



High Commission for the People's Republic of Bangladesh
No. 5B & 5C (Lot No.9 & 10), Jalan Sultan Yahya Petra
54100 Kuala Lumpur, Malaysia.

Ref. No.49.01.6001.006.20.080.2022

Dated: 09.06.2023

Circular

This is to inform that as per the latest guidance of the Ministry of Expatriates Welfare and Overseas Employment of Bangladesh, the prospective Malaysia employers of Bangladeshi workers has to submit a commitment letter to the High Commission of Bangladesh, duly notarized and attested by the Ministry of Foreign Affairs of Malaysia, as per the attached prescribed format.

All concerned are requested to submit the aforementioned commitment letter to complete the attestation process in a timely manner.

Badat
Md. Nazmus Sadat Salim *9.6.2023*
Minister (Labour)

Telephone (PABX) 603-2604 0946 / 48 / 49, Fax: 603-2604 0936 & 2604 0934

E-mail: <mission.kualalumpur@mofa.gov.bd>

Website: www.bangladesh-highcomkl.com

MKLLW - 2954

(On Company's Letter Head)

To
Bangladesh High Commission
No-5 B & C, (Lot 9 & 10) Jalan Sultan Yahya Petra,
54100 Kuala Lumpur.
Kind Attention: Minister (Labour)

Subject: Letter of Guarantee / Undertaking.

Dear Sir,

I, the undersigned, owner / managing director of company located at would like to inform you that our company has obtained an allocation for workers under reference..... from the Government of Malaysia. We have submitted all requisite documents to the High Commission for attestation on and waiting for its approval.

Kindly note that our company / factory requires the workers soon as the company is suffering from shortage of workers for quite long time. In this respect, we would like to furnish the following commitments to the High Commission;

- The company has sufficient works for the allocated workers.
- They would be properly received by the authorized representative of the company / factory upon their arrival at KLIA.
- As soon as we received flight information from panel BRA, we shall confirm on their reception through official e-mail without delay.
- All of them will be provided with good accommodation by the company.
- They will be engaged in their respective work immediately after arrival in Malaysia upon completion of usual procedures.
- No workers will have to sit idle without work upon their arrival.
- The company will make their monthly salary regularly.
- The company will take every care for the worker as per the law, rules and regulation of the Government of Malaysia and also comply with the terms of employment contract.

We shall abide by the above commitments in good faith and any violation of the above commitments may be brought to the concerned authority in Malaysia for its remedy.

In view of the above we urge the esteemed High Commission of Bangladesh to kindly approved our application of the above mentioned reference and arrange its attestation at an earlier date.

Looking forward to your kind cooperation and consideration on our request.

Yours sincerely / faithfully,

.....

Managing Director/ Proprietor

