

Company Profile



AMCO ENTERPRISE LIMITED

Partnering You to the People for Your Business Success!

Bangladesh Map



WELCOME TO AMCO ENTERPRISE LIMITED



We are the leaders in the recruitment industry.
We are the leaders for skilled and unskilled manpower.

World's Largest Human Flag – Bangladesh

Bangladeshi participants form the world's largest human national flag to mark the country's Victory Day in Dhaka on December 16, 2013. A total of 27,117 volunteers, mostly students, used colored tiles to form the flag at Dhaka's National Parade Ground.





AMCO ENTERPRISE LIMITED

Partnering You to the People for Your Business Success!

BANGLADESH CORPORATE OFFICE

AMCO ENTERPRISE LIMITED

Govt.Approved Recruiting License No.RL-1537

56 Kamal Ataturk Avenue, Ahsan Tower

4th Floor, Banani, Dhaka, Bangladesh.

Telephone: +88 02 41082690, 02 41082691

Mobile: + 88 01671777774

E-mail: info@amcoenterprise.com

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AMCO TRAVELS LIMITED

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Message from the Managing Director



My Dear Patron,

Greetings from AMCO ENTERPRISE LIMITED, Dhaka, Bangladesh

I would like to take this opportunity to introduce you AMCO ENTERPRISE LIMITED, one of the most dynamic, modern, and experienced Human Resource Supply Companies from Bangladesh. Our earnestness and ardent services blended with highest standard of professionalism has earned us much sought after global appreciation, trust and poise.

The growth of AMCO ENTERPRISE LIMITED is solely responsible for its dedicated clients and hard working work force, and this has been the primary fuel for such outstanding performance by the company. I am extremely privileged to have served my esteemed clients on very frequent intervals, and also very proud to head such a dynamic tireless efforts of a world-class support team. Operational excellence is a result of modern systems implemented in its due place, but when it is tied up with commitment and competent workforce, the output is bound to be of great magnitude-as such with AMCO.

The primary objective of the company is to create a quality outlet for addressing the ever growing international demands for skilled, semi skilled and unskilled workers for the Human Resource Supply Industry. The company offers a combination of services that is carefully addressed as per the specific requirements of all our customers.

AMCO ENTERPRISE LIMITED is one of the leading facilitators for interviewing and selecting prospective candidates for the following job category: Civil & Mechanical Engineers, Civil & Mechanical Foreman, Construction Labors ,General Labor, Masons, Tile Mason ,Block Mason, Marble Mason, Shuttering Carpenters, Finishing Carpentry, Painters, RCC Steel Fixers, Rod Benders, House Wiring Electricians, Plumbers, Pipe Fitters, Pipe Fabricators, Welders (3/4/6-G, Tack / MIG, TIG), A/C Technicians, HV A/C Technicians ,Duct Fabricators, Duct Fitters, Insulators, Gypsum Carpenters & Fixers, Hotel Crew, F&B Categories, Cleaners, Security Guard , All Types of Drivers, All Types of Operator, Sewing Technicians, Educated General Helpers, etc.

The company has one of the most modern facilities to conduct trade tests for all the above mentioned categories. AMCO also maintains an extensive computerized database which is equipped with modern data processing technologies.

We are very meticulous and wary about the quality of individuals put forth for a position, for which the company has earned a very high reputation home and abroad. Within the country we are proud to be labeled as one of the leaders of reliable and quality conscious supplier of Human Resources to all over the Middle East and Other Major Parts of the World.

I welcome you to be a part of the AMCO ENTERPRISE LIMITED Bangladesh Experience, and I assure you total commitment until your fullest satisfaction.

I hope this informative brochure will help you obtain more information regarding our company and services.

*Mohammad Anamul Hoque
Managing Director*

Company Overview

AMCO Enterprise Limited is one of the leading Government approved Manpower Agencies in Bangladesh with License No. RL-1537, registered under the Ministry of Expatriates' Welfare & Overseas Employment which facilitates professionally managed outflow of work force from Bangladesh to overseas destinations. AMCO was founded by a highly experienced professional, With sincerity & integrity in the manpower sector with the hard work of countless creative and dedicated staff members, the tireless efforts of a world-class support team and the undying customer loyalty with a vision to create a quality outlet for addressing the ever growing international demand for skilled, semi skilled and unskilled workers in the overseas development manpower supply in Middle Eastern. We maintain excellent database to provide international placements in all major spheres of environment. We have experienced staff members with extensive working knowledge of the international industries. AMCO is a member of Bangladesh Association of International Recruiting Agencies (BAIRA). AMCO has already expanded the business in Qatar, UAE, K.S.A, Malaysia, Iraq, Bahrain, Oman, Brunei, Singapore, Kuwait, Maldives, Mauritius, Lebanon and proceeding further to all over the world.

Bangladesh is small country with a huge number of populations and it is even more increasing day by day. So it is literally not possible for the country to provide all its potential manpower with proper scope. Consequently, to support our people by providing employment opportunities and thus transforming them into active manpower, we expedite recruiting manpower abroad through AMCO.

At AMCO, we leverage our unparalleled expertise of professional recruitment principles, along with a deep understanding of local and international manpower recruitment process, to provide comprehensive HR services and recruitment solutions that maximize our manpower potentials. These services revolve around AMCO's proven global competencies. Our Mission and Objective have led us to deliver the best service to our Clients in recruitment consultancy and other related services. Within a very short span of time, we have supplied more than thousand human resources in various major organizations in the mid-eastern region for their ongoing projects.

Whether it's helping an unemployed youth to join the workforce, or finding an engineer a job abroad, our reward comes from knowing that we make a real difference - today and in the future. Because of our relationships with both employers and individuals, we are uniquely positioned to determine where current and future skills gaps are, identify people who need help engaging with the workforce, and develop solutions that bring these two groups together, mutually benefiting both. In this way, we function as a "bridge" to employment for many who would otherwise be unemployed. As a dynamic and genuine Manpower Recruiting Agent, our organized network which spans throughout Bangladesh has given us opportunity to provide our clients the very best of highly skilled and professional workers. Our technical team actively upgrade our outsourcing network gradually thus produces quality skilled workers, through proper trade test, and training, to meet the ever growing demand of our clients.

Opportunities

Connecting People with Possibilities

Bangladesh may not be blessed with natural resources but is a home of enormous manpower which has a potential to catapult Bangladesh into the leading manpower exporting countries of the world. So far Bangladesh has been known for its semi skilled and unskilled work force being sent to work abroad. But gradually we are exporting increasing number of Engineers, Doctors, IT specialists, Financial and Accounting Managers each year. This change of talent migration will soon put Bangladesh into world's leading talent hub.

As there has been an economic and development renaissance in Asia, a huge demand of work Force has been called upon by the countries involved in this phenomenon. Hence, to meet their demand a potential to use the underutilized labor force of Bangladesh has caught our attention.

AMCO has been in the business of tapping human resource from Bangladesh and placing them in these countries. Using the acquired experience, AMCO plants to satisfy the demand of these requirements as well as contribute to the economic Growth of the country by reducing unemployment and increasing the foreign exchange of the Country .

AMCO, as it was, will always be open to necessary changes to smoothen the Recruitment process, to make the formalities easy for both the employees and employers.

Glimpses of Bangladesh

- ❖ Second Largest Muslim country in the world in terms of population.
- ❖ Dhaka, the capital of Bangladesh, with its exciting history and rich culture, was founded in 1608 A.D. and known as the city of mosques and muslim. Some of the outstanding tourist attractions of Dhaka
- ❖ Largest Delta in the world is also the Seventh Largest reservoir of Human Resources in the world.
- ❖ Bangladesh is the second largest UN peace troop contributor.
- ❖ Bangladeshi Engineers are working with Intel, Microsoft, Facebook, Nasa etc.
- ❖ Location Southern Asia, bordering the Bay of Bengal, between Myanmar and India 90o East Longitude ,24o North Longitude.
- ❖ Area 1,47,570 Square Kilometers
- ❖ Population 164.7 Million, Muslim 90%, Hindu 9%, Buddhist 0.6%, Christian 0.3% & Others 0.1%
- ❖ Capital City Dhaka
- ❖ Airport 08 (Dhaka, Chittagong, Jessore, Rajshahi, Sylhet, Barisal & Cox's Bazar, Syedpur)
- ❖ Sea Ports Chittagong & Mongla and Payra.
- ❖ Winter Temperature Max 28.89o c & Min 6.89o c
- ❖ Summer Temperature Max 38.55o c & Min 18.89o c
- ❖ Average Rainfall 90o in Monsoon
- ❖ Head of The State President
- ❖ Head of The Govt. Prime Minister
- ❖ Heavy Industries Jute, Textile, Sugar, Paper, Fertilizers, Steel, Chemicals, Pharmaceutical, Toiletries, Cement, Ship Building, Ceramics, Garments, Leather, Fishing etc.
- ❖ Small Industries Glass, Soap, Plastic, Hosiery, Food Processing etc.
- ❖ Cottage Industries Cotton & Silk Fabrics, Copper & Aluminum, Jewelry, Handicrafts etc.
- ❖ Chief Crops Rice, Jute, Sugar cane, Tea, Tobacco. Vegetable, Potato etc.
- ❖ Minerals Coal, Oil, Natural Gas, Lime Stone, Silicon Sand.
- ❖ Others Rubber, Timber
- ❖ Currency Taka (US \$ 1 = Tk. 83.90 Variable)
- ❖ Per Capital Income US \$ 4560 (2018)
- ❖ Exports Readymade Garments, Manpower, Textile, Jute, Shrimps, Tea, Fish, Vegetables, Medicines, Handicrafts Etc.
- ❖ Medical Equipment, Machinery and Transport Equipment, Petroleum and Edible Oil, Industries, Raw Materials etc.

Our Mission & Vision Statement

Vision

To stand by our commitments and maintain a dedicated approach towards helping our clients achieve their objectives, by empowering them to focus on what they do best. To establish long-term and productive relations that is based on a foundation of trust, integrity, professionalism and quality service, with our clients. We exert ourselves in maintaining the excellent level of complacency among our client base by arranging highest caliber employment services

Mission

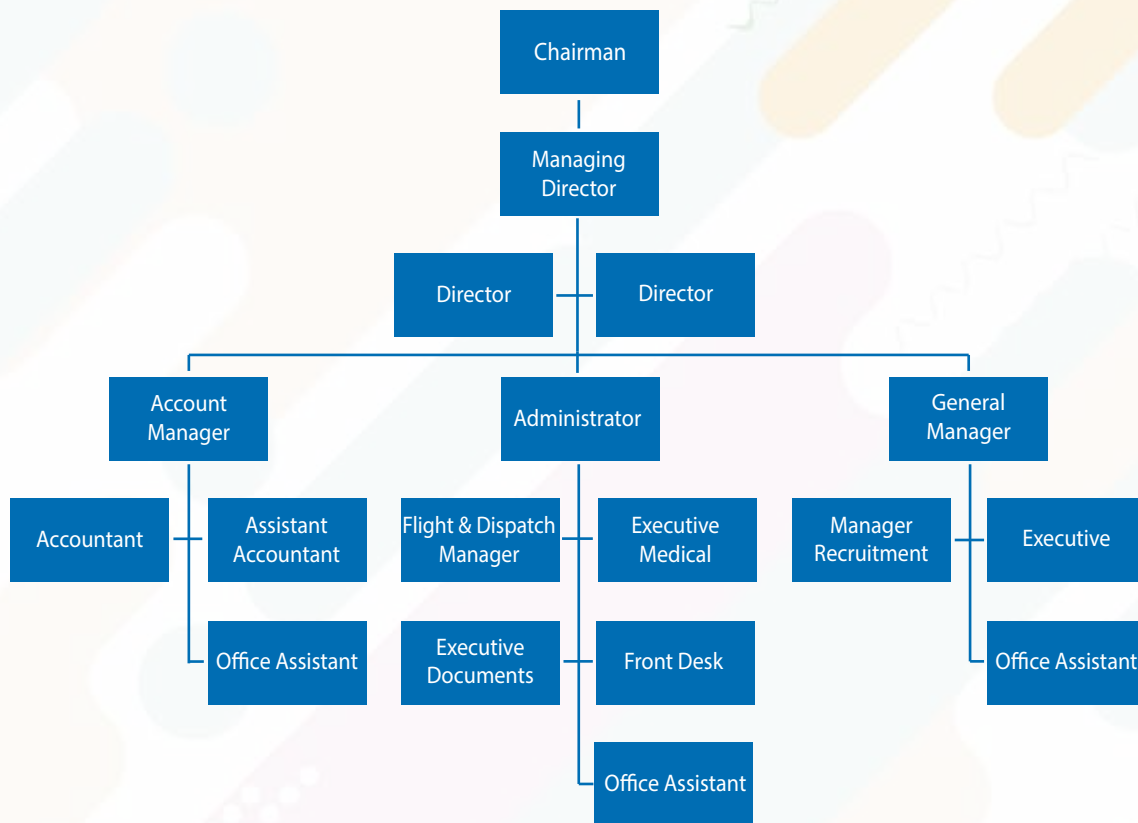
To provide the highest quality of recruitment services and become the preferred choice of jobseekers and employers alike when it comes to opting for an overseas recruitment consultancy.



Company Profile

Name of The Company	:	AMCO ENTERPRISE LIMITED
Status	:	Company (Private Limited)
Name of The Chairman	:	Mrs. Bithika Parvin Hoque
Name of The Managing Director	:	Mohammad Anamul Hoque
Name of The Director	:	Eng. Abu Bakkar Seddique
Name of The Director	:	Mr. Omar Faruk
Nature of Business	:	Manpower Placement
Govt. License No.	:	RL-1537
Office Location	:	56 Kamal Ataturk Avenue, Ahsan Tower 4th Floor, Banani, Dhaka, Bangladesh.
Telephone	:	+88 02 41082690, 02 41082691
Facsimile	:	+88 02 41082690
Mobile	:	+88 01671777774
WhatsApp / IMO	:	+88 01707177774
E-mail	:	info@amcoenterprise.com
Website	:	www.amcoenterprise.com
Bankers	:	Eastern Bank Limited (EBL) Dutch-Bangla Bank Limited (DBBL)
Membership	:	<ul style="list-style-type: none"> ✓ Bangladesh Association of International Recruiting Agents (BAIRA). ✓ The Dhaka Chamber of Commerce & Industries (DCCI) ✓ Association of Travel Agents of Bangladesh (ATAB)

Management Hierarchy



Our Services

❖ MANPOWER CONSULTANCY

At AMCO, we leverage our unparalleled expertise of professional recruitment principles, along with a deep understanding of local & international manpower recruitment processes, to provide comprehensive HR services & recruitment solutions that maximize our clients' manpower potential. These services revolve around AMCO's proven global competencies.

We possess excellent database to provide international placements in all major spheres of employment. We have experienced staff members with extensive working knowledge of the international industries. We mainly place job seekers in Kingdom of Saudi Arabia, United Arab Emirates, Kuwait, Qatar, Malaysia and Singapore.

The hunt for quality talent can require overseas recruitment of particular skills. In many instances where the ideal candidate has been sourced, a Work Permit is required. With over one hundred and forty million people, it should come as no surprise that Bangladesh is one of the world's biggest talent hubs.

AMCO works in tandem with several international recruitment consultancies, assisting with overseas immigration and international work permit legislation advice. Indeed, providing an immigration advice is often a service that we offer as part of their recruitment package to prospective and current clients.

❖ EMPLOYMENT ASSISTANCE

We always prefer selection of applicant either by oral or practical test to be conducted by the employer or his authorized representative. We arrange their accommodation, transport and all other logistic support required for the purpose. In case we are entrusted with the selection & testing of worker, we normally do it with the help of a team of experts for technical & professional categories under direct supervision of our professional executives.

❖ VISA ASSISTANCE

Following are the types of visas that we provide services to:

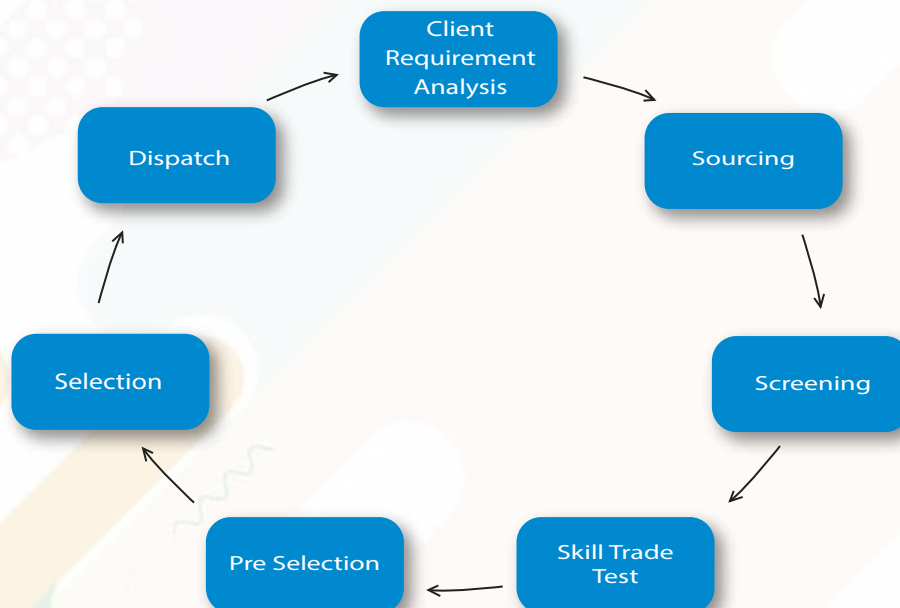
- ✓ EMPLOYMENT VISA
- ✓ WORK PERMITS

❖ TICKET ASSISTANCE

We take the responsibility of providing the tickets for the recruits through our own travel agency AMCO Enterprise Ltd Travels, which is duly licensed and approved by the Government to facilitate all the required ticketing services.

Why choose AMCO Enterprise Limited

AMCO ENTERPRISE LIMITED one of the most professional and leading suppliers of skilled and semi skilled human resource from Bangladesh to all over the Middle Eastern region and other part of the world. In today's rapidly changing business climate, the efficient and effective organization wins, and that means having people who fit your needs perfectly, when you need them. Whether you need to staff a single facility or support a multi-location national operation with uniquely skilled, semi-skilled or unskilled people, AMCO ENTERPRISE LIMITED has recruitment and staffing services to help you meet your goals. Specialized divisions & subsidiaries - Specialized recruiters in each of our industry specific divisions & subsidiaries know the unique skills and requirements of each industry and where to locate the best people in that field. Quick response time - Because we are constantly recruiting people, we have a database of qualified candidates ready to go to work. Right after selection, we post all the details of candidates in our online database so that our clients remain constantly updated regarding the progress in terms of medical fitness, flight and deployment schedules etc. Carefully screened, qualified candidates - Our comprehensive recruiting, screening and testing process means you get qualified candidates with the skills to fit perfectly into their positions.



Recruitment Procedure

Recruitment Process

To begin with, the employer and the AMCO Enterprise Limited should execute an agency agreement between them stating adequately the terms and conditions regarding the demand and supply of manpower from Bangladesh. This agreement should be signed by both the parties towards acceptance of stated terms and Conditions upon which the demand will be executed.

Understanding Your Needs

We study the client requirement and discuss the details with their representative to obtain a complete Understanding of the needs. We work closely with our client, to clearly understand what their actual requirement is, so that we can grow our business relationship further. Then we ask the clients to submit necessary documents Discussed below under the heading Employer's part.

Employer's Part

❖ Power of Attorney

The employer / principal will issue a power of attorney to the AMCO as a true & lawful attorney And agent in Bangladesh in respect of handling all the affairs with Bangladesh Government in respect of Recruitment on behalf of the employer / principal.

❖ Demand Letter

The employer / principal will formally issue a demand letter in favor of AMCO stating the job categories, number of workers required in each category, monthly salary, duty hours, duration of contract and other amenities for workers such as food, medical, transport, air passage, accommodation and other benefits.

❖ Visa Documents

Please note that, this particular requirement of document is only applicable for Kingdom of Saudi Arabia. The employer / principal will provide visa documents (Okala) by which the Government of the employing Country allows the employer/principal to recruit such workers from Bangladesh. It shall be in original and authenticated, which will be accepted by the respective embassy.

❖ Company Registration (CR) Copy

Please note that, this particular requirement of document is only applicable for Kingdom of Saudi Arabia. A photocopy of the company registration is required.

❖ Consular Letter

Again please note that, this particular requirement of document is only applicable for Kingdom of Saudi Arabia. A letter addressing the Consular AMCO of the recruiting country to allow recruitment of candidates from Bangladesh as per demand letter against the stated visa blocks number.

❖ Employment Agreement

Copies of standard employment contract between employer and employee are required.

❖ Agency Agreement

The employer and AMCO should sign an agency agreement with all the terms and conditions:

Which will be the guide for both the parties. Authorization Letter, P/A and Demand Letter should be in original, duly sealed & signed by the sponsor or authorized person & attested by Chamber of Commerce and Ministry of Foreign Affairs. Upon receipt of all necessary documents mentioned above, AMCO will be able to deploy the Recruited persons to the destination of the employer within 14-45 days' time subject to availability of seats in Airlines concerned

AMCO ENTERPRISE LIMITED PART

The pre-selection Process The pre-selection process involves advertisements in local mass media in order to inform potential applicants about the jobs or contract at hand. In many cases, AMCO tends to draw on its preexisting pool of applicants and potentials either from returning contracts abroad or those in a waiting list for a new job. Plus, AMCO has an extensive computer data base of all present & probable future applicants who come from all walks of life with different skills and qualities. The whole pre-selection process is run by our own recruiting manager and executives based on following criteria:

- ✓ Capability
- ✓ Competency
- ✓ Knowledge
- ✓ Experience
- ✓ Finishing of job and quality of job performed.

Selection & Deployment Process

❖ Final Selection

We always prefer selection of applicant either by oral or practical test to be conducted by the employer or His/her authorized representative. We arrange his/her/their accommodation, transport and all other logistic Support required for the purpose. In case we are entrusted with the selection & testing of worker, we normally Do it with the help of a team of experts for technical & professional categories under direct supervision of our Professional executives in our state of the art Trade Test Center. Testing facilities for complex engineering functions are also available at our Training Centre premises in Khilkhat, Dhaka, in adherence to the most Modern processes and techniques in use at the time.

AMCO prides itself in the quality of the workforce it supplies and in order to retain the high levels we maintain that our trade testing process is constantly modified and adapted with the needs and requirements of various professional fields.

❖ Web Based workers Management System

Here in AMCO, We maintain a custom built web based project Management application software in which our partners (Employers, stakeholders of the project etc.) can observe the progress of the processing work of each individual as it happens. We constantly are updating the file of each worker on our management Application system. Once a project is inked, we provide the employer with a user id and password to access the system.

❖ Documentation

AMCO also assumes the responsibility of accumulating the necessary documents of the applicants or candidates. Documents such as passport copy, visa copy, Bio-data, photograph, health certificate, academic qualification certificates, employment contract, and other necessary documents are

collected for proper representation to the clients. Each worker is deployed with his/her own personal file which usually has the above documents. AMCO also acquires necessary permissions from relevant government agencies and legal Institutions.

RECRUITMENT PROCEDURE

❖ Validation of Proper Documentation

Unlike other recruiting agencies, we just don't merely collect documents and assemble those in workers' Personal file rather we make every effort to check the authenticity of those documents on our behalf. For an Instance we check the authenticity of educational papers with education boards and verify police records to make sure the worker deployed from our agency has clean records.

❖ Medical Checkup

After a candidate has passed the first stage of selection the worker/candidate is sent for medical checkup in modern and authorized medical center of the respective embassies of the country of employment. These Medical facilities maintain strict adherence to international standards. AMCO looks into the matter strictly that every personnel positioned in the client's corporation and organization is in sound physical and mental state. For Kingdom of Saudi Arabia, prospective workers are required to undergo medical check-up at GAMCA approved medical centers as required by law. AMCO has recently opened up its own Medical Centre to accommodate the need for the medical examination of the work force traveling abroad. Medical centre is well equipped with all modern equipment's necessary for smooth operation. It is run by well known professionals in Medicine and Pathology. A group of Specialist Doctors are supervising the activities and continuously improving the health care facilities provided to the patients. Our workers usually undergo following check-ups:

- ✓ Routine Urine Test
- ✓ HBsAg, TPHA, HIV, Anti-HCV
- ✓ RBS, S Bilirubin, SGPT, SGOT, Creatine, Cholesterol
- ✓ Widal Test
- ✓ X-Ray, TB

❖ Application and Receipt of Visa

On behalf of the selected candidates, AMCO applies for the visa in the respective embassy as Authorized by the employer. For countries like UAE, Qatar, and Oman-we send complete set of documents so that our clients can submit those for visa at their respective ministries of those particular countries for processing. Upon receipt of visa AMCO:

- ✓ Will match the employment contract with the final contract clause to protect the rights of the employees.
 - ✓ Will Prepare all documentations as per need
 - ✓ Will Process medical clearance from our Qatar visa Medical Center
 - ✓ Will collect his/her police clearance certificates.
-
- ❖ Soft skill set development. We strongly believe that an employee should be articulate enough to be Presentable at work premises. We work with them about the necessary soft skills development before their deployment.

❖ Ticketing and Emigration

The employer may send PTA or remit necessary traveling expenses in favor of AMCO to facilitate Traveling as scheduled. We obtain emigration clearance from the concerned government department for the candidates.

❖ Departure

In tandem with orientation, our own IATA approved travel agency is then directed to reserve seats for the Reported workers. Employers are required to send the flight confirmation & PTA in favor of us to facilitate the selected workers

❖ Flight Schedule

Flight details in an advance at least 24 hrs, will be furnished to the (clients) employer in order to enable to Arrange necessary pick up for the traveling workers.

❖ Deployment Schedule

Upon deployment, we instantly confirm our clients via e-mail / fax by sending deployment message so that they May pick up the workers in due time.

❖ Follow up

Our work does not end after deployment of the workers. We make sure our workers are received by the Company representative at the airport on time. We follow up with our client that our workers are employed and Match their requirements. Should there be any crisis situation regarding job cuts, shedding of employees, we Negotiate with both employer and employees to reach a common platform where both parties can win.

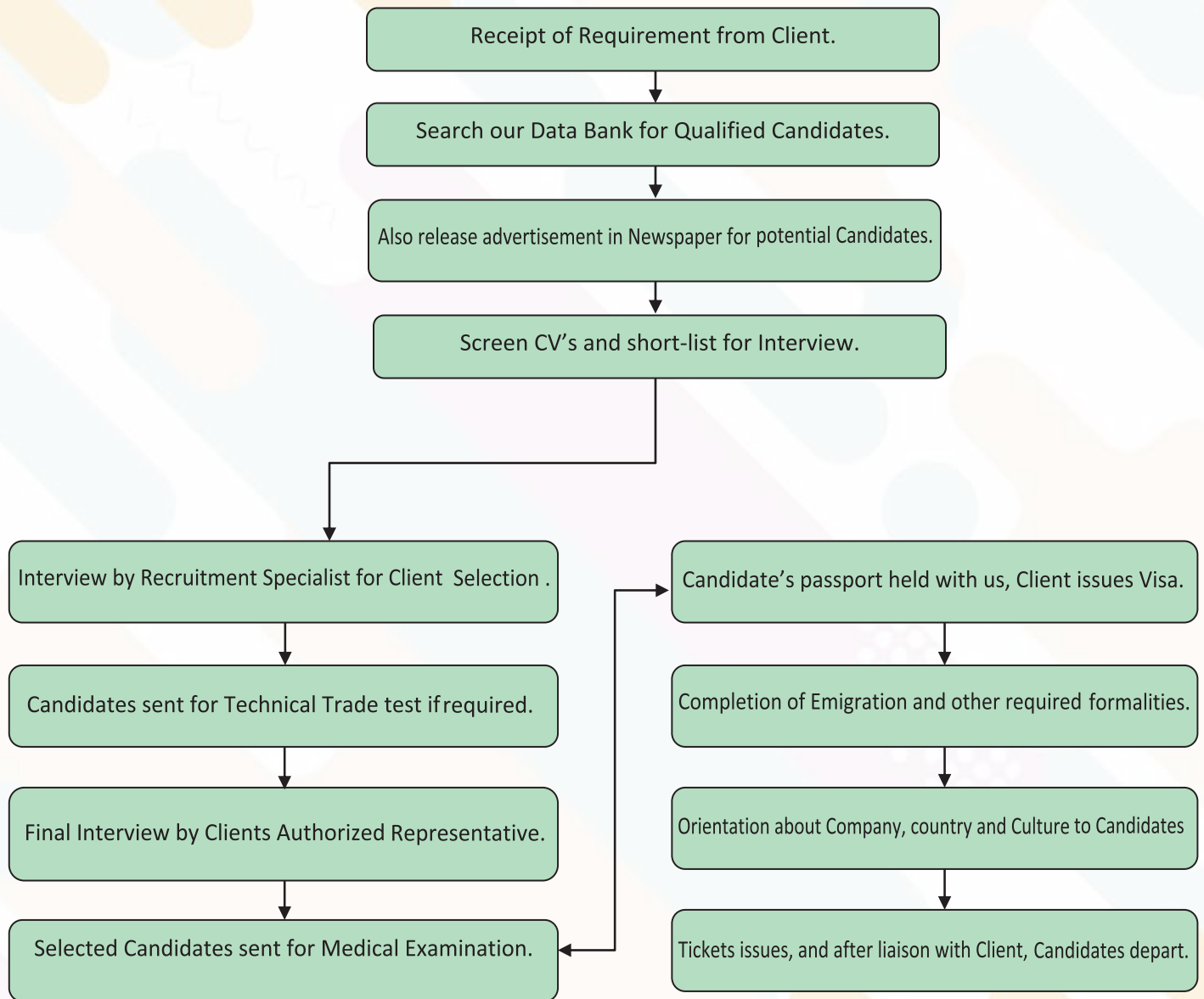
❖ Repatriating

If the recruited workers are proved to be unfit due to lack of medical fitness or due to lack of skills at their Respective trades, we usually replace the worker at our cost or we act in accordance with agreement made between concerned parties.



Recruitment Process

HOW IT WORKS



Employer's Responsibility

- ❖ Arrange timely receipt of the workers at airport
- ❖ Inform AMCO about receipt of the workers.
- ❖ Arrange furnished housing accommodation suitable to human living.
- ❖ Ensure water electricity in the living place.
- ❖ Ensure full security of the workers in the living and working places, especially in cases of female workers.
- ❖ Timely payment of salary for every working month.
- ❖ Keeping updated the validity of the passport, residence permit/employment visa of the workers.
- ❖ Treating workers as human being.
- ❖ Proper medical treatment of the workers in case of any sickness/accident.
- ❖ Inform AMCO any problem that requires handling from our end.
- ❖ Follow terms of agreement signed between the employer and the workers.

Corporate Social Responsibility

CHARITY BEGINS AT HOME AND CONTINUES ABROAD

We believe it is our moral responsibility to give back to society and bring opportunities to people who might otherwise have never had any. The founders take great pleasure in seeing the quality of life of people improved in some of the most underprivileged parts of the world.

To that end AMCO is actively involved in a variety of philanthropic and humanitarian projects in several countries. In fact a certain fixed percentage of AMCO annual corporate profits are pledged to charitable initiatives every year.

Working with charities, NGOs and various foundations, AMCO strives to spread hope and optimism, primarily through programs geared towards education, healthcare, training and essential skill building.

Manpower available in Bangladesh

01. PROFESSIONAL CATEGORIES

- ❖ Engineer, Civil, Electrical, Mechanical Chemical
- ❖ Architect/Planner.
- ❖ Doctors: Specialist, General Physician, Dental Surgeons.
- ❖ Scientists in Various Fields.
- ❖ Professors/Teachers in various fields.
- ❖ Geologist/ Soil Specialist.
- ❖ Mineral Specialists.
- ❖ Chartered Account Specialist.
- ❖ Estimator/ Surveyors.

02. SKILLED CATEGORIES

- ❖ Scaffolder
- ❖ Rigger
- ❖ Iron worker
- ❖ Mill Wright
- ❖ Pipe Fabricator
- ❖ Steel Fabricator
- ❖ Duct Fabricator
- ❖ Duct , Insulator
- ❖ Electricians: House Wiring , Plant
- ❖ A/C Technician
- ❖ Plumbers, Pipe fitter
- ❖ Welders: Gas, Electric (3/4/6 - G, Tack / MIG/ TIG)
- ❖ Carpenters: Shuttering ,Finishing
- ❖ Steel fixers: RCC Steel Fixers, Rod Benders
- ❖ Masons: Tile Fixers, Plasters, Block, Ceramics
- ❖ Gypsum workers : Painter, Carpenter
- ❖ Painters - Wall, Sand Blaster, Spray Painter
- ❖ Aluminum Fabricator
- ❖ Aluminum Glass
- ❖ Mechanics: Heavy, Light Equipment, Air Conditioner, Auto Electrician, Filters, Petrol Diesel.
- ❖ Drivers: Heavy, Light, Bulldozers, Shovel, Crane, forklift.
- ❖ Hotel personnel: Manager Cook, Receptionist, Baker, Waiter, Steward and Room Boy.
- ❖ Textile: Jute, Garment, Carpet Weavers, Workers.
- ❖ Computer Operators
- ❖ Security Personnel, Security Guard
- ❖ Foremen All Trade.

03. SEMI -SKILLED CATEGORIES

- ❖ Electric Helpers.
- ❖ Mechanic Helpers.
- ❖ Erection Helpers.
- ❖ Carpenter Shutters/ Finishing Helpers.
- ❖ Mason Helpers, Concrete Mixer Operators.
- ❖ Pump Operators, Helpers.
- ❖ Block Makers, Helpers.
- ❖ Laundry/ Washer Men.
- ❖ Barbers.
- ❖ Tailors.
- ❖ Shopkeepers, Helpers.
- ❖ Trekker/ Loaders.
- ❖ Gardeners.
- ❖ House-Keepers.
- ❖ Cashiers.
- ❖ Auditors.
- ❖ Steel Fixers Helpers
- ❖ Painter: Wall Helpers
- ❖ Telephone Operators.
- ❖ Maintenance Mechanics.
- ❖ Fitters Helpers.
- ❖ Barman.
- ❖ Photographers.

04. UN-SKILLED CATEGORIES

- ❖ Laborers.
- ❖ Cleaners.
- ❖ Sweepers.
- ❖ Janitors.
- ❖ Store-keepers.
- ❖ Agriculture: Labors, Farmers.
- ❖ Industrial labors.
- ❖ Peons/ Loaders.
- ❖ Watchmen.

Our clients

KINGDOM OF SAUDI ARABIA

- Saudi Manpower Solutions Co. (SMASCO)
- ESAD HR Solutions & Management
- International Recruitment Company (IRC)
- JAWA Human Resources (JAWA HR)
- Ewan International Recruitment Company
- Mohammad Al-Ojaimi Group
- Baytur Construction and Contracting Co.
- Smart Projects Construction Company (SPCC)
- AL-Mahmal Facilities Services Company
- Al Saad Plastic Factory
- Matar Al-Buqami Holding (Dijla Poultry)
- Saudi Pan Kingdom Company (SAPAC)
- HAC International for General Contracting
- Senyar Arabian Trading Co. Ltd.
- Ahl al-Baladna
- SHRED MEALS RESTAURANT
- IYA Investment Company
- Al Yahya Block and Tile Factory
- Al-Washim Poultry
- AL OULA FOR FIBER GLASS FACTORY
- HMS DOURRA FACTORY FOR MARBLE & GRANITE
- FADARATION OF BROTHER CO. LTD.
- Abdul Rahman Muhammad Al-Mulhaq Contracting Est
- DAAM HR
- Al Wazzan Restaurant
- Al Jazirah Center
- Bin Tami Waterproofing Co. Ltd.
- Saudi Saline Water Conversion Corporation.
- Ministry of Health.
- All Intercontinental Hotels & Palaces Managed By Intercontinental Hotels.
- Electricity Corporation, Riyadh.
- Arabian Metal Industries, Jeddah.
- Detecon Al-Saudia Co. Ltd., Riyadh.
- Eastern Province Cement Co.
- Delta-Stesa Electro Mechanic TV Project.
- Saudi Technical Engineering Systems

STATE OF QATAR

- Brookfield Multiplex Medgulf JV
- Insha
- MH Group qatar
- Powermech Engineering Company
- Trags Trading And Agency Services Ltd
- Trags Engineering WLL
- Bin Arbaid Group
- United Readymix WLL
- Yoni
- Terratest Qatar
- Seattle Qatar Development
- Al Noor Eng Group
- Sharma And Mobarok Construction
- Diplomat Group W.L.L
- ILCO International
- City Cabin
- White Moon Cleaning Hospitality
- Indo Arab
- Blak Horse Petroleum
- Swiss Attix Hospitality Group Middle East
- City Steel Work
- Al Madeena Engineering Construct
- City Engineering Contracting Co
- Mediterranean Company
- Unibaton Yoni
- Gulf Construction
- Pigeon engineering
- City Group
- Blak Rhino Trading Contracting
- Shannon Trading WLL

UNITED ARAB EMIRATES

- Power Spray Electromechanical Sole Proprietorship L.L.C
- TORNADO GROUP
- Actco General Contracting Co. LLC
- Abu Dhabi National Oil Company (ADNOC).
- Dubai Electricity & Water Authority (DEWA).
- Water & Electricity Department, Abu Dhabi.
- Emirates Telecommunication Corporation (ETISALAT).
- Abu Dhabi Polymers Company (BOROUGE).
- ADGAS.
- Dubai Municipality.
- Dubai Intercontinental Hotel.
- Al-Ghurair Center. Sharjah Municipality.
- Abu Dhabi Municipality.
- Intergulf General Contracting-LLC.
- Albert Abela, Abu Dhabi.
- Voltas International Ltd. United Arab Shipping Company (S.A.G).
- Trans gulf electro-mechanical llc.
- E. T. A
- Al Habtoor Engineering

STATE OF BAHRAIN

- Light Style Garment Factory
- Mohammad Jalal Contracting.
- Alkomed Engineering Services Co. W.L.L.
- Al-Noor Textiles. Bahrain Airport Services.
- Arab Shipbuilding & Repair Yard Co (ASRY).
- Bahrain Municipality.
- AA Zayany & Sons Co. Cora Engineering Co.

MALAYSIA

- Mutual Speed SDN. BHD
- Around 450 Factories.
- 12(Twelve) Tea Gardens.
- 7(Seven) Construction Companies.
- 15(Fifteen) Plant & Rubber Gardens.
- Ministry of Health

SATE OF IRAQ

- Ministry Of Light Industries
- Ministry of Land Transport
- Ministry of Heavy Industries
- Sate Company for Building & Construction
- Ministry of Oil
- Ministry of Health

STATE OF KUWAIT

- Kuwait Shipbuilding & Repair Yard Co. (SAK)
- Kuwait Oil Co.(KOC)
- Kuwait National Petroleum Co. (KNPC)
- Al-Ahleia Switchgear Co.
- Kuwait Sewage Treatment Plant.
- Electricity & Water (MEW). Ministry of Public Health.
- Kuwait & Gulf Link Transport Co.
- National Housing Authority.
- Kuwait Cotton Products.
- Kuwait Aviation Service Co.
- Kuwait Control Co.
- Kuwait Public Transport Co.
- Kuwait Municipality

SULTANATE OF OMAN

- Galfar Engineering and Contracting, SAOG.
- Ministry of Health.
- Oman Aviation Services.
- Ghadeer Brothers.
- Air work Limited.
- Excellent Garments.
- Elegant Garments.
- Oman National Electric Co.

Partial List of Clients



مجموعة محمد العجمي
MOHAMMED AL-OJAIMI GROUP



SAUDI ARABIAN
BAYTUR



JASARA PROGRAM
MANAGEMENT
COMPANY

**SHRED
MEALS**



س.ت ١٠٣١٨٠٤١
اشترك الغرفة ٢٦١٥٧٨
الرقم الضريبي ٣٠٠٤٦٣٥٠٩٢٠٠٠٠٣

شركة مصنع همس الدرة للرخام والجرانيت
HMS Dourra Factory For Marble & Granite
رخام - جرانيت - حجر
Marble - Granite - Stone

شركة إيوان للموارد البشرية
EWAN FOR HUMAN RESOURCES



شركة الإستقدام الدولية
International Recruitment Company



الشركة السعودية للاستقدام
Saudi Manpower Solutions Co.
تداول القوى البشرية



الشركة الأولى للفيبر جلاس
AL-OULA FOR FIBERGLASS CO.



Gulf Paper
Manufacturing Co. K.S.C

شركة مطر البقمي القابضة
Matar AlBuqami Holding Company



دواجن دجلة
Dijla Poultry



جواهر • JAWAHR

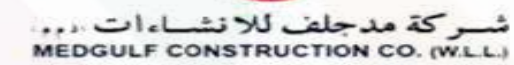
Abdulrahman M.Al-Molhaq Est.

Building General Contracting

Maintenance - Cleanness - Construction



مؤسسة عبدالرحمن محمد الملحق
مقاولات عامة للمباني
صيانة ونظافة المنشآت





الشركة القطرية العالمية للتجارة و الإستثمار
Qatar International Trading and Investment Co.



اسمنت الشرقية
Eastern Cement



وزارة الصحة
Ministry of Health



الشركة السعودية للكهرباء
Saudi Electricity Company
Empowering Energy



بلدية مدينة أبوظبي
ABU DHABI CITY MUNICIPALITY



القطرية للخدمات الأمنية والحراسة ذ.م.م.
Qatar Security & Guarding Services Co. WLL

Al Ali Engineering Co.
Contracting & Trading WLL



السلاطين
Al Sulaiteen
g r o u p



مجموعة الصراح القابضة
Alsarh Holding Group

مجموعة الصراح القابضة
Alsarh Holding Group



الشركة العربية للصناعات المعدنية المحدودة
Arabian Metal Industries Ltd.



المملكة العربية السعودية
المؤسسة العامة لتحلية المياه المالحة
Saline Water Conversion Corporation

AiWEC
شركة أبوظبي للماء والكهرباء
Abu Dhabi Water & Electricity Company



A member of
Bouygues Construction



EUROPEAN



ALU - TEC



النصر ستار للخدمات الامنية
AL NASR STAR SECURITY SERVICES



الشركة العمانية للنقل البحري
OMAN SHIPPING COMPANY S.A.O.C.

MANAGEMENT HANDLED RECRUITMENT OF THE COUNTRIES OF THE WORLD

 Kingdom of Saudi Arabia		
 United Arab Emirates (UAE)		
 State of Qatar		
 State of Oman		
 State of Bahrain		
 State of Kuwait		
 Malaysia		
 Republic of Iraq		
 Lebanon		

TECHNICAL TRAINING CENTRE

For developing our un-skilled human resources to skilled manpower we have established a modern Technical Training Centre. In the centre we introduced two types training program which are - Up-grading Training Course for non-institutional trained & experienced workers and Fresher Training Course to full fill the needs of our valued foreign employers as well as the local industries. We send our trained Candidates to the respective industries for practical orientation .After gaining some practical experience Fresher also become up-to the mark for foreign employment. In the training centre following training courses have been developed matching with the needs of local and Foreign employment market:-

FINANCIAL STANDING

1. The Principal may not pay any commission, fee, money to the Agent for recruitment Processing and as service charge for the service to be rendered for recruitment.
2. The Agent may realize service charge from the finally selected candidates as per the Rates approved by the Government of Bangladesh.
3. The Agent shall not realize service charge from the workers mentioned under clause -2 when the principal agrees to pay service charge to the Agent for services.

Demand Letter

Mohammed Al Ojaimi Contracting Est.

C. R. 2050004063
 Head Office: P.O. Box 1259 - Dammam 31431
 Tel.: 013 822 1800 (7 Lines) - Fax: 013 822 3228
 Telex : 803047 OJAIMI SJ - Cable : AL-SADIA
 Dammam
 Kingdom of Saudi Arabia



مؤسسة محمد العجمي للمقاولات
 سن ٢٠٥٠٠٤٠٦٣

المركز الرئيسي: ص. ب ١٢٥٩ - الدمام ٣١٤٣١
 تلفون : ٠١٣٨٢٢ ١٨٠٠ (٧ خطوط) - فاكس : ٠١٣٨٢٢ ٣٢٢٨
 لكس : ٨٠٣٠٤٧ - عجمي أس جي - برقياً ، البديعة
 الدمام
 المملكة العربية السعودية

Date: 9th September, 2021

DEMAND LETTER

M/S AMCO ENTERPRISE LIMITED
 RECRUITMENT LIC NO- RL-1537
 Dhaka- Bangladesh

Please arrange to recruit and send the following workers
 for us earliest possible convenience as per visa no.
 1302175135
 dated :1443/01/10
 Sponsor ID 7012659012

خطات طلب

امكو البر برايز ليميتد
 وخصه التوظيف رقم- ار ال-1537
 دكا بنغلاديش

يرجى التكرم بتوظيف وتسفير العمال المذكورين بأسرع وقت ممكن وذلك
 حسب التأشيرة رقم- 1302175135
 وتاريخه: 10/01/1443
 رقم التكميل: 7012659012

Category	QTY	Salary BR	الراتب	عدد	مهمة
Draftsman	1	2500	2500	1	رسم معماري
General Surveyor	3	2500	2500	3	مساح عام
Electrical Technician	2	1500	1500	2	فني كهرباء
Labors	40	800	800	40	عامل عادي
General Foreman	4	2500	2500	4	مراقب عام
Pumber	2	1500	1500	2	سبك
General Turner	1	1800	1800	1	خراط عام
General welder	2	1500	1500	2	لحام عام
General Mechanic	2	1500	1500	2	ميكانيكي صيانة ميكانيكية عام
Road Transport Driver	5	1800	1800	5	سائق عوام المركبات
Heavy Driver	10	1800	1800	10	سائق شاحنة
Equipment Operator	10	1500	1500	10	سائق عوام اليات الطرق
Overhead Electrician	6	2000	2000	6	كهربائي شبكات هوائية عام
General Electrician	5	1500	1500	5	كهربائي عام
Asphalt Mixer Operator	2	2000	2000	2	سائق خلاطة أسفلت

Terms & condition:

Free accommodation, free medical, free food, free two-way
 air ticket / 2years. 42 days' vacation after completion of
 contract. Duty 8 hours per day & 6 days per week. All other
 benefits as per Saudi Arabia labor law.
 Thanking you.

Mohammed Al-Ojaimi

العزفة التجارية الصناعية للمنطقة الشرقية
 الرياض ١١٤٦١ - فاكس : ٠١٤٤٢٧٠٩٤
 تلفون : ٠١٤٤٢١١٥٠ - فاكس : ٠١٤٤٢١١٠٧
 Riyadh : Tel: 011 274
 Makkah : Tel: 012 5248368 - Fax: 012 5248368
 www.alojaimi.com - E-mail: info@aljojaimi.com

الشروط والبنود:

السكن مجاناً والتأمين الطبي مجاناً ننكره السفر اذانيا مجاناً كل سنتين و 42
 يوم اجازة بعد انتهاء عقد العمل 8 ساعات في اليوم 6 ايام في الاسبوع مدة العقد
 سنة والتسهيلات الاخرى حسب قوانين العمل السعودي.
 وشكري
 مؤسسة محمد العجمي

السائقون والتشغيل
 الرياض ١١٤٦١٨ - تلفون : ٠١٤ 8475095
 : 014 4211250 - Fax: 014 4250607

مساعد وزارة الخارجية على صحة القتم
 والتوقيع دون مسئوليتها عن التجنوبات
 13/09/2021
 37733290499

Power of Attorney

Mohammed Al Ojaimi Contracting Est.

C. R. 2050004063

Head Office: P.O. Box 1259 - Damman 31431

Tel.: 013 822 1800 (7 Lines) - Fax: 013 822 3228

Telex : 803047 OJAIMI SJ - Cable : AL-BADIA

Dammam

Kingdom of Saudi Arabia



مؤسسة محمد العجمي للمقاولات
س.ت ٢٠٥٠٠٠٤٠٦٣

المركز الرئيسي: ص. ب. ١٢٥٩ - الدمام ٣١٤٣١
تلفون : ١٣٨٢٢ ١٨٠٠ - فاكس (٧ خطوط) : ١٣٨٢٢ ٣٢٢٨
تلكس : ٨٠٣٠٤٧ - عجمي أس جي - برقية : البديعة
الدمام
المملكة العربية السعودية

Date: 9th September, 2021

POWER OF ATTORNEY

Know all man by these present that we,
Mohammed Al-Ojaimi Contracting Est.
Dammam 31431. [KSA] - P.O. BOX : 1259, Tel.:
+966 [03] 8221800 Fax: +966 [03] 822 3228 Tlx:
803047 OJAIMI SJ, Kingdom of Saudi Arabia.
Do here by appoint

M/S AMCO ENTERPRISE LIMITED
RECRUITMENT LIC NO- RL-1537
Dhaka- Bangladesh

Hereby appoint them to be our lawful attorney
and agent to handle all necessary work involve
including deposit of registration fees act. With the
emigrant Govt. of Bangladesh signing all
documents for their passport & passage. This
power of attorney valid for Recruitment of (95)
Bangladesh worker under our block.
Visa Number : 1302175135
Sponsor ID: 7012659012
Dated: 1443/01/10

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

Thanking you,

Mohammed Al-Ojaimi Contracting Est.

خطب توكيل

ننيدكم نحن/ مؤسسة محمد العجمي للمقاولات
الدمام
المملكة العربية السعودية
لقد فوضنا

أمكو انبر برايز ليميتد
رخصة التوظيف رقم- ار ال-1537
دكا-بنغلاديش

لقد أمنا بتعيينهم وكلاء شرعيين لنا يقومون نيابة عنا لإكمال جميع
الامور المتعلقة بالاستخدام انضاهه الى دفع رسوم التسجيل وغيرها
وتكمله الاجراءات الرسمية من دول بنجلاديش والترقيم على جميع
الوثائق المطلوبة التي تخص الاستقدم

ان هذا التوكيل صالح لاستخدام (95) عامل بنجلاديشي بموجب:
التأشيرة رقم- 7012659012
رقم الكويل: 1302175135
وتاريخه: 1443/01/10
رقم الكويل:

كما ان السادة المتكويرين اعلاه لهم الحق في التوقيع نيابة عنا على
الاتفاقيات والعقود في هذا المجال كما لهم الحق اخير الايدي العاملة
بموجب خطاب الطلب المرقق:

وشكرا

مؤسسة محمد العجمي للمقاولات



الرياض ، تلفو : 180080460
مكة المكرمة ، تلفون : ١٢٤٢١٣١٨ - فاكس : ١٢٤٢١٣٠١٠ - حائل ، تلفون : ٠١٩٥٢١١١١١ - فاكس : ٠١٩٥٢١١١١١ - ساكا ، تلفون : ٠١٤٣٣٣٣٣٣ - فاكس : ٠١٤٣٣٣٣٣٣ - المدينة المنورة ، تلفون : ٠١٢٣٣٣٣٣٣٣ - فاكس : ٠١٢٣٣٣٣٣٣٣ - جدة ، تلفون : ٠١٢٣٣٣٣٣٣٣ - فاكس : ٠١٢٣٣٣٣٣٣٣ - الرياض ، تلفون : ٠١٢٣٣٣٣٣٣٣ - فاكس : ٠١٢٣٣٣٣٣٣٣
Riyadh : Tel: 011 2743004 - Fax: 011 2743015 - Jeddah : Tel: 012 6736452 - Fax: 012 6762146 - Madinah : Tel: 014 8470020 - Fax: 014 8475095
Makkah : Tel: 012 5248368 - Fax: 012 5230610 - Hall : Tel: 016 5348885 - Fax: 016 5348883 - Sakaka : Tel: 014 6332981 - Fax: 014 6332980 - Tabuk : Tel: 014 4211250 - Fax: 014 4260607
www.alojaimi.com - E-mail: info@alojaimi.com

Demand Letter



شركة إنشاءات المشاريع الذكية للمقاولات العامة
SMART PROJECTS CONSTRUCTION COMPANY
VAT Reg. No 300407733400003 الرقم الضريبي: ٣٠٠٤٠٧٧٣٣٤٠٠٠٠٣

Date: 08 Sep , 2021

DEMAND LETTER

M/S AMCO ENTERPRISE LIMITED
Govt. Approved Recruiting License - RL-1537
Dhaka- Bangladesh

Please arrange to recruit and send the following workers for us earliest possible convenience as per visa no. 1301726183

Dated: 04/11/1440
Sponsor ID 7001680771

خطات طلب

أمكو انير برايز ليميتد
رخصة التوظيف رقم- ار ال-1537
دكا بنغلاديش

يرجى التكرم بتوظيف وتسفير العمل المذكورين بأسرع وقت ممكن لنا حسب التأشيرة رقم 1301726183

وتاريخه: 1440/11/04
رقم الكفيل: 7001680771

Category	QTY	Salary SR	الراتب ريال	العدد	المهنة
General pipes fixer	2	1200	1200	2	عامل تركيب مواسير عام
Tiles Fixer	1	1200	1200	1	مبلط
Mason	1	1200	1200	1	مليس

Terms & condition:

Free accommodation, free medical, SAR 300 Per month for food, free two-way air ticket / 2 years. 42 days' vacation after completion of contract. Duty 8 hours per day & 6 days per week. All other benefits as per Saudi Arabia labor law.

الشروط والبنود:

السكن مجاتا، والتسهيلات الطبية مجاتا، تذكره السفر ذهابا مجاتا كل سنتين و42 يوم اجازة بعد انتهاء عقد العمل 300 ريال تنفع شهريا" كبدل طعام، 8 ساعات في اليوم 6 أيام في الأسبوع مدة العقد سنتين، والتسهيلات الأخرى بموجب قانون العمل السعودي.

Thanking you,

Smart Projects Construction Company

وشكرا

شركة إنشاءات المشاريع الذكية للمقاولات العامة



Power of Attorney



شركة إنشاءات المشاريع الذكية للمقاولات العامة
SMART PROJECTS CONSTRUCTION COMPANY
VAT Reg. No 300407733400003 الرقم الضريبي: ٣٠٠٤٠٧٧٣٣٤٠٠٠٠٣

Date: 09 Sep, 2021

POWER OF ATTORNEY

Know all man by these present that we, Smart Projects Construction Company, P.O.box 1861, Postal Code 31952, Al Khobar City . Kingdom of Saudi Arabia.
Do here by appoint

M/S AMCO ENTERPRISE LIMITED
Govt. Approved Recruiting License - RL-1537
Dhaka- Bangladesh

Hereby appoint them to be our lawful attorney and agent to handle all necessary work involve including deposit of registration fees act. With the emigrant Govt. of Bangladesh signing all documents for their passport & passage. This power of attorney valid for Recruitment of (4) Bangladesh worker under our block.
Visa Number: 1301726183
Sponsor ID: 7001680771
Dated: 04/11/1140

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

Thanking you.

Smart Projects Construction Company

خطب توكيل

ليكون معلوما للجميع بأننا شركة إنشاءات المشاريع الذكية للمقاولات العامة ص.ب 1861 الرمز البريدي 31952 مدينة الخبر - المملكة العربية السعودية لقد فوضنا

أمكو انبر برايز ليميتد
رخصة التوظيف رقم- ار ال-1537
دكا-بنغلاديش

لقد قمنا بتعيينهم وكلاء شرعيين لنا ليقوموا نيابة عنا لإكمال جميع الأمور المتعلقة بالاستقدام إضافة الى دفع رسوم التسجيل وغيرها وتكملة الإجراءات الرسمية من دولة بنجلاديش والتوقيع على جميع الوثائق المطلوبة التي تخص الاستقدام

ان هذا التوكيل صالح لاستخدام (4) عامل بنجلاديشي بموجب: التاشيرة رقم- 1301726183 وتاريخه: 1440/11/04 رقم الكنيل: 7001680771

كما أن السادة المذكورين يعالیه لهم الحق في التوقيع نيابة عنا على الاتفاقيات والعقود في هذا المجال كما لهم الحق اخبار الأيدي العاملة بموجب خطاب خطاب المرفق:

وشكرا

شركة إنشاءات المشاريع الذكية للمقاولات العامة



Demand Letter



Power Spray
Electromechanical - Sole Proprietorship L.L.C.

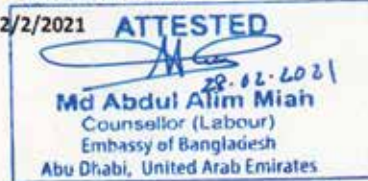
P.O.Box : 29276
Abu Dhabi
United Arab Emirates

Tel. : +971 2 44 44 650
Fax : +971 2 44 42 112
Email: info@powersprayuae.com
www.powersprayuae.com

Demand Letter

To:
M/s. AMCO ENTERPRISE LIMITED
Recruitment License No: RL - 1537
145, Monipuripara, Airport Road
Supermarket, Tejgaon, Dhaka-1215

Date: 22/2/2021



Attention: Mohammad Anamul Hoque

As per our power of attorney, Dated 22/02/2021, we (M/s POWER SPRAY ELECTRO MECHANICAL – SOLE PROPRIETORSHIP LLC P.O Box: 29276, Abu Dhabi, United Arab Emirates) do hereby place order and authorize you to select and recruit the following manpower from Bangladesh for the service with our company for which terms and conditions are given below:

Sr.	Category	Quantity	Salary in A.E.D.	Grade
1.	Electrician (Gulf Return)	100	1300 1600 AED	ITI Certificate A- A+
2.	Ductman (Gulf Return)	30	1300 1600 AED	A-A+
3.	Pipe Fitter (Gulf Return)	30	1300 1600 AED	A-A+
4.	Fire Fighting Pipe Fitter (Gulf Return)	20	1300 1600 AED	A-A+
	PLUMBER (Gulf Return)	30	1300 1600 AED	A-A+
	WELDER (Gulf Return)	3	1300 1600 AED	A-A+

TERMS AND CONDITIONS

Period of Contract: Two Years (Renewable)
Location of Work: UNITED ARAB EMIRATES
Daily Working Hours: 8 Hours per Day / 48 Hours per week.
Over Time: As per U.A.E. Labor Laws.
Accommodation: Provided by the Company
Food: NOT Provided by the Company
Medical & Insurance: Provided by the Company
Transportation: Provided by the Company
Annual Vacation: 60 days paid leave after completion two years
Probation Period: 6 Months from joining date.
Leave Befits: Company to provide two way return ticket on completion of 2 Years Service with company.
Others Benefits: As per U.A.E. Labor Laws.
Note: In case of death or injury, the dead body will be sent back to Bangladesh at the expense of the employer.



Thanking You,
Yours faithfully,

ELECTRO MECHANICAL – SOLE PROPRIETORSHIP LLC

پاور سپری
الکترومیکانیکیال - شرکتہ الشخص الواحد ذمہ دار



صوبہ : ۲۹۲۷۶
ابوظہبی
الإمارات العربية المتحدة



تلفون : +۹۷۱ ۲ ۴۴ ۴۴ ۶۵۰
فاکس : +۹۷۱ ۲ ۴۴ ۴۲ ۱۱۲
info@powersprayuae.com
www.powersprayuae.com

Power of Attorney



Power Spray
Electromechanical - Sole Proprietorship L.L.C.

P.O.Box : 29276
Abu Dhabi
United Arab Emirates

Tel. : +971 2 44 44 650
Fax : +971 2 44 42 112
Email: info@powersprayuae.com
www.powersprayuae.com

DATE: 20-2-2021

Power of Attorney

Known to all men by these presents that we (Power Spray Electromechanical –Sole Proprietorship L.L.C), bearing the legal official address of (Full Official Address), Company License No: CN-1149049, under the local laws of Qatar, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No: RL – 1537 , 145 Monipuripara ,Airport Road Supermarket ,Tejgaon, Dhaka-1215, approved by the Ministry of Labor & Bureau of Manpower, Government of the Peoples Republic of Bangladesh, to be our true and lawful recruiting agent in Bangladesh, to do the following acts, deeds and things on our behalf.

- To recruit for us the best possible personnel as per our demand letter dated: 20-2-2021 and to process all formalities to recruit the said personal.
- To obtain clearance of the selected personal from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of ticketing and passage.
- To conduct and complete trade test and medical checkup etc.
- And generally, to do all lawful acts, deeds and things as and when necessary for the selected personnel to be expatriated from Bangladesh.

It is also declared that all acts, deeds and things lawfully done by the aforesaid Recruiting Agent, in connection with the aforesaid works shall be construed as acts, deeds and things done by the undersigned who undertakes to ratify and confirm whatever the said recruiting agent shall lawfully do by virtue of the aforesaid power of attorney.

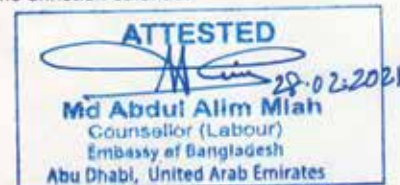
We have executed this power of attorney on this 90 day of 2021 of the Christian Calendar.

Thanking you

Yours faithfully,

Power Spray Electromechanical –Sole Proprietorship L.L.C

Mohamed Saeed Aid Alghafar



باور سوري
الكتروميكانكال - شركة الشخص الواحد

ص.ب : ٢٩٢٧٦
أبوظبي
الإمارات العربية المتحدة

تليفون : +971 2 44 44 650
فاكس : +971 2 44 42 112
info@powersprayuae.com
www.powersprayuae.com

Demand Letter



ون كليك للصيانة العامة والمقاولات الميكانيكية - ذ.م.م.
One Click General Maintenance & Mechanical Construction L.L.C.

To,
M/s AMCO ENTERPRISE LIMITED
Recruitment License No: RL – 1537
145, Monipuripara, Airport Road Supermarket, Tejgaon, Dhaka – 1215

Date: 16th March 2021

Attention: Mohammad Anamul Hoque

DEMAND LETTER

As per our power of attorney, dated 16th March 2021, we (M/s One Click General Maintenance & Mechanical Construction L.L.C, P.O Box: 2842, Abu Dhabi, United Arab Emirates) do hereby place order and authorize you to select and recruit the following manpower from Bangladesh for the service with our company for which the terms and conditions are given below:

Category	Total Quantity	Total Salary (AED)	Work Place	Experience
Ceramic Tile Mason	40	1400	UAE	Gulf Return
Gypsum Carpenter	5	1300	UAE	Gulf Return
AC Technician	2	1500-1700	UAE	Gulf Return
Duct Insulator	5	1300-1400	UAE	Gulf Return
Pipe Fitter	5	1300-1400	UAE	Gulf Return
Plumber	5	1200-1400	UAE	Gulf Return
Helper	20	950	UAE	Gulf Return

Total = 82 Candidates

Terms and conditions:

Period of Contract: Two Years (Renewable)
Daily Working Hour: 8 Hours per Day/ 48 Hours per week
Over Time: As per U.A.E Labor Laws
Accommodation: Provided by the Company
Food: Food Allowance included in the Salary
Medical & Insurance: Provided by the Company
Transportation: Provided by the Company
Annual Vacation: 60 days Paid Leave after completion of two years
Probation Period: 6 Months from Joining date
Other Benefits: As per U.A.E. Law

Note: In case the Candidate doesn't know the work (after getting here) of Ceramic Tile Mason then he will be placed as Helper, if the candidate refuses working then he will be sent back to his home country and all the cost shall be back charged to the Agency

Thanking you.
Yours' Faithfully




تلفون: +971 2 6602911 - متحرك: +97150 3153109 - ص.ب: 2842 - أبو ظبي - الامارات العربية المتحدة

Power of Attorney



ون كليك للصيانة العامة والمقاولات الميكانيكية - ذ.م.م.
One Click General Maintenance & Mechanical Construction L.L.C.

Date: 16th March 2021

Power of Attorney

Known to all men by these present that we (One Click General Maintenance & Mechanical Construction L.L.C), bearing the legal official address of (Liwa Tower, Hamdan Street, Abu Dhabi P.O Box: 2842), Company License No: CN-1740958, under the local laws of United Arab Emirates, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No: RL-1537, 145 Monipuripara, Airport Road Supermarket, Tejgaon, Dhaka-1215, approved by the Ministry of Labor & Bureau of Manpower, Government of the Peoples Republic of Bangladesh, to be our true and lawful recruiting agent in Bangladesh, to do the following acts, deeds and things on our behalf.

- To recruit for us the best possible personnel as per our demand letter dated: 15- 3-2021 and to process all formalities to recruit the said personal.
- To obtain clearance of the selected personal from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of ticketing and passage.
- To conduct and complete trade test and medical checkup etc.
- And generally, to do all lawful acts, deeds and things as and when necessary for the selected personnel to be expatriated from Bangladesh.

It is also declared that all acts, deeds and things lawfully done by the aforesaid Recruiting Agent, in connection with the aforesaid works shall be construed as acts, deeds and things done by the undersigned who undertakes to ratify and confirm whatever the said recruiting agent shall lawfully do by virtue of the aforesaid power of attorney.

We have executed this power of attorney on this 75th day of 2021 in the Gregorian calendar.

Thanking you

Yours faithfully,

One Click General Maintenance & Mechanical Construction L.L.C.



Demand Letter



تورنیدو گروپ
TORNADO GROUP

M/s AMCO Enterprise Limited
Recruiting License No. RL-1537
145 Monipuripara, Airport Road Supermarket
Office No. 60-61 Tejgaon, Dhaka-1215

16 October 2021
تورنیدو گروپ، 16 اکتوبر 2021ء
TORNADO ENTERPRISES L. L. C

DEMAND LETTER

Dear Sir/Madam,

We request you to select and recruit the following suitable personnel for our company from Bangladesh as per the details given below.

No.	Category	No. of workers	Salary (digit)	Salary (in words)	Air Ticket for joining the company and returning home after completion of contract period
01.	Building Labourer	88	800.00	Eight Hundred Dirhams Only	provided by the company

The following Terms & conditions shall be included in the contract.

- Period of employment : Two years (renewable)
- Place of Employment : UAE
- Air Ticket : For Joining the Company for the first time (KTM-) and then Up & down air ticket will Provided after the completion of two years contract.
- Working Hour : 8 hrs per day, 6 days per week
- Over time : As per UAE Labour Law.
- Probation Period : 90 days from date of entry into UAE
- Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
- Accommodation : Free bachelor accommodation should be Provided by the company
- Water, electricity & gas : Provided by the company
- Food : Provided by the company
- Medical / Insurance : Provided by the company
- Transportation (Bus) : Provided by the company (to and from the work site)
- Uniform, and safety Materials : Provided by the company
- Service Gratuity and Leave pay : Provided by the company as per UAE Labour Law.
- Service Charge : provided by the company.
- Other Term & Conditions : As per UAE Labour Law.

Best regards,

Wahid Afaris
HR and Admin Director




ATTESTED
19 OCT 2021

Md Abdul Ailm Miah
Counsellor (Labour)
Embassy of Bangladesh
Abu Dhabi, United Arab Emirates

Abu Dhabi Tel: +971 2 666 4110 | Fax: +971 2 666 9929 | P.O.Box: 52069, Abu Dhabi - UAE
Dubai Tel: +971 4 886 6505 | Fax: +971 4 262 3846 | P.O.Box: 4326, Dubai - UAE
Email: info@tornado-group.com www.tornado-group.com



Power of Attorney



تورنيدو للمشاريع ذ.م.م
TORNADO ENTERPRISES L. L. C

Power of Attorney

Known to all men by these presents that we **Tornado Enterprises LLC** bearing the legal official address of Al Nahyan Street, Building 51, Abu Dhabi, UAE, Company License No: CN-1030560, under the local laws of UAE, do hereby appoint **M/s. AMCO Enterprise Limited**, Recruitment License No: RL-1537, 145 Monipuripara, Airport Road Supermarket, Tejgaon, Dhaka-1215, approved by the Ministry of Labor & Bureau of Manpower, Government of the Peoples Republic of Bangladesh, to be our true and lawful recruiting agent in Bangladesh, to do the following acts, deeds and things on our behalf.

- To recruit for us the best possible personnel as per our demand letter dated 16th October 2021 and to process all formalities to recruit the said personal.
- To obtain clearance of the selected personal from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of ticketing and passage.
- To conduct and complete trade test and medical checkup etc.
- And generally, to do all lawful acts, deeds and things as and when necessary for the selected personnel to be expatriated from Bangladesh.

It is also declared that all acts, deeds and things lawfully done by the aforesaid Recruiting Agent, in connection with the aforesaid works shall be construed as acts, deeds and things done by the undersigned who undertakes to ratify and confirm whatever the said recruiting agent shall lawfully do by virtue of the aforesaid power of attorney.

We have executed this power of attorney on this 16th day of 2021 of the Christian Calendar.

Thanking you

Yours faithfully,

Faris Alfaris
HR & Admin Director



ATTESTED

19 OCT 2021
Md. Abdul Alim Miah
Counsellor (Labour)
Embassy of Bangladesh
Abu Dhabi, United Arab Emirates

Demand Letter



شركة مدجلف للإنشاءات ذ.م.م.
MEDGULF CONSTRUCTION COMPANY W.L.L.

Demand Letter

11th February 2019

To:

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No: RL – 1537
145, Monipuripara, Airport Road
Supermarket, Tejgaon, Dhaka-1215.

Dear Sir,

We hereby authorize you to recruit Bangladesh skilled workers on our behalf to carry out employment in accordance with the following details:

S.No.	Job Title/Categories	No. of Workers	Basic Salary (QAR)	Food
1	Technician	100	1000	Free
2	Professional	100	1000	Free
3	Driver	100	1200-1800	Free
4	Labourer	500	800	Free

Terms & conditions:

1. Period of Employment : Two years (renewable)
2. Place of Employment : Doha Qatar
3. Air Ticket : For joining the Company for the first time (DHAKA-DOHA) and then Up down air ticket will provided after the completion of two years contract.
4. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
5. Over time : As per Qatar Labour Law.
6. Probation Period : 90 days from date of entry into Qatar
7. Resident permit : Provided by the company free of the cost.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Water, electricity & gas : Provided by the company
10. Food/Food Allowance : Free food provided by the company.
11. Medical / Insurance : Provided by the company (Hamad Medical Card)
12. Transportation : Provided by the company (to and from the work site)
13. Uniform, and safety Materials: Provided by the company
14. Annual leave : 21 days per year
15. Service Gratuity : Provided by the company as per Qatar Labour Law.
16. Visa : Provided by the company free of cost.
17. Service Charge : Not provided by the company
18. Other Term & Conditions : As per Qatar Labour Law.

Thank you.

Note: In case of death or injury, the dead body will be sent back to Bangladesh at the expense of the employer.

For Medgulf Construction Company W.L.L.

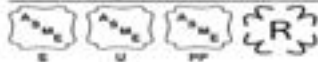
11 FEB 2019

Elie Azzi
Group HR Director



P.O. Box 3683, Doha - Qatar
Tel: (+974) 8446 2000, Fax: (+974) 8443 3588
C.R. No. 12574 Paid up Capital: QR 9,000,000.00
Al Manara Building, 1st Floor, Building No. 128
B Ring Road, Street No. 226, Zone - 15
E-Mail: medgulf@medgulfconstruction.com, Website: www.medgulfconstruction.com

العنوان: 3683 - البوابة - قطر
هاتف: (+974) 8446 2000 - فاكس: (+974) 8443 3588
رقم الترخيص: 12574 - رأس المال المدفوع: 9,000,000.00 ريال قطري
المبنى المنارة، الطابق الأول، مبنى رقم 128
طريق الحلقة رقم 15، المنطقة رقم 15
البريد الإلكتروني: medgulf@medgulfconstruction.com



Applus[®]
BACH 0001 / 2008 - 4 (Certified) No. 4 476
Date 2008 / 2008 - 6 (Certified) No. 6 490
1200-A-1 (2007) - 2007 - 4 (Certified) No. 4 488 346
SMURD YVLE 8 0171010

Power of Attorney



شركة مدجلف للإنشاءات ذ.م.م.
MEDGULF CONSTRUCTION COMPANY W.L.L.

11th February 2019

Power of Attorney

To whom it may concern,

We, M/s. MEDGULF CONSTRUCTION COMPANY W.L.L. located at P.O Box .3603, Doha – Qatar do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No: RL – 1537, 145 Monipuripara, Airport Road Supermarket Ground Floor Room No-60/61, Tejgaon, Dhaka-1215, to be our true and legal representative to act for and in our name and stead and to perform the following acts;

1. All recruitment activities in Bangladesh by way of issuing advertisement in the media, calling for application from prospective candidates, processing applications, interviewing candidates and any other activities incidental to recruitment on our behalf.
2. Signing documents on our behalf, including contracts of employment of selected candidates.
3. I/We do understand that the conferring of this Power of Attorney shall hold Amco Enterprise Limited and its authorized representatives, jointly and severally liable along with the said Recruitment Agent, on our behalf, in terms of this instrument.
4. To bring suit, defend and enter into compromise in our name and stead in litigations brought for or against our company in all matters involving the employment of Bangladesh contract workers for our company.
5. To undertake jointly and severally with our company and liability that may arise in connection with the worker's recruitment and / or implementation of the employment contract.

Thank you.

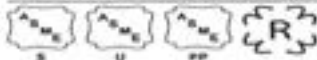
For Medgulf Construction Company W.L.L.


11 FEB 2019

Elie Azzi
Group HR Director



P.O. Box 3603, Doha - Qatar
Tel : (+974) 4448 3000, Fax : (+974) 4443 3588
C.R. No - 12574, Paid up Capital: QR 9,000,000.00
Al Mansara Building, 1st Floor, Building No - 128
B Ring Road, Street No 220, Zone 12
E-Mail: medgulf@medgulfconstruction.com, Website: www.medgulfconstruction.com



هاتف : +974 4448 3000 - الفاكس : +974 4443 3588
رقم التسجيل : 12574 ، رأس المال المدفوع : 9,000,000.00 ريال قطري
مبنى المنسرة الطابق الأول ، رقم المبنى : 128
طريق الحلقة رقم : 220 ، المنطقة رقم : 12
البريد الإلكتروني : medgulf@medgulfconstruction.com

Appius
2003 9001 | 2008 | Certificate No. U 471
2013 2008 | 2008 | Certificate No. B 162
2003 2008 | 2007 | Certificate No. 0024 008
2003 2008 | 2007 | Certificate No. 0024 008

Demand Letter



Demand Letter

13th February 2019

To:
M/s. AMCO ENTERPRISE LIMITED
Recruitment License No: RL – 1537
145, Monipuripara, Airport Road
Supermarket, Telgaon, Dhaka-1215.

Dear Sir,

We hereby authorize you to recruit Bangladesh skilled workers on our behalf to carry out employment in accordance with the following details:

S.No.	Job Title/Categories	No. of Workers	Basic Salary (QAR)	Food
1	Technician	100	1000	Free or QAR 200 Allowance
2	Professional	100	1000	Free or QAR 200 Allowance
3	Driver	100	1200-1800	Free or QAR 200 Allowance
4	Labourer	500	750	Free or QAR 150 Allowance

Terms & conditions:

1. Period of Employment : Two years (renewable)
2. Place of Employment : Doha Qatar
3. Air Ticket : For joining the Company for the first time (DHAKA-DOHA) and then Up down air ticket will provided after the completion of two years contract.
4. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
5. Over time : As per Qatar Labour Law.
6. Probation Period : 90 days from date of entry into Qatar
7. Resident permit : Provided by the company free of the cost.
8. Accommodation : Free bachelor accommodation provided by the company.
9. Water, electricity & gas : Provided by the company.
10. Food/Food Allowance : Free or Allowance will be provided.
11. Medical / Insurance : Provided by the company (Hamad Medical Card)
12. Transportation : Provided by the company (to and from the work site)
13. Uniform, and safety Materials: Provided by the company
14. Annual leave : 21 days per year.
15. Service Gratuity : Provided by the company as per Qatar Labour Law.
16. Visa : Provided by the company free of cost
17. Service Charge : Not provided by the company
18. Other Term & Conditions : As per Qatar Labour Law.

Thank you.

Note: In case of death or injury, the dead body will be sent back to Bangladesh at the expense of the employer.

For TRAGS Electrical Engineering and Air Conditioning Company W.L.L.


13 FEB 2019
Elie Azzi
Group HR Director



Power of Attorney



13th February 2019

Power of Attorney

To whom it may concern,

We, M/s. TRAGS ELECTRICAL ENGINEERING AND AIR CONDITIONING COMPANY W.L.L. located at P.O Box .470 Doha – Qatar do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No: RL – 1537, 145 Monipuripara, Airport Road Supermarket Ground Floor Room No-60/61 .Tejgaon, Dhaka-1215, to be our true and legal representative to act for and in our name and stead and to perform the following acts;

1. All recruitment activities in Bangladesh by way of issuing advertisement in the media, calling for application from prospective candidates, processing applications, interviewing candidates and any other activities incidental to recruitment on our behalf.
2. Signing documents on our behalf, including contracts of employment of selected candidates.
3. I/We do understand that the conferring of this Power of Attorney shall hold Amco Enterprise Limited and its authorized representatives, jointly and severally liable along with the said Recruitment Agent, on our behalf, in terms of this instrument.
4. To bring suit, defend and enter into compromise in our name and stead in litigations brought for or against our company in all matters involving the employment of Bangladesh contract workers for our company.
5. To undertake jointly and severally with our company and liability that may arise in connection with the worker's recruitment and / or implementation of the employment contract.

Thank you.

For TRAGS Electrical Engineering and Air Conditioning Company W.L.L.

13 FEB 2019

Elie Azzi
Group HR Director



Trags Electrical Engineering And Air Conditioning Company W.L.L.
Al Manara Building, Mezzanine Floor, 8 Ring Road
P.O.Box: 470, Doha, Qatar
Tel: +974 44462660 - Fax: +974 44413986
C.R. 9715, Paid up Capital (Q.R. 9,000,000)

email: tragseng@tragsengineering.com
www.tragsengineering.com

شركة تراجز للهندسة الكهربائية وتكييف الهواء
مبنى المنارة - طابق الميزانين - طريق الدائري الثاني
رقم ب. ص: 470 - الدوحة - قطر
هاتف: +974 44462660 - فاكس: +974 44413986
ح. ر. 9715، رأسمال مسجل (ر. ق. 9,000,000)

Demand Letter



Demand Letter

Date: _____

M/s. AMCO ENTERPRISE LIMITED

Recruitment License No: RL - 1537
145, Monipuripara, Airport Road
Supermarket, Tejgaon, Dhaka-1215

Attention: Mohammad Anamul Hoque

As per our power of attorney, Dated 17/04/2019, we (Company Name: Al Muntasser Contracting & Trading) do hereby place order and authorize you to select and recruit the following manpower from Bangladesh for the service with our company for which terms and conditions are given below:

SL. No.	Category	Quantity	Qatari Riyal
1.	Foreman Finishing Carpenter (Wood)	3	1500+200
2.	Finishing Carpenter (Wood)	40	1000+200
3.	Foreman Painter (Wood)	3	1500+200
4.	Painter (Wood)	25	1000+200
5.	Foreman Finishing Aluminum	3	1500+200
6.	Finishing Aluminum Fabricator	25	1000+200
7.	Professional Waterproof Technician	20	1000+200

TERMS AND CONDITIONS

Period of Contract:	Two Years (Renewable)
Location of Work:	_____
Daily Working Hours:	8 Hours per Day / 48 Hours per week.
Over Time:	As per Qatar Labor Laws.
Accommodation:	Provided by the Company
Food:	Provided by the Company
Medical & Insurance:	Provided by the Company
Transportation:	Provided by the Company
Annual Vacation:	_____
Probation Period:	6 Months from joining date.
Leave Benefits:	Company to provide two-way return ticket on completion of 2 Years Service with company.
Others Benefits:	As per Qatar Labor Laws.
Note:	In case of death or injury, the dead body will be sent back to Bangladesh at the expense of the employer.

Thanking You,
Yours faithfully,

Mohamud Ismail
Al Muntasser Contracting & Trading



Q P.O Box : 2061
Doha - Qatar
T +974 40253636
F +974 40259944
E info@almuntasser.com

www.almuntasser.com

Power of Attorney



Power of Attorney

Known to all men by these presents that we (AL MUNTASSER CONTRACTING & TRADING), bearing the legal official address of (B13, SAYER, BARWA COMM AVE, IND AREA, DOHA, QATAR), Company License No: 24601 under the local laws of Qatar, do hereby appoint M/s. **AMCO ENTERPRISE LIMITED**, Recruitment License No: RL – 1537 , 145 Monipuripara ,Airport Road Supermarket Ground Floor Room No-60/61 .Tejgaon,Dhaka-1215, approved by the Ministry of Labor & Bureau of Manpower, Government of the Peoples Republic of Bangladesh, to be our true and lawful recruiting agent in Bangladesh, to do the following acts, deeds and things on our behalf.

- a. To recruit for us the best possible personnel as per our demand letter dated: 14/07/2019 and to process all formalities to recruit the said personal.
- b. To obtain clearance of the selected personal from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- c. To arrange reservation of ticketing and passage.
- d. To conduct and complete trade test and medical checkup etc.
- e. And generally, to do all lawful acts, deeds and things as and when necessary for the selected personnel to be expatriated from Bangladesh.

It is also declared that all acts, deeds and things lawfully done by the aforesaid Recruiting Agent, in connection with the aforesaid works shall be construed as acts, deeds and things done by the undersigned who undertakes to ratify and confirm whatever the said recruiting agent shall lawfully do by virtue of the aforesaid power of attorney.

We have executed this power of attorney on this 17th April of 2019 of the Christian Calendar.

Thanking you

Yours faithfully,



DEMAND LETTER



القطرية للخدمات الأمنية والحراسة ذ.م.م.
Qatar Security & Guarding Services Co. WLL

تليفون : 44551177 / 22747
فاكس : 44551177
ص.ب : 22747 الدوحة - قطر
الهاتف التجاري : 2 - 44551177
Tel. : 44551177 / 44551177
Fax : 44551177
P.O. Box : 22747 DOHA - QATAR

Date: 03 February 2019

DEMAND LETTER

To
M/s AMCO ENTERPRISE LIMITED
Recruitment License No. RL – 1537
145, Monipuripara, Airport Road
Supermarket, Tejgaon, Dhaka-1215

We hereby place an order to select and recruit 100 Bangladesh workers on behalf of our company, as detailed below:

S/NO	Classification	No.	Basic Salary
L	Security Guard	100	QAR1,250.00

- Free sharing accommodation, Water & Electricity will be provided by the company
- Place of Employment will be Doha, Qatar.
- Twelve hours duty per day and six (6) days per week.
- Transportation will be provided by the company.
- Visa provided by the company.
- Resident permit provided by the company.
- Period of contract two years and renewable.
- Company will provide air ticket after completion of two (2) years.
- Probation period will be of 90 days from the date entry in Qatar.
- Over time as per the Qatar Labor Law.
- Insurance and medical will be provided by the company.
- Uniform will be provided by the company.
- Other terms and conditions will be according to Qatar Labor Law & Protector of Emigrant (Bangladesh) rules and regulations.

Best Regard's


Saleh A. Al Sulaiti
GENERAL MANAGER
QATAR SECURITY & GUARDING SERVICES



www.qtrsgroup.com

Power of Attorney



القطرية للخدمات الأمنية والحراسة ذ.م.م.
Qatar Security & Guarding Services Co. WLL

تليفون : 22211120 / 22211121
فاكس : 22201177
ص.ب : 22126/3 - الدوحة - قطر
الهندس : A - A - 2
Tel: 44666645 / 44568283
Fax : 44551177
P.O. Box : 22747 DOHA - QATAR

Power of Attorney

Known to all men by these presents that we (Qatar Security & Guarding Services), bearing the legal official address of (Zone 40, Street 250, Building 394, Doha, Qatar), Company License No: 21126/3, under the local laws of Qatar, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No: RL-1537, 145 Monipuripara, Airport Road Super Market (Ground Floor), Room No-60-61, Tejgaon, Dhaka-1215, approved by the Ministry of Labor & Bureau of Manpower, Government of the Peoples Republic of Bangladesh, to be our true and lawful recruiting agent in Bangladesh, to dot the following acts, deeds and things on our behalf.

- To recruit for us the best possible personnel as per our demand letter dated: 03 February 2019 and to process all formalities to recruit the said personal.
- To obtain clearance of the selected personal from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of ticketing and passage.
- To conduct and complete trade test and medical checkup etc.
- And generally, to do all lawful acts, deeds and things as and when necessary for the selected personnel to be expatriated from Bangladesh.

It is also declared that all acts, deeds and things lawfully done by the aforesaid Recruiting Agent, in connection with the aforesaid works shall be construed as acts, deeds and things done by the undersigned who undertakes to ratify and confirm whatever they said recruiting agent shall lawfully do by virtue of the aforesaid power of attorney.

We have exacted this power of attorney on this 03 February 2019 of the Christian Calendar

Thanking you

Yours faith fully

Saleh A. Al Sulaiti
GENERAL MANAGER
QATAR SECURITY & GUARDING SERVICES



www.qtrsgroup.com

DEMAND LETTER

MULTIPLEX

DEMAND LETTER

To,

Date: 02nd May, 2019

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No: RL - 1537
145, Monipurpara, Airport Road
Supermarket, Tejgaon, Dhaka-1215

Dear Sir/Madam

We M/S MULTIPLEX, QATAR, organized under the law of the Government of QATAR, do hereby appoint you to be our lawful agent in Bangladesh for Handling the respective affairs of recruitment and dispatching the given following categories.

S. No	Categories	Sex	Req No	Salary (QR)
1	LABOURER	Male	50	1000 - 1200

TERMS & CONDITIONS

Period on Contract	:	2 Years Renewable
Probation Period	:	90 Days
Accommodation	:	Free sharing accommodation provided
Joining and return air ticket	:	Joining & two way ticket upon completion of Contract
Visa & Residency Permit	:	Free
Working hours and days	:	8 hours/day and 6 days/week
Medical & Insurance	:	Provided by company as per Qatar labour law
Annual Leave	:	21 Days paid leave as per Qatar Labor law
Food	:	Free or QR 200 Allowance will be provided.
Local transportation	:	Provided by the company
Other Terms & Conditions	:	as per Qatar Labour Law

For MULTIPLEX W.L.L


Elie Azzi
Group HR Director



A Brookfield Company

Multiplex Constructions W.L.L.
Level 2, Jaish Square, Airport Road, P.O. Box 23793, Doha, Qatar
Tel: +974 400 50 500 | Fax: +974 400 50 555
CR. No: 30989 | Paid Up Capital: QR 200,000



POWER OF ATTORNEY

MULTIPLEX

Date: 02nd May, 2019

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

We, M/s **MULTIPLEX, W.L.L** P.O. Box 23793, Doha, State of Qatar, a Company registered and incorporated under the Laws of Qatar with CR No 30989/1 do hereby appoint M/s **AMCO ENTERPRISE LIMITED**, License# **RL – 1537**, , 145 Monipuripara ,Airport Road Supermarket Ground Floor Room No-60/61 .Tejgaon,Dhaka-1215, approved by the Ministry of Labor & Bureau of Manpower, Government of the Peoples Republic of Bangladesh, to be our true and lawful recruiting agent in Bangladesh, to do the following acts, deeds and things on our behalf.

- a. To recruit for us the best possible personnel as per our demand letter dated: 02nd May, 2019 and to process all formalities to recruit the said personal.
- b. To obtain clearance of the selected personal from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- c. To arrange reservation of ticketing and passage.
- d. To conduct and complete trade test and medical checkup etc.
- e. And generally, to do all lawful acts, deeds and things as and when necessary for the selected personnel to be expatriated from Bangladesh.

It is also declared that all acts, deeds and things lawfully done by the aforesaid Recruiting Agent, in connection with the aforesaid works shall be construed as acts, deeds and things done by the undersigned who undertakes to ratify and confirm whatever the said recruiting agent shall lawfully do by virtue of the aforesaid power of attorney.

We have executed this power of attorney on this 02nd May, of 2019 of the Christian Calendar.

Thank you.

For **MULTIPLEX W.L.L**


Elie Azzi
Group HR Director



— A Brookfield Company —

Multiplex Constructions W.L.L.

Level 2, Jaidah Squares, Airport Road, P.O. Box 23793, Doha, Qatar
Tel: +974 400 80 800 | Fax: +974 400 50 555
CR. No: 30989 | Paid Up Capital: QR 200,000



DEMAND LETTER

POWERMECH ENGINEERING W.L.L
Paid up Capital: Qr: 2,100,000 - C.R. No.: 30642



هندسة الطاقة الميكانيكية ذمم
رأس المال المدفوع : ٢.١٠٠.٠٠٠ - ق.ر - ٣٠٦٤٢

Date: 17-JAN-2015

DEMAND LETTER

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No: RL - 1537
145, Monipuripara, Airport Road
Supermarket, Tejgaon, Dhaka-1215

Dear Sir/Madam,

With reference to our Power Of Attorney, we request you to assist recruitment of following personnel for our company from Bangladesh as per the terms and conditions.

S/No	Category	Gender	Qty	Salary (QAR)
1	PLUMBER	Male	60	1350.00
2	PIPE FITTER	Male	20	1350.00
3	AC TECHNICIAN	Male	10	1350.00
4	DUCT INSTALLER	Male	30	1350.00
5	DUCT FABRICATOR	Male	10	1350.00
6	WELDER(Electrical Welder- 6 G ,X ray)	Male	10	1350.00
7	ELECTRICIAN	Male	50	1350.00
8	CABLE JOINTER (Electrician)	Male	10	1350.00

Terms and Conditions:

- Contract Period : 2 years
- Working Hours : 8 hours a day, 6 days a week,
- Overtime : As per Qatar labor Law
- Food : Food Allowance inclusive
- Accommodation : Free Bachelor Sharing
- Medical & Insurance Facilities : As per Qatar Labor Law
- Air Tickets : Return ticket after completion of 2 years contract
- Transport : Free-Provided by company
- Other Benefits : As per the Qatar Labor law

All the other terms and conditions as per Qatar Labor Law

Yours Faithfully,

For **POWERMECH ENGINEERING CO. W.L.L**

RASLAN M ALHAJ AHMAD
General Manager



البريد الإلكتروني: powermech@qatar.net.qa | الفون: +٩74 4660184, 4660735, 4660334 | الفاكس: +٩74 4660184, 4660735 | البريد الإلكتروني: powermech@qatar.net.qa
Tel. : +974 - 4660334, 4660735, 4660484, Fax : +074 - 4660184, 4674074, P.O. Box : 12222, Doha - Qatar, E-mail : powermech@qatar.net.qa



DEMAND LETTER



شركة مدجلف للإنشاءات و.م.م.
MEDGULF CONSTRUCTION CO. (W.L.L.)

Date: 26th Oct 2015

DEMAND LETTER

To,

M/s. AMCO ENTERPRISE LIMITED

Recruitment License No: RL - 1537
145, Monipuripara, Airport Road
Supermarket, Tejgaon, Dhaka-1215

Dear Sir/Madam

With reference to our power of attorney, we request you to recruit below mentioned personnel

S. No	Categories	Req No	Salary Range (Qrs)	Food
1	Heavy Equipment Operator	15	1600 to 1800	Free
2	Heavy Equipment Mechanic	5	1600 to 2000	Free
3	Light Vehicle Mechanic	4	1600 to 1800	Free
4	Mobile Crane Operator	5	1800 to 2000	Free
5	Auto Electrician	3	1600 to 2000	Free
6	Heavy Duty Driver	10	1400	Free
7	Paver Operator	2	1800 to 2000	Free
8	Vehicle Inspector	2	2500 to 4000	Free
9	Foreman - Workshop	2	2500 to 4000	Free
10	Foreman - Auto electrician	2	2500 to 4000	Free

Terms & Condition

- 1 Contract Period : Unlimited
- 2 Working Hours : 8 hours a day, 6 days a week
- 3 Over Time : As per Qatar Labour Law
- 4 Accommodation : Provided by the company
- 5 Medical & Insurance : As per Qatar Labour Law
- 6 Air Ticket : Return ticket on completion of 2 years
- 7 Transport : Provided by the company
- 8 Other Benefits : As per Qatar Labour Law
- 9 Other term & Condition : As per Qatar Labour Law

For MEDGULF CONSTRUCTION CO W.L.L.


Elie Azzi
Head of Human Resources



P.O. Box 3003, Doha - Qatar
Tel. : (+974) 4443 1510, Fax : (+974) 4443 3586
C.F. No. : 12574, Head up Capital QR 0,000,000.00
Third Floor, Jashsh Tower, Alkhalid Auto Bin Ahmed Street
E-Mail : medgulf@qatar.net.qa, Website : www.medgulfconstruction.com

medgulfconstruction.com | البريد الإلكتروني : medgulf@qatar.net.qa

ISO 9001 : 2008 Certificate No. C-471
ISO 14001 : 2004 Certificate No. E-90
OHSAS 18001 : 2007 Certificate No. OHS-100



Demand Letter

C.R. : 26375
Capital : QR. 386,000
Tel. : (+974) 44721148
44721847
44721849
44721875
Fax : (+974) 44722680
Email : qss@binarbaid.com
admin@binarbaid.com
Website : www.binarbaid.com
P. O. Box 60072
AL KHOR - QATAR



قطر للخدمات الأمنية ذ.م.م.
Qatar Security Services W.L.L.

ت.م.م. : 26375
رأس المال : QR. 386,000
هاتف : (+974) 44721148
44721847
44721849
44721875
فاكس : (+974) 44722680
البريد الإلكتروني : qss@binarbaid.com
admin@binarbaid.com
الموقع الإلكتروني : www.binarbaid.com
ص.ب. : 60072
الخور - قطر

Demand Letter

To:

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No: RL - 1537
145, Monipuripara, Airport Road
Supermarket, Tejgaon, Dhaka-1215

Date: 27/10/2016

Attention: Mohammad Anamul Hoque

As per our power of attorney, dated 27/10/2016, we (QATAR SECURITY SERVICES) do hereby place order and authorize you to select and recruit the following manpower from Bangladesh for the service with our company for which terms and conditions are given below:


SL. No.	Category	Quantity	Salary in U.S.D. / Qatari Riyal
1.	SECURITY GUARD	50	Q.R. 900/-
2.	LIGHT DRIVER	10	Q.R. 1300/- + 200/-
3.	HEAVY DRIVER	10	Q.R. 1700/- + 300/-

TERMS AND CONDITIONS

Period of Contract:	Two Years (Renewable)
Location of Work:	DOHA, QATAR
Daily Working Hours:	8 Hours per Day / 48 Hours per week.
Over Time:	As per Qatar Labor Laws.
Accommodation:	Provided by the Company
Food:	Provided by the employee
Medical & Insurance:	Provided by the Company
Transportation:	Provided by the Company
Annual Vacation:	As per Qatar Labor Law
Probation Period:	6 Months from joining date.
Leave Benefits:	Company to provide two way return ticket on completion of 2 Years' Service with company.
Others Benefits:	As per Qatar Labor Laws.

Note: In case of death or injury, the dead body will be sent back to Bangladesh at the expense of the employer.

Thanking You,
Yours faithfully,


MOHAMED KHAMIS ALSHAHWANI
DIRECTOR



A Bin Arbaid Group Company



أحدى شركات مجموعة بن عربة

AN ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 Certified Company

DEMAND LETTER

DIPLOMAT GROUP W.L.L.

P.O. BOX: 24935, Doha - Qatar, C.R.No.: 28104
Tel.: (+974) 44069444, 44069445, 44069446, 44069447
Fax: (+974) 44270258
E-mail: diplomatdoha@qatar.net.qa
Web.: www.diplomatgroup.org



شركة مجموعة دبلوماسيات ذ.م.م.

ص.ب. ٢٤٩٣٥، الدوحة - قطر - سجل تجاري : ٢٨١٠٤
تليفون : ٤٤٠٦٩٤٤٤، ٤٤٠٦٩٤٤٥، ٤٤٠٦٩٤٤٦، ٤٤٠٦٩٤٤٧ (+٩٧٤)
فاكس : ٤٤٢٧٠٢٥٨ (+٩٧٤)
E-mail: diplomatdoha@qatar.net.qa
Web.: www.diplomatgroup.org

DEMAND LETTER

Date: 4th December 2014

M/s. AMCO ENTERPRISE LIMITED

Recruitment License No: RL - 1537
145, Monipuripara, Airport Road
Supermarket, Tejgaon, Dhaka-1215

Attention : The Manager

Please arrange to recruit Bangladesh Workers as per the given below details with our terms and conditions:

SI No	Position	No. Required	Basic Salary (QAR)
1	Labour	100	800

Upon our final approval for the selected candidates the following Terms & Conditions shall be applied:

Food Allowance	: QR 250.00
Accommodation	: Company will provide Bachelor Sharing Accommodation
Transportation	: To & From Workplace, company will provide transportation
Medical & Uniform	: As per Qatar Labour Law
Insurance	: As per Qatar Labour Law
Gratuity	: As per Qatar Labour Law
Working Hours	: 8 hours a day, 6 days a week
Joining Ticket	: Company Provided
Air Passage	: Once in 2 years Doha - Dhaka - Doha (Economy)
Contract Period	: 2 Years (Renewable)
Probation Period	: 6 months
Vacation once in 2 years	: 42days

All other terms & conditions as per Employment Agreement

Thanking you.

For Diplomat Group W.L.L.


JVN Prakash Rao
Chief Executive Officer



Demand Letter



القطرية لإنتاج حديد التسليح ذ.م.م
AL QATARIA FOR PRODUCTION OF REINFORCING STEEL W.L.L.



Demand Letter

To:

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No: RL – 1537
145, Monipuripara, Airport Road
Supermarket, Tejgaon, Dhaka-1215

Date: 27th July 2019

Attention: Mohammad Anamul Hoque

As per our power of attorney, Dated 27th July 2019, we Al Qataria For Production Of Reinforcing Steel do hereby place order and authorize you to select and recruit the following manpower from Bangladesh for the service with our company for which terms and conditions are given below:

Sl. No.	Category	Quantity	Salary in Qatari Riyal
1.	LABOURER	25	800
	TOTAL	25	

TERMS AND CONDITIONS

Period of Contract:	Two Years (Renewable)
Location of Work:	Doha Qatar
Daily Working Hours:	8 Hours per Day / 48 Hours per week.
Over Time:	As per Qatar Labor Laws.
Accommodation:	Provided by the Company
Food:	Free Food Provided by the Company
Medical & Insurance:	Provided by the Company
Transportation:	Provided by the Company
Annual Vacation:	Every 2 years
Probation Period:	6 Months from joining date.
Leave Benefits:	Company to provide two way return ticket on completion of 2 Years Service with company.
Others Benefits:	As per Qatar Labor Laws.

Note: In case of death or injury, the dead body will be sent back to Bangladesh at the expense of the employer.

Thanking You,
Yours faithfully,

Al Qataria For Production Of Reinforcing Steel



٥٧٤٤٤٤٤-١٥٣٧

+974 44440654 F: +974 44440653

Box 23029, Doha, Qatar

المينطقة الصناعية الجديدة مبنى ٢٣٠٢٩ شارع ٢٧ ص.ب. ٢٣٠٢٩ Doha, Qatar



info@alqataria-steel.com www.alqataria-steel.com

Power of Attorney



القطرية لإنتاج حديد التسليح م.م
AL QATARIA FOR PRODUCTION OF REINFORCING STEEL W.L.L.



Power of Attorney

Known to all men by these presents that we Al Qataria For Production Of Reinforcing Steel, bearing the legal official address of P.O. Box: 23039 Doha, Qatar, Company License No: 51186 under the local laws of Qatar, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No: RL – 1537 , 145 Monipuripara ,Airport Road Supermarket Ground Floor Room No-60/61 .Tejgaon,Dhaka-1215, approved by the Ministry of Labor & Bureau of Manpower, Government of the Peoples Republic of Bangladesh, to be our true and lawful recruiting agent in Bangladesh, to do the following acts, deeds and things on our behalf.

- To recruit for us the best possible personnel as per our demand letter dated: 27th July 2019 and to process all formalities to recruit the said personal.
- To obtain clearance of the selected personal from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of ticketing and passage.
- To conduct and complete trade test and medical checkup etc.
- And generally, to do all lawful acts, deeds and things as and when necessary for the selected personnel to be expatriated from Bangladesh.

It is also declared that all acts, deeds and things lawfully done by the aforesaid Recruiting Agent, in connection with the aforesaid works shall be construed as acts, deeds and things done by the undersigned who undertakes to ratify and confirm whatever the said recruiting agent shall lawfully do by virtue of the aforesaid power of attorney.

We have executed this power of attorney on this 27th day of 2019 of the Christian Calendar.

Thanking you

Yours faithfully,
Al Qataria For Production Of Reinforcing Steel

هاتف: +974 4440654 فاكس: +974 4440653
ص.ب. 23039 - الدوحة - قطر P.O.Box 23039, Doha, Qatar
المناطق الصناعية الوحيدة مبنى 205 شارع 17، ص.ب. 23039 New Industrial Area, Building 205, St.17, CR 2086



info@alqataria-steel.com www.alqataria-steel.com

Sample-Special Power of Attorney
(To be Printed on Company Letter Head)

Power of Attorney

Known to all men by these presents that we (**Employer's Name**), bearing the legal official address of (**Full Official Address**), Company License No: _____, under the local laws of Qatar, do hereby appoint **M/s. AMCO ENTERPRISE LIMITED**, Recruitment License No: RL - 1537 , 145 Monipuripara, Airport Road Supermarket Ground Floor, Tejgaon, Dhaka-1215, approved by the Ministry of Labor & Bureau of Manpower, Government of the Peoples Republic of Bangladesh, to be our true and lawful recruiting agent in Bangladesh, to do the following acts, deeds and things on our behalf.

- a. To recruit for us the best possible personnel as per our demand letter dated: _____ and to process all formalities to recruit the said personal.
- b. To obtain clearance of the selected personal from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- c. To arrange reservation of ticketing and passage.
- d. To conduct and complete trade test and medical checkup etc.
- e. And generally, to do all lawful acts, deeds and things as and when necessary for the selected personnel to be expatriated from Bangladesh.

It is also declared that all acts, deeds and things lawfully done by the aforesaid Recruiting Agent, in connection with the aforesaid works shall be construed as acts, deeds and things done by the undersigned who undertakes to ratify and confirm whatever they said recruiting agent shall lawfully do by virtue of the aforesaid power of attorney.

We have executed this power of attorney on this ____day of 2018 of the Christian Calendar.

Thanking you

Yours faithfully,

(Name _____)

(Duly Signed by Authorized Signatory and Company Stamp)

Sample-Special Demand Letter

(To be Printed on Company Letter Head)

Demand Letter Format

To:

M/s. AMCO ENTERPRISE LIMITED

Date: _____

Recruitment License No: RL - 1537

145, Monipuripara, Airport Road

Supermarket, Tejgaon, Dhaka-1215

Attention: Mohammad Anamul Hoque

As per our power of attorney, Dated _____ 2018, we (Company Name: _____) do hereby place order and authorize you to select and recruit the following manpower from Bangladesh for the service with our company for which terms and conditions are given below:

SL. No.	Category	Quantity	Salary in U.S.D. / Qatari Riyal
1.			
2.			

TERMS AND CONDITIONS

Period of Contract: Two Years (Renewable)

Location of Work: _____

Daily Working Hours: 8 Hours per Day / 48 Hours per week.

Over Time: As per Qatar Labor Laws.

Accommodation: Provided by the Company

Food: Provided by the Company

Medical & Insurance: Provided by the Company

Transportation: Provided by the Company

Annual Vacation: _____

Probation Period: 6 Months from joining date.

Leave Benefits: Company to provide two way return ticket on completion of 2 Years Service with company.

Others Benefits: As per Qatar Labor Laws.

Note: In case of death or injury, the dead body will be sent back to Bangladesh at the expense of the employer.

Thanking You,
Yours faithfully,

(Duly Signed by Authorized Signatory and Company Stamp)

Sample of Employment Contract

(To be Printed on Company Letter Head)

SPECIMEN WORK AGREEMENT

ON _____ AGREEMENT WAS MADE BETWEEN:

1st PARTY:

2nd PARTY:

.....
.....
.....

The 2nd Party agrees to work with the first party on the following terms and conditions:

1. Basic Salary :
2. Profession :
3. Period of Employment :
4. Place of Employment :
5. Trial Period :
6. Working Hours :
7. Accommodation :
8. Transport :
9. Free Food or Food Allowance Provision :
10. Air Ticket from Bangladesh to Qatar
When Joining and upon Return :
11. Condition for Termination of
Employment and Final Settlement : As per the Demand Letter
12. Medical Benefits :
13. Leave Benefits :
14. Provisions in Regards to Renewal of Contract :
15. Occupational Safety Provisions :
16. Social Security Provisions including
compensation for Injury and Death :
17. Mode of Settlement of Disputes :
18. Provisions in Regards to Disposal and
Transportation of Dead Body of Emigrants :

For _____

Sample of Agency Agreement

AGREEMENT TO PROVIDE SERVICES FOR RECRUITMENT

(Sample Template Agreement)

This Agreement is made on the (Day/month/ year)by (Name of the Company with full address, telephone number, e-mail, represented person name and personal address, if any) hereafter called the “**First Party**”

Between

AMCO ENTERPRISE LIMITED Holding Recruiting License No. RL-1537, situated at 145, Monipuripara, Airport Road Super Market (Ground Floor),Tejgaon, Dhaka-1215, Bangladesh. Tel: +8802 9114941, E-mail: info@amcoenterprise.com Web: www.amcoenterprise.com represented by **Mohammad Anamul Hoque**/ any authorized person by his capacity as (position) here after called the “**Second Party**”

Each of the First and the Second party shall be referred to herein individually as a “**Party**” and collectively as the “**Parties**”.

WHEREAS -

- A. The First Party is carrying out project/projects in (Country name) for which it requires recruitment services in order to fulfill its requirements of different categories of manpower
- B. The Second Party is an agent authorized by the Government of Bangladesh for recruitment services
- C. The First Party desires that the recruitment services to be carried out by the Second Party
- D. The Second Party has accepted to carry out the services based upon the terms and conditions appearing hereinafter.

NOW THE PARTIES HAVE AGREED as follows:

1. The Services

The First Party shall notify the Second Party of his detailed requirements of the manpower in writing. The requirement (Demand Letter) must contain details of category, quantity, experience condition and labor laws or any other specification as needed.

- i. The Second Party shall provide the First Party with necessary information, documents and CVs for competent candidates as per the requirements of the First Party for review and selection.
- ii. The First party shall provide legal power of attorney and demand letter duly attested by its Government authorities and from Bangladesh Embassy in the country or the nearest authorized country.

- iii. If required by the First Party, the Second Party shall arrange for the interviews of the candidates at their locations to select the fit and competent candidates. The Second Party shall assist the First Party in all aspects to conduct the required interviews.
- iv. The Second Party shall provide all necessary tools, machinery, materials, etc. that are required to conduct the interview.
- v. Upon selection of the candidates by the First Party, the Second Party shall provide the First Party with the following documents of the selected candidates:
 - Color Passport copies -the passport shall be valid For at last six months.
 - Medical fitness certificate issued by a reputed and certified medical center.
 - 12 nos. of passport size photographs in white background.
 - For drivers and operators, copy of valid driving license as per the requirement.
 - Bio Data duly filled and signed
 - Experience certificate or any others academic certifications as per the need of requirement.
- vi. Upon receipt of the required documents from the Second Party the First Party shall apply for employment visas for the selected candidates and ensure issuance of the same within a month time from the date of receiving the all docs.
- vii. The Second Party shall make all necessary arrangements to deploy the selected candidates within a period not exceeding Thirty (30) days from the date of receipt of their employment visas copies from the First Party.
- viii. The Second Party shall advise the First Party about the arrival date and time of the selected candidates at least three working days in advance through email or fax with the following details:
 - Name of the selected & travelling candidate.
 - Passport number and visa number with expiry dates.
 - Flight number with other related information.
- ix. The Second Party shall ensure that all candidates are carrying proper identification marks at the time of arrival at destination in order to be recognized by the representative of the Second Party. In case any candidate is offloaded or misses any flight; the Second Party shall inform the First Party accordingly before the relevant flight arrives at(Airport name).The First party may get all the updates of the selected candidates from the online status managed by Second Party on its website.

2. Validity

This Agreement shall be valid for two years from the date of the Agreement and may be extended for another periods upon the mutual agreement between the Parties.

3. Termination of Agreement

If any situation arises for which this agreement needs to be terminated, both parties are liable to let other party know about their intention in writing and with reasoning. Finalization of such decision will be taken with mutual understanding.

4. Settlement of Disputes

Any dispute arising out of the formation, performance, interpretation, nullification, termination or invalidation of this Agreement or arising there from or related thereto in any manner whatsoever, shall be settled by arbitration in accordance with the provisions set forth under the Arbitration Rules of the both countries International Arbitration Centre (the “Rules”), by one or more arbitrators appointed in compliance with the Rules. The seat of the arbitration shall be International Arbitration Centre in the countries and the language of arbitration shall be in English.

5. Language and Law

i) The Language of this Agreement is English.

ii) This Agreement shall be governed by and construed according to the Laws in force of the Countries

In Witness whereof the Parties hereto have caused this Agreement to be executed the day and year first before written.

THE FIRST PARTY

Signature.....

Name (Print).....

Position.....

Duly authorized to sign this Agreement for and

On behalf of the First Party

THE SECOND PARTY

Signature.....

Name (Print).....

Position.....

Duly authorized to sign this

Agreement for and

On behalf of the Second Party

Certificate of Registration License

১৯৯০ ২ ১৯১৩
 Licence Number : RL- 1537

Name of the Agency AMCO ENTERPRISE LTD.


Business Address : 145, MONIPURIPARA AIRPORT ROAD SUPER MARKET, ROOM-60-61 TEJGAON, DHAKA

Name of the Proprietor/ MOHAMMED ANAMUL HOQUE

Managing Partner/ VILL-CHARPAYATOLI

Managing Director PO-CHARBOYRA PS-SHAKHIPUR
 with Permanent Address SHARIAT PUR

১৯৯০ ৩
 RL- 1537

Specimen Signature


Section 9 of the Overseas Employment & Migration Act-2013

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.

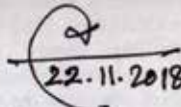
The Government reserves the right to cancel or to suspend the licence at any time without assigning any reason.

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

Dated, Dhaka
 The 22TH day of NOV 2018

১৯৯০ ৪ ১৯১৩
 RL- 1537


The licence is valid upto
21.11.2021


22.11.2018

D M Atiqur Rahman
 Deputy Secretary
 Director (Employment)
 Bureau of Manpower, Employment & Training

১৯৯০ ৫ ১৯১৩
 RL- 1537
 RENEWAL

License Renewed up to: 21 NOV 2024


21.11.2021

Nazma Shayma
 Joint Secretary
 Additional Director General (Employment)
 Bureau of Manpower, Employment & Training

Travel Agency Registration Certificate


Government of the People's Republic of Bangladesh
Ministry of Civil Aviation and Tourism

Travel Agency Registration Certificate

Registration Certificate No :	0006791	Registration Certificate issue date :	08-06-2017
Date :	08-06-2017	Registration Certificate expiry date :	07-06-2020

As per Provision of Section-5, Sub-Section-(2)(A) of Bangladesh Travel Agency (Registration and Control) Act, 2013 (Act LXI of 2013) and Rule-4, Sub-Rule-(2) of Bangladesh Travel Agency (Registration and Regulation) Rules, 2014 M/S.....*Amco Enterprise Limited*.....Proprietor
.....*Mohammad Aramul Haque (Md)*.....located at.....*145 Airport Road Super Market*.....
.....*Room-60-61, Munipuri para, Tejgaon Dhaka-1215*.....
has been registered as Travel Agency for a period of 03 (Three) years from.....*08-06-2017*..... to.....*07-06-2020*.....


Registration Authority
Md. Abu Bakr Siddique
Joint Secretary
Registration Authority
Ministry of Civil Aviation and Tourism
Govt. of the People's Republic of Bangladesh

BANGLADESH ASSOCIATION OF INTERNATIONAL RECRUITING AGENCIES (BAIRA)

Sl. No.: 1619

Date: 04 Dec 2018



BANGLADESH ASSOCIATION OF INTERNATIONAL
RECRUITING AGENCIES [BAIRA]



Name of the Agency *Amco Enterprise Ltd.*

Name of the Proprietor / Partner / Managing Partner / *Mr. Mohammed Anamul Hoque*
Director / Managing Director / Chairman

Address *145, Monipuripara, Airport Road Super Market,*

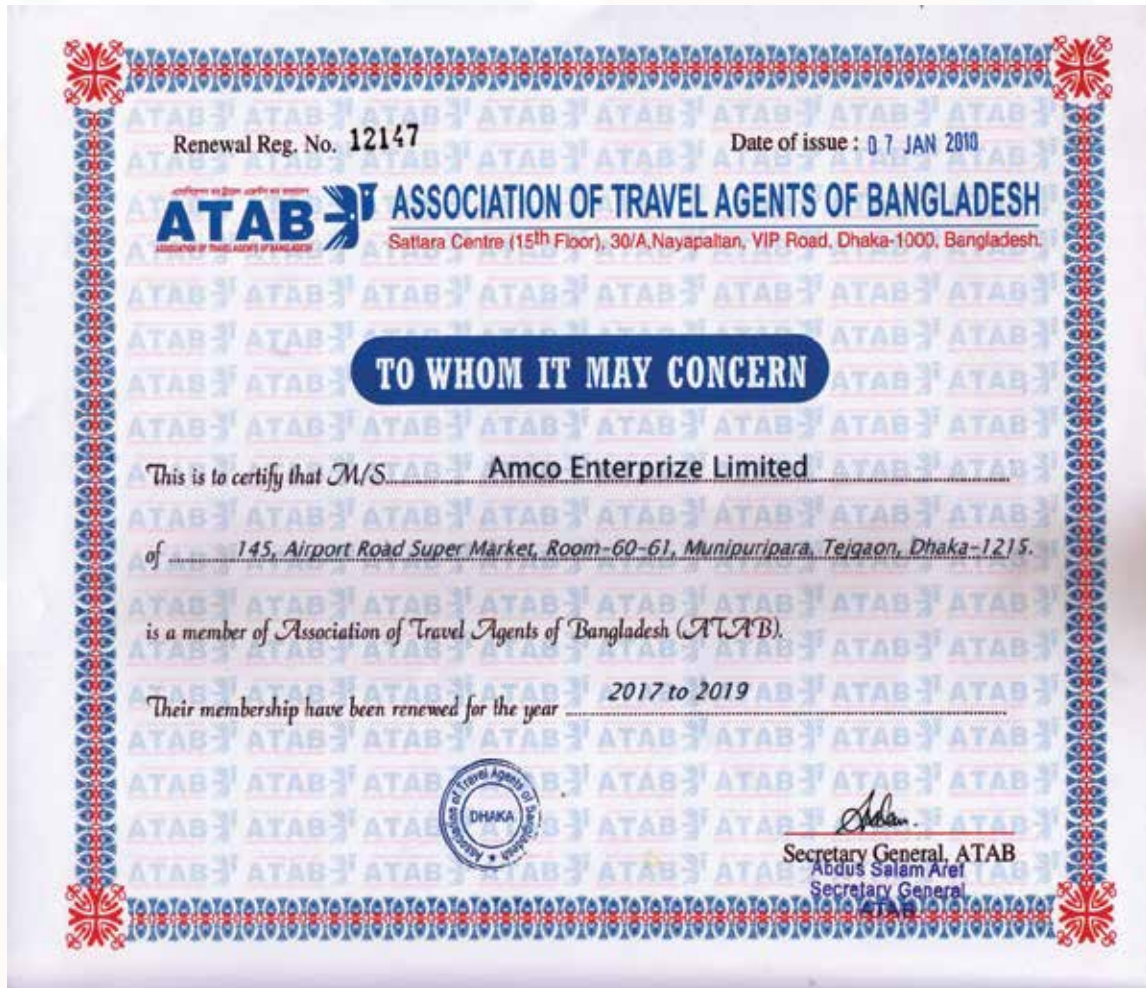
Ground Floor, Room No.- 60-61, Tejgaon, Dhaka-1215

R. L. No. *1537*


Secretary General


President

ASSOCIATION OF TRAVEL AGENTS OF BANGLADESH



DHAKA CHAMBER OF COMMERCE & INDUSTRY



Certificate of Incorporation

Issue No. 50317 Date:16/04/2017



Certificate of Incorporation (under Act XVIII of 1994)

No. C-137264/2017

*I hereby certify that **AMCO ENTERPRISE LTD.** is this day incorporated under the Companies Act (Act XVIII) of 1994 and that the Company is Limited.*

*Given under my hand at **Dhaka** this **Sixteenth** day of **April** two thousand and **seventeen**.*

*By order of
Registrar*

*Assistant Registrar
Registrar of Joint Stock Companies & Firms
Bangladesh*



N.B. This certificate is digitally signed. Please find the soft copy to verify the signature.

Photo Gallery



Photo Gallery



Photo Gallery



Photo Gallery



Photo Gallery





AMCO ENTERPRISE LIMITED

Partnering You to the People for Your Business Success!

BANGLADESH CORPORATE OFFICE

Govt. Approved Recruiting License No.RL-1537

56 Kamal Ataturk Avenue, Ahsan Tower
4th Floor, Banani, Dhaka, Bangladesh.

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AMCO ENTERPRISE LIMITED

Govt.Approved Recruiting License No.RL-1537

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