

(Letter Head)

Date:

Reference No:

Bangladeshi Agency Name:

Licence No:

Address:

Sample Demand Letter

With reference to our Power of Attorney executed by us in your favor, we request you to select and recruit the following categories of personnel as per the below mentioned terms and conditions.

SL No.	Category	Qty	Basic Salary (USD)
01.	General Labour	150	250
02.	Structural- Metal Preparers and Erectors	10	300
03.	Carpenter	20	300
05.	Interpreter	3	1000
06	Mason Stucco	10	300
07.	Electrician	10	350
08.	Plumber	10	300
09.	Truck Driver	2	350
10.	Kitchen Assistant	5	300
11.			
12.			
13.			
Total			

Terms and Conditions

1. Work Site : X site In Hulumale'
2. Working Hours week : 8 hrs per day/ 48 hours per week/ 6 days a
3. Transportation : Company will Provide
4. Accommodation :Company will provide free sharing accommodation
5. Food : Provided by the company- free
6. Medical : Company will provide- on the site
7. Overtime : Normal working days is 1.25* basic salary of the
employee public holidays (Fridays) 1.5* basic salary of

- the employee
8. Contract Terms : One year/ two/ three- renewable/ permanent
9. Annual Vacation/Leave Days : Upon completion of each year of service a paid
vacation
of 30 days
10. Resident Permit : Provided by the company free of cost
11. Air Ticket : After completing of contract, Air Ticket will be
provided by the company
12. Sick Leave : Each employee is entitled to 30 days paid sick
leave per
year (Provided the employee has necessary
medical
certificate starting medical condition)
13. Death of an Employment : In case of death the employee or employees
during the
contract period the employer shall agree
repatriation of the remaining of the deceased
along with the personal effects and savings on
the expense of the employer- Compensation due
to work relate injury/ disability; as per insurance
coverage set by company policy, each employee
will be covered for work related
injuries/disability while under employment of
the company.
:
14. Compensation due to work related : As per insurance coverage set by policy,
Injury/ disability Each employee will be covered for work related
injuries/ disability while under employment of
the company.

Kindly arrange to recruit the above mentioned categories at your earliest.

The terms and conditions for those selected for appointment will be the same as attached Employment Agreement Conditions herewith.

Signed for and on behalf of

Name & Date:

Designation:

Company address

Company seal

Date:

Reference No:

Sample Power of Attorney

Known All Men by These Present That We [**Maldivian Company/Agency Name**]

[**Maldivian Company/Agency Address**], do hereby appoint- [**Bangladeshi Recruitment Agency Name and Address**], holding [**Recruiting License No.**] to be our true and lawful Attorney and Recruiting Agent in Bangladesh to do the following acts, deeds and things o our behalf.

1. To recruit for us the best possible personnel as per our requirement and to process all formalities relating to recruitment of various categories of Bangladesh nationality.
2. To obtain clearance of the selected personnel from the Ministries, government departments and embassies concerned.
3. To conduct and arrange trade tests and medical check-up, etc.
4. To execute the Employment Contract between the company and the workers.

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 rectify and confirm whatever the said Recruiting Agent shall lawfully do by virtue of the aforesaid delegation.

In witness whereof we have executed this instrument at Maldives [Date]

Signed for and on behalf of

[**Maldivian Company/ Agency Name & Date**]

Name & Date:

Designation:

Company address

Company seal