

WELCOME TO



AMCO ENTERPRISE LIMITED



**We Are The Leaders In The Recruitment Industry .
We Are Ther Leaders For Skilled And Unskilled Manpower.**



▶ World's Largest Human Flag- Bangladesh

Bangladeshi Participants From The World's Largest Human National Flag To Mark The Country's Victory Day In Dhaka On December 16, 2013. At Total Of 27,117 Volunteers Mostly Students, Used Colored Tiles To Form The Flag At Dhaka's National Parade Ground



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Message from the Chairman

At AMCO Enterprise Ltd, we believe that the true strength of a nation lies in the capability, character, and commitment of its people. Our vision is to bridge the gap between global workforce demands and Bangladesh's vast reservoir of untapped talent by empowering individuals with skills, opportunity, and purpose.

As Chairman, I am proud to lead an organization that has grown into one of Bangladesh's most trusted names in ethical overseas recruitment. We are not only committed to supplying manpower, but to shaping futures ensuring that every candidate we deploy is trained, certified, and capable of contributing meaningfully in international workplaces. Our ISO 9001:2015 certification and government license (RL-1537) reflect our unwavering commitment to quality, compliance, and responsible recruitment. Through our modern training and testing infrastructure, including Amco Skill Bangladesh, we prepare candidates not just to meet international standards, but to exceed expectations. In every partnership we form with global employers, government agencies, and development institutions we uphold the values of integrity, professionalism, and mutual respect. We see each successful deployment not just as a job placement, but as a step toward national progress, community upliftment, and family transformation.

I extend my heartfelt gratitude to our international partners for their continued trust, and to our dedicated team whose hard work drives our success. Together, we will continue to represent Bangladesh with pride, and deliver skilled professionals who uphold the highest standards of workmanship and work ethic.

Let us move forward with purpose, unity, and the shared vision of building a better world through skilled people.

Warm regards,

Mrs. Bhithika Parvin

Chairman, AMCO Enterprise Ltd

ISO 9001:2015 Certified | RL-1537 | Representing Bangladesh Globally

Message from the Founder & Chief Executive Officer



In an era where global industries are evolving at unprecedented speed, the need for competent, reliable, and skilled human resources has never been greater. It is within this context that AMCO Enterprise Ltd proudly stands as a leading manpower recruitment company representing the strength, resilience, and potential of Bangladesh's workforce on the global stage. With over

a decade of experience, we have established ourselves as a trusted partner to international employers across the GCC, Asia, and beyond providing end-to-end recruitment solutions that are transparent, ethical, and compliant with global labor standards. As an ISO 9001:2015 certified and government-licensed organization (RL-1537), we uphold the highest benchmarks in operational excellence, candidate selection, and client satisfaction.

Our recruitment process is strengthened by our in-house technical training and assessment arm, Amco Skill Bangladesh (ASB), a world-class trade test and upskilling facility aligned with NSDA, BTEB, BMET, and international accreditation standards. This ensures that every candidate we deploy is not only qualified but industry ready, globally competent, and culturally adaptable.

We do not merely fill vacancies; we build futures for both our candidates and our clients. At AMCO, we believe in delivering more than just manpower we deliver value, performance, and long-term partnership. Our deep commitment to quality, speed, and ethical recruitment practices has earned us the respect and trust of government bodies, international contractors, and multinational corporations alike. Bangladesh is rich in human capital, and our mission is to unlock that potential through skill development, structured testing, and professional placement. As we look toward the future, our goal is clear: to be the most respected and globally recognized recruitment partner from Bangladesh, one that continuously empowers industries and uplifts lives.

To our clients, we extend our heartfelt gratitude for your continued confidence. To our partners, we invite you to join hands with us in shaping a workforce that defines excellence. And to the youth of Bangladesh, we reaffirm our commitment to creating pathways to prosperity through skill, service, and global opportunity.

Let us continue to lead with purpose, act with integrity, and grow together.

Mohammad Anamul Hoque

Founder & CEO, AMCO Enterprise Ltd

ISO 9001:2015 Certified | RL-1537 | Representing Bangladesh Globally

Company Overview

AMCO Enterprise Ltd ISO 9001:2015 Certified | Govt. Approved License RL-1537 | Member of BAIRA Empowering Global Industries with Skilled Manpower from Bangladesh. Established in 2015, AMCO Enterprise Ltd has emerged as one of Bangladesh's most trusted and respected overseas manpower recruitment agencies. Licensed by the Ministry of Expatriates' Welfare & Overseas Employment (License No. RL-1537) and certified to ISO 9001:2015, we are committed to delivering ethical, efficient, and high-quality recruitment services that meet the evolving needs of global industries. With a proven track record of deploying over 40,000 skilled, semi-skilled, and unskilled workers, AMCO Enterprise Ltd serves as a key manpower provider to leading employers across the Middle East, Asia, and beyond, including: Saudi Arabia, UAE, Qatar, Oman, Kuwait, Bahrain, Iraq, Malaysia, Singapore, Brunei, Maldives, Mauritius, and Lebanon. We take pride in our end-to-end recruitment ecosystem, which ensures every candidate is job-ready, professionally trained, and compliant with international standards before deployment.

Our Strength: **Amco Skill Bangladesh Ltd.**

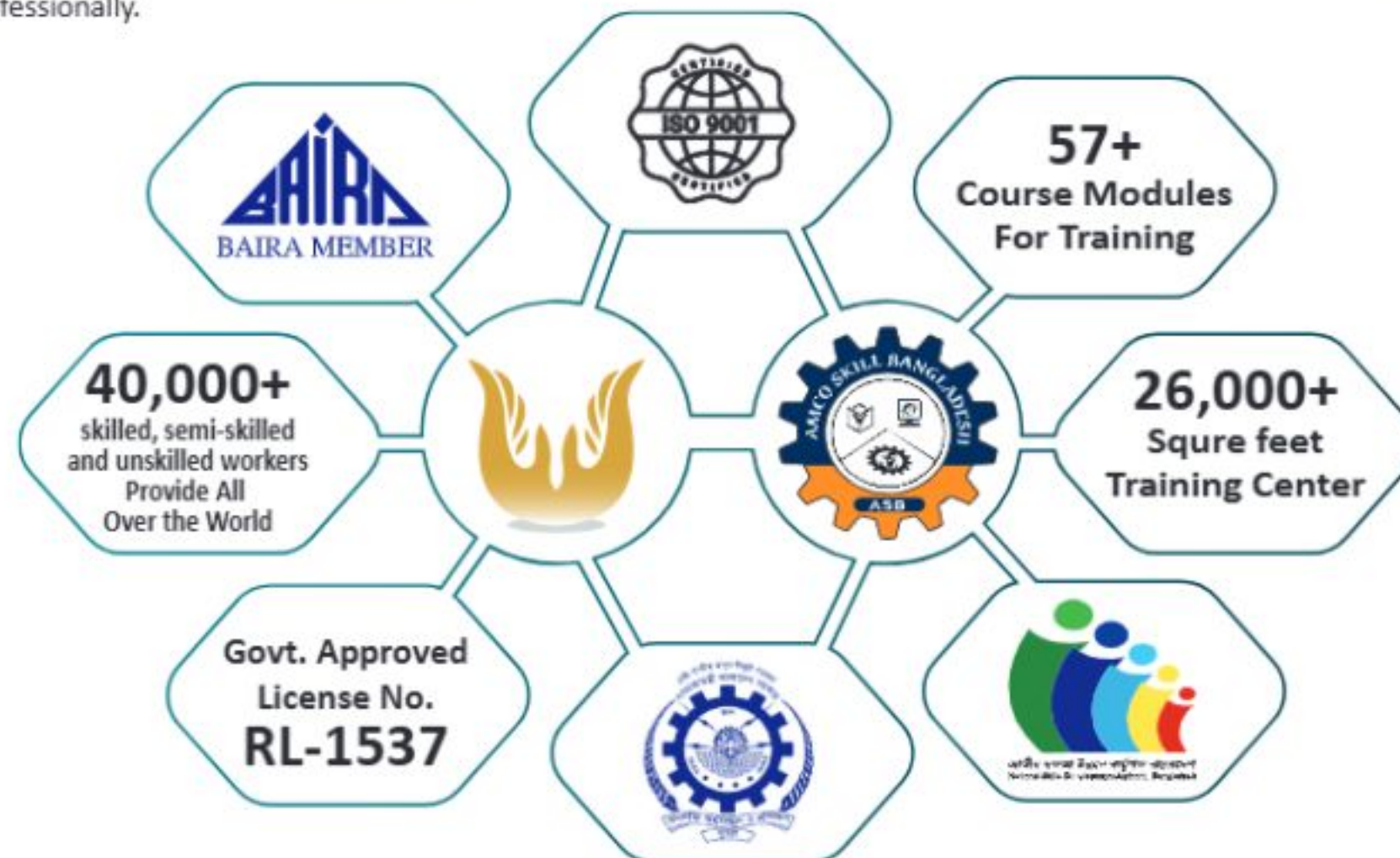
To bridge the gap between skill and opportunity, we established Amco Skill Bangladesh Ltd, the country's largest privately operated poly trade training and testing center. This state-of-the-art facility covers over 26,000 sq. ft., equipped with:

- 10 Specialized Trade Departments
- 57+ Trade Courses aligned with global industry requirements
- Training & assessment capacity for 500+ candidates simultaneously
- Residential facilities including food, accommodation, and digital classrooms
- Hands-on training labs with modern tools and equipment

The center is approved by:

- NSDA (National Skills Development Authority)
- BTEB (Bangladesh Technical Education Board)
- BMET (Bureau of Manpower, Employment and Training)
- ISO 9001:2015 certified for training and assessment

Our training focuses on trades such as Welding (1G-6G, TIG, MIG), Civil Works, MEP, Electrical, HVAC, Plumbing, Fabrication, Hospitality, and other high-demand sectors, ensuring each trainee meets employer expectations both technically and professionally.



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Opportunities

Bangladesh, though not rich in natural resources, is blessed with a vast pool of human capital. This workforce has the potential to position Bangladesh as a leading global manpower exporter. While traditionally known for sending semi-skilled and unskilled labor abroad, the trend is rapidly shifting. We are now exporting a growing number of skilled professionals engineers, doctors, IT experts, financial managers, and more transforming Bangladesh into an emerging talent hub. With the economic boom and development renaissance across Asia and the Middle East, there is an increasing demand for skilled manpower. Recognizing this opportunity, AMCO Enterprise Limited, together with its sister concern Amco Skill Bangladesh Ltd., is actively addressing this global demand by nurturing and deploying skilled workers.

Amco Skill Bangladesh Ltd., approved by NSDA, BTEB, BMET, and ISO 9001:2015 certified, plays a vital role in preparing job-ready professionals through hands-on, internationally aligned training programs. Covering trades such as welding, civil construction, MEP, ICT, language training, facility management, and more, the institute empowers individuals with both skills and confidence to thrive in the global job market.

With decades of recruitment expertise and a strong training backbone, AMCO not only provides overseas job placements but also contributes to national economic growth by reducing unemployment and increasing foreign remittance. We are committed to evolving with the needs of the global workforce and simplifying the recruitment process for both employers and candidates. Together, we are building a brighter, more skilled future for Bangladesh.



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Glimpses of Bangladesh

At **AMCO Enterprise Ltd**, we believe that the strength of a nation lies in its people and Bangladesh is a country rich in both heritage and human potential. Strategically located in South Asia, Bangladesh is a land of opportunity, resilience, and rising global relevance.

People & Culture

Bangladesh is known for its hardworking, hospitable, and adaptive population. With a strong cultural identity rooted in history, language, and community values, the Bangladeshi workforce is admired globally for its dedication, discipline, and determination. These qualities make our people an asset in various international industries, from construction and manufacturing to hospitality, logistics, and healthcare.

A Skilled Workforce

With a population of over 170 million, Bangladesh is one of the world's youngest and fastest-growing labor markets. The government has prioritized skill development and technical education to prepare workers for global opportunities. Institutions like Amco Skill Bangladesh Ltd are at the forefront of this national transformation—training, certifying, and deploying workers who meet international standards across trades.

Economic Growth & Global Engagement

Bangladesh is experiencing sustained economic growth, driven by exports, foreign remittances, and development initiatives. The country has become a major contributor to the global labor market, especially in the Gulf Cooperation Council (GCC) countries, Southeast Asia, and beyond. Bangladeshi workers are respected abroad for their reliability, productivity, and commitment to excellence.

Our National Pride, Your Global Partner

As a proud Bangladeshi company, AMCO Enterprise Ltd is committed to showcasing the very best of Bangladesh to the world. Every worker we deploy is not just a representative of our company but an ambassador of our nation. Through skill, service, and sincerity, we aim to build lasting relationships between Bangladesh and our international partners.



Our Mission & Vision Statement

Vision

To be the leading force in Bangladesh's global workforce development—by bridging the gap between skill and opportunity. Through Amco Enterprise Ltd. and Amco Skill Bangladesh Ltd., we envision a future where Bangladeshi manpower is globally respected for its quality, discipline, and professionalism. Our commitment lies in building a Skilled Bangladesh, empowered with world-class training and global job placements.

Mission

Our mission is to deliver integrated manpower solutions through two strong pillars:

- Amco Enterprise Ltd., a government-approved overseas recruitment agency (License RL-1537), dedicated to ethically and efficiently connecting Bangladeshi workers with employment opportunities worldwide.
- Amco Skill Bangladesh Ltd., an ISO 9001:2015 certified technical training center approved by NSDA, BTEB, and BMET, committed to equipping individuals with international-standard skills across trades, technology, language, and management.

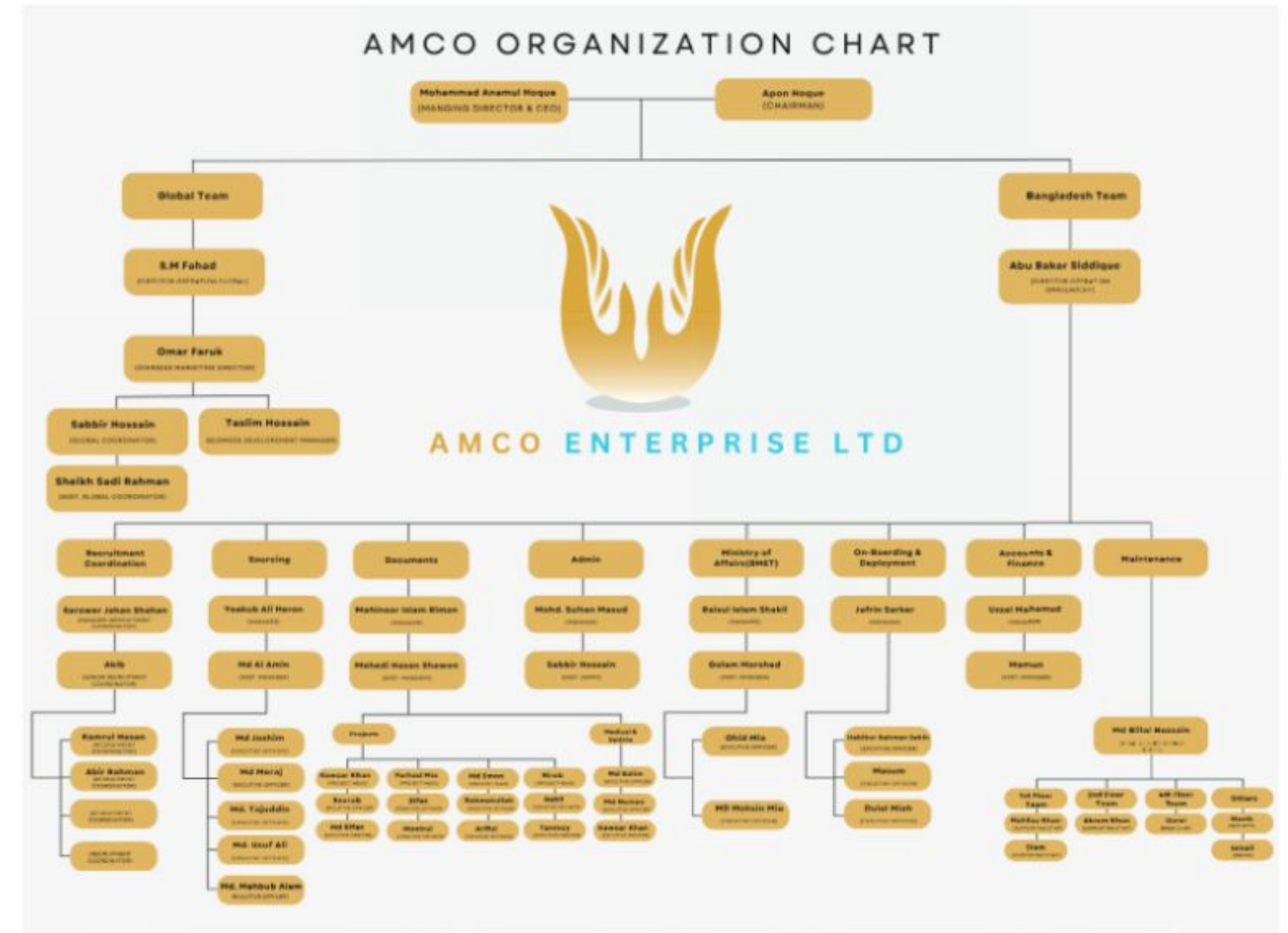
Together, we strive to reduce unemployment, boost foreign remittance, and transform lives by preparing a competent, confident, and globally competitive workforce.

At AMCO Enterprise Ltd, we don't just deploy workers—we empower lives, uplift communities, and enable industries worldwide. We are proud to serve as a reliable bridge between Bangladesh's workforce potential and the world's workforce demand.



AMCO ENTERPRISE 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 |
| Nature of Business | : Manpower Placement |
| Govt. License No. | : RL-1537 |
| Office Location | : Ahsan Tower, 56, Kemal Ataturk Avenue Banani C/A, Dhaka -1213, Bangladesh. |
| Telephone | : +88 02 41082690, 02 41082691 |
| Facsimile | : +88 02 41082690 |
| E-mail | : info@amcoenterprise.com |
| Website | : www.amcoenterprise.com |
| Bankers | : Eastern Bank Limited (EBL) Dutch-Bangla Bank Limited (DBBL) |
| Membership | : Bangladesh Association of International Recruiting Agents (BAIRA) The Dhaka Chamber of Commerce & Industries (DCCI) Association of Travel Agents of Bangladesh (ATAB) |



▶ AMCO CORE SERVICE

▶ OUR CORE SERVICES FOR GLOBAL CLIENTS

AMCO Enterprise Ltd is your trusted partner in global manpower solutions, delivering a full spectrum of recruitment and HR services designed to meet the unique needs of international clients. Our expertise spans across industries and regions, ensuring the right talent is sourced, trained, and deployed efficiently and compliantly.

Our Comprehensive Services Include:

▶ Skilled Worker Recruitment:

Sourcing and deploying certified skilled workers across diverse trades including welding (1G to 6G, TIG, MIG), civil construction, mechanical, electrical, IT, hospitality, fabrication, and more.

▶ Direct Overseas Recruitment:

Licensed by the Government of Bangladesh (Recruitment License No: RL-1537), we conduct direct recruitment with strict adherence to local and international labor laws for Gulf countries, Asia, and beyond.

▶ Trade Testing & Certification:

Through our in-house Trade Test Centre, candidates undergo rigorous technical and practical assessments to certify their skills, guaranteeing verified and competent personnel for employers.

▶ Training & Skill Development:

Partnered with AMCO Training and Testing Center Ltd (ATTCL), we provide internationally aligned training programs certified by BTEB, NSDA, BMET, and ISO, transforming unskilled workers into proficient professionals.

▶ Manpower Consultancy:

Offering strategic HR consultancy to optimize workforce planning, recruitment process outsourcing, and manpower solutions customized to your business requirements.

▶ Employment Assistance & Candidate Selection:

Facilitating transparent recruitment processes with oral and practical tests supervised by expert teams, along with arranging candidate accommodation, transport, and logistics.

▶ Visa & Work Permit Processing:

Comprehensive visa services including employment visa procurement and work permit facilitation, ensuring smooth legal compliance for overseas employment.

▶ Travel & Ticketing Services:

Managed by our licensed agency, AMCO Enterprise Ltd Travels, we handle all travel arrangements and ticketing for recruits, providing seamless and timely deployment.

▶ Post-Deployment Support:

Continuous communication and welfare support for deployed workers to ensure their wellbeing and maintain client satisfaction throughout the contract period.

▶ Why Choose AMCO Enterprise Limited

AMCO Enterprise Limited is a leading global manpower provider, delivering expertly trained and highly skilled workers from Bangladesh to meet the evolving demands of international markets. We combine rigorous recruitment practices with world-class training to offer unmatched workforce solutions.

Key Reasons to Partner with AMCO:

▶ Vast Skilled Talent Pool:

Bangladesh is a major source of disciplined, adaptable, and cost-effective skilled labor. AMCO taps into this abundant resource, providing professionals across trades including welding, civil, mechanical, electrical, IT, hospitality, and more.

▶ Licensed & Fully Compliant:

Operating under the Government of Bangladesh (Recruitment License No: RL-1537), we ensure complete compliance with national and international labor laws, guaranteeing ethical and transparent recruitment.

▶ AMCO Skill Bangladesh (ASB) – Excellence in Training:

Our affiliated training institute, AMCO Skill Bangladesh (ASB), is dedicated to transforming unskilled individuals into highly competent professionals. ASB's programs are aligned with international standards including BTEB, NSDA, BMET, and ISO, ensuring candidates are job-ready with verified skills before deployment.

▶ Comprehensive End-to-End Solutions:

From candidate sourcing, skill testing, and professional training to visa processing, travel coordination, and post-deployment support, we manage the entire recruitment lifecycle for smooth, timely, and reliable delivery.

▶ Global Reach & Industry Expertise:

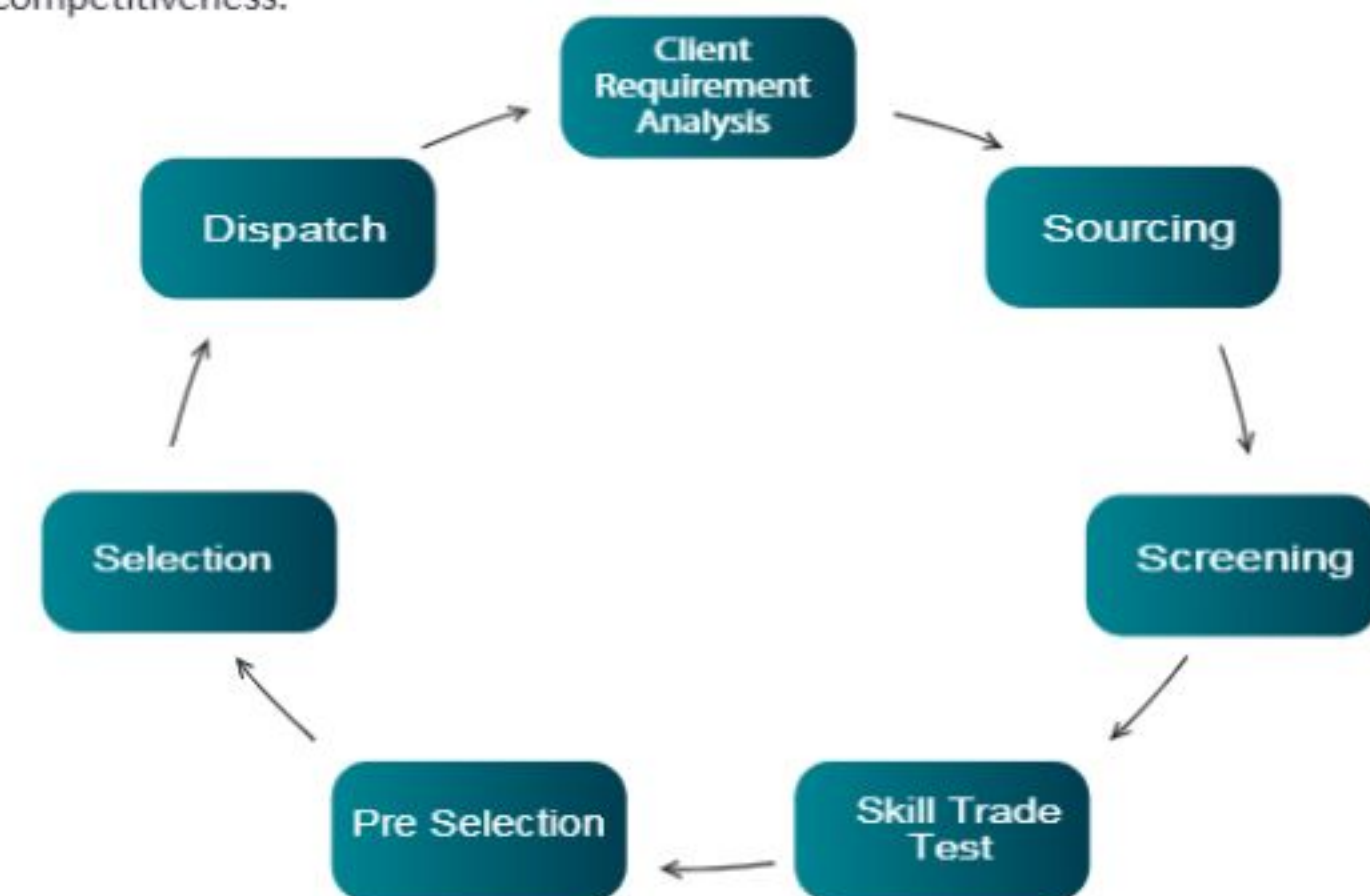
We serve clients in the Gulf Cooperation Council (GCC), Southeast Asia, and other key regions, with a proven track record of meeting diverse manpower requirements across multiple industries.

▶ Commitment to Quality and Worker Welfare:

AMCO prioritizes the well-being and professional growth of all candidates, ensuring higher retention rates and client satisfaction.

▶ Competitive and Value-Driven:

We provide cost-effective manpower solutions without compromising on quality, helping your business maintain efficiency and competitiveness.



▶ Recruitment Procedure

1. Agreement and Understanding

The recruitment process begins with a formal agency agreement between AMCO Enterprise Limited and the employer, outlining terms and conditions for manpower demand and supply from Bangladesh. AMCO collaborates closely with clients to understand their specific workforce requirements, ensuring a tailored recruitment approach.

2. Employer's Documentation Responsibilities

To initiate recruitment, the employer provides essential documents including:

- Power of Attorney authorizing AMCO to act on their behalf in Bangladesh
- Demand Letter specifying job categories, number of workers, salaries, contract duration, and worker benefits
- Visa documents (e.g., Okala) and Company Registration (for Saudi Arabia)
- Consular Letter (for Saudi Arabia) authorizing recruitment from Bangladesh
- Copies of Employment Agreements and Agency Agreement, duly signed and attested

3. AMCO's Pre-Selection and Sourcing

AMCO advertises job openings and draws candidates from an extensive database of skilled applicants. The selection is based on capability, competency, experience, and job performance, managed by our recruiting experts.

4. Selection & Testing

Final candidate selection involves oral and practical tests conducted by the employer or AMCO experts at our state-of-the-art Trade Test Center in Dhaka. Our testing facilities meet international standards and are regularly updated to reflect industry requirements.

5. Documentation and Verification

AMCO meticulously collects and verifies candidates' personal documents including passports, visas, medical certificates, academic qualifications, and employment contracts. We also verify educational certificates and conduct police record checks to ensure authenticity and worker integrity.

6. Medical Examination

Candidates undergo mandatory medical checkups at authorized centers following international standards, including tests for infectious diseases, X-rays, and overall fitness. For Saudi Arabia, medical tests comply with GAMCA requirements. AMCO operates its own well-equipped Medical Centre with professional oversight.

7. Visa Application and Processing

AMCO manages visa application procedures on behalf of employers, coordinating with embassies and relevant authorities. We ensure employment contracts align with visa terms to protect worker rights and comply with host country regulations.

8. Soft Skills and Pre-Deployment Orientation

Before deployment, candidates receive training on communication and workplace etiquette to enhance their adaptability and professionalism abroad.

9. Travel and Emigration

AMCO arranges travel tickets through its IATA-approved agency and obtains necessary emigration clearances. Flight schedules are shared in advance with employers for smooth worker pickup.

10. Deployment and Follow-Up

Workers' arrivals are closely monitored. AMCO confirms timely reception by employer representatives and follows up to ensure workers meet job expectations. We assist in resolving any employment issues promptly and fairly.

11. Replacement and Repatriation

If a worker is found medically unfit or skill-deficient, AMCO replaces the individual at our cost or as per contractual agreements, maintaining employer satisfaction and workforce quality.

Recruitment Process Overview & Procedure

Step-by-Step Recruitment Process

1. Receive Manpower Demand

AMCO receives formal manpower requirements from the overseas employer/principal specifying job categories, numbers, salaries, contract duration, and worker benefits.

2. Agreement & Documentation

A formal agency agreement is signed between AMCO and the employer outlining terms and conditions. The employer provides key documents such as:

- Power of Attorney authorizing AMCO to act in Bangladesh
- Demand Letter specifying workforce needs
- Visa documents (e.g., Okala for Saudi Arabia)
- Company Registration copy (for Saudi Arabia)
- Consular Letter authorizing recruitment (for Saudi Arabia)
- Employment and agency agreements

3. Candidate Sourcing & Pre-Selection

AMCO advertises job openings and selects candidates from its extensive database based on capability, competency, experience, and job performance.

4. Selection & Final Interview

Candidates undergo oral and practical tests at AMCO Skill Bangladesh Training & Testing Center or via employer-authorized representatives. Final interviews confirm suitability.

5. Documentation & Verification

Candidate documents (passports, academic certificates, police clearance, employment contracts) are collected and thoroughly verified for authenticity.

6. Medical Examination

Candidates undergo mandatory health screenings at authorized centers adhering to international standards. For Saudi Arabia, medical checks comply with GAMCA. AMCO's own Medical Centre provides comprehensive services supervised by expert doctors.

7. Visa Processing

AMCO manages visa application and embassy coordination, ensuring contracts comply with host country regulations and worker rights.

8. Soft Skills Training & Orientation

Before deployment, candidates receive training on communication, workplace etiquette, and professionalism to enhance adaptability.

9. Travel Arrangements & Emigration Clearance

AMCO arranges travel tickets through its IATA-approved agency and secures government emigration clearance. Flight schedules are shared with employers in advance.

10. Deployment & Follow-Up

AMCO confirms worker arrivals, ensures timely reception by employer representatives, and follows up to guarantee job placement satisfaction.

11. Replacement & Repatriation

If workers are medically unfit or skill-deficient, AMCO replaces them at its own cost or as per contractual terms to maintain workforce quality.

Recruitment Procedure in Detail

Understanding Client Needs

AMCO studies and discusses client requirements closely to fully understand manpower needs, facilitating long-term business relationships.

Employer's Responsibilities

- Issue Power of Attorney to AMCO to manage recruitment affairs in Bangladesh
- Submit Demand Letter detailing worker categories, salary, contract, and benefits
- Provide visa-related documents, company registration, and consular authorization (for Saudi Arabia)
- Supply signed employment and agency agreements

AMCO's Recruitment Activities

- Advertise jobs and utilize an extensive candidate database
- Conduct pre-selection based on skills, experience, and job performance
- Facilitate employer-led or AMCO-conducted selection and trade tests at its modern Trade Test Center
- Maintain a web-based worker management system for real-time progress tracking accessible to employers

Document Authentication & Medical Fitness

- Authenticate educational certificates and verify police clearance
- Ensure medical fitness through GAMCA-approved or equivalent medical centers, including AMCO's own Medical Centre

Visa & Travel Facilitation

- Process visa applications and ensure contract compliance
- Provide soft skills training to enhance worker readiness
- Manage ticketing and emigration clearance
- Provide flight details to employers for timely reception

Post-Deployment Follow-Up

- Confirm worker arrival and reception by employer
- Address any employment issues collaboratively
- Replace medically unfit or unskilled workers per agreement

Commitment to Quality & Compliance

AMCO Enterprise Ltd is committed to transparent, efficient, and fully compliant recruitment practices that deliver skilled and verified manpower, tailored to international employer needs.

Employer's Responsibility

To ensure the welfare and proper management of workers recruited through AMCO Enterprise Ltd, employers must commit to the following:

- Arrange timely receipt of workers at the airport and promptly inform AMCO upon their arrival.
- Provide furnished housing accommodation that meets humane living standards.
- Ensure reliable access to water, electricity, and basic amenities at the living premises.
- Guarantee full security for workers in both living and working environments, with special attention to the safety of female workers.
- Ensure timely payment of salaries every working month without delay.
- Keep workers' passports, residence permits, and employment visas valid and up to date.
- Treat all workers with dignity and respect as human beings.
- Provide proper medical treatment promptly in case of sickness or accidents.
- Inform AMCO immediately about any issues requiring intervention or support.
- Adhere strictly to the terms of the signed agreement between the employer and the workers.

Corporate Social Responsibility (CSR)

"Charity begins at home and continues abroad."

At AMCO Enterprise Ltd, we believe in the moral responsibility of giving back to society and creating opportunities for those who might otherwise be marginalized or overlooked. Our founders take great pride in improving the quality of life for people in some of the most underprivileged communities worldwide.

To support this mission, AMCO pledges a fixed percentage of its annual corporate profits to charitable and humanitarian initiatives. We actively collaborate with charities, NGOs, and foundations to promote hope and optimism, focusing on programs that enhance:

- Education
- Healthcare
- Vocational training
- Essential skill-building

Through these efforts, AMCO strives to contribute positively to society while maintaining the highest ethical standards in all our business operations.

➤ Recruitment Process



Expanded Manpower Trades Offered by AMCO Enterprise Ltd from Bangladesh

1. Engineering & Professional Trades

- Structural Engineers
- Electrical Engineers (Power Systems, Automation)
- Mechanical Engineers (Maintenance, HVAC, Manufacturing)
- Chemical Engineers (Process & Production)
- Architects / Urban Planners
- Environmental Engineers
- Surveyors & Quantity Surveyors
- CAD Technicians (AutoCAD, Revit, Civil 3D)
- Geotechnical Engineers

2. Skilled Trades & Technicians

Construction & Fabrication

- Welders (SMAW, MIG, TIG, FCAW, SAW) – 1G to 6G Positions
- Pipe Welders (Oil & Gas pipelines, Industrial piping)
- Steel Fixers & Reinforcement Workers
- Scaffolders & Riggers
- Formwork Carpenters & Shuttering Experts
- Block and Tile Masons
- Concrete Finishers & Pump Operators
- Plasterers & Gypsum Installers
- Aluminum & Glass Fabricators
- Painters (Industrial, Residential, Spray)
- Duct Fabricators & Insulators
- Road Construction Laborers & Machine Operators

Mechanical & Electrical

- Millwrights & Mechanical Fitters
- Heavy Equipment Mechanics (Crane, Bulldozer, Excavator)
- Auto Electricians & Diesel Mechanics
- HVAC Technicians (Air Conditioning & Refrigeration)
- Electricians (House Wiring, Industrial, Control Panels)
- Electrical Technicians (Substation, Power Distribution)
- PLC Programmers & Instrument Technicians

IT & Technical Trades

- Computer Operators & Data Entry
- Network Technicians & IT Support Staff
- Software Developers (Web, Mobile, Enterprise)
- Digital Marketing Specialists
- CAD/CAM Operators
- Robotics & Automation Technicians

3. Healthcare & Paramedical Staff

- General Physicians & Specialist Doctors
- Dental Surgeons
- Nurses (General, ICU, Dialysis)
- Lab Technicians & Radiology Assistants
- Pharmacists & Pharmacy Technicians
- Physiotherapists & Occupational Therapists
- Caregivers & Home Health Aides

4. Hospitality & Service Sector

- Hotel Managers & Front Office Executives
- Chefs (International Cuisines) & Cooks
- Bakers & Pastry Chefs
- Waiters / Waitresses, Stewards
- Housekeeping Supervisors & Room Attendants
- Security Personnel & Supervisors

5. Manufacturing & Industrial Workers

- Textile Operators (Garment, Jute, Carpet Weaving)
- Quality Inspectors & Control Staff
- Machine Operators (CNC, Lathe, Milling)
- Assembly Line Workers & Helpers
- Forklift Operators & Warehouse Staff
- Packaging & Labeling Operators

6. Agricultural & Other Trades

- Agricultural Laborers & Farm Supervisors
- Horticulturists & Gardeners
- Fishermen & Aquaculture Workers
- Livestock Handlers
- Water Treatment Plant Operators

7. Additional Skilled Labor

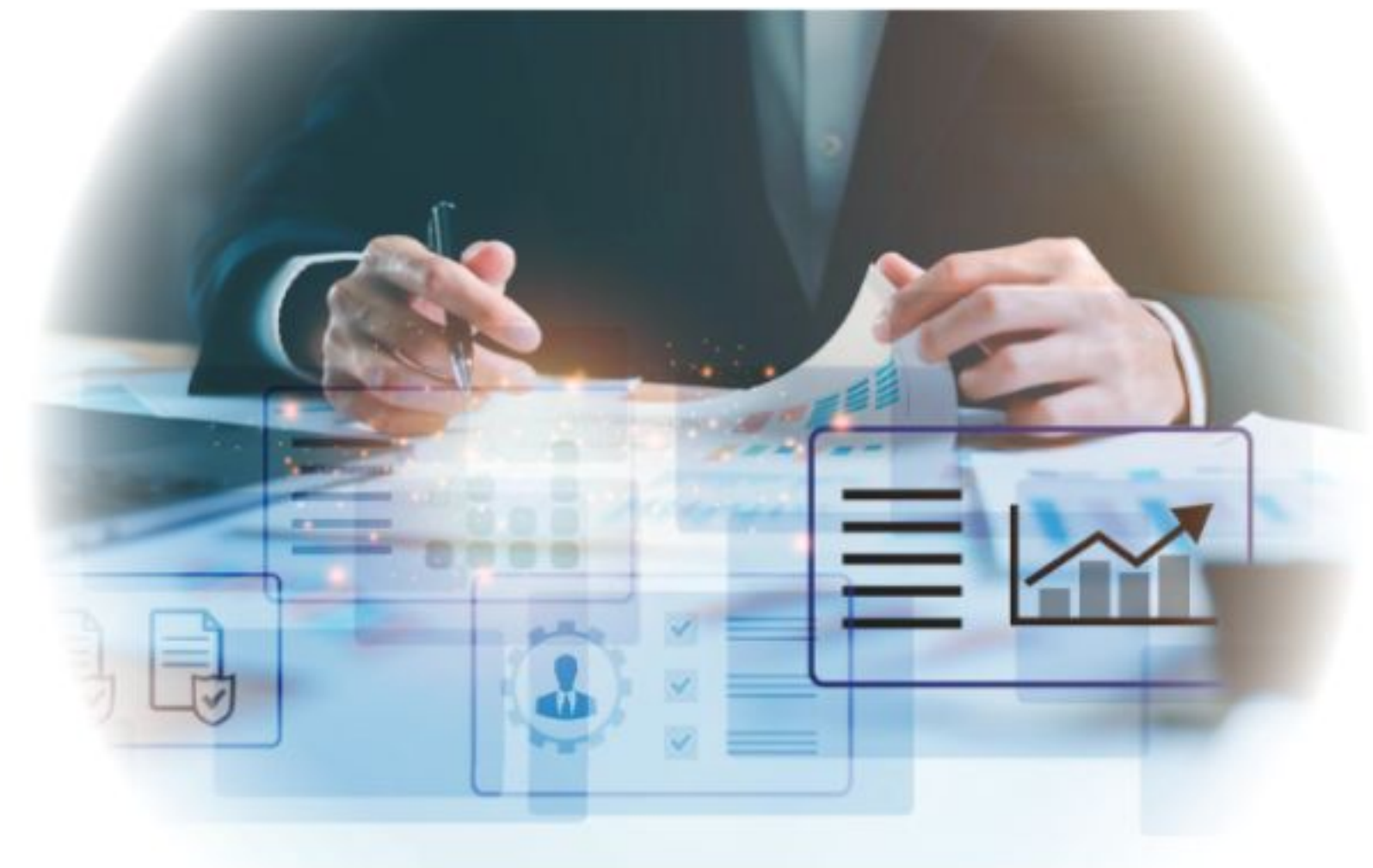
- Telecom Technicians
- Elevator / Escalator Technicians
- Renewable Energy Technicians (Solar, Wind)
- Fire Safety Officers
- Environmental Health & Safety Officers
- Drivers (Heavy, Light, Specialized Vehicles)

8. Unskilled & Semi-Skilled Labor

- General Laborers & Cleaners
- Warehouse Helpers & Loaders
- Shopkeepers & Cashiers
- Tailors & Barbers
- Laundry Staff
- Security Guards

Special Note on Welding:

Our welding workforce includes certified specialists in pipe welding (6G certified), structural welding, automated welding, and industrial welding compliant with AWS, ISO standards, and international requirements, suitable for oil & gas, construction, shipbuilding, and manufacturing sectors.



SAUDI ARABIA

CLEANING FACILITIES



SAUDI ARABIA

CONSTRUCTIONS



SAUDI ARABIA

CONSTRUCTIONS



SAUDI ARABIA

Petrol Pump



SAUDI ARABIA

HOSPITALITY



SAUDI ARABIA

MEP



KUWAIT

CLEANING FACILITIES



KUWAIT

CONSTRUCTIONS



MALAYSIA

CONSTRUCTIONS



QATAR

CONSTRUCTIONS



UAE

CONSTRUCTIONS



MANAGEMENT HANDLED RECRUITMENT OF THOSE 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 | |

DEMAND LETTER

EXPRESS FOOD COMPANY
Closed Joint Company

شركة الأكوالات السريعة
شركة مساهمة / مقفلة

Date: 13/11/2023

POWER OF ATTORNEY طلبتوك

Know all men by these present that we, Express Food Company Do hereby appoint

M/s. Amco Enterprise Limited
License No. RL-1537 Dhaka, Bangladesh

To be our lawful attorney and agent to handle all necessary work involving deposit of registration fees etc. with the emigrant Govt. of Bangladesh signing all documents for their passport & passage.

This power of attorney valid for the recruitment of 07 Bangladesh workers under our block.

Visa Number: 1303460286
Date of issue: 13/03/1445 H

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

Thanking you,
DECCO - Adul Baker

معلوم للجميع باننا نحن شركة الأكوالات السريعة شركة مساهمة مقفلة، نحن نعيِّن م. س. أمكو إنتربرايز ليميتيد، شركة مساهمة مقفلة، كوكيلنا القانوني ووكيلنا المفوض للتعامل مع جميع الأعمال المتعلقة بـ: دفع الرسوم المتعلقة بـ: التسجيل، إلخ، لدى الحكومة المهاجرة في بنغلاديش، توقيع جميع الوثائق المتعلقة بـ: جواز السفر وعبورهم.

هذا التفويض القانوني صالح للتعامل مع جميع الأعمال المتعلقة بـ: دفع الرسوم المتعلقة بـ: التسجيل، إلخ، لدى الحكومة المهاجرة في بنغلاديش، توقيع جميع الوثائق المتعلقة بـ: جواز السفر وعبورهم.

هذا التفويض القانوني صالح لتوظيف 07 عمال بنغلاديشيين تحت مظلة بلوكنا.

رقم: 1303460286
تاريخ: 1445/03/13 هـ

هذا التفويض القانوني صالح لتوقيع الاتفاقية، عرضها وإبرازها لهذا الغرض على اسمنا وفقاً لطلب الطلب.

نشكركم،
التوقيع: أدول باكر

EXPRESS FOOD COMPANY
Closed Joint Company

شركة الأكوالات السريعة
شركة مساهمة / مقفلة

Date: 13/11/2023

POWER OF ATTORNEY طلبتوك

Know all men by these present that we, Express Food Company Do hereby appoint

M/s. Amco Enterprise Limited
License No. RL-1537 Dhaka, Bangladesh

To be our lawful attorney and agent to handle all necessary work involving deposit of registration fees etc. with the emigrant Govt. of Bangladesh signing all documents for their passport & passage.

This power of attorney valid for the recruitment of 30 workers under our block via

Visa No. : 1303825187
Date : 29/05/1445H

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

Thanking you,

General Manager

معلوم للجميع باننا نحن شركة الأكوالات السريعة شركة مساهمة مقفلة، نحن نعيِّن م. س. أمكو إنتربرايز ليميتيد، شركة مساهمة مقفلة، كوكيلنا القانوني ووكيلنا المفوض للتعامل مع جميع الأعمال المتعلقة بـ: دفع الرسوم المتعلقة بـ: التسجيل، إلخ، لدى الحكومة المهاجرة في بنغلاديش، توقيع جميع الوثائق المتعلقة بـ: جواز السفر وعبورهم.

هذا التفويض القانوني صالح لتوظيف 30 عمال بنغلاديشيين تحت مظلة بلوكنا عبر

رقم: 1303825187
تاريخ: 1445/05/29 هـ

هذا التفويض القانوني صالح لتوقيع الاتفاقية، عرضها وإبرازها لهذا الغرض على اسمنا وفقاً لطلب الطلب.

نشكركم،

المدير العام

EXPRESS FOOD COMPANY
Closed Joint Company

شركة الأكوالات السريعة
شركة مساهمة / مقفلة

Date: 13/11/2023

DEMAND LETTER طلبتوك

Know all men by these present that we, Express Food Company Do hereby request

M/s. Amco Enterprise Limited
License No. RL-1537 Dhaka, Bangladesh

Please arrange to recruit the following personnel on the terms and conditions given below against the block via:

| Category | Qty. | Salary (Bdt) | العدد | الراتب |
|---------------|------|--------------|-------|--------|
| Kitchen Labor | 30 | 1000 | 30 | 1000 |
| Total | 30 | | 30 | |

Terms & Conditions:

Accommodation, Medical & Transportation Free
Food : Free meal coupon
Contract Period : 2 years
Probationary period : 3 months
Working Hours : As per Saudi Labor Law
Vacation period : 42 Days
Air Ticket : Both Ways Free
All other terms and conditions as per Saudi Labor Law.

المطلوبين

السادة / أمكو إنتربرايز ليميتيد
ترخيص رقم: ر.ل-1537
دكا، بنغلاديش

نرجو التكرم بإرسال المستندات حسب الشروط والمواصفات الآتية وبموجب

رقم: 1304021442
تاريخ: 1445/09/09 هـ

يرجى التكرم بتوظيف الأشخاص المذكورين في الجدول التالي على أساس دائم وفقاً للشروط والظروف الواردة في الطلب.

هذا التفويض القانوني صالح لتوظيف 30 عمال بنغلاديشيين تحت مظلة بلوكنا عبر

رقم: 1304021442
تاريخ: 1445/09/09 هـ

هذا التفويض القانوني صالح لتوقيع الاتفاقية، عرضها وإبرازها لهذا الغرض على اسمنا وفقاً لطلب الطلب.

نشكركم،

المدير العام

EXPRESS FOOD COMPANY
Closed Joint Company

شركة الأكوالات السريعة
شركة مساهمة / مقفلة

Date: 13/11/2023

POWER OF ATTORNEY طلبتوك

Know all men by these present that we, Express Food Company Do hereby appoint

M/s. Amco Enterprise Limited
License No. RL-1537 Dhaka, Bangladesh

To be our lawful attorney and agent to handle all necessary work involving deposit of registration fees etc. with the emigrant Govt. of Bangladesh signing all documents for their passport and passage.

This power of attorney is valid for the recruitment of 30 workers under our block via

Visa No. : 1304021442
Date : 09/09/1445H

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

Thanking you,

General Manager

معلوم للجميع باننا نحن شركة الأكوالات السريعة شركة مساهمة مقفلة، نحن نعيِّن م. س. أمكو إنتربرايز ليميتيد، شركة مساهمة مقفلة، كوكيلنا القانوني ووكيلنا المفوض للتعامل مع جميع الأعمال المتعلقة بـ: دفع الرسوم المتعلقة بـ: التسجيل، إلخ، لدى الحكومة المهاجرة في بنغلاديش، توقيع جميع الوثائق المتعلقة بـ: جواز السفر وعبورهم.

هذا التفويض القانوني صالح لتوظيف 30 عمال بنغلاديشيين تحت مظلة بلوكنا عبر

رقم: 1304021442
تاريخ: 1445/09/09 هـ

هذا التفويض القانوني صالح لتوقيع الاتفاقية، عرضها وإبرازها لهذا الغرض على اسمنا وفقاً لطلب الطلب.

نشكركم،

المدير العام

EXPRESS FOOD COMPANY
Closed Joint Company

شركة الأكوالات السريعة
شركة مساهمة / مقفلة

Date: 13/11/2023

DEMAND LETTER طلبتوك

Know all men by these present that we, Express Food Company Do hereby request

M/s. Amco Enterprise Limited
License No. RL-1537 Dhaka, Bangladesh

Please arrange to recruit the following personnel on the terms and conditions given below against the block via:

| Category | Qty. | Salary (Bdt) | العدد | الراتب |
|---------------|------|--------------|-------|--------|
| Kitchen Labor | 30 | 1000 | 30 | 1000 |
| Total | 30 | | 30 | |

Terms & Conditions:

Accommodation, Medical & Transportation Free
Food : Free meal coupon
Contract Period : 2 years
Probationary period : 3 months
Working Hours : As per Saudi Labor Law
Vacation period : 42 Days
Air Ticket : Both Ways Free
All other terms and conditions as per Saudi Labor Law.

المطلوبين

السادة / أمكو إنتربرايز ليميتيد
ترخيص رقم: ر.ل-1537
دكا، بنغلاديش

نرجو التكرم بإرسال المستندات حسب الشروط والمواصفات الآتية وبموجب

رقم: 1303825187
تاريخ: 29/05/1445H

يرجى التكرم بتوظيف الأشخاص المذكورين في الجدول التالي على أساس دائم وفقاً للشروط والظروف الواردة في الطلب.

هذا التفويض القانوني صالح لتوظيف 30 عمال بنغلاديشيين تحت مظلة بلوكنا عبر

رقم: 1303825187
تاريخ: 29/05/1445H

هذا التفويض القانوني صالح لتوقيع الاتفاقية، عرضها وإبرازها لهذا الغرض على اسمنا وفقاً لطلب الطلب.

نشكركم،

المدير العام

EXPRESS FOOD COMPANY
Closed Joint Company

شركة الأكوالات السريعة
شركة مساهمة / مقفلة

Date: 13/11/2023

DEMAND LETTER طلبتوك

Know all men by these present that we, Express Food Company Do hereby request

M/s. Amco Enterprise Limited
License No. RL-1537 Dhaka, Bangladesh

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

| Category | Qty. | Salary (Bdt) | العدد | الراتب |
|----------------|------|--------------|-------|--------|
| Kitchen worker | 47 | 1000 (Bdt) | 47 | 1000 |
| Total | 47 | | 47 | |

Terms & Conditions:

- Visa provided free by the company.
- Accommodation, Transportation, medical insurance provided free by the company.
- Food coupon provided by the company.
- Contract Period (2) two years.
- Working hours as per Saudi Labor Law.
- Working days 14 days a week.
- Vacation 42 days after completing 2 years contract.
- Probationary period 3 months.

All other terms & conditions as per the Saudi government labor law.

المطلوبين

السادة / أمكو إنتربرايز ليميتيد
ترخيص رقم: ر.ل-1537
دكا، بنغلاديش

نرجو التكرم بإرسال المستندات حسب الشروط والمواصفات الآتية وبموجب

رقم: 1303460286
تاريخ: 13/03/1445 H

يرجى التكرم بتوظيف الأشخاص المذكورين في الجدول التالي على أساس دائم وفقاً للشروط والظروف الواردة في الطلب.

هذا التفويض القانوني صالح لتوظيف 47 عمال بنغلاديشيين تحت مظلة بلوكنا عبر

رقم: 1303460286
تاريخ: 13/03/1445 H

هذا التفويض القانوني صالح لتوقيع الاتفاقية، عرضها وإبرازها لهذا الغرض على اسمنا وفقاً لطلب الطلب.

نشكركم،

المدير العام

AI Rushaid Construction Co., Ltd.
شركة الرشيد للإنشاءات المتكاملة

Date: 13/11/2023

POWER OF ATTORNEY طلبتوك

Know all men by these present that we, AI Rushaid Construction Co., Ltd., Dhaka, Bangladesh do hereby request

M/s. Amco Enterprise Limited
License No. RL-1537 Dhaka, Bangladesh

Please arrange to recruit the following 100 personnel on the terms & conditions given below against the block.

| Category | Qty. | Salary (Bdt) | العدد | الراتب |
|---------------------|------|--------------|-------|--------|
| Construction worker | 1000 | 1000 | 1000 | 1000 |
| Total | 1000 | | 1000 | |

Terms & Conditions:

Accommodation, Medical & Transportation Free
Food : Free meal coupon
Contract Period : 2 years
Probationary period : 3 months
Working Hours : As per Saudi Labor Law
Vacation period : 42 Days
Air Ticket : Both Ways Free
All other terms and conditions as per Saudi Labor Law.

المطلوبين

السادة / أمكو إنتربرايز ليميتيد
ترخيص رقم: ر.ل-1537
دكا، بنغلاديش

نرجو التكرم بإرسال المستندات حسب الشروط والمواصفات الآتية وبموجب

رقم: 1304021442
تاريخ: 09/09/1445H

يرجى التكرم بتوظيف الأشخاص المذكورين في الجدول التالي على أساس دائم وفقاً للشروط والظروف الواردة في الطلب.

هذا التفويض القانوني صالح لتوظيف 1000 عمال بنغلاديشيين تحت مظلة بلوكنا عبر

رقم: 1304021442
تاريخ: 09/09/1445H

هذا التفويض القانوني صالح لتوقيع الاتفاقية، عرضها وإبرازها لهذا الغرض على اسمنا وفقاً لطلب الطلب.

نشكركم،

المدير العام

AI Rushaid Construction Co., Ltd.
شركة الرشيد للإنشاءات المتكاملة

Date: 13/11/2023

POWER OF ATTORNEY طلبتوك

Know all men by these present that we, AI Rushaid Construction Co., Ltd., Dhaka, Bangladesh do hereby request

M/s. Amco Enterprise Limited
License No. RL-1537 Dhaka, Bangladesh

Please arrange to recruit the following 100 personnel on the terms & conditions given below against the block.

| Category | Qty. | Salary (Bdt) | العدد | الراتب |
|---------------------|------|--------------|-------|--------|
| Construction worker | 1000 | 1000 | 1000 | 1000 |
| Total | 1000 | | 1000 | |

Terms & Conditions:

Accommodation, Medical & Transportation Free
Food : Free meal coupon
Contract Period : 2 years
Probationary period : 3 months
Working Hours : As per Saudi Labor Law
Vacation period : 42 Days
Air Ticket : Both Ways Free
All other terms and conditions as per Saudi Labor Law.

المطلوبين

السادة / أمكو إنتربرايز ليميتيد
ترخيص رقم: ر.ل-1537
دكا، بنغلاديش

نرجو التكرم بإرسال المستندات حسب الشروط والمواصفات الآتية وبموجب

رقم: 1304021442
تاريخ: 09/09/1445H

يرجى التكرم بتوظيف الأشخاص المذكورين في الجدول التالي على أساس دائم وفقاً للشروط والظروف الواردة في الطلب.

هذا التفويض القانوني صالح لتوظيف 1000 عمال بنغلاديشيين تحت مظلة بلوكنا عبر

رقم: 1304021442
تاريخ: 09/09/1445H

هذا التفويض القانوني صالح لتوقيع الاتفاقية، عرضها وإبرازها لهذا الغرض على اسمنا وفقاً لطلب الطلب.

نشكركم،

المدير العام

DEMAND LETTER

BC BUILDING CONSTRUCTION CO. LTD.
مكتب الطلب
 Date: 11 Oct 2023
Power of Attorney
 Know all men by these presents that we, **BC BUILDING CONSTRUCTION COMPANY**, a company incorporated in Saudi Arabia, do hereby appoint
M/S AMCO Enterprise Limited, Govt. Approved Recruiting License - 91-1537 (Dhaka, Bangladesh)
 Please arrange to recruit and send 100 following workers for our project: **Construction Laborer**
 No. of workers: 100
 Job Title: Construction Laborer
 Salary: 1000 + 200 Food Allowance
 Visa Fee: 1000
 Travel Allowance: 1000
 Accommodation: 1000
 Medical: 1000
 Transport: 1000
 Other benefits: As per Saudi Arabia Labor Law

BC BUILDING CONSTRUCTION CO. LTD.
طلب توظيف
 Date: 11 Oct 2023
Power of Attorney
 Know all men by these presents that we, **BC BUILDING CONSTRUCTION COMPANY**, a company incorporated in Saudi Arabia, do hereby appoint
M/S AMCO Enterprise Limited, Govt. Approved Recruiting License - 91-1537 (Dhaka, Bangladesh)
 Please arrange to recruit and send 100 following workers for our project: **Construction Laborer**
 No. of workers: 100
 Job Title: Construction Laborer
 Salary: 1000 + 200 Food Allowance
 Visa Fee: 1000
 Travel Allowance: 1000
 Accommodation: 1000
 Medical: 1000
 Transport: 1000
 Other benefits: As per Saudi Arabia Labor Law

BIN DHAIRAH CONTRACTING CO.
شركة بن جيرة العقوليات
 Date: 11 Oct 2023
POWER OF ATTORNEY
 Know all men by these presents that we, **Bin Dhairah Contracting Company**, a company incorporated in Saudi Arabia, do hereby appoint
M/S AMCO ENTERPRISE LIMITED, License No. RL-1537 (Dhaka, Bangladesh)
 Please arrange to recruit and send 20 Bangladeshi workers under our block:

| Sl. No. | Date of Issue | Occupation | Salary | Remarks |
|---------|---------------|---------------------|--------|---------------------------|
| 1 | 11/10/2023 | Construction Worker | 900 | 2000 + 200 Food Allowance |

 This Power of Attorney will remain in force for one year from the date of execution.

BIN DHAIRAH CONTRACTING CO.
شركة بن جيرة العقوليات
 Date: 11 Oct 2023
DEMAND LETTER
M/S AMCO ENTERPRISE LIMITED
 License No. RL-1537 (Dhaka, Bangladesh)
 Please arrange to recruit and send 20 Bangladeshi workers under our block:

| Sl. No. | Date of Issue | Occupation | Salary | Remarks |
|---------|---------------|---------------------|--------|---------------------------|
| 1 | 11/10/2023 | Construction Worker | 900 | 2000 + 200 Food Allowance |

 This Power of Attorney will remain in force for one year from the date of execution.

ATTESTED
BC BUILDING CONSTRUCTION CO. LTD.
DEMAND LETTER
 Date: 15 Oct 2023
Power of Attorney
 Know all men by these presents that we, **BC BUILDING CONSTRUCTION COMPANY**, a company incorporated in Saudi Arabia, do hereby appoint
M/S AMCO ENTERPRISE LIMITED, Govt. Approved Recruiting License - 91-1537 (Dhaka, Bangladesh)
 Please arrange to recruit and send 100 following workers for our project: **Construction Laborer**
 No. of workers: 100
 Job Title: Construction Laborer
 Salary: 1000 + 200 Food Allowance
 Visa Fee: 1000
 Travel Allowance: 1000
 Accommodation: 1000
 Medical: 1000
 Transport: 1000
 Other benefits: As per Saudi Arabia Labor Law

ATTESTED
BC BUILDING CONSTRUCTION CO. LTD.
POWER OF ATTORNEY
 Date: 15-10-2023
POWER OF ATTORNEY
 We, **M/S. Building Construction Company**, with business address at P.O. Box 30700, Kingdom of Saudi Arabia, represented by **Muhammad Ghauri** family appoint **M/S AMCO ENTERPRISE LIMITED**, Govt. Approved Recruiting License - 91-1537 (Dhaka, Bangladesh) to handle for us all the affairs concerning the recruitment of Manpower to Saudi Arabia. They are authorized to do all the necessary documentation with the Government of Saudi Arabia on our behalf for this purpose.
 They are appointed by us to be our lawful Attorney and Agent to handle all necessary works involved in the process of recruitment in Saudi Arabia workers to our company including releasing advertisements, interviewing candidates, deposit of registration fees, etc. with the immigrant government of Saudi Arabia signing all documents for their passports and passage and any other activities incidental to recruitments.
 This Power of Attorney will remain in force for one year from the date of execution.

ATTESTED
CHINA RAILWAY GROUP LIMITED
POWER OF ATTORNEY
 Date: April 21, 2024
 To: **M/S AMCO Enterprise Limited**, Govt. Approved Recruiting Agency License - 91-1537 (Dhaka, Bangladesh)
 Dear Sir,
 With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our company:

| Sl. No. | Job Title | No. Required | Salary GR |
|--------------|-----------------------------|--------------|-------------------------|
| 1 | Construction worker (تشييد) | 25 | 1000+200 Food Allowance |
| Total | | 25 | |

 Terms and Conditions:
 1. Place of recruitment: Riyadh, Saudi Arabia
 2. Period of Contract: Two years
 3. Probation Period: 90 Days
 4. Working Hour: 8 Hours Day and 5 Days per week
 5. Working Ticket: Provided by the company
 6. Accommodation: Provided by the company
 7. Food: Food allowance provided the company.
 8. Medical: Provided by the company.
 9. Transportation: Provided by the company.
 10. Vacation: 30 calendar days per year after 24 months of service.
 11. End of Service: 40 per Saudi Labor Law.
 12. Visa fee: Free of cost.
 13. Service Charge: Not provided by Company.
 14. All other terms and condition of services shall be as per Saudi Arabia Labour Law.

ATTESTED
CHINA RAILWAY GROUP LIMITED
POWER OF ATTORNEY
 Date: April 25, 2024
 We, **M/S Branch of China Railway 18th Bureau Group Co., Ltd.** with business address at P.O. Box 250488, Riyadh 11591, Kingdom of Saudi Arabia, represented by **MR. CHEN DEBIN** hereby appoint **M/S AMCO ENTERPRISE LIMITED**, Govt. Approved Recruiting Agency License - 91-1537 (Dhaka, Bangladesh) to handle for us all the affairs concerning the recruitment of Manpower from Saudi Arabia. They are authorized to do all the necessary documentation with the Government of Saudi Arabia on our behalf for this purpose.
 They are appointed by us to be our lawful Attorney and Agent to handle all necessary works involved in the process of recruitment of **Construction Laborer** workers to our company including releasing advertisements, interviewing candidates, deposit of registration fees, etc. with the immigrant government of Saudi Arabia, signing all documents for their passports and passage and any other activities incidental to recruitments.
 This Power of Attorney will remain in force for one year from the date of execution.

DEMAND LETTER

ATTESTED

شركة التوظيف الدولية
International Recruitment Company

24 JUL 2024

MA. AMCO ENTERPRISE LIMITED
License No. RL-1537
Dhaka, Bangladesh

POWER OF ATTORNEY

Know all men to these present that we, MA. AMCO ENTERPRISE LIMITED, have authorized and appointed Mr. Tarek Hossain Khan, son of Mr. Tarek Hossain Khan, to act as our authorized representative for the purpose of recruitment of 24 Bangladeshi workers under our client.

TERMS & CONDITIONS

| Item | Rate | Unit | Total |
|--------------------------|----------|------------|----------|
| Food Accommodation | Free | Per Day | Free |
| Transportation | Free | Per Day | Free |
| Medical Insurance | Free | Per Day | Free |
| Air Passage Both ways | Free | Per Worker | Free |
| Working hours per day | 8 hours | Per Day | 8 hours |
| Days in a week | 6 days | Per Week | 6 days |
| Probationary period | 3 Months | Per Worker | 3 Months |
| Vacation (After 3 years) | 42 days | Per Worker | 42 days |
| Period of Contract | 2 years | Per Worker | 2 years |

Thinking you,
TAREK HOSSAIN KHAN
CEO

ATTESTED

شركة التوظيف الدولية
International Recruitment Company

24 JUL 2024

MA. AMCO ENTERPRISE LIMITED
License No. RL-1537
Dhaka, Bangladesh

POWER OF ATTORNEY

Know all men to these present that we, MA. AMCO ENTERPRISE LIMITED, have authorized and appointed Mr. Tarek Hossain Khan, son of Mr. Tarek Hossain Khan, to act as our authorized representative for the purpose of recruitment of 24 Bangladeshi workers under our client.

TERMS & CONDITIONS

| Item | Rate | Unit | Total |
|--------------------------|----------|------------|----------|
| Food Accommodation | Free | Per Day | Free |
| Transportation | Free | Per Day | Free |
| Medical Insurance | Free | Per Day | Free |
| Air Passage Both ways | Free | Per Worker | Free |
| Working hours per day | 8 hours | Per Day | 8 hours |
| Days in a week | 6 days | Per Week | 6 days |
| Probationary period | 3 Months | Per Worker | 3 Months |
| Vacation (After 3 years) | 42 days | Per Worker | 42 days |
| Period of Contract | 2 years | Per Worker | 2 years |

Thinking you,
TAREK HOSSAIN KHAN
CEO

DEMAND LETTER

ATTESTED

شركة التوظيف الدولية للخدمات الأمنية "سيكاف"

24 JUL 2024

MA. AMCO ENTERPRISE LIMITED
License No. RL-1537
Dhaka, Bangladesh

POWER OF ATTORNEY

Know all men to these present that we, MA. AMCO ENTERPRISE LIMITED, have authorized and appointed Mr. Tarek Hossain Khan, son of Mr. Tarek Hossain Khan, to act as our authorized representative for the purpose of recruitment of 24 Bangladeshi workers under our client.

TERMS & CONDITIONS

| Item | Rate | Unit | Total |
|--------------------------|----------|------------|----------|
| Food Accommodation | Free | Per Day | Free |
| Transportation | Free | Per Day | Free |
| Medical Insurance | Free | Per Day | Free |
| Air Passage Both ways | Free | Per Worker | Free |
| Working hours per day | 8 hours | Per Day | 8 hours |
| Days in a week | 6 days | Per Week | 6 days |
| Probationary period | 3 Months | Per Worker | 3 Months |
| Vacation (After 3 years) | 42 days | Per Worker | 42 days |
| Period of Contract | 2 years | Per Worker | 2 years |

Thinking you,
TAREK HOSSAIN KHAN
CEO

ATTESTED

شركة التوظيف الدولية للخدمات الأمنية "سيكاف"

24 JUL 2024

MA. AMCO ENTERPRISE LIMITED
License No. RL-1537
Dhaka, Bangladesh

POWER OF ATTORNEY

Know all men to these present that we, MA. AMCO ENTERPRISE LIMITED, have authorized and appointed Mr. Tarek Hossain Khan, son of Mr. Tarek Hossain Khan, to act as our authorized representative for the purpose of recruitment of 24 Bangladeshi workers under our client.

TERMS & CONDITIONS

| Item | Rate | Unit | Total |
|--------------------------|----------|------------|----------|
| Food Accommodation | Free | Per Day | Free |
| Transportation | Free | Per Day | Free |
| Medical Insurance | Free | Per Day | Free |
| Air Passage Both ways | Free | Per Worker | Free |
| Working hours per day | 8 hours | Per Day | 8 hours |
| Days in a week | 6 days | Per Week | 6 days |
| Probationary period | 3 Months | Per Worker | 3 Months |
| Vacation (After 3 years) | 42 days | Per Worker | 42 days |
| Period of Contract | 2 years | Per Worker | 2 years |

Thinking you,
TAREK HOSSAIN KHAN
CEO

ATTESTED

شركة التوظيف الدولية
International Recruitment Company

24 JUL 2024

MA. AMCO ENTERPRISE LIMITED
License No. RL-1537
Dhaka, Bangladesh

POWER OF ATTORNEY

Know all men to these present that we, MA. AMCO ENTERPRISE LIMITED, have authorized and appointed Mr. Tarek Hossain Khan, son of Mr. Tarek Hossain Khan, to act as our authorized representative for the purpose of recruitment of 24 Bangladeshi workers under our client.

TERMS & CONDITIONS

| Item | Rate | Unit | Total |
|--------------------------|----------|------------|----------|
| Food Accommodation | Free | Per Day | Free |
| Transportation | Free | Per Day | Free |
| Medical Insurance | Free | Per Day | Free |
| Air Passage Both ways | Free | Per Worker | Free |
| Working hours per day | 8 hours | Per Day | 8 hours |
| Days in a week | 6 days | Per Week | 6 days |
| Probationary period | 3 Months | Per Worker | 3 Months |
| Vacation (After 3 years) | 42 days | Per Worker | 42 days |
| Period of Contract | 2 years | Per Worker | 2 years |

Thinking you,
TAREK HOSSAIN KHAN
CEO

ATTESTED

شركة التوظيف الدولية
International Recruitment Company

24 JUL 2024

MA. AMCO ENTERPRISE LIMITED
License No. RL-1537
Dhaka, Bangladesh

POWER OF ATTORNEY

Know all men to these present that we, MA. AMCO ENTERPRISE LIMITED, have authorized and appointed Mr. Tarek Hossain Khan, son of Mr. Tarek Hossain Khan, to act as our authorized representative for the purpose of recruitment of 24 Bangladeshi workers under our client.

TERMS & CONDITIONS

| Item | Rate | Unit | Total |
|--------------------------|----------|------------|----------|
| Food Accommodation | Free | Per Day | Free |
| Transportation | Free | Per Day | Free |
| Medical Insurance | Free | Per Day | Free |
| Air Passage Both ways | Free | Per Worker | Free |
| Working hours per day | 8 hours | Per Day | 8 hours |
| Days in a week | 6 days | Per Week | 6 days |
| Probationary period | 3 Months | Per Worker | 3 Months |
| Vacation (After 3 years) | 42 days | Per Worker | 42 days |
| Period of Contract | 2 years | Per Worker | 2 years |

Thinking you,
TAREK HOSSAIN KHAN
CEO

ATTESTED

شركة ناصر محمد البديع وشركته للمقاولات
Haseer Mohammed Al-Boddak & Partner for Contracting

24 JUL 2024

MA. AMCO ENTERPRISE LIMITED
License No. RL-1537
Dhaka, Bangladesh

POWER OF ATTORNEY

Know all men to these present that we, Haseer Mohammed Al-Boddak & Partner for Contracting, have authorized and appointed Mr. Tarek Hossain Khan, son of Mr. Tarek Hossain Khan, to act as our authorized representative for the purpose of recruitment of 24 Bangladeshi workers under our client.

TERMS & CONDITIONS

| Item | Rate | Unit | Total |
|--------------------------|----------|------------|----------|
| Food Accommodation | Free | Per Day | Free |
| Transportation | Free | Per Day | Free |
| Medical Insurance | Free | Per Day | Free |
| Air Passage Both ways | Free | Per Worker | Free |
| Working hours per day | 8 hours | Per Day | 8 hours |
| Days in a week | 6 days | Per Week | 6 days |
| Probationary period | 3 Months | Per Worker | 3 Months |
| Vacation (After 3 years) | 42 days | Per Worker | 42 days |
| Period of Contract | 2 years | Per Worker | 2 years |

Thinking you,
Haseer Al-Boddak
General Manager

ATTESTED

شركة ناصر محمد البديع وشركته للمقاولات
Haseer Mohammed Al-Boddak & Partner for Contracting

24 JUL 2024

MA. AMCO ENTERPRISE LIMITED
License No. RL-1537
Dhaka, Bangladesh

POWER OF ATTORNEY

Know all men to these present that we, Haseer Mohammed Al-Boddak & Partner for Contracting, have authorized and appointed Mr. Tarek Hossain Khan, son of Mr. Tarek Hossain Khan, to act as our authorized representative for the purpose of recruitment of 24 Bangladeshi workers under our client.

TERMS & CONDITIONS

| Item | Rate | Unit | Total |
|--------------------------|----------|------------|----------|
| Food Accommodation | Free | Per Day | Free |
| Transportation | Free | Per Day | Free |
| Medical Insurance | Free | Per Day | Free |
| Air Passage Both ways | Free | Per Worker | Free |
| Working hours per day | 8 hours | Per Day | 8 hours |
| Days in a week | 6 days | Per Week | 6 days |
| Probationary period | 3 Months | Per Worker | 3 Months |
| Vacation (After 3 years) | 42 days | Per Worker | 42 days |
| Period of Contract | 2 years | Per Worker | 2 years |

Thinking you,
Haseer Al-Boddak
General Manager

DEMAND LETTER

INSHA CO. W.L.L.
شركة انشاء ذ.م.ك.
Incorporated in Qatar

Power of Attorney

Know all men by these presents that we (INSHA Co. W.L.L.) bearing the legal official address of (P.O. Box 2304, Doha, Qatar), under the laws of Qatar, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No. RL2322, 145 Mangarpan, Airport Road Super Market Ground Floor, Room No-60-61, Tejan, Doha, Qatar, 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 22 January 2018 and to process all formalities to recruit the said personnel.
- To obtain clearance of the selected personnel from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of ticket 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 executed this power of attorney on this 22 January 2018 of the Christian Calendar

Thanking you

Yours faithfully

Head of Human Resources

INSHA CO. W.L.L.

Head Office: P.O. Box 2304, Doha, Qatar
Tel: +974 4431 1516
Fax: +974 4431 1516
www.insha.com.qa

MEDGULF CONSTRUCTION CO. (W.L.L.)
شركة مدجولف للإنشاءات ذ.م.ك.
Incorporated in Qatar

DEMAND LETTER

Date: 26th Oct 2015

To,
AL Erfan International BD Ltd
Recruiting License No. RL 488
145 Airport Road, 41/42 1st Floor
Tejan, Doha

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) | Pass |
|-------|----------------------------|--------|--------------------|------|
| 1 | Heavy Equipment Operator | 3 | 1400 to 2000 | Free |
| 2 | Heavy Equipment Mechanics | 3 | 1400 to 2000 | Free |
| 3 | Light Vehicle Mechanics | 4 | 1400 to 1800 | Free |
| 4 | Mobile Crane Operator | 5 | 1400 to 2000 | Free |
| 5 | Auto Electrician | 3 | 1400 to 2000 | Free |
| 6 | Heavy Duty Driver | 10 | 1400 | Free |
| 7 | Power Operator | 2 | 1800 to 2000 | Free |
| 8 | Vehicle Inspector | 2 | 2100 to 4000 | Free |
| 9 | Foreman - Workshop | 2 | 2100 to 4000 | Free |
| 10 | Foreman - Auto Electrician | 2 | 2100 to 4000 | Free |

Terms & Conditions

- Contract Period: 1. Unlimited
- Working Hours: 2. 8 hours a day, 6 days a week
- Over Time: 3. As per Qatar Labour Law
- Accommodation: 4. Provided by the company
- Medical & Insurance: 5. As per Qatar Labour Law
- Age Taken: 6. Screened (Under 18 or completion of 2 years)
- Transport: 7. Provided by the company
- Other Benefits: 8. As per Qatar Labour Law
- Other terms & Conditions: 9. As per Qatar Labour Law

For **MEDGULF CONSTRUCTION CO. W.L.L.**

Eth Asif
Head of Human Resources

MEDGULF CONSTRUCTION CO. W.L.L.

Head Office: P.O. Box 2304, Doha, Qatar
Tel: +974 4431 1516
Fax: +974 4431 1516
www.medgulf.com.qa

ATTESTED

Attested by the Ministry of Labour & Social Security, State of Qatar

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No. RL-1557
145 Mangarpan, Airport Road Super Market Ground Floor, Room No-60-61, Tejan, Doha, Qatar

Attested by the Ministry of Labour & Social Security, State of Qatar

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No. RL-1557
145 Mangarpan, Airport Road Super Market Ground Floor, Room No-60-61, Tejan, Doha, Qatar

Attested by the Ministry of Labour & Social Security, State of Qatar

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No. RL-1557
145 Mangarpan, Airport Road Super Market Ground Floor, Room No-60-61, Tejan, Doha, Qatar

POWER OF ATTORNEY

Know all men by these presents that we, M/s. **Mohammed Al-Ojaili Contracting Exp.** Kingdom of Saudi Arabia do hereby appoint **M/s. AMCO ENTERPRISE LIMITED** License No. RL-1557 Doha, Qatar, to be our lawful agent and agent to handle all necessary work involve including deposit of registration fees etc. with the concerned Govt. of Bangladesh, signing all documents for their passport & passage.

This power of attorney valid for the recruitment of 50 Bangladeshi workers under the contract.

| Visa No. | Date of Issue | Design | Salary | رقم التأشيرة | التاريخ | المهنة | الراتب |
|-----------|---------------|----------------|--------|--------------|----------|-----------|--------|
| 100481771 | 14/03/15 | skilled labour | 1200 | 100481771 | 14/03/15 | عمال مهرة | 1200 |
| 100481772 | 14/03/15 | skilled labour | 1200 | 100481772 | 14/03/15 | عمال مهرة | 1200 |
| 100481773 | 14/03/15 | skilled labour | 1000 | 100481773 | 14/03/15 | عمال مهرة | 1000 |
| 100481774 | 14/03/15 | skilled labour | 1000 | 100481774 | 14/03/15 | عمال مهرة | 1000 |

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

Thanking you,

M/s. AMCO ENTERPRISE LIMITED

MEDGULF CONSTRUCTION CO. (W.L.L.)
شركة مدجولف للإنشاءات ذ.م.ك.
Incorporated in Qatar

Date: 26th Sep 2015

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That we, M/s. Medgulf Construction Company W.L.L. P.O. Box 3003, Doha, Qatar, Tel: +974 4431 1516 a company duly organized and existing under and by virtue of the laws of Qatar with CR No 12574 do hereby appoint M/s. Al - Erfan International BD Ltd, 145 Airport Road, 41/42 1st Floor, Tejan, Doha. With Recruiting License no RL 488, to be our true lawful attorney and recruiting agent in Bangladesh workers (50 No) on our behalf as per demand letter issued on their favor.

They are empowered to sign all necessary documents and arranging employment contract with the recruited workers on file as the recruitment is concerned and as per required by the laws and regulations to arrange passport, visa and all other necessary documents for passage of the required persons to the work site.

In witness whereof we have executed this document on 26th Oct 2015.

This power of attorney is valid for one year from its date.

Thank you.

For **MEDGULF CONSTRUCTION CO. W.L.L.**

Eth Asif
Head of Human Resources

MEDGULF CONSTRUCTION CO. W.L.L.

Head Office: P.O. Box 2304, Doha, Qatar
Tel: +974 4431 1516
Fax: +974 4431 1516
www.medgulf.com.qa

ATTESTED

Attested by the Ministry of Labour & Social Security, State of Qatar

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No. RL-1557
145 Mangarpan, Airport Road Super Market Ground Floor, Room No-60-61, Tejan, Doha, Qatar

Attested by the Ministry of Labour & Social Security, State of Qatar

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No. RL-1557
145 Mangarpan, Airport Road Super Market Ground Floor, Room No-60-61, Tejan, Doha, Qatar

Attested by the Ministry of Labour & Social Security, State of Qatar

M/s. AMCO ENTERPRISE LIMITED
Recruitment License No. RL-1557
145 Mangarpan, Airport Road Super Market Ground Floor, Room No-60-61, Tejan, Doha, Qatar

MULTIPLEX

DEMAND LETTER

Date: 02nd May, 2015

To,
M/s. AMCO ENTERPRISE LIMITED
Recruitment License No. RL - 1557
145 Mangarpan, Airport Road Supermarket Ground Floor, Room No-60-61, Tejan, Doha, Qatar

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 (Qrs) |
|-------|------------|------|--------|--------------|
| 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 Labour Law
- Food: Free of 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.**

Eth Asif
Group HR Director

MULTIPLEX W.L.L.

A Brookfield Company
Multiplex Construction W.L.L.
Level 2, Jaber Square, Airport Road, P.O. Box 23700, Doha, Qatar
Tel: +974 4431 1516 Fax: +974 4431 1516
CR No. 32491, Part of QATAR QP 200222

MULTIPLEX

POWER OF ATTORNEY

Date: 02nd May, 2015

KNOW ALL MEN BY THESE PRESENTS:

We, M/s. MULTIPLEX, W.L.L. P.O. Box 23700, Doha, State of Qatar, Company registered and incorporated under the Law of Qatar with CR No 30047 do hereby appoint M/s. AMCO ENTERPRISE LIMITED, License No. RL - 1557, 145 Mangarpan, Airport Road Supermarket Ground Floor, Room No-60-61, Tejan, Doha, Qatar, 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 02nd May, 2015 and to process all formalities to recruit the said personnel.
- To obtain clearance of the selected personnel from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of ticket 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 the 02nd May, of 2015 of the Christian Calendar.

Thank you.

For **MULTIPLEX W.L.L.**

Eth Asif
Group HR Director

MULTIPLEX W.L.L.

A Brookfield Company
Multiplex Construction W.L.L.
Level 2, Jaber Square, Airport Road, P.O. Box 23700, Doha, Qatar
Tel: +974 4431 1516 Fax: +974 4431 1516
CR No. 30047 Part of Qatar QP 200222

DEMAND LETTER

Qatar Security & Guarding Services Co. LLC
 القطرية للخدمات الأمنية والحراسة ذ.م.م.ع
 11111227 00015477
 هاتف: 33307790
 فاكس: 33307777
 ب.ص: 22747 9044 - QATAR

Date: 03 February 2019
DEMAND LETTER

To: **M/s AMCO ENTERPRISE LIMITED**
 Recruitment License No. RL - 1337
 143, Minnagar, Airport Road
 Supermarket, Tugaman, Dhaka-1215

We hereby place on order to select and recruit 08 Bangladesh workers on behalf of our company, in detailed below:

| SNO | Classification | No. | Basic Salary |
|-----|----------------|-----|--------------|
| 1. | Security Guard | 108 | QAR1,250.00 |

- Free during 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.
- Residence 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 & Provisions of Emigrant (Bangladesh) rules and regulations.

Best Regards,
Saleh A. Al-Sabir
 GENERAL MANAGER
 QATAR SECURITY & GUARDING SERVICES

Qatar Security & Guarding Services Co. LLC
 القطرية للخدمات الأمنية والحراسة ذ.م.م.ع
 11111227 00015477
 هاتف: 33307790
 فاكس: 33307777
 ب.ص: 22747 9044 - QATAR

Power of Attorney

Known to all men by these presents that we (Qatar Security & Guarding Services), bearing the legal official address of (Doha 40, Street 350, Building 394, Doha, Qatar), Company License No. 21326/3, under the local laws of Qatar, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No. RL-1337, 143 Minnagar, Airport Road Super Market (Ground floor), Room No-08-64, Tugaman, Dhaka-1215, approved by the Ministry of Labor & Business Management, Government of the People's 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 03 February 2019 and to process all formalities to recruit the said personnel.
- To obtain clearance of the selected personnel from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of tickets 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 work shall be considered 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 03 February 2019 of the Christian Calendar.

Thanking you
 Yours faithfully
Saleh A. Al-Sabir
 GENERAL MANAGER
 QATAR SECURITY & GUARDING SERVICES

DEMAND LETTER

ATTESTED
 شركة رشادات القصدية
 رقم الترخيص التجاري: 201902267
 رقم الاشتراك: 1331
 التاريخ الهجري: 11/2/1440
 التاريخ الميلادي: 27/08/2023
 الموضوع: التوظيف

POWER OF ATTORNEY

Know all men by these presents that we, **RECRUIT COMPANY LTD**, P.O. Box 88, Al-Wehda Street, Kingdom of Saudi Arabia, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No. RL-1337, 143 Minnagar, Airport Road Super Market (Ground floor), Room No-08-64, Tugaman, Dhaka-1215, approved by the Ministry of Labor & Business Management, Government of the People's 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 03 February 2019 and to process all formalities to recruit the said personnel.
- To obtain clearance of the selected personnel from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of tickets 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 work shall be considered 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 03 February 2019 of the Christian Calendar.

Thanking you
 Yours faithfully
Saleh A. Al-Sabir
 GENERAL MANAGER
 QATAR SECURITY & GUARDING SERVICES

ATTESTED
 الشركة الوطنية للخدمات الأمنية "سورس"
 National Security Services Company "SOURCE"
DEMAND LETTER

To: **M/s AMCO ENTERPRISE LIMITED**
 License No. RL-1337
 143, Minnagar, Airport Road
 Supermarket, Tugaman, Dhaka-1215

We hereby place on order to select and recruit 08 Bangladesh workers on behalf of our company, in detailed below:

| Visa No. | Date of Issue | Occupation | Salary | رقم الترخيص | التاريخ الميلادي | التاريخ الهجري | الجهة | الجنس |
|----------|---------------|-------------------------|--------|-------------|------------------|----------------|-------|-------|
| 14074317 | 24/05/23 | Office Cleaner & worker | 900 | 1445342 | 27 | 1445342 | م | م |

Terms and Conditions:

- Place of Employment: Doha, Qatar
- Period of Contract: Two years
- Probation Period: 90 Days
- Working Hour: 8 hours/day and 6 days per week
- Working Ticket: Provided by the company
- Accommodation: Provided by the company
- Food: Food allowance provided by the company
- Medical: Provided by the company
- Transportation: Provided by the company
- Vacation: 42 calendar days after 24 months of service
- Cost of Return: As per Qatar Labor Law
- Visa Fee: Provided by the company
- Service Charge: Provided by Company
- All other terms and conditions of services shall be as per Qatar Labor Law

Thanking you,
TURKI MATOQU M ALTHEMAYAN
 CEO

ATTESTED
 شركة رشادات القصدية
 رقم الترخيص التجاري: 201902267
 رقم الاشتراك: 1331
 التاريخ الهجري: 11/2/1440
 التاريخ الميلادي: 27/08/2023
 الموضوع: التوظيف

POWER OF ATTORNEY

Know all men by these presents that we, **RECRUIT COMPANY LTD**, P.O. Box 88, Al-Wehda Street, Kingdom of Saudi Arabia, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No. RL-1337, 143 Minnagar, Airport Road Super Market (Ground floor), Room No-08-64, Tugaman, Dhaka-1215, approved by the Ministry of Labor & Business Management, Government of the People's 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 03 February 2019 and to process all formalities to recruit the said personnel.
- To obtain clearance of the selected personnel from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of tickets 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 work shall be considered 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 03 February 2019 of the Christian Calendar.

Thanking you
 Yours faithfully
Saleh A. Al-Sabir
 GENERAL MANAGER
 QATAR SECURITY & GUARDING SERVICES

ATTESTED
 شركة رشادات القصدية
 رقم الترخيص التجاري: 201902267
 رقم الاشتراك: 1331
 التاريخ الهجري: 11/2/1440
 التاريخ الميلادي: 27/08/2023
 الموضوع: التوظيف

POWER OF ATTORNEY

Know all men by these presents that we, **RECRUIT COMPANY LTD**, P.O. Box 88, Al-Wehda Street, Kingdom of Saudi Arabia, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No. RL-1337, 143 Minnagar, Airport Road Super Market (Ground floor), Room No-08-64, Tugaman, Dhaka-1215, approved by the Ministry of Labor & Business Management, Government of the People's 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 03 February 2019 and to process all formalities to recruit the said personnel.
- To obtain clearance of the selected personnel from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of tickets 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 work shall be considered 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 03 February 2019 of the Christian Calendar.

Thanking you
 Yours faithfully
Saleh A. Al-Sabir
 GENERAL MANAGER
 QATAR SECURITY & GUARDING SERVICES

ATTESTED
 الشركة الوطنية للخدمات الأمنية "سورس"
 National Security Services Company "SOURCE"
POWER OF ATTORNEY

Know all men by these presents that we, **RECRUIT COMPANY LTD**, P.O. Box 88, Al-Wehda Street, Kingdom of Saudi Arabia, do hereby appoint M/s. AMCO ENTERPRISE LIMITED, Recruitment License No. RL-1337, 143 Minnagar, Airport Road Super Market (Ground floor), Room No-08-64, Tugaman, Dhaka-1215, approved by the Ministry of Labor & Business Management, Government of the People's 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 03 February 2019 and to process all formalities to recruit the said personnel.
- To obtain clearance of the selected personnel from the concerned Ministry, Government Department and our Embassy/High Commission in Bangladesh.
- To arrange reservation of tickets 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 work shall be considered 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 03 February 2019 of the Christian Calendar.

Thanking you,
TURKI MATOQU M ALTHEMAYAN
 CEO

ATTESTED
 شركة رشادات القصدية
 رقم الترخيص التجاري: 201902267
 رقم الاشتراك: 1331
 التاريخ الهجري: 16/10/2023
 التاريخ الميلادي: 25/05/1445
 الموضوع: التوظيف

DEMAND LETTER

To: **GOODMAN OVERSEAS**
 Qat. Approved Recruiting License RL 1584
 Dhaka - Bangladesh

Dear Sir,
 Regarding our Power of Attorney executed by us in your favor, we request you to kindly supply the following category of manpower to work in our company:

| Sl No | Job Title | Job Title Arabic | No. Required | Salary SR |
|-------|---------------------------|------------------|--------------|---|
| 1 | Leading and working staff | موظف عامل قارئ | 25 | 1200 Basic salary + 100 Test allowance + Total 1300 SAR |

Terms and Conditions:

- Place of Employment: Saudi Arabia
- Period of Contract: Two years
- Probation Period: 90 Days
- Working Hour: 8 hours/day and 6 days per week
- Working Ticket: Provided by the company
- Accommodation: Provided by the company
- Food: Food allowance provided by the company
- Medical: Provided by the company
- Transportation: Provided by the company
- Vacation: 42 calendar days after 24 months of service
- Cost of Return: As per Qatar Labor Law
- Visa Fee: Provided by the company
- Service Charge: Provided by Company
- All other terms and conditions of services shall be as per Qatar Labor Law

Source Machinery Trading & Contracting Co. Ltd
Riyadh

DEMAND LETTER

DEMAND LETTER

POWER OF ATTORNEY

Date: 23-04-2024

We, M/S Branch of China Railway 18th Bureau Group Co., Ltd. with business address at P.O. Box 250406, Riyadh 11591, Kingdom of Saudi Arabia, represented by MR. CHEN DEBIN hereby appoint M/S AMCO ENTERPRISE LIMITED, Govt. Approved Recruiting Agency License - RL-1537 Dhaka - Bangladesh to handle for us all the affairs concerning the recruitment of Manpower from Saudi Arabia. They are authorized to do all the necessary documentation with the Government of Saudi Arabia on our behalf for this purpose.

They are appointed by us to be our lawful Attorney and Agent to handle all necessary works involved in the process of recruitment of Saudi Arabia workers to our company including releasing advertisements, interviewing candidates, deposit of registration fees, etc. with the relevant government of Saudi Arabia, signing of documents for their passports and passage and any other activities incidental to recruitment.

This Power of Attorney will remain in force for one year from the date of execution.

Yours faithfully,

Chen Debin
General Manager
Branch of China Railway 18th Bureau Group Co., Ltd.

DIPLOMAT GROUP W.L.L.

شركة مجموعة دبلوماسيات

Date: 4th December 2014

DEMAND LETTER

Attention: The Manager

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

| No | Position | No. Required | Basic Salary (QAR) |
|----|----------|--------------|--------------------|
| 1 | Labourer | 500 | 800 |

Know all men by this present that M/S AMCO ENTERPRISE LIMITED Govt. Approved Recruiting License - RL-1537 Dhaka, Bangladesh hereby authorized by our authorized agent to handle all necessary work involved including deposit of registration fees, etc. with the immigrant government of Bangladesh signing all documents for their passport and passages.

This power of attorney is valid for the recruitment of Workers only against block visa no. 1302376167 date: 1443/05/19

This said company is also authorized to make agreements and select them also sign contracts for this purpose on our behalf for the required according the demand letter.

MEMBER'S DETAIL

Member's Name: AHMAD S.A. AL-FAHAD CO. FOR MAINTENANCE

Member No: 40230

C.R. No: 101229848

Tel: 0112225916

Fax: 0112225917

شركة احمد سلمان جادعوز القيد ورخصة شركة صيانة

رقم العضوية: 40230

رقم التسجيل: 101229848

هاتف: 0112225916

فاكس: 0112225917

التاريخ: 23/10/2023

التاريخ: 11/05/2023

Know all concerned by this present that M/S AMCO ENTERPRISE LIMITED Govt. Approved Recruiting License - RL-1537 DHAKA, BANGLADESH hereby authorized by our authorized agent to handle all necessary work involved including deposit of registration fees, etc. with the immigrant government of Bangladesh signing all documents for their passport and passages.

This power of attorney is valid for the recruitment of Workers only against block visa no. 1302376167 date: 19/05/1443

This said company is also authorized to make agreements and select them also sign contracts for this purpose on our behalf for the required according the demand letter.

MECHAN HUMAN RESOURCES CO.

شركة مكن للموارد البشرية

Date: 22 January 2018

DEMAND LETTER

We hereby place an order to select and recruit 500 Bangladeshi workers on behalf of our company, as detailed below:

| Sl/NO | Classification | No. | Basic Salary |
|-------|----------------|-----|--------------|
| 1 | Labourer | 500 | QAR 900-200 |

Free lodging accommodation, Water & Electricity will be provided by the company.

Place of Employment will be Doha, Qatar.

Travel/leave days 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 an ticket after completion of two (2) years.

Prohibition period will be of 30 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.

DIPLOMAT GROUP W.L.L.

شركة مجموعة دبلوماسيات

Date: 04th December 2014

POWER OF ATTORNEY

Known all men by this present:

1. JVN Prakash Rao, in my capacity as Chief Executive Officer of M/S Diplomat Group W.L.L. P.O. Box 249795, Doha, Qatar do hereby appoint M. Al Brian International BD Ltd., 145 Airport Road, 41/42 5th Floor, Tejganga, Dhaka as our true and non-exclusive Recruitment Agent through our service contract dated 4th December 2014 and therefore authorize them to perform the following acts:

1. To represent our Company before and all government and private offices/agencies related to recruitment issues under our agreement as of 4th December 2014.

2. To sign and authenticate and deliver all documents necessary to complete any recruitment related to such recruitment and being including making the necessary steps to facilitate the departure of recruited workers, selected by us.

3. To ensure jointly and severally with the undersigned (our Company) any liability that may arise in connection with the worker's recruitment and/or implementation of the employment contract in Qatar.

4. This Power of Attorney is valid for one year from the date mentioned above. And it is understood that the Contractor shall not have the right to sign any document that would increase in any way whether the liabilities or responsibilities of the Company and it shall be responsible to compensate the company in such cases.

Signed on the 4th day of December 2014

For and On Behalf Of
Diplomat Group W.L.L.

JVN Prakash Rao
Chief Executive Officer

MEMBER'S DETAIL

Member's Name: AHMAD S.A. AL-FAHAD CO. FOR MAINTENANCE

Member No: 40230

C.R. No: 101229848

Tel: 0112225916

Fax: 0112225917

شركة احمد سلمان جادعوز القيد ورخصة شركة صيانة

رقم العضوية: 40230

رقم التسجيل: 101229848

هاتف: 0112225916

فاكس: 0112225917

التاريخ: 23/10/2023

التاريخ: 11/05/2023

Know all concerned by this present that M/S AMCO ENTERPRISE LIMITED Govt. Approved Recruiting License - RL-1537 Dhaka, Bangladesh hereby authorized by our authorized agent to handle all necessary work involved including deposit of registration fees, etc. with the immigrant government of Bangladesh signing all documents for their passport and passages.

This power of attorney is valid for the recruitment of Workers only against block visa no. 1302376167 date: 1443/05/19

This said company is also authorized to make agreements and select them also sign contracts for this purpose on our behalf for the required according the demand letter.

RATCO

شركة راتكو

Date: 23/10/2023

DEMAND LETTER

We hereby place an order to select and recruit 500 Bangladeshi workers on behalf of our company, as detailed below:

| Sl/NO | Classification | No. | Basic Salary |
|-------|----------------|-----|--------------|
| 1 | Labourer | 500 | QAR 900-200 |

Free lodging accommodation, Water & Electricity will be provided by the company.

Place of Employment will be Doha, Qatar.

Travel/leave days 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 an ticket after completion of two (2) years.

Prohibition period will be of 30 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.

INSHA CO. W.L.L.

شركة إنشاه و.و.ل

Date: 22 January 2018

DEMAND LETTER

We hereby place an order to select and recruit 500 Bangladeshi workers on behalf of our company, as detailed below:

| Sl/NO | Classification | No. | Basic Salary |
|-------|----------------|-----|--------------|
| 1 | Labourer | 500 | QAR 900-200 |

Free lodging accommodation, Water & Electricity will be provided by the company.

Place of Employment will be Doha, Qatar.

Travel/leave days 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 an ticket after completion of two (2) years.

Prohibition period will be of 30 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.

DEMAND LETTER



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.

- To recruit for us the best possible personnel as per our demand letter dated: 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 executed this power of attorney on this _____ day of 2018 of the christian calender.

Thanking you
Yours faithfully,

(Name _____)

(Duly signed by Authorised 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

Ahsan Tower, 56, Kemal Ataturk Avenue

Banani C/A, Dhaka-1213, Bangladesh.

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 Befits: 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 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 Profession :
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, Located at Ahsan Tower, 56, Kemal Ataturk Avenue, Banani C/A, Dhaka-1213, 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.

1. 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 First Party.

Incorporation Certificate



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.

Trade Licence

ঢাকা উত্তর সিটি কর্পোরেশন

www.dncc.gov.bd



ই-ট্রেড লাইসেন্স

লাইসেন্স ইস্যুর বিবরণ

ইস্যুর তারিখ : 11/08/2024

ইস্যুর সময় : 14:16:21

লাইসেন্স নং : TRAD/DNCC/051500/2022

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৩০ নং আইন) এর ধারা ৮৪-তে প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদর্শ কর তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, ব্যক্তি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নে বর্ণিত ব্যক্তি/প্রতিষ্ঠানের আনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো:

| | | | |
|---------------------------------------|---|----------------------------|----------------------------|
| ১। ব্যবসা প্রতিষ্ঠানের নাম | : এককো এন্টার প্রাইজ লিমিটেড | | |
| ২। ব্যবসা প্রতিষ্ঠানের মালিকের নাম | : মোহাম্মদ এনাচুল হক (এম.টি) | | |
| ৩। পিতা / স্বামীর নাম | : মোহাম্মদ সামসুল হক | | |
| ৪। মাতার নাম | : মাজমা বেগম | | |
| ৫। ব্যবসার প্রকৃতি | : নিমিটেড কোম্পানী | | |
| ৬। ব্যবসার ধরণ | : আমদানী, এক্সপোর্ট, রপ্তানী, রিট্রিভিং এজেন্ট | | |
| ৭। ব্যবসা প্রতিষ্ঠানের ঠিকানা | : আহসান টাওয়ার ৫৬ কামাল আতাতুর্ক এভিনিউ, ৫ম তলা, বনানী বাবু, ঢাকা-১২১০ | | |
| ৮। অঞ্চল/ডিএনসিসির নিজস্ব মার্কেট | : ৩ মহাবলী | ওয়ার্ড: | ১৯ |
| ৯। এনআইডি/পাসপোর্ট/জন্ম নিবন্ধন নং | : ৭০৪৯৪৪৭০৪৭ | টিআইএন/বিআইএন নং: | |
| নোবাইল নম্বর | : ০১৬৭১৭৭৭৭৪ | ই-মেইল: | |
| ১০। অর্থ বছর | : ২০২৪-২০২৫ (নব্যায়নকৃত) | ব্যবসা শুরু তারিখ: | 29/08/2018 |
| ১১। মালিকের বর্তমান ঠিকানা | | মালিকের স্থায়ী ঠিকানা | |
| হোমিং নং | : ১৮৪১ | হোমিং নং | : |
| গ্রোড নং | : | গ্রোড নং | : |
| গ্রাম / মহলা | : পূর্ব মনিপুরী | গ্রাম / মহলা | : চর কমারিয়া হাওলাদারকানি |
| পোস্ট কোড | : | পোস্ট কোড | : চরভাঙ্গা |
| থানা | : মিরপুর | থানা | : মণিপুর |
| জেলা | : ঢাকা | জেলা | : পরীয়াতপুর |
| বিভাগ | : ঢাকা | বিভাগ | : |
| ১২। আদর্শ কর তফসিল, ২০১৬ এর তফসিল নং | : | | |
| ১৩। ট্রেড লাইসেন্স ফি (নতুন/নব্যায়ন) | | | |
| লাইসেন্স/নব্যায়ন ফি | : ৪৫০০ | সাইনবোর্ড কর (পরিচিতিসূচক) | : ৪৮০ |
| সারচার্জ | : ০ | ভাট | : ৭৪৭ |
| আয়কর / উৎসেধক | : ৩০০০ | বই মুদ্র | : ২৭০ |
| বকেয়া | : ০ | ফর্ম ফি | : ০.০০ |
| সম্পাদনা ফি | : ০.০০ | অন্যান্য ফি | : ৫০০.০০ |
| | | সর্বমোট | : ৯৪৯৭.০০ |

অত্র ট্রেড লাইসেন্স এর মেয়াদ ০০ পে জুন, ২০২৫ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা

Recruiting Licence Certificate

১৯১০ ১ 1913
Licence Number : RL- 1537
Name of the Agency AMCO ENTERPRISE LTD.

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

Name of the Proprietor/ MOHAMMED ANAMUL HOQUE
Managing Partner/ VILL-CHAKPAYATOLI
Managing Director PO-CHARBOYRA PS-SHAKHIPUR
with Permanent Address SHARIAT PUR

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.

Specimen Signature:

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

Dated, Dhaka
The 22TH day of NOV 2018

RL- 1537 RENEWAL 1913
Business address has been changed vide Ministry's Memo No. 49-00-0000-057-24-245-22 Dated 03-3-2022 as follows:
AHSAN TOWER, 56, KAMAL ATATURK AVENUE, (4TH FLOOR), BANANI, C/A, DHAKA.

Mohammad Mizanur Rahman Bhuiyan
Deputy Secretary
Director (Employment)
Bureau of Manpower, Employment & Training, Dhaka.

RL- 1537 RENEWAL 1913
The licence is valid upto 21 NOV 2027

Md. Masud Rana
Director (Employment)
Bureau of Manpower, Employment & Training
Ministry of Labour and Social Welfare

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 Anamul Hoque located at 145, Airport Road Super Market Room-60-61, Munipuripara, 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

ATAB Certificate

Renewal Reg. No. 12147 Date of issue : 07 JAN 2018
ATAB ASSOCIATION OF TRAVEL AGENTS OF BANGLADESH
 Gattara Centre (15th Floor), 30/A, Nayapattana, VIP Road, Dhaka-1000, Bangladesh.


TO WHOM IT MAY CONCERN

This is to certify that M/S. Amco Enterprise Limited of 145, Airport Road Super Market, Room-60-61, Munipuripara, Tejgaon, Dhaka-1215 is a member of Association of Travel Agents of Bangladesh (ATAB). Their membership have been renewed for the year 2017 to 2019.


 Secretary General, ATAB
 Secretary General

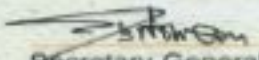
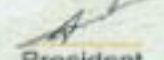
BAIRA Membership Certificate

Sl. No. : 1619 Date : 04 Dec 2018



BANGLADESH ASSOCIATION OF INTERNATIONAL RECRUITING AGENCIES [BAIRA]

MEMBERSHIP CERTIFICATE

Name of the Agency Amco Enterprise Ltd.
 Name of the Proprietor / Partner / Managing Partner / Director / Managing Director / Chairman Mr. Mohammed Anamul Hoque
 Address 145, Monipuripara, Airport Road Super Market, Ground Floor, Room No.- 60-61, Tejgaon, Dhaka-1215
 R. L. No. 1537

 Secretary General  President


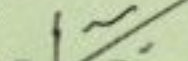
DCCI Membership Certificate


DHAKA CHAMBER OF COMMERCE & INDUSTRY
 65-66, MOTUHEEL COMMERCIAL AREA, DHAKA-1000

MEMBERSHIP CERTIFICATE

Book No. 065 Serial No. 06429

This is to Certify that M/s. Amco Enterprise Ltd. of 145 Airport Road, Super Market (Ground Floor), Room: 60-61, Munipuripara, Tejgaon, Dhaka-1215 is a General Member of this Chamber. The firm is engaged in Import, Export, Recruiting & Travel Agency. This Membership shall remain valid upto 31st December, 2019. Given under the Seal of this Chamber, this 15th day of April 2019.

 Acting Secretary  Resident

This certificate will remain valid subject to yearly renewal of Membership in the Pass Book.

ISO Certificate

Registration Certificate

This is to certify that

The Quality Management Systems of
SCOPE OF REGISTRATION

Global Recruitment and staffing service.

have been assessed by QEC Registrars and registered against the requirements of

ISO 9001:2015 (QMS)

Company Name : Amco Enterprise Ltd.

Sites Registered: 56, Kamal Ataturk Avenue Banani, Dhaka-1213, Bangladesh.

Certificate No : QEC 876789/ 022

Date of Expiry : 28/ 11/ 2025

Date of Original Registration: 29/ 11/ 2022

Date of Re-Registration: N/A



Reg. No. : 077

James Masington

Chief Executives, QEC Registrars



This Certificate has been issued by QEC Registrars Limited, 22B Church Street Rushden Northamptonshire NN 10 9YT UK
This Certificate is issued in respect of the locations & scope of registration detailed in the Associated Registration Schedule.
This Certificate is the property of QEC Registrars and must be returned on request.

Incorporation Certificate



Certificate of Incorporation (under Act XVIII of 1994)

No. C-199147/2024

I hereby certify that **AMCO Skill Bangladesh 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 Fifth day of March two thousand and twenty-five.



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.



Trade Licence

ঢাকা উত্তর সিটি কর্পোরেশন

www.dncc.gov.bd



ই-ট্রেড লাইসেন্স

লাইসেন্স ইস্যুর বিবরণ

ইস্যুর তারিখ : 24/03/2025
ইস্যুর সময় : 12:27:49

লাইসেন্স নং : TRAD/DNCC/027064/2024

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮৪-তে প্রদত্ত ক্ষমতাবলে সরকার প্রদর্শিত আদর্শ কর তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, কৃষি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নে বর্ণিত ব্যক্তি প্রতিষ্ঠানের অন্তর্ভুক্তি করে ট্রেড লাইসেন্সটি ইস্যু করা হলো।

| | | | |
|---------------------------------------|--|----------------------------|--------------------------|
| ১। ব্যবসা প্রতিষ্ঠানের নাম | : এমকো স্কিল বাংলাদেশ লি: | | |
| ২। ব্যবসা প্রতিষ্ঠানের মালিকের নাম | : মোহাম্মদ এনামুল হক | | |
| ৩। পিতা / স্বামীর নাম | : শামছুল হক ছৈয়্যাল | | |
| ৪। মাতার নাম | : মাজমা বেগম | | |
| ৫। ব্যবসার প্রকৃতি | : লিমিটেড কোম্পানী | | |
| ৬। ব্যবসার ধরণ | : ট্রেনিং, টেস্টিং (অফিস) | | |
| ৭। ব্যবসা প্রতিষ্ঠানের ঠিকানা | : বাড়ী-৮২৮, ফকিরখালী রোড, পুলিশ স্টেশন, বেরাইদ, বাড্ডা, ঢাকা-১২১২ | | |
| ৮। অফল্যান্ড এনসিসি'র নিজস্ব মার্কেট | : ১০ সাজারকুল | ওয়ার্ড: | ৪২ |
| ৯। এনআইডি/পাসপোর্ট/জন্ম নিবন্ধন নং | : ৭০৪৯৪৪৭০৪৭ | টিআইএন/বিআইএন নং: | |
| মোবাইল নম্বর | : ০১৬৭১৭৭৭৭৭৮ | ই-মেইল: | info@amcoic.com |
| ১০। অর্থ বছর | : ২০২৪-২০২৫ (নতুন) | ব্যবসা শুরু তারিখ: | ১১/১২/২০২৪ |
| ১১। মালিকের বর্তমান ঠিকানা | | মালিকের স্থায়ী ঠিকানা | |
| হোল্ডিং নং | : ৮২৮ | হোল্ডিং নং | : |
| রোড নং | : ফকিরখালী রোড, বেরাইদ | রোড নং | : |
| গ্রাম / মহল্লা | : পুলিশ স্টেশন | গ্রাম / মহল্লা | : মোল্লাকাশি, চরশাইহাতলী |
| পোস্ট কোড | : ১২১২ | পোস্ট কোড | : চর ভয়রা-৮০৩০ |
| থানা | : বাড্ডা | থানা | : ভেদরগঞ্জ |
| জেলা | : ঢাকা | জেলা | : শরিয়তপুর |
| বিভাগ | : ঢাকা | বিভাগ | : ঢাকা |
| ১২। আদর্শ কর তফসিল, ২০১৬ এর ক্রমিক নং | | | |
| ১৩। ট্রেড লাইসেন্স ফি/নতুন/নবায়ন | | | |
| লাইসেন্স নবায়ন ফি | : ৭৫০০ | সাইনবোর্ড কর (পরিচিতিমূলক) | : ১২০০ |
| সারচার্জ | : ০ | ট্যাক্স | : ১০০৫ |
| আয়কর / উৎসেধক | : ০ | বই মূল্য | : ২৭০ |
| বকেয়া (১) | : ০ | ফর্ম ফি | : ০.০০ |
| সংশোধনী ফি | : ০.০০ | অন্যান্য ফি | : ৫০০.০০ |
| | | সর্বমোট | : ১০৭৭৫.০০ |

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২৫ পর্যন্ত



লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার

কর কর্মকর্তা



Government of the People's Republic of Bangladesh

National Board of Revenue

Taxpayer's Identification Number (TIN) Certificate

TIN : 442546160537

This is to Certify that **AMCO Skill Bangladesh Ltd.** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of **Taxes Circle-008 (Company), Taxes Zone 01, Dhaka.**

Taxpayer's Particulars :

- 1) Name : **AMCO Skill Bangladesh Ltd.**
- 2) Registered Address/Permanent Address : **House No. 828, Road-Fokirkhali, Thana-Badda, Dhaka, Bangladesh**
- 3) Current Address : **House No. 828, Road-Fokirkhali, Thana-Badda, Dhaka**
- 4) Previous TIN : **Not Applicable**
- 5) Status : **Company**



Date : December 10, 2024

Please Note:

1. A Taxpayer is liable to file the Return of Income under section 158 of the Income Tax Act, 2023.
2. Failure to file Return of Income under Section 158 is liable to-
 - (a) Penalty under section 266; and
 - (b) Prosecution under section 311 of the Income Tax Act, 2023.



Deputy Commissioner of Taxes
Taxes Circle-008 (Company)
Taxes Zone 01, Dhaka
Address : Sarika Tower (10th Floor), 8, Topkhana Road,
Segunbagicha, Dhaka. Phone : 9515903

N.B: This is a system generated certificate and requires no manual signatures.

ISO Certificate



Quality Certified

Certificate of Registration

AMCO Skill Bangladesh

House-828, Road - Fokirkhali, Police Station - Dhaka, 1212, Bangladesh

operates a

Quality Management System

which complies with the requirements of:

ISO 9001:2015

The registration covers the provision to develop skilled manpower through providing comprehensive technical training and associated assessments.

Registration No: BD085-QC

Current Certification Approval: 6 May 2025

Certificate issued: 6 May 2025

Original Certification: 6 May 2025

Expiry Date: 5 May 2028

Signature of Sean Bates

Sean Bates
CEO
TQCS International (Group) Pty Ltd
For the TQCSI Certification Approval Panel

This certificate verifies the original certificate issued and is valid as long as it is displayed as an electronic copy at <https://tqcsi.com> and surveillance audits are satisfactorily completed. TQCS International Pty Ltd (ABN 59 065 953 924) of Quality House, 117A Tapleys Hill Road, Hendon, SA, 5014, Australia issues certification subject to the TQCSI Rules of Certification.



NSDA Certificate



Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

Certificate of Registration

AMCO SKILL BANGLADESH

is registered as a Skills Training Provider under section 16(1) of NSDA Act, 2018.

Registration No.: STP-DHA-002609

Issued on : 28/04/2025

Valid until : 27/04/2030



Signature of Nazam Uddin
Executive Chairman, NSDA

Photo Gallery of Amco Enterprise Limited

Photo Gallery of Amco Enterprise Limited

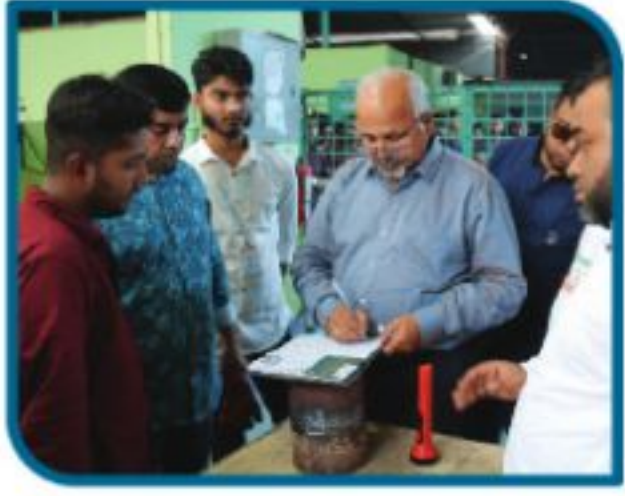


Photo Gallery of Amco Enterprise Limited



Photo Gallery of Amco Enterprise Limited



Photo Gallery of Amco Enterprise Limited



Photo Gallery of Amco Enterprise Limited

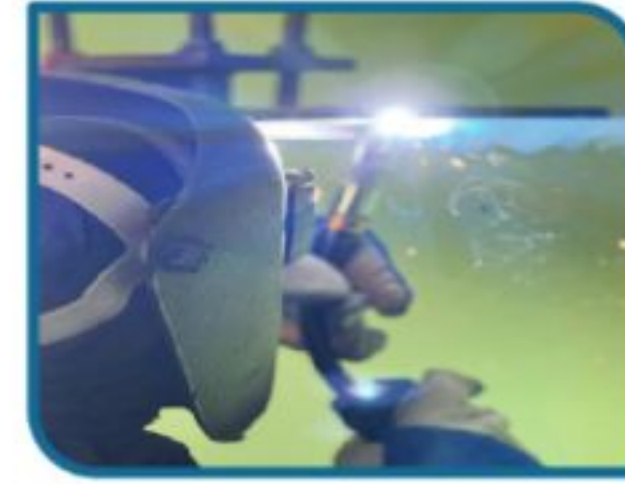


Photo Gallery of Amco Skill Bangladesh Limited



Photo Gallery of Amco Skill Bangladesh Limited

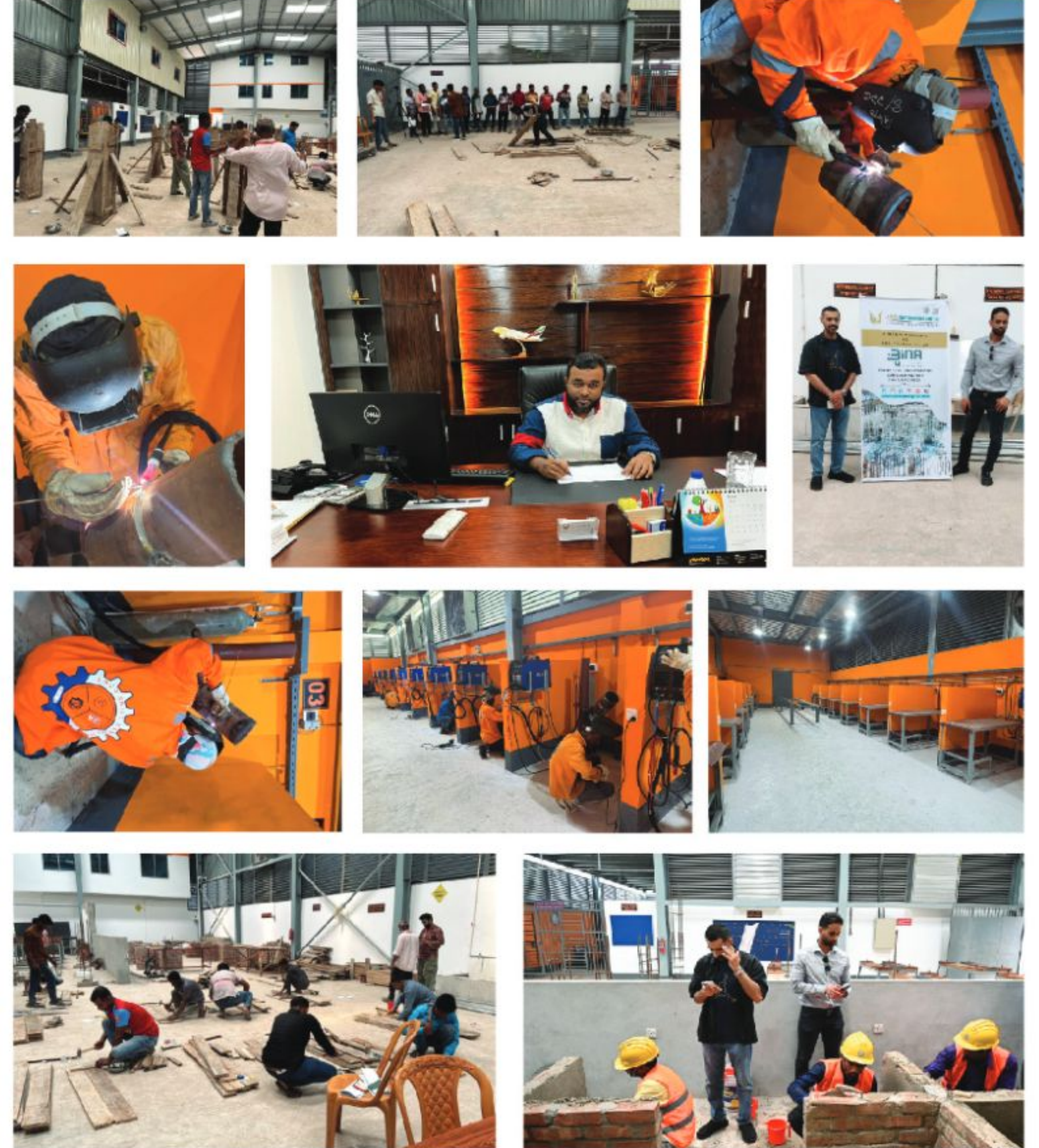


Photo Gallery of Amco Skill Bangladesh Limited



Photo Gallery of Amco Skill Bangladesh Limited





AMCO ENTERPRISE LIMITED

Govt. Approved Recruiting Licence No. RL- 1537
An ISO 9001: 2015 (QMS) Certified Company

AHSAN TOWER, 56, KEMAL ATATURK AVENUE, BANANI C/A,
DHAKA-1213, BANGLADESH. TEL: +88-02-41082690, 02-41082691
Email: info@amcoenterprise.com, www.amcoenterprise.com



AMCO SKILL BANGLADESH

An ISO 9001: 2015 (QMS) Certified Training Center

828, Fokirkhali, Badda, Dhaka, E-mail: info@amcoskillbd.com, www.amcoskillbd.com

Contact Number: +8801810-688242, +8801810-688243



AMCO ENTERPRISE LIMITED



AMCO SKILL BANGLADESH
An ISO 9001: 2015 (QMS) Certified Training Center



AMCO ENTERPRISE LIMITED

**Govt. Approved Recruiting Licence No. RL- 1537
An ISO 9001: 2015 (QMS) Certified Company**