



UNIGLOBE HUMAN RESOURCE MANAGEMENT

(Govt. Approved Recruiting Agents License No RL- 1208)

يونى غلوب هيومين ريسورس مينجمنت

رقم الرخصة آر إل : ١٢٠٨



The Staffing Expert:

International Recruitment, Local & Global Hiring, Executive Search,
Temporary & Contract Staffing, Permanent Recruitment, Outsourcing
& Outplacement Service, Career Management.

CONTENTS

| SL | SUBJECT MATTER | PAGE NO |
|----|---|---------|
| 01 | <i>An Invitation to Overseas Employers</i> | |
| 02 | <i>Uniglobe Human Resource Management at a Glance</i> | |
| 03 | <i>Proprietor Profile</i> | |
| 04 | <i>Code of Conduct</i> | |
| 05 | <i>Recruitment Procedure</i> | |
| 06 | <i>Trade License & Recruiting License Issued by The Govt. of The People's Republic of Bangladesh</i> | |
| 07 | <i>BAIRA & ATAB Membership Certificate</i> | |
| 08 | <i>IATA Certificate</i> | |
| 09 | <i>Dhaka Chamber of Commerce & Industry (DCCI) & American Chamber of Commerce in BD (AMCHAM) Membership Certificate</i> | |
| 10 | <i>Our Performance With Valued Clients</i> | |
| 11 | <i>Bangladesh Some Facts & Figures</i> | |
| 12 | <i>Bangladesh at a Glance</i> | |
| 13 | <i>Why Bangladesh for Recruitment</i> | |
| 14 | <i>Why Uniglobe Human Resource Management for Recruitment</i> | |
| 15 | <i>Job Categories Available</i> | |
| 16 | <i>Schedule of Minimum Wages</i> | |
| 17 | <i>Demand Letters Issued by Foreign Employers in Favor of Uniglobe Human Resource Management</i> | |

An Invitation to Overseas Employers

Dear Overseas Employers,

Compliments and Greetings from Uniglobe HRM Bangladesh

May I have the pleasure to present this Brochure to you which will give you an overview of Bangladeshi workers and professionals seeking employment abroad and the role and services offered by Uniglobe HRM based on 3 decades of experience and reputation to meet with your requirements.

Bangladesh has a huge exportable surplus of manpower. Bangladeshi workers, technicians and technocrats have the excellent ability and adaptability to work in foreign countries. Their past performance proved that they are hard workers in their duties, skillful in their jobs, obedient to their superiors, loyal to their employers and peaceful by disposition.

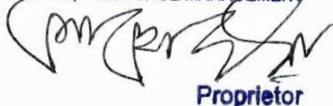
In the above context we have the pleasure to introduce ourselves as a Govt. approved and licensed recruiting House-cum-Manpower consultants having sound establishments and required experience to recruit any number and category of qualified Bangladeshi workers and professionals strictly in accordance with your requirements and instructions and to arrange their dispatch to your project site within the shortest possible time after meeting with all the pre-departure formalities.

May we have this opportunity to invite you to avail of our services in meeting with your requirements of Bangladeshi workers and professionals in your establishments and projects. We assure you of our sincere co-operation and prompt services based on mutual benefits, trust and confidence on a long term basis.

With warm regards.

Sincerely,

UNIGLOBE HUMAN RESOURCE MANAGEMENT




Proprietor

Muktar Hossain Chowdhury
Chairman, Uniglobe Group of Companies
Proprietor, Uniglobe Human Resource Management (RL-1208)
Director, Dhaka Chamber of Commerce & Industry (2014-2016)

Uniglobe Human Resource Management at a Glance

| | | |
|-------------------------------------|---|--|
| Name | : | UNIGLOBE HUMAN RESOURCE MANAGEMENT |
| Recruiting License No | : | RL-1208 |
| Office Address | : | Suite # W-13/3, West Tower, Paltan China Town Shopping Complex, Level # 12, 67/1, Naya Paltan, VIP Road, Dhaka-1000, Bangladesh. |
| Contact No. | : | +880 1707 733541; +880 1915 733541 |
| Phone/Fax No. | : | +880 9696733541 |
| E-mail | : | uniglobesbd@gmail.com manpower@uniglobe-group.com |
| Web | : | www.uniglobe-group.com |
| Experience | : | 20 Years |
| Year of Establishment | : | 12 Years |
| Number of Employees | : | 22 Persons |
| Bankers | : | 1) The City Bank Ltd. (VIP Road Br.) Naya Paltan, Dhaka. 2) Islami Bank Bangladesh Ltd. (Local Br.) Motijheel, Dhaka. 3) AB Bank Ltd. (Bashundhara Br.) Bashundhara, Dhaka. 4) Standard Chartered Bank (Gulshan Br.) Gulshan, Dhaka. |
| Member of Trade Organization | : | 1) Dhaka Chamber of Commerce & Industry (DCCI) 2) Bangladesh Association of International Recruiting Agencies (BAIRA) 3) Association of Travel Agents of Bangladesh (ATAB) 4) Tourism Developers Association of Bangladesh (TDAB) 5) American Chamber of Commerce in BD (AMCHAM) |
| Registering Authority | : | 1) Bureau of Manpower, Employment and Training (BMET). 2) Ministry of Expatriates' Welfare and Overseas Employment. |
| Authorized Agency | : | 1) Royal Embassy of Saudi Arabia 2) Enjaz 3) Musaned (The House Maid/Domestic Labor Program) |
| Subsidiary of UHRM | : | 1) Uniglobe Travels (Specialist for Manpower/Labor Flight). 2) Rainbow Hearts Medical Center Ltd. (Enlisted to BD Govt. And Malaysia Govt.) 3) Lion Muktar Hossain Chowdhury Training Institute (Applied) |

Proprietor Profile

| | | | |
|--------------------------------------|---|---|---|
| Name | : | Muktar Hossain Chowdhury. |  |
| Father's Name | : | Late AlHajj Rafiq Ullah Chowdhury. | |
| Mother's Name | : | Late Mazeda Chowdhury. | |
| Educational Qualification | : | MBA (International Business), Sydney Business School (UOW) (Australia). | |
| | : | M.Sc (Dhaka University, Bangladesh). | |
| | : | B.Sc (Aligarh Muslim University, India). | |
| | : | H.S.C. (Notre Dame College, Bangladesh). | |
| Chairman | : | Uniglobe Group of Companies. | |
| Proprietor | : | 1. Uniglobe Human Resource Management (RL-1208). | |
| | : | 2. Uniglobe Travels (IATA Accredited). | |
| Director | : | Rainbow Hearts Medical Center Ltd. | |
| Resource Person | : | Human Resource specialist, DCCI Business Institute. | |
| Investor | : | Madina Overseas (RL-0639) (Malaysia Govt. Enlisted BRA, FWCMS & Mygram). | |
| Former Director | : | Dhaka Chamber of Commerce & Industry (2014-2016). | |
| Vice President | : | Tourism Developers Association of Bangladesh (TDAB). | |
| Convener | : | Hajj Agencies Association of BD (HAAB) & Association of Travel Agents of BD (ATAB) Standing Committees. | |
| Member of Social Organization | : | 1. Aligarh Muslim University (India) Alumni Association BD. | |
| | : | 2. University of Wollongong (Australia) Alumni Association BD. | |
| | : | 3. Notre Dame College Alumni Association BD. | |
| | : | 4. Cabinet Secretary Of Lions Clubs International (2017-2018). | |
| | : | 5. Vice President Of Bashundhara Well Fear Society. | |
| Social Club Member | : | 1. Dhaka Club Ltd. | |
| | : | 2. Noakhali Club Ltd. | |
| | : | 3. Club Notre Damians BD. Ltd. | |

Muktar Hossain Chowdhury

Code of Conduct

We at Uniglobe Human Resource Management firmly believe in professionalism and ethical business practices based on the following “Code of Conduct” and core values:

- ✚ Select only technically qualified and physically fit candidates for overseas jobs.
- ✚ Make a sincere endeavor to select job-seekers from the manpower data bank as far as practicable.
- ✚ Conduct of recruitment test and physical fitness test for selection of the ‘right candidates for the right posts’ in the best possible manner.
- ✚ To conduct the medical fitness test of the selected candidates for recruitment of only the healthy workers without any disease.
- ✚ Honor the terms and conditions of agreement/contract with the principal/employers in letter and spirit.
- ✚ Enter into agreement with such employers only that will actually employ the workers and honor the terms of employment.
- ✚ To dispatch the workers only as per the advice of the employers with advance intimation about the flight schedule to the employers.
- ✚ To conduct the orientation and pre-recruitment and pre-departure briefing to the workers about the terms of employment, labor laws, weather, and food habit, local religious and cultural values etc. so that they abide by the laws and respect the cultural values of the country of employment.

The Prime objective of Uniglobe Human Resource Management is to extend ethical, prompt and gratifying services to its principals/employers and also to the job seekers.

Recruitment Procedure

➤ Recruitment of Workers:

On receipt of the demand letter and power of attorney duly attested by the nearest Bangladesh mission, UHRM shall collect applications through any or a combination of the following processes to find out the most suitable candidates for consideration of the employer.

1. ADVERTISMENTS:

- i. Newspaper advertisement.
- ii. District Employment and Manpower offices.
- iii. Specialized supply Agencies.
- iv. Notice board of UHRM.

2. SELECTION:

Applications thus receive/collected, shall be scrutinized for screening and short listing as per requirements of the employer for interview and final selection by the requirements officers of UHRM. The employer or his representatives are also welcome to carry out interview for final selection of candidates, if they so desire for which UHRM will provide necessary assistance and logistics support.

➤ Passport:

Finally selected candidates intending to go abroad generally have their passports. UHRM however may offer its services to get a new passport, if required by the employer or the job seekers as quickly as possible.

➤ Medical Examinations:

The finally selected candidates are sent for medical test to the authorized medical centers of the embassies/high commissions of the respective countries.

➤ Entry Visa:

UHRM will apply for entry visa for the medically fit and finally selected candidates with co-operation of the employer to the host country's embassy/high commission located in Bangladesh. If there is no embassy in Bangladesh, it will be the responsibilities of the employer to apply for visa and others permits needed by the workers to enter the country of employment.

➤ Immigration Clearance:

UHRM will obtain necessary recruitment permission and immigration clearance from the Bureau of Manpower, Employment & Training (BMET) under Ministry of Expatriates Welfare and Foreign Employment for the workers prior to their departure.

➤ Ticketing:

The employer may send PTA or remit necessary traveling expenses in favor of UHRM to facilitate the traveling of the candidates. UHRM has its own traveling division to purchase tickets or to process PTA for dispatch of the workers.

➤ Orientation & Briefing before Departure:

UHRM shall provide basic orientation and post-recruitment and pre-departure briefing to the workers before their dispatch. The employer may also join at the orientation session. The workers are briefed about their duties and responsibilities whole abroad and amongst others subjects, information on the labor laws, religions and cultural values in the host country, weather, language, food, habits and work-environment there.

Trade License Issued by the Govt. of the People's Republic of Bangladesh

ঢাকা দক্ষিণ সিটি কর্পোরেশন

www.dsc.gov.bd



লাইসেন্স ইস্যুর বিবরণ

ই-ট্রেড লাইসেন্স

ইস্যুর তারিখ : 11/08/2022

ইস্যুর সময় : 16:29:54

লাইসেন্স নং : TRAD/DSCC/010724/2020

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮৪-তে প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদর্শ কর তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, বৃত্তি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নির্ধারিত ব্যক্তি/প্রতিষ্ঠানের আনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

| | | | | | |
|---------------------------------------|---|---|------------------------|----|---------|
| ১। ব্যবসা প্রতিষ্ঠানের নাম | : | ইউনিগ্লোব হিউম্যান রিসোর্স ম্যানেজমেন্ট | | | |
| ২। প্রতিষ্ঠানের মালিকের নাম | : | মোস্তার হোসেন চৌধুরী | | | |
| ৩। পিতা / স্বামীর নাম | : | মৃত রফিক উল্যা চৌধুরী | | | |
| ৪। মাতার নাম | : | মৃত মাজেদা চৌধুরী | | | |
| ৫। ব্যবসার প্রকৃতি | : | অন্যান্য - একক | | | |
| ৬। ব্যবসার ধরণ | : | জনশক্তি রপ্তানী | | | |
| ৭। প্রতিষ্ঠানের ঠিকানা | : | ৬৭/১, নয়া পল্টন, পল্টন চায়না টাউন শপিং কমপ্লেক্স, সুইট নং-ডব্লিউ-১৩/৩, লেভেল-১২, পশ্চিম টাওয়ার, ডি আই পি রোড, ঢাকা-১০০০। | | | |
| ৮। অঞ্চল / বাজার শাখা এলাকা | : | ২ | ওয়ার্ড / মার্কেট: | ১০ | |
| ৯। এনআইডি/পাসপোর্ট/জন্ম নিব: নং ফোন | : | ২৬৯৬০৫২২১৬৪১১ ০১৯১৫৭০০৫৪১ | বিআইএন নং: ই-মেইল: | | |
| ১০। অর্থ বছর | : | ২০২২-২০২৩ (নবায়নকৃত) | ব্যবসা শুরু তারিখ: | | |
| ১১। মালিকের বর্তমান ঠিকানা | : | | মালিকের স্থায়ী ঠিকানা | | |
| হোডিং নং | : | ৭২ | হোডিং নং | : | |
| রোড নং | : | | রোড নং | : | |
| গ্রাম / মহলা | : | এলিফ্যান্ট রোড-ই-৪ | গ্রাম / মহলা | : | |
| পোস্টকোড | : | নিউ মার্কেট-১২০৫ | পোস্টকোড | : | |
| থানা | : | নিউ মার্কেট | থানা | : | |
| জেলা | : | ঢাকা | জেলা | : | |
| বিভাগ | : | ঢাকা | বিভাগ | : | |
| ১২। ট্রেড লাইসেন্স/নবায়ন ফি(বার্ষিক) | : | | | | |
| লাইসেন্স/নবায়ন ফি | : | ৫০০০ | সাইনবোর্ড কর | : | ৪৮০ |
| সায়চার্জ | : | ০ | ভাটি | : | ৮২২ |
| আয়কর / উৎসকর | : | ৩০০০ | ফর্ম ফি | : | ৫০ |
| বকেয়া () | : | ০ | | : | |
| সংশোধনী ফি | : | ০.০০ | সর্বমোট | : | ৯৩৫২.০০ |

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২৩ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা

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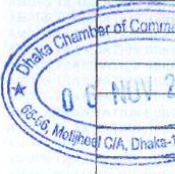
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Left Side of Curma Tower) Dhaka-1000.
Tel : 9570716, 01720089781



(الصورة الملتقة)

(رمز) تفاصيل إصدار الرخصة
تاريخ الإصدار: ۲۰۲۲/۰۸/۱۱
وقت الإصدار: ۰۴:۲۹:۱۶
قانون الحكومة المحلية (نقابة المدينة)، ۲۰۰۹ (القانون رقم ۶۰ لعام ۲۰۰۹) بموجب المادة ۸۴ من الضريبة المثالية التي أنشأتها الحكومة في جدول السلطة المعطى، وفقا للفقرة ۱۰ من عام ۲۰۱۶ بغرض الشراء، يجوز إصدار الرخصة التجارية من قبل الشخص المدرج أدناه.



| | | |
|----|---|--|
| 1 | اسم منظمة التجارة | يونيفلوب هيومن ريسورس منجمنت |
| 2 | اسم صاحب المنظمة | موكتار حسين شودوري |
| 3 | اسم الأب/الزوج | المتوفى رفيق الله شودوري |
| 4 | اسم الأم | المرحومة ماجدة شودوري |
| 5 | طبيعة التجارة | أخرى - وحيدة |
| 6 | نوع التجارة | تصدير القوى العاملة |
| 7 | عنوان المنظمة | ۱/۶۷، نيا بلتن، مجمع تسوق مدينة بلتن الصينية، رقم الترفة - ديليو ۳/۲۲، مستوى - ۱۲، البرج الغربية، شارع في اي بي، ۱۰۰-۱ |
| 8 | المنطقة / فرع السوق | ۲ الوحدة/ السوق : ۱۳ |
| 9 | رقم الهوية الوطنية/ رقم جواز السفر/ رقم سجل الميلاد | رقم بي أي ن : ۲۶۹۶۳۵۲۲۱۶۴۱۱ رقم البريد الإلكتروني: ۰۱۹۱۵۲۳۳۵۴۱ |
| 10 | السنة المالية | تاريخ بداية التجارة: ۲۰۲۲-۲۰۲۳ (متجددة) |
| 11 | العنوان الحالي للمالك | رقم هولدينغ : ۷۲ رقم الشارع : القرية / المحلة : شارع اليفنت - إي - ۴ رمز البريد : نيو ماركت - ۱۲۰۵ مخفر الشرطة : نيو ماركت |
| 12 | رسوم رخصة التجارة/ التجديد (السنوي) | ۴۸۰ |
| | رسوم الرخصة/ التجديد | ۵۰۰ |
| | ضريبة إضافية | ۸۲۲ |
| | ضريبة الدخل / ضريبة المصدر | ۳۰۰ |
| | المتبقية | ۰ |
| | رسوم التعديل | ۰ |
| | المبلغ الإجمالي | ۹۳۵۲,۰۰۰ |

Attested

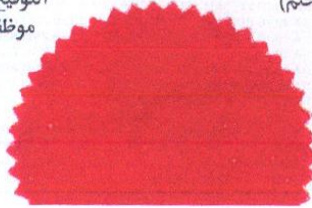
Rasel Abamed
Assistant Secretary
Board Affairs & Membership
Dhaka Chamber of Commerce & Industry
66-68, Mollidhe, CIA, Dhaka-1000, Bangladesh

The Seal & Signature of the Attestor
Is Hereby Verified & Attested :
Md. Miranur Rahman
Assistant Secretary

Law & Justice Division
Ministry of Law, Justice and Parliamentary Affairs
Bangladesh Secretariat, Dhaka.

مدة هذه الرخصة التجارية تصل إلى ۳۰ يونيو ۲۰۲۳ م .

التوقيع - غير واضح
موظف الضرائب



(الختم)

Translated By

Md. Masud Alam Khan
Translator
Famous Translation Bureau
507/1, Purana Paltan
Dhaka-1000, Bangladesh

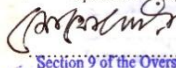
التوقيع - غير واضح
المشرف على الترخيص واللائحة

ATTESTED
08 NOV 2022
ADVOCATE SHEIKH NURUL ISLAM
Notary Public For Whole of Bangladesh
Govt. of Bangladesh
Office: Gafur Tower, Room No. 69-2
17/2 Topkhana Road, Dhaka-1000
Mob: 01711397342, Tel: 9513785


Recruiting License Issued by the Govt. of the People's Republic of Bangladesh

১৫৮৭ 2 1587
 Licence Number : RL- 1208
 Name of the Agency : M/S. UNIGLOBE HUMAN RESOURCE MANAGEMENT.
 Business Address : 29. TOENBEE CIRCULAR ROAD, MOTIJHEEL C/A, DHAKA-1000.
 Name of the Proprietor/ Managing Partner/ Managing Director : MUKTAR HOSSAIN CHOWDHURY H# 387, R# 7, BL# F, BASHUN-DHARA R/A, DHAKA-1227.
 with Permanent Address

PLEASE SEE PAGE NO. 04

১৫৮৭ RL- 1208 1587
 Specimen Signature

 Section 9 of the Overseas Employment & Migrant 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.
 Director General
 Bureau of Manpower, Employment and Training
 Government of the People's Republic of Bangladesh.
 Dated, Dhaka The 3RD day of MARCH 2014

১৫৮৭ 10 1587
 RL- 1208 RENEWAL

১৫৮৭ 11 1587
 RL- 1208
 Business address has been changed vide Ministry's Memo No. 49.00.0000.057-27-125-21-253 Dated 28-09-2021 as follows:
 67/1, NAYA PALTAN CHINA TOWN SHOPPING COMPLEX, SUITE NO-W-13/3, LEVEL-12, WEST TOWER, VIP ROAD, DHAKA-1000.

 23.01.2022
 Mohammed Mizanur Rahman Bhuiyan
 Deputy Secretary
 Director (Employment)
 Bureau of Manpower, Employment & Training, Dhaka.

১৫৮৭ 6 1587
 RL- 1208 RENEWAL

১৫৮৭ 7 1587
 RL- 1208 RENEWAL

31.12.2022.
 Licence Renewed up to

 04.12.2019
 D M Atiqur Rahman
 Deputy Secretary
 Director (Employment)
 Bureau of Manpower, Employment & Training
 Govt. Republic of Bangladesh.

31 DEC 2025
 Licence Renewed up to

 16.11.2022
 Mohammad Mizanur Rahman Bhuiyan
 Deputy Secretary
 Director (Employment)
 Bureau of Manpower, Employment & Training, Dhaka.

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59/1, Purana Paltan (Lucky Plaza,
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Tel : 9570716, 01720089781

(Translated Copy)

১০৮৭

رقم الرخصة : أر ال - ১২০৮

اسم الوكالة : السادة / يونيغلوب هيومن ريسورس
منجمنت

عنوان التجارة : ১/১৭، مجمع تسويق مدينة نيا بلتن الصينية،
رقم الغرفة - ديليو - ১৩/১৩، مستوى - ১২، برج غربية، شارع
في أي بي، دাকা- ১০০০

اسم الصاحب : موكتار حسين شودوري
العنوان الدائم : منزل رقم - ৩৮৯، شارع رقم - ৭، بلوك رقم -
اف، م/س بشوندھرا، دাকা - ১২২৯.

رقم الرخصة : أر ال - ১২০৮

التوقيع النموذجي

التوقيع / غير واضح

(الفوتوغرافية)

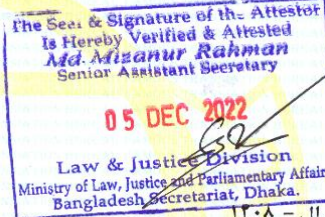
هذه الرخصة قد أصدرت تحت القسم ৯ من قانون العمالة بالخارج
والمهاجرين لعام ২০১৩م (المادة ১০ من أمر الهجرة، ১৯৮২م) لتصرف تجارة
وكالة الاستخدام. هذه الرخصة ليست بقابل النقل وهذه لا تستعمل بأي
شخص آخر صريحا أو غير صريح بغير الأشخاص الذين أن الرخصة قد
أصدرت باعتمادهم.

إن الحكومة تتحفظ الحق أن تقوم بإلغاء أو أن تفصل الرخصة بأي وقت
بغير رد أي سبب.

THIS MINISTRY OF FOREIGN AFFAIRS
DOES NOT ASSUME ANY RESPONSIBILITY
FOR THE CONTENTS OF THE DOCUMENTS
المدير العام / غير واضح
مكتب القوة البشرية والاستخدام والتدريب
حكومة جمهورية بنغلاديش الشعبية



التاريخ، دাকা
৩ مارس، ২০১৬



رقم الرخصة : أر ال - ১২০৮

التجديد

هذه الرخصة قد جددت حتى ৩১ ديسمبر ২০২০م.

التوقيع / غير واضح

২০২২/১১/১৬

م. أشادuzzaman Mollah
Deputy Director (Employment)
Bureau of Manpower Employment & Training
Govt. of the People's Republic of Bangladesh

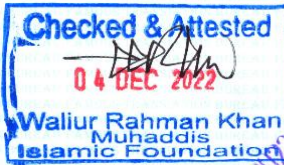
نائب السكرتير

مكتب القوة البشرية والاستخدام والتدريب، دাকা

ATTESTED

MST. SHAMIMA AKTER
Assistant Chief
Ministry of Commerce
Govt. of the people's Republic of Bangladesh

Raseel Ahamed
Assistant Secretary
Board Affairs & Membership
Dhaka Chamber of Commerce & Industry
65-66, Mouljheel C/A, Dhaka-1000, Bangladesh



Translated By
A.K.M. Masud Alam Khan
Translator
Famous Translation Bureau
59/1, Purana Paltan
Dhaka-1000, Bangladesh



BAIRA & ATAB Membership Certificate

Sl. No. : 1687 Date : 27 May 2019

 **BANGLADESH ASSOCIATION OF INTERNATIONAL RECRUITING AGENCIES [BAIRA]**

MEMBERSHIP CERTIFICATE

Name of the Agency *Uniglobe Human Resource Management*

Name of the Proprietor / Partner / Managing Partner / *Mr. Muktar Hossain Chowdhury*
 Director / Managing Director / Chairman

Address *126, Motijheel C/A, 3rd Floor, Dhaka-1000.*

R. L. No. *1208*


Secretary General


President

Renewal Reg. No. 14630 Date of issue : 20 JAN 2020

 **ASSOCIATION OF TRAVEL AGENTS OF BANGLADESH**
Sattara Centre (15th Floor), 30/A, Nayapaltan, VIP Road, Dhaka-1000, Bangladesh.

TO WHOM IT MAY CONCERN

This is to certify that M/S..... **Uni Globe Travels**.....

of *126, Motijheel C/A, Dhaka-1000.*.....

is a member of Association of Travel Agents of Bangladesh (ATAB).

Their membership have been renewed for the year *2020 to 2022*.....




Md. Mazharul Haque Bhuiyan
Secretary General, ATAB

IATA Certificate



Certificate of Accreditation

IATA is proud to certify that

UNIGLOBE TRAVELS
DHAKA, BANGLADESH

has met the professional standards of the **International Air Transport Association**
to promote and sell international air passenger transportation.

IATA code: 42340480

Validate online at: checkacode.com

Certificate validity: 2022

Accreditation Type: GoLite

A handwritten signature in black ink.

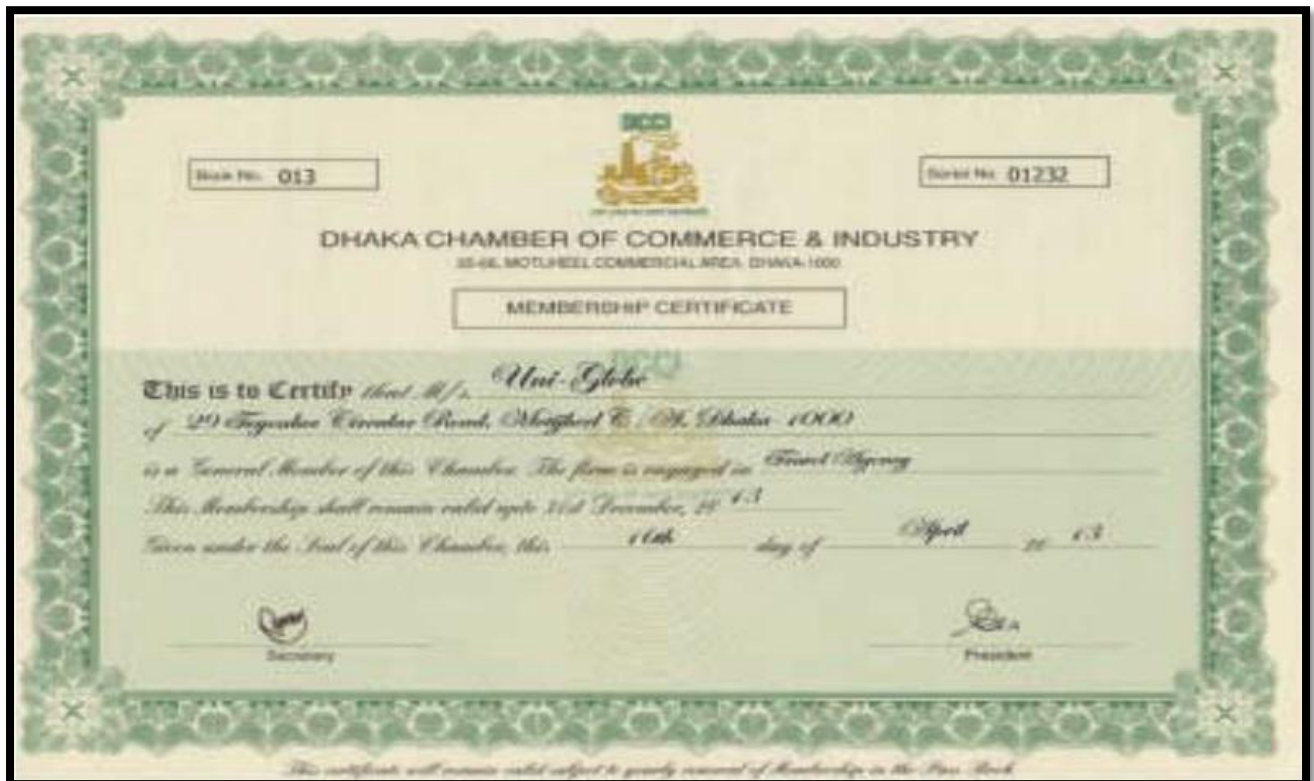
Muhammad Albakri
Senior Vice President, Customer,
Financial and Digital Services
IATA

A handwritten signature in black ink.

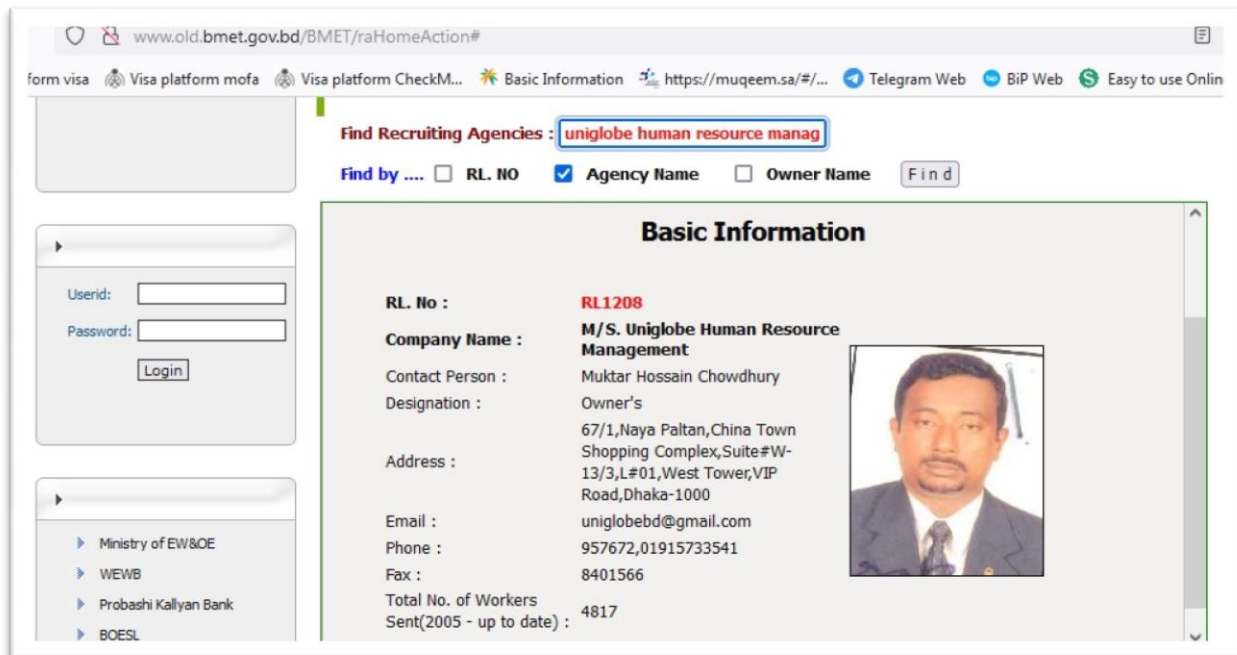
Ian Lorigan
Regional Director, Distribution
and Payment, Asia Pacific



Dhaka Chamber of Commerce & Industry (DCCI) & American Chamber of Commerce in BD (AMCHAM) Membership Certificate



Our Performance with Valued Clients



The screenshot shows a web browser window with the URL www.old.bmet.gov.bd/BMET/raHomeAction#. The page displays a search for recruiting agencies. The search criteria are: Find Recruiting Agencies: uniglobe human resource manag. The search results show a profile for M/S. Uniglobe Human Resource Management. The profile includes the following information:

| | |
|---|---|
| RL. No : | RL1208 |
| Company Name : | M/S. Uniglobe Human Resource Management |
| Contact Person : | Muktar Hossain Chowdhury |
| Designation : | Owner's |
| Address : | 67/1,Naya Paltan,China Town Shopping Complex,Suite#W-13/3,L#01,West Tower,VIP Road,Dhaka-1000 |
| Email : | uniglobebd@gmail.com |
| Phone : | 957672,01915733541 |
| Fax : | 8401566 |
| Total No. of Workers Sent(2005 - up to date) : | 4817 |

The profile also includes a photograph of Muktar Hossain Chowdhury. The website also features a login section with fields for Userid and Password, and a list of links to various government and financial institutions.

Uniglobe Human Resource Management performance, goodwill and reputation are our real strength. Continued business growth of UHRM is the outcome of our professional reputations, goodwill and valuable recommendations by the employers we already served.

Uniglobe Human Resource Management has supplied thousands of workers and personnel to the following employers where Bangladeshi workers/ technicians/ engineers/ managers/ salesmen etc. are working with good reputation.

OUR VALUED CLIENTS:

In the Kingdom of Saudi Arabia

01. M/s. NAS Manpower Company.
02. M/s. Safin Company.
03. M/s. Bunyan Industrial Company.
04. M/s. Kingdom Federation Transport.
05. M/s. Al Mona Production Company.
06. M/s. Sky Lens Photography Studio.
07. M/s. Ghala Al Kuwait Perfumes Company.
08. M/s. Duba Al Shamal Marketing Center.
09. M/s. Amal Awad Mutlaq Al-Harbi Corporation.
10. M/s. Maddah Café.
11. M/s. Warda Mubarak Khafi Al-Qarni Foundation.
12. M/s. Mabkhout Nasser Al-Sayari Foundation.
13. M/s. Ibrahim Al Jubairi Cement Factory.

OUR VALUED CLIENTS:

14. M/s. Rafa Yahya Saeed Al- Ghamdi Contracting Est.
15. M/s. Noura Saeed Saad Al-Mutairi Cement Factory.
16. M/s. Abdul Aziz Hammoud Jaza Al Harabi Contracting Est.
17. M/s. Jalal Dahesh Hamdan Al-Ghamdi Fast Food.
18. M/s. Durrat Dammam Company Ltd.
19. M/s. Shami Shammari Livestock Breeding.
20. M/s. Ghali Ghazi Obaid Al-Harbi Restaurant.
21. M/s. Ayed Foundation.
22. M/s. Gulf Catering Company.
23. M/s. Al-Mossa Wood Furniture Factory.
24. M/s. Al-Aneeqa Garments Factory.
25. M/s. Bin Akif Trading Group.

Musaned Partner In KSA

01. M/s. North Gate Recruitment Office.
02. M/s. Lamar Recruitment Office.
03. M/s. Nasaem Aljory Recruitment Office.
04. M/s. Haitham Farouq Aldeeb Resources Company (Madina).
05. M/s. Saham Recruitment Office (Dammam)
06. M/s. Dalil Alshamal Recruitment Office.

In Malaysia

01. M/s. RSD Enterprise Sdn. Bhd.
02. M/s. GPM Technology Sdn. Bhd.
03. M/s. Industrial Galvanizer Corporation Sdn. Bhd.
04. M/s. Konsortium Passar Borong Sdn. Bhd.
05. M/s. Ivory Pearl Sdn. Bhd.

In Singapore

01. M/s. USUN Manpower.

In The United Arab Emirates (UAE)

01. M/s. Unibuild Group of Companies.
02. M/s. Alliance Trading & Service.

In The State of Qatar

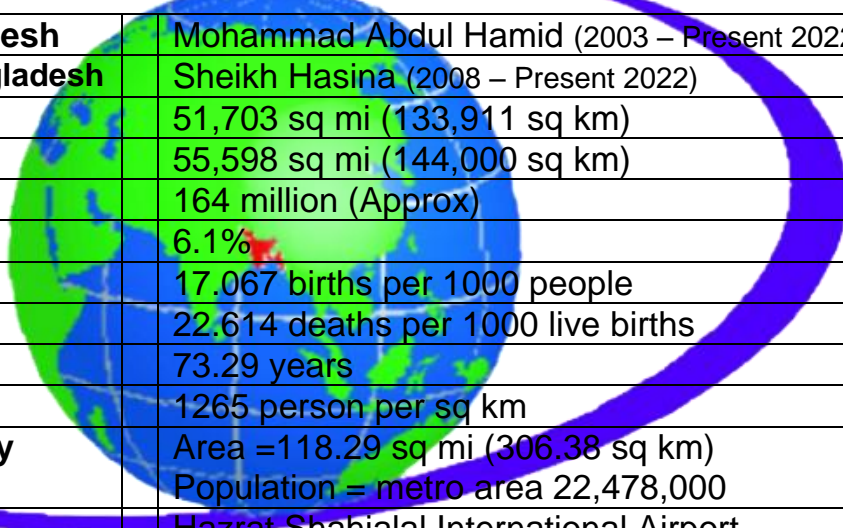
01. M/s. Boom Construction Company.

Bangladesh Some Facts & Figures

Bangladesh, country of South Asia, located in the delta of the Padma and Jamuna rivers in the northeastern part of the Indian subcontinent.

The riverine country of Bangladesh (“Land of the Bengals”) is one of the most densely populated countries in the world, and its people are predominantly Muslim. As the eastern portion of the historical region of Bengal, the area once formed, along with what is now the Indian state of West Bengal, the province of Bengal in British India. With the partition of India in 1947, it became the Pakistani province of East Bengal (later renamed East Pakistan), one of five provinces of Pakistan, separated from the other four by 1,100 miles (1,800 km) of Indian territory. In 1971 it became the independent country of Bangladesh, with its capital at Dhaka.

SOME FIGURES OF BANGLADESH:



| | |
|-------------------------------------|---|
| President of Bangladesh | Mohammad Abdul Hamid (2003 – Present 2022) |
| Prime Minister of Bangladesh | Sheikh Hasina (2008 – Present 2022) |
| Land Area | 51,703 sq mi (133,911 sq km) |
| Total Area | 55,598 sq mi (144,000 sq km) |
| Population | 164 million (Approx) |
| Growth Rate | 6.1% |
| Birth Rate | 17.067 births per 1000 people |
| Infant Mortality Rate | 22.614 deaths per 1000 live births |
| Life Expectancy | 73.29 years |
| Density Per Sq. Km. | 1265 person per sq km |
| Capital & Largest City | Area =118.29 sq mi (306.38 sq km) Population = metro area 22,478,000 |
| National Airport | Hazrat Shahjalal International Airport |
| Port Cities | Chittagong, Khulna, Jessore, Burimari, Hili, etc. |
| Monetary Unit | Taka |
| Principal Language | Bangla (Official) |
| Ethnicity/Race | Bengali 98% ; Tribal group, Non-Bengali |
| Religions | Muslim – 83% ; Hindu – 14% Others – 3% |

Bangladesh at a Glance

Geography

Bangladesh, on the northern coast of the Bay of Bengal, is surrounded by India, With a small common border with Myanmar in the southeast. The country is low-lying revering land traversed by the many branches and tributaries of the Ganges and Brahmaputra rivers. Tropical monsoons and frequent floods and cyclones inflict heavy damage in the delta region.



National Mosque

(c.1000 B.C). Buddhists ruled for centuries, but by the 10th century Bengal was primarily Hindu. In 1576, Bengal became part of the Mogul Empire, and the majority of Bengalis converted to Islam.

The Padma Multipurpose Bridge is multipurpose road-all bridge across the Padma River, the main distributor of Ganges, under construction in



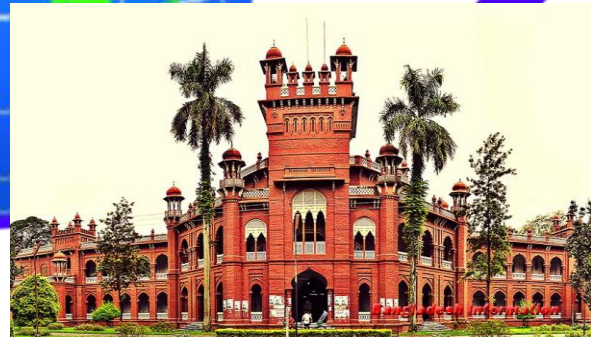
The Padma Multipurpose Bridge



National Flag

History

What is now called Bangladesh is part of the historic region of Bengal, the northeast portion of the Indian subcontinent. Bangladesh consists primarily of East Bengal (West Bengal is part of India and its people are primarily Hindu) plus the Sylhet district of the Indian state Assam. The earliest reference to the region was to a Kingdom Called Vanga, or Banga



Karzon Hall (Dhaka university)

Bangladesh with its own resources. It connects Louhajong, Munshiganj to Shariatpur and Madaripur linking the south-west of the country, to northern and eastern regions. Padma Multipurpose Bridge is considered to be the most challenge construction project in the history of Bangladesh. The two-level steel truss bridge carries a four-lane highway on the upper level and a single track railway on a lower level.

The Padma bridge with 150.12m (492.5 ft) long 41 spans, 6.150 km (3.821 mi) total length and 22.5 m (74 ft) width is the longest bridge in Bangladesh, and the longest over Ganges in terms of both span and the total length. The highest depth of pile of this bridge is 122 meter, which is highest among all other bridges. Padma Multipurpose Bridge, when commissioned is expected to boost the GDP of Bangladesh by as much as 1.2 percent.



The Third Terminal (HSIA) in Dhaka

The Third Terminal Hazrat Shahjalal International Airport (HSIA) in Dhaka

The feasibility study for the Hazrat Shahjalal Airport Expansion Project was conducted in 2014–15. The project received the green signal from the executive Committee of the National Economic Council (EcneC) on October 24 2017. It involved an estimated cost of Tk 13.610corore.

However, in 2019, the cost was revised and set at Tk. 21,300 crore. Of which the government will provide Tk. 5000crore and the rest will be funded by JICA. To implement the project. CAAB awarded a five-year contract to a consortium, led by the Japanese engineering and consulting company Nippon Koei. The consortium comprises Singapore-based CGP Consultants. Bangladesh-based Development Design Consultants and Japanese engineering consulting from Oriental Consultant Global. Yooshin Engineering CPG Corporation and Development Design Consultants took part in the feasibility study of the project. Rohani Baharin of CGP Corporation designed the third terminal building.

The Rooppur Nuclear Power Plant Will be a 2.4 G Wenuclear power plant in Bangladesh. The nuclear power plant is being constructed at Rooppur (Ruppur), adjoining Paksey, in the Ishwardi Upazila of Pabna District, on the bank of theriver Padma, 87 miles (140km) west of Dhaka, in the Northwest of the country. It will be the country's first nuclear power plant



The Rooppur Nuclear Power Plant



Dhaka Metro Rail

The Dhaka Metro Mass Rapid Transit (MRT) is a new metro rail system being developed by the Dhaka Mass Transit Company (DMTC) in Dhaka, Bangladesh. The public transport system will aid in the economic and social development of the greater Dhaka area, which is facing traffic congestion and pollution issues. A total of five lines, MRT Lines 1,2,4,5 and 6, have been proposed for the project.

Why Bangladesh for Recruitment

Bangladesh is a densely populated country with a population of 140 million of which about 40 million civilian labor force. A well developed education and training system make them active skilled and qualified to meet demands of domestic and foreign markets. At present there are.

| INSTITUTION | NUMBER | FACILITIES |
|----------------------------|----------------|--|
| University | 42 (Forty Two) | Arts, Science, Commerce, Fine Arts, LL.B, B.Ed. TV1. ED, BBA, MBA. |
| Engineering | 05 (Five) | Civil, Mechanical, Electrical & Electronics, Architecture, Marine, Soil, Chemical, Industrial, Textile Urban Design etc. |
| Agriculture University | 06 (Six) | In Different Faculties. |
| Post Graduate Medical | 20 (Twenty) | Different Faculties Institute |
| Dental College | 03 (Three) | Different Faculties |
| Art College | 02 (Two) | Fine Arts, Commercial Arts, Graphic Arts, Oriental Arts, Sculpture, Ceramic etc. |
| College (Leather) | 02 (Two) | 1.Tejgaon Leather Institute 2.Dhaka Leather Institute |
| Technology | 01 (One) | In Different Faculties. |
| Polytechnic Institute | 50 (Fifty) | Civil, Electrical, Mechanical, Architecture, Drafting, Survey etc. |
| Vocational Training Center | 70 (Seventy) | Automobile, Leather Technology, Radio & Television, Mechanism, Pipe Fitting Foundry, survey, Graphic Arts, Draftsmanship Ceramic, Textile etc. |

Why Uniglobe Human Resource Management for Recruitment

- ✚ It maintains continuous liaison with its principals, through quick communication.
- ✚ It handles the placement job most scientifically and systematically.
- ✚ Percentage of its satisfactory performance is very high.
- ✚ It gives human touch to the handling of human beings.
- ✚ It can face all challenges and overcome all difficulties.
- ✚ It has the data bank for exportable personnel.
- ✚ It ensures quality of recruited work force.
- ✚ It never fails in performing its duties.
- ✚ Its business is ever expanding.
- ✚ Its goodwill is ever increasing.
- ✚ It offers quickest and cleanest service.
- ✚ It considers good performance as investment.
- ✚ It is managed mast professionally and skillfully.
- ✚ It is trustworthy and its past performance is praiseworthy.
- ✚ It is one of the largest manpower exporting houses of the country.
- ✚ It pooled most qualified and dynamic personnel to work for it.
- ✚ It maintains liaison offices in major cities of Bangladesh and middle-east.
- ✚ It has close lesson with International Training & Testing centers.

Right Person For Right Job Is Our Motto

Job Categories Available



CIVIL

- | | |
|----------------------|-----------------------|
| Project Manager | Tile Fixer |
| Civil Engineer | Mason |
| Draftsman | Block Layer |
| Construction Foreman | Water Proffer |
| Mason Foreman | Concrete Finisher |
| Carpenter Foreman | Painter |
| Steel Fixer Foreman | Material Store Keeper |
| Surveyor | Construction Worker |
| Carpenter | Cleaner |
| Steel Fixer | Labor |

ARCHITECTURAL

- Architect
- Landscape Architect
- Town Planner
- Model Maker
- Project Manager



ELECTRICAL & ELECTRONICS

- Electronics/ Electrical Engineer
- Electrical Foreman
- Plant Electrician
- Maintenance Electrician
- Electronics Technician
- Generator Operator

CLEANING SERVICES

- | | |
|---------------------------|-------------------|
| Cleaning Supervisor | Gardener |
| Cleaning Foreman | Pest Control Man |
| Cleaners & Labors | Horticulturist |
| Sweeping Vehicle Operator | Personnel Manager |



Job Categories Available

HOTEL & CATERING SERVICES

| | |
|----------------------|-------------------|
| Front Office Manager | Chef |
| Pastry Man | Assistant Cook |
| Catering Manager | Dish Washer |
| Waiter | Kitchen Helper |
| Laundry Manager | Camp Boss |
| Room Boy | Bus Boy |
| Room Service | Reservation Clerk |



MECHANICAL

| | |
|----------------------|-----------------|
| Mechanical Engineer | Plumber |
| Mechanical Draftsman | Auto Denter |
| Mechanical Foreman | Fabricator |
| Lathe-Man | Steel Erector |
| Steel Metal Worker | HVAC Technician |
| Welder | Duct man |
| Auto Painter | Grinder |

DRIVER & EQUIPMENT OPERATOR

Light Vehicle Driver
 Heavy Driver
 Dump Truck Driver
 Trailer Driver
 Heavy Equipments Operator



FACTORY & INDUSTRIAL WORKER

Shoe Making
 Electronic
 Gloves Surgical
 Furniture
 TV component
 Toy & Plastic Product
 Garments Factory

Schedule of Minimum Wages

FIXATION OF MINIMUM WAGES FOR OVERSEAS EMPLOYMENT OF BANGLADESHI WORKERS

UNSKILLED WORKERS

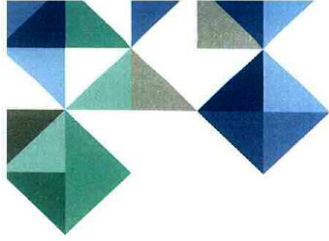
| Country | With Food | With Out Food | Currency |
|---|-----------|---------------|---------------|
| Saudi Arabia | 600 | 800 | Saudi Rial |
| Bahrain | 50 | 65 | Bahrain Dinar |
| Kuwait | 40 | 55 | Kuwait Dinar |
| Libya | 75 | 90 | Libyan Dinar |
| Oman | 50 | 65 | Oman Rial |
| Qatar | 500 | 650 | Qatar Rial |
| UAE | 450 | 600 | UAE Dirham |
| Malaysia (Plantation Workers) as per Manampa/Nupw Rates (Without Food) (Factory Workers) 18.50 PD Without Food | | | |

SEMI - SKILLED WORKERS

| Country | With Food | With Out Food | Currency |
|--------------|-----------|---------------|---------------|
| Saudi Arabia | 800 | 1000 | Saudi Rial |
| Bahrain | 65 | 80 | Bahrain Dinar |
| Kuwait | 55 | 65 | Kuwait Dinar |
| Libya | 85 | 100 | Libyan Dinar |
| Oman | 60 | 75 | Oman Rial |
| Qatar | 650 | 800 | Qatar Rial |
| UAE | 600 | 750 | UAE Dirham |
| Malaysia | | 200 | USD |

- ❖ For highly skilled workers and professional candidate's remuneration may be fixed as per valued employers existing/prevaling rules and regulations.

Demand Letters Issued by Foreign Employers in Favor of Uniglobe Human Resource Management



11 JAN 2021

MEMORY OF UNDERSTANDING

This Memory of Understanding held between **NAS Manpower Company** represented by Mr. **Mohammad A. Al-Ghamlas** (First Party) and **Uniglobe Human Resource Management Licence no – 1208** represented by Mr. **Mukhtar HUSSAIN Choudhry** (Second Party), both parties agreed on the following terms and conditions:

1. First party will provide Iqama and medical insurance for the employees.
2. Second party commits to provide general labors (cleaners, loading & unloading and other positions on the same level) from Bangladesh on total salary of 800 SR and age below 38 years.
3. Second party agreed to extend the probation Period to Six Months as Labor office new rule.
4. In case of the Failure in completing the work contract period due to (escaping, resignation, work refusal, Medical Unfit, Any Termination Related To Article 80 of Saudi Labor Law and any other conditions) the second party will pay the expenses as following:
 - 4.1 Immigration fees, total of 1250 SR per a year for each employee (650 Iqama+600 insurance fees).
 - 4.2 Card of the Labor Office fees, the fees changes as per each year for each employee as following:
 - In 2020 the fee is 9600 SR.
 - In Case of the employee fails to pay the full settlement amount, second party will cover the remaining amount.
5. This Memory of Understanding is valid for one year starting from 11-Jan-2021.

First Party
NAS Manpower Company

Mohammad A. Al-Ghamlas, CEO

Second Party

Uniglobe Human Resource Management Licence no – 1208

Mukhtar HUSSAIN Choudhry, Managing Director



Fax: 011 412 2 112
C.C 31139

Call Center : 9 2 0 0 0 7 4 8
E-mail: info@naas.com.sa
www.naas.com.sa

شركة ناس للإستقدام
Nas Manpower Solutions Co.
Head Office: Riyadh, SA

Demand Letters Issued by Foreign Employers in Favor of Uniglobe Human Resource Management

SAFIN COMPANY
For contracting
C.R : 1010696579



شركة صافين
للمقاولات
س.ت : ١٠١٠٦٩٦٥٧٩

Dated : 24 October, 2022

To : Uniglobe Human Resource Management Licence No. RL 1208
Paltan China Town, Level # 12 Road, Naya Paltan, Dhaka 1000, Bangladesh

PROPOSAL/ DEMAND LETTER

Please arrange to recruit the following personnel on the terms & conditions given below against our Visa No.

| POSITITON | REQUIREMENTS | EXPERIENCE | SALARY |
|-------------------------------|--------------|--|--------------------------|
| | | | (BASIC+FOOD) |
| SKILLED AND UNSKILLED WORKERS | 10 | Skilled : Min 3/5 years Experience in Building construction workers. | SKILLED :(1200 +300) SR |
| | | Unskilled : Age not more than 35 and able to work open at open space | UNSKILLED : (1000 + 300) |

Other Facilities

- A. Housing : Provided by Company
- B. Transportation : Provided by Company
- C. Contract Period : 2 Years
- D. Annual Leave : After 2 years (successfully completing the contract period).
- E. Duty : 10 Hrs per day, 6 days in a week.

Looking forward to see you at Shorika Safin (Anwar group of Company) Company Ltd.

Sincerely yours,

General Manager
Safin Company Ltd



Demand Letters Issued by Foreign Employers in Favor of Uniglobe Human Resource Management



شركة بنيان للصناعة
Bunyan Industrial Company O.P.C

Date: 30/03/2022

DEMAND LETTER

UNIGLOBE HUMAN RESOURCE MANAGEMENT

License No. RL-1208

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

Visa No.: 1302500798

Date of issue: 1443/05/02 H

With following Category:

| Category | No | Monthly Salary | Allowance |
|----------|----|----------------|-----------|
| Labor | 10 | 800 SR | 400 SR |

Terms & Conditions

Food: Free

Accommodation, Water, Electricity and Gas stove : Free

Medical, Transportation : Free

Visa & Air fares: Free

Vacation per every 2 years: 42 days

Working hours: 10 hours daily & 6 days a week.

Period of contract: 2 years

All other terms & conditions as per Saudi Labor Laws.

Thanking you,

Bunyan Industrial Co.

Mr. Zhang Jing Song

General Manager



Kingdom of Saudi Arabia - Alkharj - P.O : 13518

Commercial Record No. : 1011146700

Email : bunyanfactory@gmail.com

خطاب طلب

يوني غلوب هيومن ريسورس مينجمنت

ترخيص رقم: RL-1208

نرجو التكرم بإرسال المتقدمين حسب الشروط والمواصفات الآتية وبموجب التأشيرة.

رقم التأشيرة: 1302500798

التاريخ: 1443/05/02 هـ

بالمهين التالية

| المهنة | العدد | الراتب الشهري | بدلات |
|--------|-------|---------------|----------|
| عامل | 10 | 800 ريال | 400 ريال |

الشروط والمواصفات:

الأعاشة: مجاناً

السكن: مجاناً

العلاج، المواصلات: مجاناً

تأشيرة وتذاكر السفر نهاية العقد: مجاناً

الإجازة بكل سنتين: 42 يوماً

ساعات العمل: (10) عشر ساعات يومياً وستة (6) أيام في الأسبوع

مدة العقد: 2 سنة

وجميع الشروط الأخرى طبقاً لقوانين المملكة العربية السعودية.

ولكم جزيل الشكر،،،

شركة بنيان للصناعة

المدير العام

جينسونق جانق



Demand Letters Issued by Foreign Employers in Favor of Uniglobe Human Resource Management



شركة بنيان للصناعة
Bunyan Industrial Company O.P.C

Date: 30/03/2022

Power of Attorney

خطاب توكيل

Know all men by these present that we, **Bunyan Industrial Co, Riyadh, K.S.A** do hereby appoint **UNIGLOBE HUMAN RESOURCE MANAGEMENT with License No. RL-1208, Bangladesh** to be our lawful attorney and agent to handle all necessary work involve including deposit of registration fees etc. with the emigrant Govt. of Bangladesh signing all documents for their passport & passage.

ليكون معلوما للجميع بأننا/ شركة بنيان للصناعة، الرياض، المملكة العربية السعودية، لقد فوضنا بوني غلوب هيومن ريسورس مينجمنت رقم: RL-1208، بنغلادش، قمنا بتعيينهم وكلاء شرعيين لنا يقوموا نيابة عنا إكمال جميع الامور المتعلقة بالاستخدام إضافة الى دفع رسوم التسجيل وغيرها وتكلمة الاجراءات الرسمية من دولة بنغلادش والتوقيع على جميع الوثائق المطلوبة والتي تخص الاستخدام.

This power of attorney is valid for the recruitment of (10) labors from Bangladesh under our block visas

ان هذا التوكيل صالح لاستخدام (10) بمهنة عامل من دولة بنغلادش وبموجب التأشيرة.

Visa No.: 1302500798
Date of issue: 1443/05/02 H

رقم التأشيرة: 1302500798
التاريخ: 1443/05/02 هـ

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

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

ولكم جزيل الشكر،،،

Thanking you,

شركة بنيان للصناعة

Bunyan Industrial Co.

Mr. Zhang Jing Song
General Manager

المدير العام
جينسونج جانق



Kingdom of Saudi Arabia - Alkharj - P.O : 13518
Commercial Record No. : 1011146700

المملكة العربية السعودية - الحرج - صندوق بريد: 13518
سجل تجاري رقم: 1011146700

Email : bunyanfactory@gmail.com

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RSD ENTERPRISE SDN.BHD.553259-P
No.18-2B, JALAN SURIA SETAPAK,
TAMAN SURIA, SETAPAK
53000 KUALA LUMPUR, W.P.
+60192545953
E mail: crao@rsdengineerings.com

Date: 21 JUNE 2019

Our ref: rsd/electronic demand/ uniglobal/RL1208/001

M/S. UNIGLOBE HUMAN RESOURCE MANAGEMENT

RECRUITING LICENCE : No.RL-1208
126,MOTIJHEEL C/A (3RD FLOOR)
DHAKA 1000,BANGLADESH

Attention : **MR.MUKTAR HOSSAIN CHOWDHURY**
MANAGING DIRECTOR
C/O MR.ARIFF (JOHOR BAHRU)

Dear Sir,

RE: DEMAND LETTER FOR RECRUITMENT MALE BANGLADESH GENERAL WORKERS

With reference to the above caption, we are pleased to engage your Company for the above mentioned workers to be deployed in RSD ENTERPRISE SDN.BHD, Malaysia. The terms and conditions of our requirement are stipulated hereunder:

Our recruitment/employment terms and conditions are as follows:

- | | | |
|----------|----------------------------------|--|
| 1 | Number of workers | : 200 FACTORY WORKERS |
| 2 | Job category /Basic Salary Scale | : ELECTRONIC COMPONENT PRODUCTION RM1100.00 per/month/8hrs per day/26 days mth. |
| 3 | Age | : 20 to 35 years of age (Medically/Physically Fit) (Basic English) |
| 4 | Contract period | : 3 YEARS (IMMIGRATION POLICY) |
| 5 | Insurance | : shall be provided by the Employer according to Labor Law |
| 6. | Working days | : 6 days a week / Rotating Shift |
| 7. | Off day | : 1 day a week (scheduled) |
| 8. | Working Hours | : 8 Hours per day (excluding meal break time) |
| 9. | Overtime | : 1.5 Normal Day & 2.0 Sun / Public Holiday) |

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10. Accommodation : The employer provide accommodation Limited with free water and electricity
11. Transportation : Shall be provided free by the employer
12. AIR TICKET : SELF

13. RESTRICTION

- I. That the Employee Shall not marry any Malaysian and shall not participate in any political activities and activities of those connected with Trade Union in Malaysia.
- II. That the Employee shall not change his employment during the contract period and shall not involve in business activities.
- III. That if the employee is found creating social problems and or engaged in any subversive or criminal activities. .

14. TERMINATION OF SERVICE

The Employer may terminate the services of the Employee without notice if the Employee:

- a) willfully works with another organization, abscond
- b) willfully disobeys and protest lawful orders from his superiors regards to his duties and is late to work repeatedly after 3 written warnings
- c) involves in illegal and illicit activities, drugs or any other activity that violates the Laws of Malaysia
- d) ABSENT from work 3 days and more in a month / 5 days in 12 months.
- e) TERMINATION FOR any of the above shall be immediate effect and will be repatriated to country of origin on own expense.
- f) PENALTY of RM5000.00 for TERMINATION DUE TO Clause 14. (Security Bond)

14. SICK LEAVE -

- a. Medical Leave paid for normal illness
- b. Dental shall be at employee cost and leave not paid
- c. Major illness shall be sent back country of origin

16. Other terms and conditions:

17. The Company shall pay the Salary between 7th TO 10th day of each month
18. Other terms and conditions favorable to both parties not covered herein and which are Provided by the laws of the country Malaysia shall apply and shall be the part of the contract.

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19. **Appreciation and Recognition**

- a) Upon successful completion of the Contract without discipline record, Employer shall award Certificate of Completion, Testimonial.
- b) Employees with good work aptitude shall be provided with skills upgrading courses and Skills Certificate issued.

In witness where of the parties have here unto voluntarily signed individually their respective names below with full understanding of the terms and conditions spelt in this Demand Letter. on this..... **2019.**

Kindly arrange to recruit the above mentioned categories as stated in the letter of Demand.

Thank you,
Yours truly,

RSD ENTERPRISE SDN. BHD.
(Co. No. 563286-P)

Authorized Signature

RAMAKRISHNA RAO CHAMASALAM
MANAGING DIRECTOR

.....
TO WHOM IT MAY CONCERN

**TO : RSD ENTERPRISE SDN.BHD.
MANAGING DIRECTOR - MR.RAMAKRISHNA RAO CHAMASALAM.**

UNDERTAKING BY RECRUITING AGENCY LICENSEE / POWER OF ATTORNEY HOLDER.

WE hereby understand and the above Demand Letter constitutes for RECRUITMENT/SUPPLY OF

- 1. 200 FACTORY WORKERS
- 2. ELECTRONIC COMPONENT PRODUCTION
- 3. RM1100.00 per/month/8hrs per day/26 days mth.
- 4. Other Terms clearly spelt from Item 1 to 19 in the Demand Letter

We the under signed fully understand and Agree to the above terms and Conditions mentioned in the demand letter and shall diligently fulfill the Recruitment and Supply.

NAME :
LICENCE No. :
Address (stamp) :

Witness:

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