

Special Power of Attorney

We are a sustained effort for General Contracting,
that we have given here

Brothers/ Company: **M/S Jharna Zia Associates**

The object is entitled:

Business Address:

B-162-163, Gulshan Shopping Center
(2nd Floor), Gulshan-01
Dhaka, Bangladesh.

License No. RL-1120

Our agent in Bangladesh has been tasked to bring in the number of (.....) and hiring on our part and have the right to conduct the necessary inspection and signing of documents related to this issue for the benefit of our company and in coordination with The, in issuing visas for them.

**We appreciate your efforts and your cooperation.
Peace be upon you**

Commissioner of the Company

Demand Letter

M/S Jharna Zia Associates

License No. RL-1120
B-162-163, Gulshan Shopping Center
(2nd Floor), Gulshan-01
Dhaka, Bangladesh.

Please arrange to recruit the following house maids as per the terms and conditions give below. The consul general, The, Dhaka, Bangladesh will be arranged to send you.

Trade and Numbers of workers required:

Sl. No	Category	Person	Basic Salary
01	Steel Fixer		
02	Carpenter		
03	Technician Mason		
04	Plumber		
05	Electrician		

Terms & Conditions:

01. Employment Period : 02 (Two) years and renewable
02. Working Hours : 08 Hours per day, 06 days in a week
03. Overtime allowance : The employee shall be entitled to overtime allowance whenever overtime works is done (Normal days: 150%, Holiday: 200%.
04. Air ticket : Joining air ticket (Dhaka-)
and after completion of contract, return ticket
(..... to Dhaka) Shall be provided by the
company.
05. Food : Daily 3 meals to be provided by the employer
free of cost.
06. Medical benefits : Free emergency medical facilities will be provided
by Employer to Employee.

07. Accommodation & Local Transportation : Suitable accommodation with necessary facilities and transportation to be provided by the employer free of cost.
08. Local tax & other duties : All taxes and insurance premium will be paid by the company.
09. Holiday : One day in a week (Normally Friday).
10. Annual Leave : After 02 years completion of the contract, 0 days leave with pay and round trip air tickets will be provided by the company in case of future renewal and every two years thereafter, but in case of final exit, employer will provide only return ticket. Termination of the contract by the employee himself before 3 years, the employer will not provide air ticket.
11. Company shall provide workers with residence visas within 3 months after their entry.
12. Others : If anything is not mentioned here will be set let as per labor law.
13. Security : All kinds of security arrangement.

The above manpower will be recruited only subject to visas availability. All other benefits will be in accordance with Labor law.

Years Faithfully

Employment Contract

This employment contract signed between M/S: Co.
Represented by Its General Manager, Company Address: and
Name: Son of
Nationality: Passport No:.....
Job Trade: (as hereinafter known as Employee).

Terms & Conditions of employment contract:

1. Monthly Basic Salary :
2. Employment period would be for 02 years and renewable upon mutual agreement.
3. Employer will provide joining ticket for employee from Dhaka to
4. Period of contract : 3 years
5. Probation Period : 60 days
6. If employee wants to terminate his contract before completion of contract period, Employer will be responsibility for his air ticket.
7. Employer will provide accommodation and 3 times meal everyday to employee free of cost.
8. Employer will provide all necessary safety equipment (dress, boot, helmet, gloves, etc).
9. Free emergency medical facilities will be provided by Employer.
10. All taxes and insurance premium for employee will be provided by Employer.
11. Daily work hours would be 8 hours (excluding lunch and prayer time).
12. Overtime work payment would be 150%, on normal working day and 200% on holiday.
13. There would be one day weekly holiday normally Friday.
14. After 2 years completion of the contract, 60 days leave with pay and round trip Air ticket will be provided by the Employer in case of future renewal and every two years thereafter, but in case of final exit, Employer will provide only return ticket.

15. Employee will follow the company rules and regulation and also shall obey the law of
16. In case of any misconduct by Employee, Employer will have the right to take necessary action against the Employee.
17. In case of death of Employee, Employer will send the dead body to Bangladesh at Employer's cost death compensation would be as per Labor law.
18. If employee disappears from company without permission from Employer and gets arrested by police necessary action would be as per labor law.
19. In case of completion of project of employer before completion of contract period, employer may terminate the contract and send employee back to Bangladesh at employer's cost or may arrange alternate job in different project/ company.
20. Other terms and conditions not specified in the contract will be as per Labor law.
21. Any dispute related to this contract will be resolved by mutual discussion but in case of failure, either party will have the right to go to concern authority.

Signature of Employment

Signature of Employee