



High Commission of Bangladesh

Male', Maldives

Labour Welfare Wing

Documents required for Demand Letter Attestation:

- A. Covering letter addressed to the High Commissioner in Company's Letter Head
- B. **Demand Letter**
- C. Copy of Agreement between Bangladeshi Agency and Company/ Maldivian Agency;
- D. Power of Attorney;
- E. Copy of the Government approved recruiting trade license of the concerned agencies;
- F. Specimen Employment Contract;
- G. Certificate of Registration of the Company;
- H. Approval of Quota issued by concerned authority.
- I. Copy of Contract/agreement between the company and recruiting agency of Bangladesh
- J. Photographs of the accommodation of the employees

USD 125/- will be charged for individual Demand Letter attestation

Also Please note that, the Embassy of Bangladesh, Male', Maldives will attest the **Demand Letter** subject to the acceptance of the following conditions by the Employer:

1. **Passport of the Employee shall not be retained by the Company;**
2. In case of Death of the Employee, the Company shall repatriate the mortal remains to Bangladesh at the Company's cost;
3. **Work Visa Card** should be renewed by the Company well in time;
4. **Demand Letter** should include the Date, Address of the Bangladeshi Agent, Job Category, Number of Vacancies, Minimum Basic Salary, Contract Duration, Probation Period, Working Hours, Accommodation, Food, Transportation, Joining and Returning Air Ticket, Overtime, Medical Benefits, Other Benefits, Terms and conditions of employment etc. in a printed Letter Head of the Maldivian Agency/ Company;
5. **Salary:** Minimum basic salary should not be less than **\$250 USD** while company bears the food and accommodation.

Any inquiries please contact: +9603320859, +9603027960, +9603027961-62

