

বাংলাদেশ হাই কমিশন, সিঙ্গাপুর
গণপ্রজাতন্ত্রী বাংলাদেশ
জিট পো ভবন # ০৪-০০ ও ১০-০০
১৯, কেপেল রোড, সিঙ্গাপুর ০৮৯০৫৮
ফোনঃ (৬৫) ৬২৫৫ ০০৭৫, ফ্যাক্সঃ (৬৫) ৬২৫৫ ১৮২৪
ইমেইলঃ mission.singapore@mofa.gov.bd



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People's Republic of Bangladesh
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GENERAL GUIDELINES FOR IPA ATTESTATION AND VERIFICATION

1. IPA Attestation is a **walk-in service** at Bangladesh High Commission in Singapore. No Prior appointment is required. However, the service is provided only on working days between **10:00 - 13:00 O'clock** at IPA Counter, Level-04, BDHC
2. There will be two lines of services:
 - a) For the Employer/Managing Director/Owner of the Company (an ID verification will be required and please provide a photocopy of your ID)
 - b) For the Employer's representative/agent (authorised by the Employer/Director/Manager of HR Department/ Responsible official of the employee's company)
3. For attestation application, the following documents are required:
 - a) IPAs (**2nd page /Data page of IPA** of the Employee) – **2 copies**
 - b) **Authorization Letter (1 copy)** - a representative from the recruiting company/ employer/agency need to submit an authorization letter signed by the Employer/ Director/Manager of the HR Dept. of the Employee's Company (pls find the sample copy to this mission's website). But such documents are not mandatory for the Company Owner/ Managing Director himself.
 - c) **Passport Copy** of the employee – **1 copy**
 - d) Incomplete application may incur delays and increase processing time.
4. A representative from the Recruiting Agency is requested to carry the mandatory '*authorisation form*' from the Employer/ Director/Responsible official/Manager, HR Department of the Employee's Company.
5. The fee for attestation remains as **SGD 12.00** per IPA and is payable (non-refundable) on spot through **NETS**. There will be **no cash transaction** facility for this service.
6. Please ensure to collect your submitted documents, stamped (attested) received copies and a receipt of your payment before leaving the service counter unless otherwise kept for further verification.
7. Bangladesh High Commission in Singapore reserves the right to deny attestation based on minimum wage set by the Bangladesh Government (which can be accessed at the service counter), reputation of the company/ employer/ agent or can hold documents for further verification according to law and rules of Bangladesh Government for better interest of the nation and its citizens. But in such cases, Companies/ Employers/ Agencies will be guided further about the next steps or improvement avenues.

8. Once the attestation application is done, kindly wait until the list of attested IPAs for the correspondent date is published in our website (<https://singapore.mofa.gov.bd/>). It generally takes 08 to 10 business days for verification and backend works. It is recommended to allow an ample span of time for this verification, attestation and collection of BMET Card from concerned Office in Bangladesh as you purchase an air ticket.
9. As the IPA Attestation is being updated and uploaded according to attested numbers (first come first served basis as and when attestation is done), there is no point in sending emails or making phone calls for a quicker upload.
10. Revised IPAs may be uploaded due to incomplete documentations, typos, misspelled name etc. To get this service, please notify us through the provided emails with proof of documents.
11. The High Commission will provide **120 queues** at maximum each day. Each service recipient is allowed to submit up to 10 IPAs per queue. If you are planning to bring a bulk (more than 10 IPAs), kindly give us an intimation through the following emails and wait for a reply:
 - singaporelabourwing@yahoo.com.sg,
 - fslbdhcs@gmail.com or,
 - counselorsg@probashi.gov.bd
12. The High Commission of Bangladesh values our staff and is fully committed to serve the people who want services from us. Accordingly, the High Commission of Bangladesh reserves the right to protect our staff from any verbal or physical abuse.
13. This is for your kind information that, the existing IPA Attestation system is under a process of automation by the Government of Bangladesh. After successful piloting and implementation of the proposed *IPA Attestation Software* any agency or employer can complete the task at home/office within a few minutes and approaching to the High Commission will not be necessary. Until then you all are kindly requested to have patience.
14. The High Commission of Bangladesh reserves the rights to update and change the modalities of this IPA Attestation Application and verification process at any time for the betterment of its citizens. This directive is being published with the kind consent of the higher authority.


19.07.2024
SM Abdullah Al Mamun
Counsellor (L&W)