س.ت : ٢٧٥٢٧ - عضوية رقم : ١٥٥٤٢٢

Al Dawoodia Office For Labors Recruitment P.O. Box 3992, Medina Al Munawwarah, Saudi Arabia. Tel: 8274100 Fax: 8274954



**Al-Rawabe**

Recruitment Office

C.R. 1010200384 License No 577

C.C. 146995

**مكتب  
الروابي**

للاستقدام

س.ت. ١٠١٠٢٠٠٣٨٤ رقم الرخصة : ٥٧٧

رقم العضوية ١٤٦٩٩٥

**DEMAND LETTER****خطاب طلب**

M/S. YANBU TRADE INTERNATIONAL.  
Lic. No – RL - 192  
Dhaka – Bangladesh

السادة / ايانيو تريد انترناشيونال  
ترخيص رقم: ار ال - 192  
دكا - بنجلاديش

Please arrange to recruit the following  
personnel on the terms & conditions given  
below against the block.

نرجو التكرم بارسال المتقدمين حسب الشروط  
والمواصفات الآتية وبموجب التأشيرة.

Visa no. 2100725816 Dated : 19/09/1430 H.

رقم: (2100725816) بتاريخ: 1430/09/19هـ

| Category           | Qty | Salary SR |
|--------------------|-----|-----------|
| G. CLEANING LABOUR | 12  | 600       |

| المهنة          | العدد | الراتب ريال |
|-----------------|-------|-------------|
| عامل نظافة عامة | 12    | 600         |

TOTAL: (12) only

المجموعة: (12) فقط

**Terms & Conditions****الشروط والمواصفات:**

Food ,Accommodation : Free  
Medicai, Transportation : Free  
Air passage at end of contract : Free  
Vacation per year : 15 days  
Working hours per day : 8 hours daily  
& 6 days a week.  
Period of contract: 2 years  
All other terms & conditions as per Saudi Labour  
Laws.  
Thanking you.

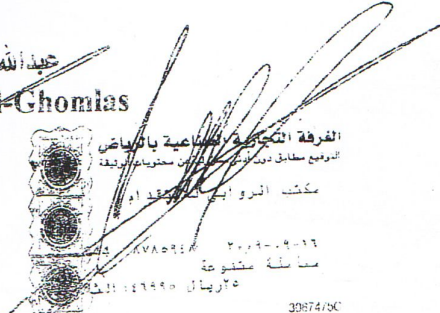
مجانا : السكن، العلاج و المطعم  
مجانا : المواصلات  
مجانا : تذكر السفر نهاية العقد  
15 يوما : الاجازة السنوية  
8 ساعات : ساعات العمل في اليوم  
و ستة ايام في الاسبوع  
2 سنة : مدة العقد  
وجميع الشروط الاخرى طبقا لقوانين المملكة العربية  
السعودية.  
ونكم جزيل الشكر،،،

المدير العام

مكتب الروابي للاستقدام Al-Rawabe Recruitment



عبدالله محمد الغملاص  
Abduilah Mohd Al-Ghomlas







**AL-Rawabe**  
Recruitment Office  
C.R. 1010200384 License No 577  
C.C. 146995



**مكتب الروابي للاستقدام**  
س.ت. ١٠١٠٢٠٠٣٨٤ رقم الرخصة : ٥٧٧  
رقم العضوية ١٤٦٩٩٥

### Power of Attorney

Know all men by these present that We  
Al-Rawabe Recruitment Office,  
Riyadh K.S.A., Do here by appoint.

**M/S. YANBU TRADE INTERNATIONAL.**  
**Lic. No – RL - 192**  
**Dhaka – Bangladesh**

Hereby appoint them to be our lawful attorney and agent to handle all necessary work involve including deposit of registration fees etc. with the emigrant Govt. of Bangladesh signing all documents for their passport & passage.  
This power of attorney is valid for the recruitment of (12) Bangladeshi workers under our block visas  
Visa no.2100725816  
Dated: 19/09/1430 H

The said company is also authorized to make agreement, select them and also sign contract for this purpose on our behalf according to the demand letter.

Thanking you,



**المدير العام**  
**Al-Rawabe Recruitment**



**عبدالله محمد الغملاس**  
**Abdullah Mohd. Al-Ghomlas**



الفرقة التجارية الصناعية بالرياض  
مكتب الروابي للاستقدام  
سماطة مكتوبة  
٢٠٠٩٠٨٠١٦  
٨٧٨٥٩٤٨  
٢٥ ربيع  
١٤٣٠  
3067481C

تتضمن : ٥٩٤١٣٢٥٥٥ - ٥٩٤١٣٢٥٥٥

### خطاب توكيل

ليكون معلوما للجميع بأننا  
مكتب الروابي للاستقدام ، الرياض  
لقد فوضنا

السادة / ايانيو توريد انترناشيونال  
ترخيص رقم: ار ال - 192  
دكا - بنجلاديش

لقد قمنا بتعيينهم وكلاء شرعيين لنا يقوموا نيابة عنا إكمال جميع الامور المتعاقبة بالاستقدام إضافة الى دفع رسوم التسجيل وغيرها وتكملة الاجراءات الرسمية من دولة بنجلاديش والتوقيع على جميع الوثائق المطلوبة والتي تخص الاستقدام. ان هذا التوكيل صالح لاستقدام (12) عمال فقط من بنجلاديشي

وبموجب التأشيرة رقم: 2100725816  
التاريخ: 1430/09/19 هـ

كما أن السادة المذكورين بعالية لهم الحق في التوقيع نيابة عنا على الاتفاقيات والعقود في هذا المجال . كما لهم حق اختيار الايدي العاملة بموجب خطاب الطلب المرفق.  
ولكم جزيل الشكر،،،



بسم الله الرحمن الرحيم

التاريخ: / / ١٤

الموافق: / / ٢٠٠

رئيسة عواد عبدالله الغيص

للمقاولات العامة

س.ت. / ٢٥١١٠٠٩٠٠٤

### تفويض

سعادة / القنصل العام للمملكة العربية السعودية ببنجلاديش - دكا

السلام عليكم ورحمة الله وبركاته

نفيد سعادتكم بأننا قد فوضنا السادة / مكتب الروابي للاستقدام ترخيص رقم (٥٧٧) الرياض بالمراجعة مقام قنصليتكم وتقديم عدد ( ١٨٨ ) مائة وثمان وثمانون جوار بمهنة عامل نظافة عامة .

بموجب التأشيرة الصادرة عن مقام وزارة عمل الدمام رقم ( ٢١٠٧٢٥٨١٦ ) وتاريخ ١٤٣٠/٩/١٩ هـ .

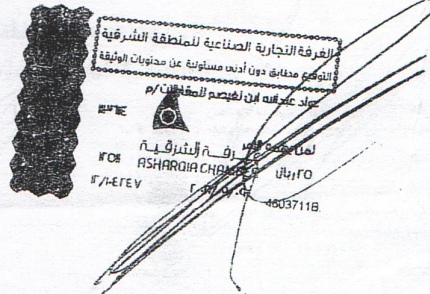
كما فوضنا وكيلنا بالتوقيع نيابة عنا على كافة المستندات اللازمة على التأخيرات كما له الحق في تحويل الغير بها يخص هذا الأمر .

وتقبلوا منا فائق الاحترام والتقدير .

المدير العام

عواد عبدالله عواد ابن الغيص

ج







TOWARDS A  
GREENER NATION



**ENERSON HOLDINGS  
SDN. BHD.** (629338-H)

Date : July 18, 2008

**YAMBU TRADE INTERNATIONAL,**  
(Recruiting License No. RL-192)  
G-Nat Tower, 6th Floor,  
D.I.T Extension Road, Dhaka 1000,  
Bangladesh

Tan Seok Kett  
who is notary public.

TALAT MAHMUD KHAN  
Counsellor (Labour)  
Bangladesh High Commission  
Kuala Lumpur, Malaysia

Dear Sirs,

**DEMAND LETTER**

We hereby appoint your company to recruit Bangladeshi male workers for employment with our company and to liaise with relevant authorities concerning the said recruitment.

Our recruitment terms and conditions are as follows :-

1. Number of Workers : Twenty-Eight (28) Male Workers
2. Job Category : Plantation Services
3. Age : 21 to 35 years old of age
4. Contract Period : Three (3) years
5. Wages : RM19.00 per working day
6. Working Days : From Mondays to Saturdays
7. Working Hours : Eight (8) hours per working day
8. Overtime & Public Holidays : According to Labour Laws of Malaysia
9. Accommodation : Provided free by the Employer
10. Transportation : Provided free by the Employer from quarters to works site

**ENERSON HOLDINGS SDN. BHD.**  
(629338-H)

Director



31-3, 3rd Floor, Jalan Medan Tuanku, 50300 Kuala Lumpur, Malaysia.  
Tel : 603-26971 118, 26975 118, 26976 118 Fax : 603-26970 118  
Email : penta118@streamyx





**ENERSON**

11. Government Levy : Levy shall be deducted from the Employee's salary through 12 monthly installments from the second year
12. Air Ticket : A single journey air ticket will be provided by the Employer upon completion of the 3 years Employment Contract years
13. Restrictions & Prohibitions : The Employee, during the tenure of employment in Malaysia with the Employer;
- a) Is not permitted to marry a local Malaysian.
  - b) Shall not participate in any political activities, work strike or join any local trade unions or be involved in activities connected with the trade unions.
  - c) Shall not create any social problems or to be engaged in any illegal and criminal activities.
  - d) Is not permitted to change his employment during the contract period
  - e) Shall not be involved in any business without the written permission of the Employer.
  - f) Shall work in good faith and will not indulge in any criminal breach of trust or theft of any company goods.

Kindly proceed with the recruitment and forward the bio-metric thumbprint of the selected workers for our submission to the Immigration Department of Malaysia.

Yours faithfully,  
**ENERSON HOLDINGS SDN. BHD.**

**ENERSON HOLDINGS SDN. BHD.**  
(629338-H)

**LEE BOK HOAY**.....  
Director  
Director







## MSN MSN CONSULTING SDN BHD

Suite 207, 2<sup>nd</sup> Floor, Kenanga International, Jalan Sultan Ismail, 50250 Kuala Lumpur  
Tel: 03-21640760 Fax: 03-213640758 E-Mail: admin@msn-consult.com.my

No. Lab/Ref/Yambu-192/07  
Date: 25.01.08  
Registration Fee: RM. 190.00  
No. of workers: 35  
Receipt No.: 607340  
Date: 21<sup>st</sup> January 2008

### DEMAND LETTER

To  
M/S YAMBU TRADE INTERNATIONAL RL-192  
6<sup>th</sup> Floor, 116-117,  
DIT Extn. Road Fakirapool,  
Motijheel, Dhaka-1000  
Bangladesh

Dear Sir(s),

**SUBJECT: DEMAND LETTER FOR RECRUITMENT OF THIRTY FIVE (35) WORKERS FROM BANGLADESH, IN THE CONSTRUCTION SECTOR.**

We do hereby appoint your company to recruit and collect relevant CVs with medical of 35 male Bangladesh workers for employment with our company and to liaise with relevant authorities in Bangladesh concerning this recruitment.

| Item | Category     | Number |
|------|--------------|--------|
| 1    | Construction | 35     |

### OUR RECRUITMENT TERMS AND CONDITIONS ARE AS FOLLOW :-

1. Age : 22-35 years old (Male)
2. Salary : RM 30.00 per days for 26 per month
3. Overtime Allowance : 3 hour per day at 1.5 rate
4. Minimum Guaranteed Salary : RM 780.00 per month (Included overtime)
5. Increment : Based on performance
6. Allowances : Based on performance
7. Period of Contract : 3 years and extended on mutual agreement.
8. Accommodation : Provided by the Employer (with free electricity, water and kitchen utensils)
9. Food : On the account of Employee
10. Medical Facilities : As per Malaysian Labour Laws
11. Annual Medical Examination : As per Malaysian Labour Laws
12. Bankers Guarantee in favour of the Immigration Department of Malaysia : Paid by the Employer
13. Air Passage : Free air passage upon completion of 3 years contract
14. Leave and Holiday : As per the Malaysian Labour Law



Att-M8163-Yambu-Desta-35M-080121



## MSN MSN CONSULTING SDN BHD

Suite 207, 2<sup>nd</sup> Floor, Kenanga International, Jalan Sultan Ismail, 50250 Kuala Lumpur  
Tel: 03-21640760 Fax: 03-213640758 E-Mail: [admin@msn-consult.com.my](mailto:admin@msn-consult.com.my)

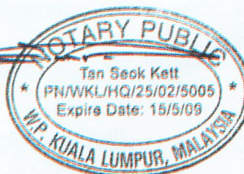
- |                                            |   |                                                                                                      |
|--------------------------------------------|---|------------------------------------------------------------------------------------------------------|
| 15. Normal Working Hours                   | : | 8 hours per day                                                                                      |
| 16. Payment of Levy                        | : | Levy RM1,200.00 shall paid by the Employer and will not deduct from Employee's salary on first year. |
| 17. Payment of Insurance Premium           | : | Paid by the employer                                                                                 |
| 18. Transport                              | : | Provided by the employer from accommodation to work place.                                           |
| 19. Death compensation                     | : | As per the Malaysian Labour Law (Covered by FWCS)                                                    |
| 20. Repatriation of terminated workers     | : | Paid by the employee                                                                                 |
| 21. Repatriation of sick, disabled workers | : | Paid by the employer                                                                                 |
| 22. Repatriation of Dead Body              | : | Paid by the employer (covered by FWCS)                                                               |

Kindly arrange to recruit the above-mentioned categories at the earliest.

Thank you.

Yours faithfully,  
MSN CONSULTING SDN BHD

ROHAIZAD BIN KASIM  
690913-02-5255



Certified and attested in the country of employment  
by the High Commission of The People's Republic of Bangladesh in Malaysia

Full name :  
Designation and Seal :  
Date :



**ONAL LTD**  
Turkish Company

شركة تركية محدودة

Ref : .....

تم الاشارة : .....

Date : 08.08.09

تاريخ : 08.08.09

## Terms & Condition of Employment:

1. Period of Employment : 2 Years and renewable upon mutual agreement
2. Accommodation : Suitable accommodation shall be provided by Company
3. Food : Daily 3 time meal shall be provided by Company
4. Probation period : 3 Months
5. Working hours : 8 hours daily excluding lunch & prayer time
6. Overtime allowance : 150% in normal working day and 200% . in holiday
7. Weekly holiday : One day (normally on Friday)
8. Air Ticket : Joining air ticket (Dhaka-Tripoli / Benghazi) and after completion of contract Return ticket (Tripoli Benghazi-Dhaka) shall be provided Company
9. Tax & other duties : All taxes and insurance premium will be paid by company
10. Annual Leave : 30 days with pay after successful completion of one years contract
11. Local Transportation : By Company
12. Others : as per Employment agreement and Libyan Law



Authorized signature and seal  
Of the company

**Md. Shajahan**  
Overseas Director in Libya  
Yambu Trade International  
R.L. No- 192, Dhaka, Bangladesh.

08-08-09

Commercial Registration No. 53716 Paid. 300,000.000 T.L.

Libya - Tripoli Branch  
Abouslim- Pepsi cola street

Turkey-Izmir Head office  
Dumlupinar Cad. No. : 1/5

جل التجاري : 53716 رأس المال : 300,000.000 ل.ت.  
ليبس - فرع ليبيا  
شارع بوسليم - بيبسي  
B/1 شارع دumlupinar  
1/5





ONAL LTD  
Turkish Company

شركة تركية محدودة

Ref : 19.5.....

..... 19.5 : رقم الاشارة

Date : 08.08.09

08.08.09 : تاريخ

### DEMAND LETTER

To

**YAMBU TRADE INTERNATIONAL**

**Govt. Approved Licence No, RL-192**

G,nat tower (6<sup>th</sup> floor) 116-117,

D,I,T Extension Road, Fakirapool, Dhaka-1000.

Dear Sir

We hereby place the following demands to you to arrange recruitment and dispatch (617) workers as mentioned hereunder from Bangladesh to work with our Company to execute our project in Libya under the following term and condition:

| SL. | Category        | Number of Required | Monthly Salary | Experience |
|-----|-----------------|--------------------|----------------|------------|
| 1   | Civil Engineer  | 4                  | 1200 USD       | 5-7 Years  |
| 2   | Foreman         | 8                  | 500 USD        | 5 Years    |
| 3   | Electrician     | 20                 | 350 USD        | 3 Years    |
| 4   | S/ Carpenter    | 85                 | 300 USD        | -do-       |
| 5   | F/ Carpenter    | 15                 | 300 USD        | -do-       |
| 6   | Mason           | 95                 | 300 USD        | -do-       |
| 7   | Plasterer       | 75                 | 300 USD        | -do-       |
| 8   | Plumber         | 35                 | 300 USD        | -do-       |
| 9   | Steel Fixer     | 85                 | 300 USD        | -do-       |
| 01  | Ceramic Tiles   | 30                 | 300 USD        | -do-       |
| 11  | Welder          | 10                 | 350 USD        | -do-       |
| 12  | General workers | 155                | 250 USD        |            |

Total (617)



Authorized signature and seal  
Of the company

**Md. Shajahan**  
Overseas Director in Libya  
Yambu Trade International  
R.L. No- 192, Dhaka, Bangladesh.

08-08-09  
**Md. Shajahan**  
Overseas Director Yambu RL- 192

Commercial Registration No. 59716 Fund. 500,000,000 TL.

Libya - Tripoli Branch

Abouslin- Pepsi cola sreet

Turkey-Izmir Head office

Dumlupinar Cad. No. : 1/B

جل التجاري : 59716 رأس المال : 500.000.000 ل.ت.

ليبيا - الدمام - الفرع الرئيسي في مصر

شارع دوملپينار 1/B

ليبيا - بنغازي - فرع ليبيا

بنغازي - شارع مصنع البتوني





STATE OF QATAR  
MINISTRY OF INTERIOR  
General Directorate of Border  
Passports and Expatriates  
Affairs



دولة قطر  
وزارة الداخلية  
الإدارة العامة لجوازات المنافذ و شؤون  
الوافدين

Visa Number : 132009000200 Application Number: VP2006016756  
Date of Issue: 2009-01-01 Entry Before : 2009-06-30  
Description Of Visa Owner : Passport Holder Visa Type: WORK VISA-  
One Vist  
Purpose of Visa : VISIT Duration of Residence: 5 year  
Name : JAFAR SULTAN AHAMAD  
Nationality : BANGLADESH Gender : Male  
Passport Number : 0265123 Passport Validity: 2013-07-20  
Place of Birth: BANGLADESH Date of Birth: 1975-03-20  
Profession : LABOURER  
Sponsor Name: رائدو العالمية للتجارة والمقاولات

STATE OF QATAR  
MINISTRY OF INTERIOR  
General Directorate of  
Border  
Passports and Expatriates  
Affairs



دولة قطر  
وزارة الداخلية  
الإدارة العامة لجوازات المنافذ و  
شؤون الوافدين

Visa Number : 182008022237 Application Number: VB2008029536  
Date of Issue: 2008-05-21 Entry Before : 2008-11-17  
Description Of Visa Owner : Passport Holder Visa Type : WORK  
RESIDENCE  
VISA - QID  
SPONSOR-One  
Vist  
Purpose of Visa : RESIDENCE Duration of Residence: 03 month  
Name : BORAN UDDIN MOHIB ULLAH  
Nationality : BANGLADESH Gender : Male  
Passport Number : R0596905 Passport Validity: 2012-12-09  
Place of Birth: بنغلاديش Date of Birth: 1970-06-15  
Profession : DRIVER  
Sponsor Name: KHALID MAREY S A AL-QAHTANI





# corporate profile

State of Kuwait  
وزارة الداخلية  
الإدارة العامة للهجرة

سنة دخول

بيانات القادم

الاسم الكامل: جمال - عبد الحق  
LATIN NAME: JAMAL ABDULHAQUE  
الجنسية: بنغلاديش  
المهنة: عامل عادي  
حامل الجواز: حامل الجواز  
رقم الجواز: X0297427  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2010-06-15  
رقم المودع: 187928274  
بيانات جواز السفر: عادي  
رقم الجواز: X0297427  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2010-06-15  
رقم المودع: 187928274  
بيانات التأشيرة: عادي  
رقم التأشيرة: 67463225  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2006-06-17  
رقم المودع: 4730990  
قسم التأشيرات: قسم التأشيرات  
تاريخ صلاحية التأشيرة: 2009-09-16  
رقم الطلب: 549879878  
رقم تصريح العمل: 07/2006/025764  
الإدارة العامة للهجرة: 52962  
للاستعمال الرسمي  
\*\*\*\*\*The residence is allowed for 2 month from entry\*\*\*\*\*  
ختم الخروج

State of Kuwait  
وزارة الداخلية  
الإدارة العامة للهجرة

سنة دخول

بيانات القادم

الاسم الكامل: جبار غازي سوندار غازي  
LATIN NAME: JABBAR GAZI SUNDAR GAZI  
الجنسية: بنغلاديش  
المهنة: عامل عادي  
حامل الجواز: حامل الجواز  
رقم الجواز: V0635816  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2008-11-18  
رقم المودع: 191019522  
بيانات جواز السفر: عادي  
رقم الجواز: V0635816  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2008-11-18  
رقم المودع: 191019522  
بيانات التأشيرة: عادي  
رقم التأشيرة: 67737164  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2006-09-25  
رقم المودع: 44  
قسم التأشيرات: قسم التأشيرات  
تاريخ صلاحية التأشيرة: 2006-09-25  
رقم الطلب: 17307877  
رقم تصريح العمل: 07/2006/053364  
الإدارة العامة للهجرة: 53278  
للاستعمال الرسمي  
\*\*\*\*\*The residence is allowed for 2 month from entry\*\*\*\*\*  
ختم الخروج

State of Kuwait  
وزارة الداخلية  
الإدارة العامة للهجرة

سنة دخول

بيانات القادم

الاسم الكامل: شمس الحق لاتي  
LATIN NAME: SHAMSUL HOQUE LATE  
الجنسية: بنغلاديش  
المهنة: عامل عادي  
حامل الجواز: حامل الجواز  
رقم الجواز: 20509877  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2011-06-14  
رقم المودع: 157735269  
بيانات جواز السفر: عادي  
رقم الجواز: 20509877  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2011-06-14  
رقم المودع: 157735269  
بيانات التأشيرة: عادي  
رقم التأشيرة: 67825900  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2006-11-04  
رقم المودع: 30994090  
قسم التأشيرات: قسم التأشيرات  
تاريخ صلاحية التأشيرة: 2007-02-03  
رقم الطلب: 54083  
رقم تصريح العمل: 03-2006-013446  
الإدارة العامة للهجرة: 54083  
للاستعمال الرسمي  
\*\*\*\*\*The residence is allowed for 2 month from entry\*\*\*\*\*  
ختم الخروج

State of Kuwait  
وزارة الداخلية  
الإدارة العامة للهجرة

سنة دخول

بيانات القادم

الاسم الكامل: يوسف علي - عبد السلام  
LATIN NAME: YOUSUF ALI ABDU SALAM  
الجنسية: بنغلاديش  
المهنة: حلاق  
حامل الجواز: حامل الجواز  
رقم الجواز: X0443932  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2010-06-05  
رقم المودع: 183018346  
بيانات جواز السفر: عادي  
رقم الجواز: X0443932  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2010-06-05  
رقم المودع: 183018346  
بيانات التأشيرة: عادي  
رقم التأشيرة: 67708405  
محل الإصدار: بنغلاديش  
تاريخ الانتهاء: 2006-09-10  
رقم المودع: 44444  
قسم التأشيرات: قسم التأشيرات  
تاريخ صلاحية التأشيرة: 2006-12-09  
رقم الطلب: 17421006  
رقم تصريح العمل: 07/2006/011887  
الإدارة العامة للهجرة: 52841  
للاستعمال الرسمي  
\*\*\*\*\*The residence is allowed for 2 month from entry\*\*\*\*\*  
ختم الخروج





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G-Nat Tower (6th Floor), 116, 117, DIT, Extn. Road, Fakirapool, Dhaka-1000,

Phone : 0088-02-7195427, 7193200, Fax : 7193200

E-mail : Yambutrade@yahoo.com

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