S.M. AROMA INTERNATIONAL

Govt. approved Manpower recruiting license no. RL-679

S.M. AROMA INTERNATIONAL



Map of Bangladesh

S.M. AROMA INTERNATIONAL

National Martyrs' Memorial



S.M. AROMA INTERNATIONAL

Royal Bengal Tiger

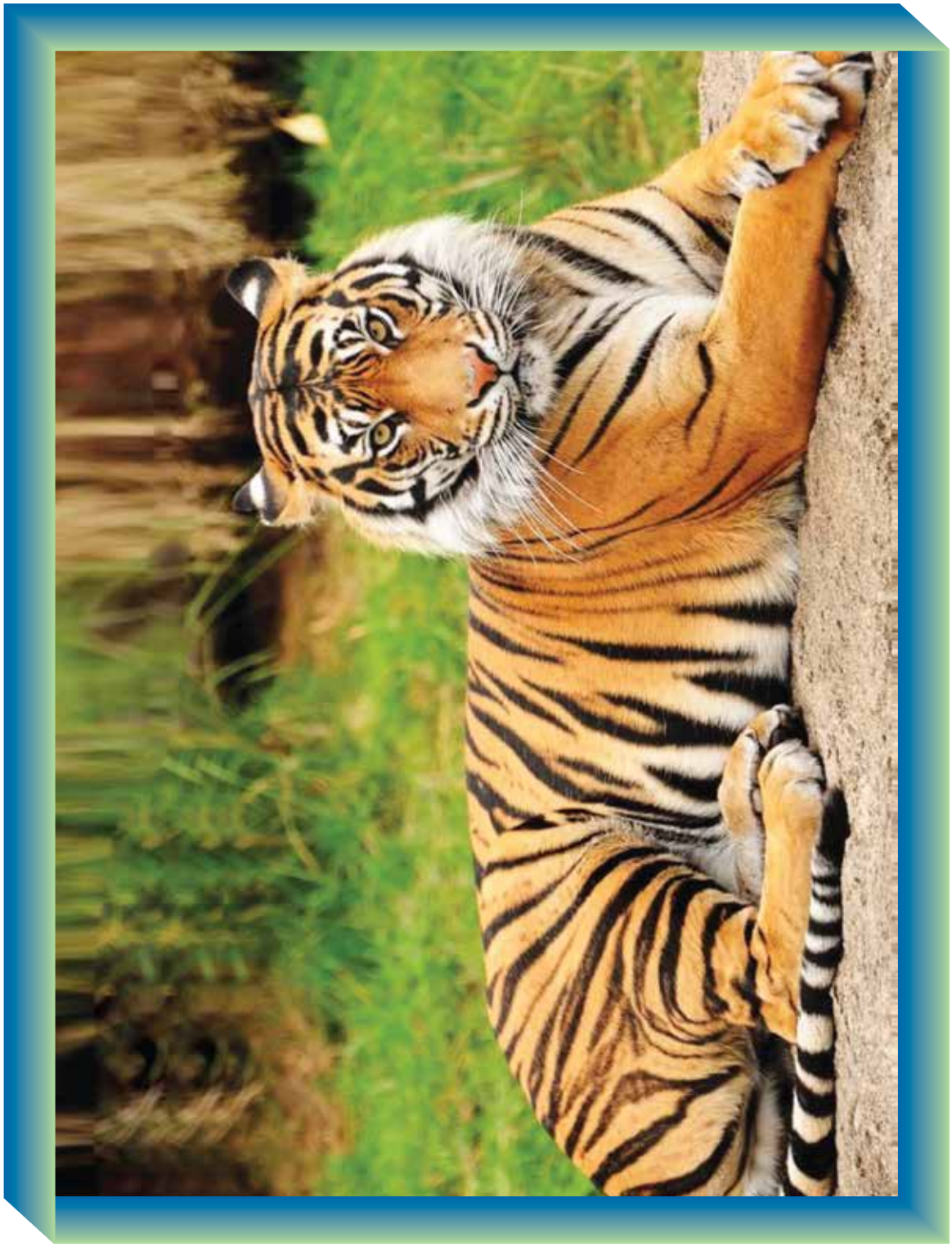


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Message From CEO

Mohammed Solaiman Chowdhury



It is my immense pleasure to convey a few words to our overseas clients, partners, and well-wishers in home and abroad. I would like to inform you that S.M. AROMA INTERNATIONAL is a private company incorporated and registered in Bangladesh. S.M. AROMA INTERNATIONAL has obtained Manpower Expatriates Welfare and Overseas Employment of Bangladesh in 1993.

Since its inception, is equipped with group of professional and knowledgeable management team and associated office staffs. The concerned officials of are highly educated and experience in manpower recruitment and export and they have proved their level of efficiency by providing quality services to its wider Client base. From its early days of operation, is exporting both skilled and semi-skilled manpower to KSA, Qatar, Malaysia, Huwait, Singapore and other Middle East countries very successfully. The professional and knowledgeable office staffs of are continuously providing their unfaltering attention oad care to its client and business partners. ***Commitment and quality services for the clients and partners are the key success factors for S.M. AROMA INTERNATIONAL.***

As you are aware that Bangladesh is a country of opportunity for sourcing skilled, semi-skilled and unskilled Manpower for labour markets of Malaysia, Middle East, EU and other developed nations who are looking for workers in some specialized labour-intensive job categories. Bangladeshi workers have also the overseas employers.

S.M. AROMA INTERNATIONAL is Very Keen to recruit person for the right position as to deliver right services by the employees for the employer. We provide the one stop service for manpower recruitment by rendering medical service, Air ticketing, Training. S.M. AROMA INTERNATIONAL maintains the low migration cost to satisfy our Customers and our overseas business partners. During Training Session we brief about the concerned countries cultries culture, law, values, rules, norms etc.

I would like to extend thanks and gratiutes to our valued clients, partners and well-wishers for trusting us and helping us to grow with them.

Organization Overview

Experience:

15 years experience in manpower recruiting, recruitment consultancy, training and other relevant fields. Also Expeienced is Conducting Internatinal Air Ticketing.

Mission:

S.M. AROMA INTERNATIONAL aspires to be one of the leading International S.M. AROMA INTERNATIONAL Exporters of Bangladesh by creating more overseas employment opportunities for Bangladeshi workers and to produce skilled manpower by imparting proper training. it also wants to contribute the development of Bangladesh by earning foreign currency through overseas workers. S.M. AROMA INTERNATIONAL is committed to ensure the rights of workers and to serve the inerest of employers.

Vision:

To create more job opportunities for Bangladeshi workers abroad and help overseas employers to grow by employing hard-working and dedicated Bangladeshi workers.

Services:

Export S.M. AROMA INTERNATIONAL, Conduting Technical training & Testing, Visa services, Medical Check up arrangement, Ticketing, Travel Counseling.

Export Market:

S.M. AROMA INTERNATIONAL is currently exporting Human resources to KSA, Malaysia, Qatar, UAE, Kuwait, Libya, Singapore and other part of the Middle East and also trying to explore manpower market of other parts of the world within the rules and regulation of Government of Bangladesh.

S.M. AROMA INTERNATIONAL

Paltan China Town:
Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road
Paltan, Dhaka-1000, Bangladesh.
Phone : +88 02-222225388, +88 01815-007284
E-mail: sm.aroma679@gmail.com

at glance

Our Team:

Key Management : 02 Person
Marketing : 05 Person
Training : 05 Person
Accounts : 02 Person
Executives : 06 Person

Legal Information:

Type of Ownership : Partnership
Trade Licence Number : 02051047
Recruiting License Number : RL-1418
Tin Number : 343867679719

Our Banking Partners:

Islami Bank Bangladesh Ltd.
IFIC Bank Ltd.
Brac Bank Ltd.
Sonali Bank Ltd.

Our Membership:

1. BAIRA (Bangladesh Associaton of International Recruiting Agencies)
2. ATAB (Association of Travel Agents of Bangladesh)
3. IATA (Internatonal Air Transport Association)
4. DCCI (Dhaka Chamber of Commerce Industries)

Our sister Concerns

01. AROMA Tours & Travels *(Travel Agency)*

02. S.M. AROMA INTERNATIONAL *(Recruiting Agency)*

Organogram

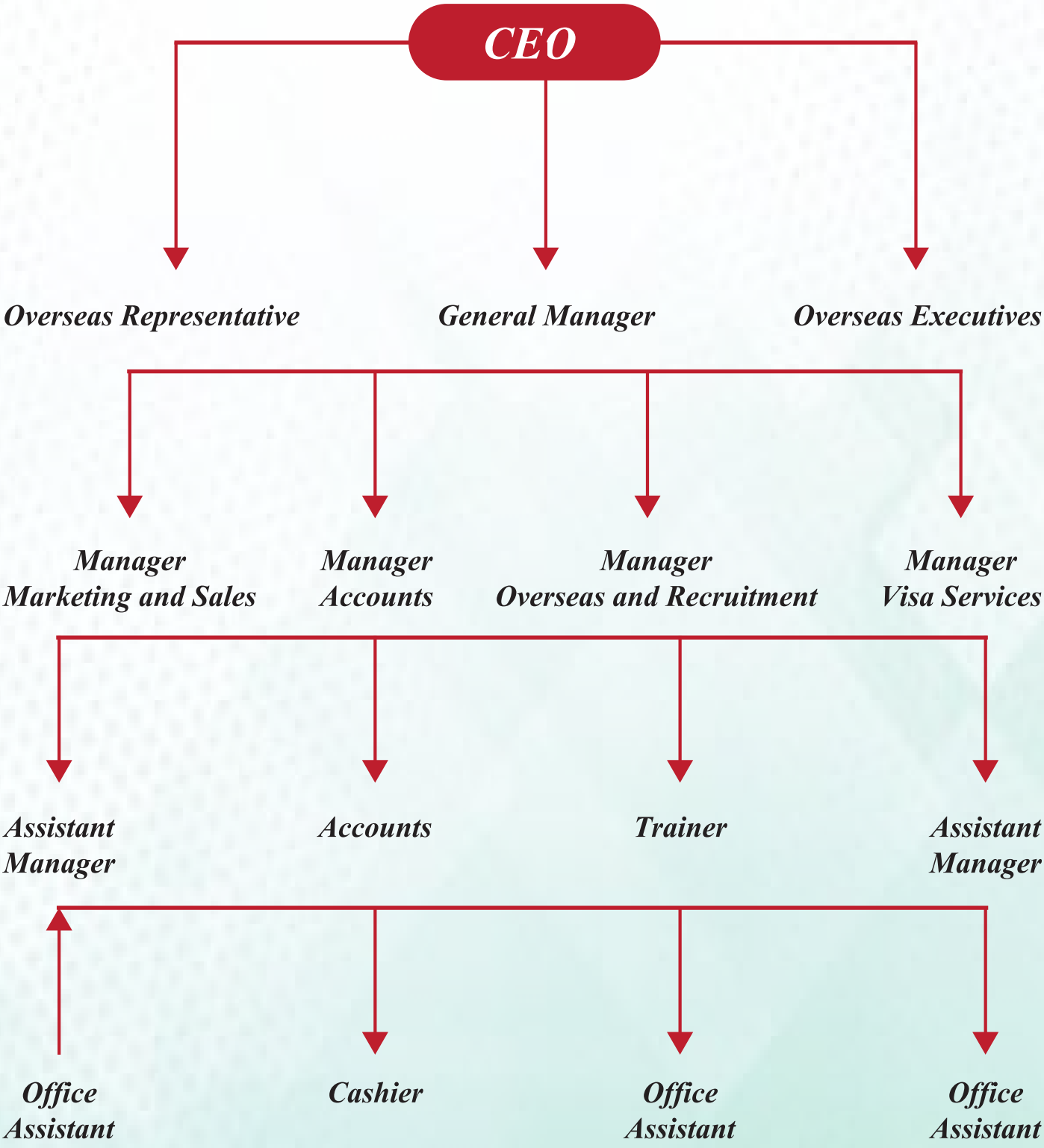

CEO
Overseas Representative
General Manager
Overseas Executives
Manager Marketing and Sales
Manager Accounts
Manager Overseas and Recruitment
Manager Visa Services
Assistant Manager
Accounts
Trainer
Assistant Manager
Office Assistant
Cashier
Office Assistant
Office Assistant

Photo Gallery of Managment Team



Mohammed Solaiman Chowdhury
CEO



Md. Anisur Rahman



Md. Sarwar Hossain



Md. Somrat Sarker



Abu Nayem



Mohammad Zafar Ullah



Mahmudul Hasan



Md. Abdur Rahman



Helal Miah



Razib Hossain

Photo Gallery









Photo Gallery









WHY BANGLADESH IS A TREASURE OF MANPOWER :

Bangladesh workforces have created a place of eminence in the manpower map of Islamic World such as Saudi Arabia, Gulf region, North Africa and South East Asia. Over half a million workers from Bangladesh are working in the countries of the Islamic world. They have been successfully employed in various jobs ranging from those of the unskilled and skilled workforce to those of sophisticated professionals such as engineers doctors, nurses and teachers and in IT etc. Those qualities emanate from their inheritance of a blend of rich Islamic and Bangladeshi culture and placed them in good stead under most trying circumstances



Bangladesh offers a substantial manpower reserve-skilled, semi-skilled, unskilled, educated and otherwise. The ability of youthful, inexpressive, training and easily trainable labor force permits production at a comparatively low cost, Owing to inadequate employment opportunity in the country, a large number of professionals, technicians and other middle and low skilled workers trained from different universities, colleges, polytechnics and technical training centers are readily available for employment in the industrial sector.



A notable characteristic of the new entrance to the labour market is that most of them are educated, at least up to the lower secondary level. They can, therefore, be easily trained in new techniques and skills. Employers have found Bangladesh workers highly adaptable, productive resourceful and quick to acquire new skills and competitive.



Bangladesh is situated in close proximity to Mid-Eastern countries. It takes about 5 hours flying time from Dhaka to any cities in the mid-eastern countries. Traffic cost is relatively cheaper on an average; one-way air ticket should not cost a worker a sum exceeding US $ 400 for any destination to any Gulf States.



Being a tropical country, our workers are used to work in a hot climate.



Being a Muslim country, each and every worker is fully aware of the custom, tradition and religious aspects of the host countries.











Almost all Bangladeshi workers are capable of reading Arabic and can also communicate very easily in Arabic. In addition, often Bangladeshis also do speak English. Thus communication, which is an integral part of employer-employee relationship, becomes easier and realistic.

Over the years, through their hard work and loyalty they built up an outstanding image that may not be attainable by others. Bangladesh Government, thanks to their Pragmatic and timely decision, considering the present depressed economic conditions prevailing in the mid eastern countries, has significantly reduced the minimum standard wages of the Bangladeshi workers for placement abroad.

Government has set up Multipurpose Vocational Training Institutes at every district. Even, to cope with present demand, with the active support of the Government a large number of Vocational Training Institutes were set up in the private Sector. These Institutes impart the necessary foundation/orientation course, theoretical and practical training helping workers to raise their skills and as such adapting them to the needs of the overseas employers.

As a result of the all out efforts on the part of Bangladesh Government, various agencies involved in the exercise, willful force and dedication of the Bangladeshi work force towards their Job, the whole hearted support by the Government of various brotherly Mid-Eastern Countries and the active support and cooperation of the overseas employees -the seedling has already started bearing fruits, While the overseas employment position in other countries including Philippines, Pakistan, India, Indonesia, Thailand and Srilanka has started declining, thanks to Almighty, we are achieving a faster and steady growth in this arena and the same has also resulted in the manifold increases in the remittance of the wage-earners from abroad. . Bangladesh has now over 2 million working in various countries of which little over 45% alone is in Middle Eastern countries. At this juncture, no country is fortunate to have such a big number working abroad and it will be continue for at least next decade.

DEVELOPMENT AND ORIENTATION OF THE CANDIDATES :



We understand that thousands of workers of different nationalities of the world such as Koreans, Filipinos, Indians, Pakistanis & British are carrying out various types of construction work in Gulf states. During performing duties at job sites together, the workers face many difficulties to understand each other. It is a fact that they are ignorant of the social system, custom, tradition and laws of the country of employment



In order to cope with this situation, we arrange a pre-departure orientation course for the workers for one week in which we discuss in details, all the points of probable difficulties supposed or be faced by the workers. We brief the workers the following points :



(A) Job Description : We explain in detail the job title of the workers along with their related duties, terms and conditions of employment contract clause such as designation, salary, overtime, food, lodging and duration of contract. We also explain to the workers other benefits like severance pay, vocational award, social insurance and its contribution.

(B) Custom, Tradition, Social Rules and Restrictions: It is known that all the Middle-East countries are strict about Islamic principles and do not like any hindrance to local social customs and Islamic rules. Therefore, we brief them as follows:-

Propaganda of religion other than Islam is not allowed. Anti-labour activities, political arguments and gatherings are not allowed. Drinking liquor, gambling and any violence against law are prohibited.

We alert them that the punishment for theft is cutting hand or foot and includes amputation of limbs We acquaint them with such laws as beheading for murder, flogging for minor offense.We also tell them that adultery, rape, prostitution are strictly prohibited. If anybody is found involved, capital punishment may be awarded. Further, taking picture of local women, children, factories and refineries are prohibited.

CATEGORIES OF PERSONNEL AVAILABLE :

Engineering / Construction Group :

* Engineers (Civil/ Electrical / Mechanical / Chemical)
* Surveyors
* Project Manager
* Foreman (Civil / Electrical /Mechanical) + Carpenters (Shuttering /Finishing)
* Mason (Brick Layer/Plasterer/Tile & Marble Fixer)
* Painter (Wall & Furniture)
* Electrician /Electrical Foreman
* Plumber / Welder / Steel Fixer / Pipe Fitter / Scaffolder / Helper & Labour









Security Personnel Group :

* Security Supervisors / Security Guard
*Armed Security in Key Installation & Banks
* Personal Bodyguard
* Petrol Guards
* Security Foreman
* Watchman



Information Technology Group :

* Computer Software/Hardware Engineer "Programmer
* Graphic Designer, Web Page Designer
* 3D Animator & Visual F/X Developer
* Data Entry Operator



Hotel & Catering Staff Group :

* Manager / Asst. Manager / Executive Officer / Public Relation Officer
* Food & Beverage Manager
* Restaurant Captain
*Chef
* Cook (Continental / Chinese / Indian)
* Bakery / Helper
* Waiters / Waitress / Steward " Sales & Marketing Officer
* Accountant & Cashier
* Receptionist
* Bellboy
* Housekeeper / Room Boy
* Cleaner / Dish Washer
* Laundry & Iron Man











Heavy Equipment Operator :

* Drivers / Mechanics Group
* Operator (Shovel / Bulldozer / Grader/ Dumper / Asphalt / Forklift/Tractors/ Power Tiller / Excavator/Crane)
* Driver (Heavy / Light)
* Mechanic (Auto Mechanic / Diesel Mechanic / Heavy Duty Mechanic
*Daintier/ Painter

LOGISTIC OPERATION /ADMINISTRATIVE GROUP :

* Manager/ Marketing Manager/ Sales Manager
* Accountant / Cashier Secretary / Storekeeper /Purchaser
*Computer Operator / Clerk / Typist
* Salesman
* Trolley Boy
* Office Boy
* Patron Maker
* Cutting Master
* Production Manager

GARMENTS :

Sewing Machine Operator
(Specialized)
Ironing Operator
Inspector Sewing & Finishing
Supervisor Sewing & Finishing
Cutter Specialized
Cutter Assistant
Pattern Maker
Pattern Maker Assistant
Line Man
Hand Tag Attacher
Thread Cutter
General Helper
Driver
Cook
Guard







Professional & Other :

Doctor
Nurse (Male / Female)
X-Ray Technician
Medical Worker
Professor
Teacher
Computer Programmer
Operator
Chartered Accountant
Accountant
Accounting Clerk
Storekeeper
Secretary
Clerk
Telex Operator
Tailor
Salesman
Horticulturist
Pest Controller
Gardener





Air Conditioning Group :

* Engineer
* Duct Foreman
* Duct Supervisor
* Duct Technician
* Duct Manufacturer
* Duct Fabricator
* Duct insulator




Unskilled Group :

* General Worker (Industrial)
* Cleaner
* Sweeper

* Agriculture Labour/ Farmer
* Loading And Unloading Worker




S.M. AROMA INTERNATIONAL

Recruitment Service :

Approved by
The Goverment of The People's Republic of Bangladesh

S.M. AROMA INTERNATIONAL is favor o f selecting candidates trought employer's representative in the event that we are entrusted with the responsibilities, we shall certainly ensure proper selection in accordance with the requirements setup by the employers trough our qualified staffs. The serveces of technical institutions will be employed for the purpose of testing highly technical trade.

On behalf of the clients, we also provide with the following Services :

Advertisement in local Newspaper.

Collection of applications.

Conduct interview and trade testing.

Provide medical examination for selected candidates.

Obtain passport, visa, health certificates and other documents.

Obtain necessary permission from Government Agencies.

Conduct orientation for selected candidates.

Travel arrangements.

Other services whice deem necessary to keep the high moral of successful candidates working abroad.

Flow Chart of S.M. AROMA INTERNATIONAL Recruitment Procedure

Demand Letter

Recruitment Permission from Government

Advertisement with Job Specifications

Application

Interview (Viva & Practical)

Primary Selection

Medical Test

Final Selection & Contract Sign

Obtain Visa from Embassy/Immigration

Dispatch permission from BMET

Air Ticket Confirmation

Inform to the Employer

Briefing/Orientation

Dispatch

২১৬৭ 2 2167

Licence Number : RL-0679

Name of the Agency : M/S. AROMA INTERNATIONAL

Please See Page No 11

Business Address : 78, NAYA PALTAN (MOSJID GOLI) SHANJARI TOWER (6TH FLOOR), DHAKA-1000

Please See Page No 10

Name of the Proprietor/ Managing Partner/ Managing Director with Permanent Address : MOHAMMED SOLAIMAN CHOWDHURY VILL- HATBAIR P.O- SEKCHAIL P.S- CHOUDDAGRAM DIST- COMILLA

২১৬৭ 3 2167

RL-0679

Specimen Signature

Section 9 of the Overseas Employment & Migrant Act-2013



This licence is issued under Section 10 of the Emigration Ordinance, 1982 to carry on the business of a recruiting agency. The licence is not transferable nor it shall be used directly or indirectly by any person other than the person in whose favour it is issued.

The Government reserves the right to cancel or to suspend the licence at any time without assigning any reason.

Director General
Bureau of Manpower, Employment and Training
Government of the People's Republic of Bangladesh.

Dated, Dhaka
The 02 day of MAY 200 1999

Re Issue-

10 2167

RL- ২১৬৭ 0679 RENEWAL

Business address has been changed vide Ministry's Memo No. 49.00.0000.057.27.216.22.99 Dated 02.02.2022 as follows:

67/1, NAYA PALTAN, VIP ROAD, PALTAN CHINA TOWN, SUITE-W-14/4 (13TH FLOOR) DHAKA-1000.

29.09.2022

Mohammad Mizanur Rahman Bhuiyan
Deputy Secretary
Director (Employment)
Bureau of Manpower, Employment & Training, Dhaka.

11 2167

RL- ২১৬৭ 0679

Recruiting Agency Name has been changed vide Ministry's Memo No. 49.00.0000.057.27.065.21.209 Dated 25.05.2021 as follows:

S.M. AROMA INTERNATIONAL

08.11.2021

Mohammad Mizanur Rahman Bhuiyan
Deputy Secretary
Director (Employment)
Bureau of Manpower, Employment & Training, Dhaka.

ঢাকা দক্ষিণ সিটি কর্পোরেশন

www.dscc.gov.bd



লাইসেন্স ইস্যুর বিবরণ

ইস্যুর তারিখ :06/07/2022
ইস্যুর সময় :12:17:05

ই-ট্রেড লাইসেন্স

লাইসেন্স নং : **TRAD/DSCC/045988/2020**

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮৪- তে প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদর্শ কর তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, বৃত্তি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নে বর্ণিত ব্যক্তি/ প্রতিষ্ঠানের অনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

১। ব্যবসা প্রতিষ্ঠানের নাম	:	মেসার্স এস. এম. এ্যারোমা ইন্টারন্যাশনাল		
২। প্রতিষ্ঠানের মালিকের নাম	:	মোঃ সোলায়মান চৌধুরী (ম্যানেজিং পার্টনার)		
৩। পিতা / স্বামীর নাম	:	মোঃ হোসাইন চৌধুরী		
৪। মাতার নাম	:	ছালেহা বেগম		
৫। ব্যবসার প্রকৃতি	:	অন্যান্য - একক		
৬। ব্যবসার ধরণ	:	রিক্রুটিং এজেন্সী		
৭। প্রতিষ্ঠানের ঠিকানা	:	৬৭/১, নয়া পল্টন ভি আই পি রোড, পল্টন চায়না টাউন স্যুইট নং-ডব্লিউ-১৪/৪ (১৪ তম তলা) ঢাকা-১০০০		
৮। অঞ্চল / বাজার শাখা	:	২	ওয়ার্ড / মার্কেট:	১৩
এলাকা	:	-		
৯। এনআইডি/পাসপোর্ট/জন্ম নিব: নং	:	১০১১৭৬৬২৪১	বিআইএন নং:	
ফোন	:	০১৮১৫০০৭২৮৪	ই-মেইল:	
১০। অর্থ বছর	:	২০২২-২০২৩ (নবায়নকৃত)	ব্যবসা শুরুর তারিখ:	

১১। মালিকের বর্তমান ঠিকানা			মালিকের স্থায়ী ঠিকানা		
হোল্ডিং নং	:	২৬/১-৫ এ	হোল্ডিং নং	:	
রোড নং	:		রোড নং	:	
গ্রাম / মহল্লা	:	চামেলীবাগ	গ্রাম / মহল্লা	:	হাটবাড়াই
পোস্টকোড	:	শান্তিনগর-১২১৭	পোস্টকোড	:	শুকচাইল-০৫৮৩
থানা	:	পল্টন	থানা	:	চৌদ্দগ্রাম
জেলা	:	ঢাকা	জেলা	:	কুমিল্লা
বিভাগ	:	ঢাকা	বিভাগ	:	

১২। ট্রেড লাইসেন্স/নবায়ন ফি(বার্ষিক)					
লাইসেন্স/নবায়ন ফি	:	৫০০০	সাইনবোর্ড কর	:	৫৬০
সারচার্জ	:	০	ভ্যাট	:	৮৩৪
আয়কর / উৎসেকর	:	৩০০০	ফর্ম ফি	:	৫০
বকেয়া 0	:	০			
সংশোধনী ফি	:	০.০০	সর্বমোট	:	৯৪৪৪.০০

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, 2023 পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার

কর কর্মকর্তা

Sl. No. : 0515

BANGLADESH ASSOCIATION OF INTERNATIONAL RECRUITING AGENCIES [BAIRA]

82, Kakrail V.I.P. Road [2nd Floor], Dhaka-1000, Bangladesh.

MEMBERSHIP CERTIFICATE

Name of the Agency ..M/S. Aroma International.....

Name of the Proprietor / Partner / Managing Partner / Director / Managing Director / Chairman ..Mr Mohammed Solaiman Chowdhury.....

Address ..Azad Centre (3rd Floor) 55 Purana Paltan, Dhaka-1000.....

.....

R. L. No. 0679.....

Secretary General

January 01, 2001.

President

BAIRA

Certificate of Attendance

Presented to

Mr. Mohammed Solaiman Chowdhury
Managing Partner
M/S. Aroma International, RL. No.- 679

For attending the Training Workshop on "Application of Migration Policy for Decent Work of Migrant Workers" Organized by Bangladesh Association of International Recruiting Agencies (BAIRA) on 10-11 November 2018 at BAIRA Bhaban, Dhaka. The training was supported by the "Application of Migration Policy for Decent Work of Migrant Workers" implemented by the International Labour Organization (ILO).

Shameem Ahmed Chowdhury Noman
Secretary General
BAIRA

Benjir Ahmed, ex-M.P.
President
BAIRA

CERTIFICATE NO.
214

Share Certificate

NO. OF SHARES
2000

BAIRA LIFE INSURANCE COMPANY LTD.

(INCORPORATED IN BANGLADESH UNDER THE COMPANIES ACT. 1994)

AUTHORISED CAPITAL TK. 50,00,00,000.00

DIVIDED INTO 50,00,000 ORDINARY SHARES OF TAKA 100.00 EACH

This is to Certify that MR. MOHAMMAD SOLEMAN CHOWDHURY

of COMILLA

is/are the registered holder (s) of TWO THOUSAND *fully paid ordinary shares of Tk. 100.00 each numbered as below in the* **BAIRA LIFE INSURANCE COMPANY LTD.** *subject to Provision of the Memorandum and Articles of Association of the said Company.*

DISTINCTIVE NUMBERS (INCLUSIVE)	
FROM	TO
426001	428000
REGISTER FOLIO :	214

Given under the common seal of the Company.

This 30TH *day of* APRIL - 2000

SECRETARY / MANAGING DIRECTOR

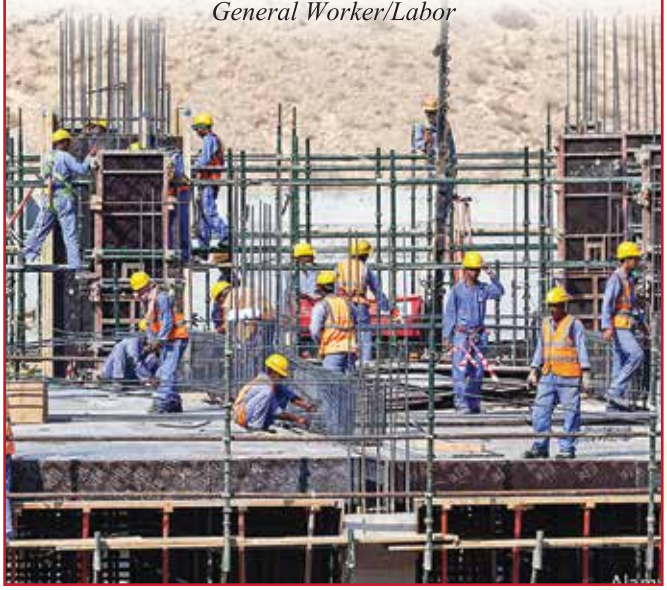
DIRECTOR

Note : No Transfer of any of the above shares can be registered until certificate has been lodged at the Registered Office of the Company

Potential Trades for Overseas Recruitment

1. Construction

Engineer, Foreman, Carpenter, Mason/Plasterer, Plumder
Pipe Fitter, Welder/Ironworker, Light/Heavy Duty Driver
Controller, Digger/Steel/Erector, Flectrician/Technician
Surveyor, Painter, Gypsum interior Finishing
General Worker/Labor



2. Mechanical

Mechanic Auto, Mechanic Air Conditioning & Refrigerator
Mechanic Instruments, Mechanic Heavy Duty, Diesel Engines
Operator Crane, Dump Truck, Fork, Lift Truck
Opetator Motor Grader, Dack Hoe, Rigger, Steel Erector
Welder, Operator Lathe, Quality controller



3. Service

Cook / Chef, Waiter / Waitress, Bartender
Barrister, Cleaner, Hotel Staffs



4. Agricultural/Forestry/Fisery

Pantation, Gardening, Harvesting
Livestock, Forestry, Fishiry



Potential Trades for Overseas Recruitment

5. Factory

Garment / Textile, Auto, Aluminium / Steel
Electronics, Glass



6. Information Technology (IT)

Computer Engineer, Programmer
Network Specialist, System Analyst



7. Medical

Nurse, Nurse Aid, Therapist
Medical Staffs



8. Oil & Gas

Engineer, Planner, Operator, Technician
Draftsman, Electrician, Pipe Fitter
DCS Specialist



List of Valued Overseas Business Partners

Sl. No.	Name of Projects	
01	Al Bishry Est. Trading Contracting & Maintence	K.S.A
02	Al Afras Trading Contracting Co.	K.S.A
03	Royal Saudi Naval Forces Facilities Opeation and Maintenace (FACOM)	K.S.A
04	Al Khalifa Est. Trading & Contracting	K.S.A
05	Saudi Recycling Co. for Paper & Waste	K.S.A
06	Saudi Al Mwaisheer Est.	K.S.A
07	Al-Zaharan Oper & Main Co. Ltd.	K.S.A
08	Golden Chicken Farms	QATAR
09	Al Rashid Est.	QATAR
10	Al Hanuf Est.	KUWAIT
11	Al Masaj Est.	KUWAIT
12	Seder Group	U.A.E
13	Saudi Al Tarais	U.A.E
14	Buser Alali For Contracting	U.A.E
15	Bandar Hamood Al Azmi	BAHRAIN
16	Abdullah Al Shaya	BAHRAIN
17	Al Twik Est.	BAHRAIN
18	Al-Therais	BAHRAIN
19	Al-Kifah Cont	OMAN
20	Abdul Muhsen A Al Mesained	IRAQ
21	Boder Al-aly Est.	IRAQ
22	Ara Cables Services	OMAN
23	Rosana Textile Ltd.	MAURITIUS
24	Mahe Garments Ltd.	MAURITIUS
25	T&T International Food Ltd.	MAURITIUS
26	Hamad Al- Asfoor & Company	KUWAIT
27	RT Knits Richfield Tang Ltd.	MAURITIUS
28	Via Pvt. Limited	MALDIVES
29	Asia Pesona Resources SDN-BHD	MALAYSIA
30	Wayluck Multi Services SDN-BHD	MALAYSIA

IJM
اي جيه ام للمقاولات
(الشرق الاوسط) ش.ذ.م.م.
IJM CONSTRUCTION
(MIDDLE EAST) L.L.C.
P. O. Box 36634, Dubai,
United Arab Emirates
Tel. : +971 - 4 - 2827007
Fax : +971 - 4 - 2830411
E-mail : ijmme@ijmmellc.ae
http://www.ijm.com

Date : 5th August 200

To
S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town:
Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road
Paltan, Dhaka-1000, Bangladesh.

Dear Sir/Madam:

We hereby agree to the recruitment for the following Bangladeshi workers from Bangladesh on behalf of our company, as detailed below:-

Sl#	Category	Qty	Salary/Month
2.	Shuttering Carpenter	70	AED 900.00
3.	Helper	70	AED 700.00

Date : 1-10-08
Labour Wing
Bangladesh Consulate, Dubai

Other terms & conditions

- Accommodation : Provided By Company
- Transport : Provided By Company
- Air Passage : Joining air ticket by the employee. Free economy class air ticket (one way) will be provided by the employer upon completion of the employment contract.
- Probationary Period : 90 days from the date of workers arrival in Dubai.
- Place of Employment : Dubai, U.A.E / Any place in UAE
- Medical : As per UAE Labour Law
- Working Hours : Daily 8 hours a day and 6 days a week
- Overtime : As per the U.A.E Labour Law
- Leave & Holidays : As per the U.A.E Labour Law
- Food : Not provided by company.
- Period of Employment : Three Years (renewable)

Other terms & conditions not covered by this Demand Letter will be as per the Law of the country of U.A.E.

Thank you,

Yours truly,
For and On behalf of **IJM Construction (ME) L.L.C**

ATTESTED
17 SEP 2008

Md Ghazali Bin Ali
Sr.Country Manager

Nasreen Jahan
First Secretary (Labour)
Consulate General of Bangladesh
Dubai, U.A.E.

IJM Construction (ME) LLC
Renewal License Copy Received on: 16/9/08
Delivery Date: 17/9/08

IJM
اي جيه ام للمقاولات
(الشرق الاوسط) ش.ذ.م.م.
IJM CONSTRUCTION
(MIDDLE EAST) L.L.C.
P. O. Box 36634, Dubai,
United Arab Emirates
Tel. : +971 - 4 - 2827007
Fax : +971 - 4 - 2830411
E-mail : ijmme@ijmmellc.ae
http://www.ijm.com

Date : 5th August 200

POWER OF ATTORNEY

Known by us all present that we

IJM CONSTRACTION (ME) L.L.C
Add: Room 203, Arcade Building, Garhoud
P.O.Box 36634,
Dubai.
Tel: +97142827007

Hereby Appoint
S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town:
Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road
Paltan, Dhaka-1000, Bangladesh.

To be our true and lawful recruiting agent for Bangladeshi workers on our behalf.

They are empowered to sign all necessary documents and arranging employment contract with recruited workers as far as the recruitment is concerned and as required by the laws and regulations of Bangladesh to arrange passports visas and all other necessary documents for passage of the required persons to the work visa.

In witness whereof we have executed this document on the day.

This power of attorney is limited to the requirement and expires on the completion of this recruitment.

Thank you,

Yours truly,
For and On behalf of **IJM Construction (ME) L.L.C**

ATTESTED
17 SEP 2008

Md Ghazali Bin Ali
Sr. Country Manager

Nasreen Jahan
First Secretary (Labour)
Consulate General of Bangladesh
Dubai, U.A.E.

SPECIMEN FOR REQUIRED DOCUMENTATION

SPECIMEN FOR REQUIRED DOCUMENTATION

ELECTRICAL ENGINEERS, L.V. SWITCHGEAR & CONTORLGEAR MANUFACTURERS

الجبل لصناعة المفاتيح الكهربائية ذ.م.م.

AL JABAL SWITCH GEAR INDUSTRY L.L.C.

P.O. Box :48659, Sharjah - U.A.E. ص . ب : ٤٨٦٥٩، الشارقة - ا.ع.م

Tel. : 00 971 - 6 - 533 4995 تليفون : ٠٠٩٧١-٦-٥٣٣ ٤٩٩٥

Fax : 00 971 - 6 - 533 1504 – E-mail : jabalsgr@emirates.net.ae – فاكس : ٠٠٩٧١-٦-٥٣٣ ١٥٠٤

Attn : Mr. Shafiqul Islam

April 1 , 200

Hereby Appoint

S.M. AROMA INTERNATIONAL

Govt. approved Manpower recruiting license no. RL-679

Paltan China Town: Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road

Paltan, Dhaka-1000, Bangladesh.

Dear Sir,

Re : DEMAND LETER

We are pleased to inform you that we have decided to recruit the workers from Bangladesh for our company on the basis of the approval. The terms and conditions of the recruitment and employment of the workers are as follows:

Ref.	Job Title	Number Required	Total Salary (AED)
1	Electrician / Technician (Experience in LOW VOLTAGE SWITCHGEAR & CONTROL-GEAR / PANEL	15	800/ – 1200/

Terms and Conditions:

1. Age Requirement : 20-30
2. Place of Work : Sharjah
3. Working Hours : 6 Days a Week
4. Overtime : As per company policy
5. Accommodation : Provided
6. Food : Not provided
7. Transportation : Provided
8. Medical / Insurance : As per UAE Labour Laws
9. Period of Contact : 3 years
10. Air Ticket : Provided(once every 2 years)
11. Leave Pay Benefit : 30 days per year

You are hereby required to advertise and call for applications from suitable candidates for the above vacancies. We will conduct the final interviews after receiving your pre-selected applications. Please proceed with the advertisement calling for the applications.

Yours truly,

Amjad Pasha
Managing Director

ELECTRICAL ENGINEERS, L.V. SWITCHGEAR & CONTORLGEAR MANUFACTURERS

الجبل لصناعة المفاتيح الكهربائية ذ.م.م.

AL JABAL SWITCH GEAR INDUSTRY L.L.C.

P.O. Box :48659, Sharjah - U.A.E. ص . ب : ٤٨٦٥٩، الشارقة - ا.ع.م

Tel. : 00 971 - 6 - 533 4995 تليفون : ٠٠٩٧١-٦-٥٣٣ ٤٩٩٥

Fax : 00 971 - 6 - 533 1504 – E-mail : jabalsgr@emirates.net.ae – فاكس : ٠٠٩٧١-٦-٥٣٣ ١٥٠٤

SPECIAL POWER OF ATTORNEY

I, Amjad Pasha, Managing Director, of **Al Jabal Switchgear Industry, LLC, Po Box 48659, Sharjah, UAE** do hereby authorize/appoint S.M. AROMA INTERNATIONAL**, Govt. approved Manpower recruiting license no. RL-679,** Paltan China Town: Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road Paltan, Dhaka-1000, Bangladesh.

I confer on the said Agent and his authorized representatives the Power of Attorney to undertake, on our behalf, the following:

1. Based on a written request received from Al Jabal Switchgear Industry, LLC, based in United Arab Emirates, the agent can conduct all recruitment activities in Bangladesh by way of issuing advertisement in the media, call for applications from prospective candidates, processing applications, interviewing candidates and any other activities incidental to recruitment on our behalf.

2. Signing documents on our behalf, including contacts of employment of selected candidates once the selected candidates are notified in writing by Al Jabal Switchgear Industry, LLC,

I do understand that the conferring of this Power of Attorney shall hold Al Jabal Switchgear Industry, LLC, and its authorized representatives, jointly liable along with the said Recruitment Agent, for all written actions authorized by Al Jabal Switchgear Industry, LLC, and undertaken by the said Recruitment Agent, on our behalf, in terms of this recruitment.

Amjad Pasha
Managing Director

Date: 15th April 2007

Date : 12-
Serial No.:
Received Dt:
Labour Wing
Bangladesh Consulate, Dubai

SPECIMEN FOR REQUIRED DOCUMENTATION

الشفار الوطنية للمقاولات (ش.م.ع.)
Al Shafar National Contracting (L.L.C)
(Paid up Capital Dirhams 4,000,000)

Date: [illegible]-12-200

To
S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road
Paltan, Dhaka-1000, Bangladesh.

Subject : **Demand Letter for Manpower requirements**

Dear Sir,

We are pleased to inform you that, we are in need of Bangladesh workforce to our organization on the following terms and conditions:

S.N	CATEGORY	REQ.NO'S	NATIONALITY	SALARY (Monthly)
1	Tile Mason	75 Nos.	Bangladesh	Dhs. 720
2	All Round – Mason	75 Nos.	Bangladesh	Dhs. 720
3	Steel Fixers	50 Nos.	Bangladesh	Dhs. 660
4	Shuttering Carpenters	50 Nos.	Bangladesh	Dhs. 660
5	Helpers	150 Nos.	Bangladesh	Dhs. 540

TERMS & CONDITIONS:

1. Period of Contract : 3 years (renewable)
2. Place of Employment : United Arab Emirates
3. Normal working hours : 08 hours a day
4. Probationary Period : 6 months
5. Overtime : As per UAE Law
6. Accommodation : Provided by the company
7. Transportation : Provided by the company
8. Air ticket : As per UAE Labour Law
9. All other benefits : As per UAE Labour Law

Yours truly,

For AL SHAFAR NATIONAL CONTRACTING

Dubai - U.A.E.

تليفون : ٠٤-٣٣٦٦٢٢٢ ، فاكس : ٠٤-٣٣٥٢٠١٠ ، ص.ب: ٢٩٩٤٤ ، دبي - الامارات العربية المتحدة
TEL : 04 - 3366222, FAX : 04 - 3352010, P.O. BOX : 29944, DUBAI - U.A.E.
E-mail : shafar99@emirates.net.ae

الشفار الوطنية للمقاولات (ش.م.ع.)
Al Shafar National Contracting (L.L.C)
(Paid up Capital Dirhams 4,000,000)

Date: [illegible]-12-200

POWER OF ATTORNEY

Known all men by these presents that, **M/s. AL SHAFAR NATIONAL CONTRACTING ., P.O.Box: 29944, Dubai – UAE,** do hereby authorize/ appoint **M/s. S.M. AROMA INTERNATIONAL, Govt. approved Manpower recruiting license no. RL-679** Paltan China Town: Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road, Paltan, Dhaka-1000, Bangladesh.

Bangladesh, in respect of handling all the affairs concerning recruitment of workforce from Bangladesh and to transact the following acts and deeds on our behalf.

We also authorize our agent for handling all recruitment formalities, acts as well as deposit of registration fees with the protector of Immigration and to sign all the necessary documents required by the said office in connection with the recruitment of person, arrangement of their passports, professional tests, health examination and to sign the employment contract and to arrange their travel documents.

In witness whereof we have executed this deed on this [illegible]th day of December 200

For

AL SHAFAR NATIONAL CONTRACTING

Dubai - U.A.E.

تليفون : ٠٤-٣٣٦٦٢٢٢ ، فاكس : ٠٤-٣٣٥٢٠١٠ ، ص.ب: ٢٩٩٤٤ ، دبي - الامارات العربية المتحدة
TEL : 04 - 3366222, FAX : 04 - 3352010, P.O. BOX : 29944, DUBAI - U.A.E.
E-mail : shafar99@emirates.net.ae

AGENDA CERIA SDN. BHD. (700854-V)
(A registered Supply & Manage (Out Sourcing) Foreign Workers Company)
(Ref No. KHEDN 100637 1-4(11))

February, 20

S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor)
67/1, Naya Paltan, V.I.P Road, Paltan,
Dhaka-1000, Bangladesh.

This is to certify the signature that appears on this document/certificate is that of DATO NG MANN CHEONG who is notary public

TALAT MAHMUD KHAN
Counsellor (Labour)
Bangladesh High Commission
Kuala Lumpur, Malaysia

Dear Sir,

SUBJECT: DEMAND LETTER

WE hereby appoint your company to recruit and collect relevant CV's with Medical of Bangladesh 100 workers for employment with our company and to liaise with relevant authorities in Bangladesh concerning this recruitment.

OUR RECRUITMENT TERMS AND CONDITIONS ARE AS FOLLOWS :

1.	**Number of workers**	: 500 workers
2.	**Job Category**	: General Worker
3.	**Age**	: 21 to 30 Years Old
4.	**Education & Other Qualification**	: **MUST ABLE to speak / write and understand English. Non Colour Blind.**
5.	**Contract Period**	: 2+1 years from date of arrival in Malaysia. Further extension will subject to the Malaysian Government approval.

6.	**Basic Monthly Salary** - (RM 18.50 x 26 days)	= RM 481.00
	Overtime	= RM 214.52
	Full Attendance Allowance	= RM 30.00
	Night Shift Allowance (RM 1.00 / Day)	= RM 13.00
	Meal Allowance (RM 1.00 / Night Shift)	= RM 13.00
	Guarantee minimum AVERAGE monthly income RM 750.00 over 12'calender months; subject to full attendance as per working schedule.	RM 751.52
7.	**Probation period**	3 months
8.	**Payment of salary** Shall be paid in accordance with Malaysian Labour	

NoLabelRect
Date: 22.02.
RM 190.00
No. of workers: 100
Receipt No: 374954

AGENDA CERIA SDN BHD
(Company No. 700854-V)
Wisma Lonson, No. 135B, Persiaran Pegaga,
Taman Bayu Perdana, 41200 Klang,
Selangor Darul Ehsan, Malaysia.
Tel: 603-3323 3320 (8 Lines) Fax: 603-3323 3321

NG MANN CHEONG
PM (Bar) 25/5/08
Expiry Date: 31/5/2009
DFP KUALA LUMPUR, MALAYSIA

AGENDA CERIA SDN. BHD. (700854-V)
(A registered Supply & Manage (Out Sourcing) Foreign Workers Company)
(Ref No. KHEDN 100637 1-4(11))

February, 20

POWER OF ATTORNEY

We, Agenda Ceria Sdn Bhd (Company No. 700854-V), Wisma Lonson, No. 135B, Persiaran Pegaga, Taman Bayu Perdana, 41200 Klang, Selangor do hereby Authorize and Appoint S.M. AROMA INTERNATIONAL, Govt. approved Manpower recruiting license no. RL-679, Paltan China Town: Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road, Paltan, Dhaka-1000, Bangladesh.

i) Handing all affairs associated with the collection of CV's of Bangladesh workers for employment.

ii) Making selection of workers, etc. for our company.

iii) Signing all necessary documents, including employment contracts, required by the laws and regulations of Bangladesh and Malaysia.

iv) Arranging for medical, passport and necessary visa endorsement with the High Commission of Malaysia, Dhaka / Consulate General of Malaysia, Dhaka.

v) Making arrangements for the workers' passage to the job site.

This power of attorney shall remain valid till all the workers arrive in Malaysia according to the Demand Letter dated 13th February 20.

This power of attorney is non-transferable and is irrevocable.

In witness whereof we have executed this documents on 13th February 2.

Yours faithfully,
AGENDA CERIA SDN. BHD.

YU YUNN FEN
Director

NoLabelRect
Date: 22-02-2009
Attestation Fee: RM 190.00
No. of workers: 100
Receipt No: 374954

AGENDA CERIA SDN BHD
(Company No. 700854-V)
Wisma Lonson, No. 135B, Persiaran Pegaga,
Taman Bayu Perdana, 41200 Klang,
Selangor Darul Ehsan, Malaysia.
Tel: 603-3323 3320 (8 Lines) Fax: 603-3323 3321

NG MANN CHEONG
PM (Bar) 25/5/08
Expiry Date: 31/5/2009
DFP KUALA LUMPUR, MALAYSIA

This is to certify the signature that appears on this document/certificate is that of ..... who is notary public.

TALAT MAHMUD KHAN
Counsellor (Labour)
Bangladesh High Commission
Kuala Lumpur, Malaysia

SPECIMEN FOR REQUIRED DOCUMENTATION

Riyadh Economy Recruitment Office

مكتب الاقتصاد الرياض للاستخدام

Date:

DEMAND LETTER

S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road
Paltan, Dhaka-1000, Bangladesh.

On behalf of our client:
Daghieh Al-Otaibi Cont. Est.
Please arrange to recruit the following personnel on the terms & conditions given below against the block.

نيابة عن موكلينا:
مؤسسة دغيب العتيبي للمقاولات
ارجو التكرم بإرسال المستقدمين حسب الشروط والمواصفات الآتية : وبموجب

Visa Number: 1101367926
Date of issue : 12/02/1429 H.

التأشيرة رقم: ١١٠١٣٦٧٩٢٦
التاريخ: ١٤٢٩/٠٢/١٢ هـ

Category	Qty	Salary	الفئة	العدد	المهنة
G. Cleaning Labour	10	500 SR	٥٠٠ ريال	١٠	عامل نظافة عامة
Total	10	Only	فقط	١٠	المجموعة

Terms & Conditions:

Medical, Accommodation	: Free	مجانا	العلاج، السكن
Transportation, Food	: Free	مجانا	المواصلات ، الطعام
Air Passage End of Contract	: Free	مجانا	تذكر السفر نهاية العقد
Vacation per year	: 15 Days	١٥ يوما	الإجازة السنوية
Working hours per day & 6 days a week	: 8 hours	٨ ساعات	ساعات العمل في اليوم و ستة أيام في الأسبوع
Period of Contract	: 3 years	٣ سنة	مدة العقد
All other terms & conditions as per Saudi Labour Laws.			وجميع الشروط الأخرى طبقا لقوانين المملكة العربية السعودية.

Thanking you,

وتكم جزيل الشكر،

General Manager
Riyadh Economy Recruitment Office

المدير العام
مكتب الاقتصاد الرياض للاستقدام

المملكة العربية السعودية - الرياض ١١٤٨٢ - ص.ب ٤٥٩٤ (التلفون ٤٥٠٥٥٩٣) - ٤٥٠٥٩٤٦ - فاكس: ٤٥٥٥٩٢ - ترخيص رقم ٢٨٣ - السجل التجاري: ١٠١٠٢٨٣٣٨٠
Kingdom Of Saudi Arabia - Riyadh 11482 - P. O. Box 4594 - Tele : 4505593 - 4506946 - Fax : 4565592 - Lic. No. : 283 C. R. : 1010283738

Bangladesh High Commission

Date: 12 December 20

S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor),
67/1, Naya Paltan, V.I.P Road, Paltan, Dhaka-1000, Bangladesh.

REF: **DEMAND LETTER FOR RECRUITING OF 25 (TWENTY FIVE) MALE BANGLADESH GENERAL WORKERS IN MANUFACTURING**

Dear sir,

This is to confirm that we hereby appoint and authorise you to recruit Bangladesh male workers for employment in manufacturing and to liase with the relevant authorities regarding the recruitment on our behalf.

Our requirement and terms of employment are as follows:

Approval No. : 0000012390

Factory Name & Location : **HIESTAND MALAYSIA SDN. BHD**
Lot 2, Jalan P 10/14, Seksyen 10, 43650 Bandar Baru Bangi, Selangor , Malaysia.

- *The workplace assigned for this job order subject for changes based on the current manpower requirement which confirmed by Neo Giant (M) Sdn Bhd*
- *The worker has no right to choose type of job/factory, decision from Neo Giant (M) Sdn Bhd is final*

Nature of Business : Manufacturing Frozen dough and bakery product.

Number of workers : 25 Male (Twenty Five only)

Job Category : Production Operator

Age : Between 21 to 35 years old

Language/Skills : Able to count and read.
Preferably some workers can speak simple English

Educational Level : Completion of minimum 9 years education or equivalent to Class 9 (education standard of Bangladesh).

Neo Giant (M) Sdn Bhd

NEO GIANT (M) SDN. BHD.

Concepts Group

专 精 專 業 管 理 公 司
Professional Manpower Management

المملكة العربية السعودية
التاج الذهبي للصيانة والتشغيل

الرقم: /
التاريخ: /١٤٣٠هـ
الموافق: /٢٠٠٩م

DATE: 13/10

DEMAND LETTER

S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor), 67/1, Naya Paltan, V.I.P Road
Paltan, Dhaka-1000, Bangladesh.

Please arrange to recruit the following personnel on the terms &conditions given below against the block.

ارجو التكرم بإرسال المستقدمين حسن الشروط والمواصفات الآتية وبموجب التأشيرة

Visa no. 1102230497
Date of issue: 04/09/

رقم: ١٠٢٢٣٠٤٩٧
بتاريخ: /٠٩/٠٤

Category	Qty.	Salary (S.R)	وراتب/يوميا	عدد	المهنة
Cleaning Labour	18	400	٤٠٠	١٨	عامل نظافة عامة
Total	18 only			١٨ فقط	المجموعة:

Terms & Conditions

Accommodation : Free	السكن العلاج : مجانا
Medical, Transportation : Free	المواصلات : مجانا
Air passage at end of contract : Free	تذاكر السفر نهاية العقد : مجانا
Vacation per year : 15 days	الاجازة السنوية : ١٥ يوما
Working hours per day : 8 hours daily	ساعات العمل في اليوم : ٨ ساعات
And 6 days a week	وستة ايام في الاسبوع
Period of contract 2 years	مدة العقد : ٢ سنة
All other terms & conditions as per Saudi Labour Laws.	وجميع الشروط الاخرى طبقا لقوانين المملكة العربية السعودية

Thanking you,

وتكم جزيل الشكر ....

General Manager

المركز الرئيسي حائل حي الثلث عمارة ت/ ٥٣٢٦٣١٠ فاكس/ ٥٣٢٨٩٩٤ ص.ب/ ٣٨٥٩
فرع الرياض ت/ ٤٨٢٠٨٧٣ فاكس/ ١٩٦٧٢٢٧

Bangladesh High Commission

Date: 08 Jun 20

S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor)
67/1, Naya Paltan, V.I.P Road, Paltan, Dhaka-1000, Bangladesh.

Concepts Group

REF: **DEMAND LETTER FOR RECRUITING OF 10 (TEN) MALE GENERAL BANGLADESH WORKERS**

Dear sir,

This is to confirm that we hereby appoint and authorise you to recruit Bangladesh male workers for employment in manufacturing and to liase with the relevant authorities regarding the recruitment on our behalf.

Our requirement and terms of employment are as follows:-

Approval No. : 0000007284

Factory Name & Location : **Twin Arrow Fertiliser Sdn Bhd.**
No.17 A,Jalan 20/E,Section 20,40000 Shah Alam,Selangor Darul Ehsan.

Nature of Business : Manufacturing compound fertilizer

Corporate website : www.twinarrow.com.my

Number of workers : 10 Male (Ten only)

Job Category : General Worker in manufacturing compound fertilizer
(Expose to smelly environment)

Age : Between 21 to 35 years old

Language/Skills : Able to count and read.
Preferably some workers can speak simple English

Salary : RM 25.00 per day

Date: 5 March 20

S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor)
67/1, Naya Paltan, V.I.P Road, Paltan,
Dhaka-1000, Bangladesh.

LEE MOI YIN

REF: **DEMAND LETTER FOR RECRUITING OF 20 (TWENTY) MALE GENERAL BANGLADESH WORKERS**

Dear sir,

This is to confirm that we hereby appoint and authorise you to recruit Bangladesh male workers for employment in manufacturing and to liase with the relevant authorities regarding the recruitment on our behalf.

Our requirement and terms of employment are as follows:-

Number of workers	: 20 Male (Twenty only)	
Job Category	: General Worker in manufacturing	
Age	: Between 18 to 32 years old	
Salary	: RM 18.50 per day	
	Basic salary	RM481.00
	Overtime (Estimated)	RM269.00
	Gross Monthly Salary (Estimated)	RM750.00
Allowances	: Nil	
Period of Employment	: Three (3) years Extended 2 years if wishes	
Working Hours	: 8 hours per day or 48 hours per week, 6 working days per week.	
Water bills & Electricity Bills	: RM 10 – RM 20 monthly shall be deducted from salary	

NEO GIANT (M) SDN. BHD.

Neo Giant (M) Sdn Bhd

Date: 31 March 2007

S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor)
67/1, Naya Paltan, V.I.P Road, Paltan,
Dhaka-1000, Bangladesh.

Concepts Group

Ref/Human Res/457
04-04
RM. 38.00
20
467033

REF: **DEMAND LETTER FOR RECRUITING OF 20 (TWENTY) MALE GENERAL BANGLADESH WORKERS**

Dear sir,

This is to confirm that we hereby appoint and authorise you to recruit Bangladesh male workers for employment in manufacturing and to liase with the relevant authorities regarding the recruitment on our behalf.

Our requirement and terms of employment are as follows:-

Number of workers	: 20 Male (Twenty only)	
Job Category	: General Worker in manufacturing sector	
Age	: Between 18 to 32 years old	
Salary	: RM 18.50 per day	
Allowances	: Nil	
Period of Employment	: Three (3) years Extended 2 years if wishes	
Working Hours	: 8 hours per day or 48 hours per week, 6 working days per week. *(Normal days and normal working hours)*	
Water bills & Electricity Bills	: RM 10 – RM 20 monthly shall be deducted from salary	

LEE MOI YIN

NEO GIANT (M) SDN. BHD.

Neo Giant (M) Sdn Bhd

Date: 29 May 2007

S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor)
67/1, Naya Paltan, V.I.P Road, Paltan,
Dhaka-1000, Bangladesh.

Concepts Group

Ref/Human Resource/452
04-06
RM. 100.00
25
449898

REF: **DEMAND LETTER FOR RECRUITING OF 25 (TWENTY-FIVE) MALE GENERAL BANGLADESH WORKERS**

Dear sir,

This is to confirm that we hereby appoint and authorise you to recruit Bangladesh male workers for employment in manufacturing and to liase with the relevant authorities regarding the recruitment on our behalf.

Our requirement and terms of employment are as follows:-

Number of workers	: 25 Male (Twenty-five Only)
Job Category	: General Worker in manufacturing
Age	: Between 18 to 35 years old
Salary	: RM 18.50 per day
Allowances	: Nil
Period of Employment	: Three (3) years
Working Hours	: 8 hours per day or 48 hours per week, 6 working days per week.
Water bills & Electricity Bills	: RM 10 – RM 30 monthly shall be deducted from salary

LEE MOI YIN

NEO GIANT (M) SDN. BHD.

Neo Giant (M) Sdn Bhd

Date: 22 August 20

S.M. AROMA INTERNATIONAL
Govt. approved Manpower recruiting license no. RL-679
Paltan China Town: Suite W-14/4 (13th Floor)
67/1, Naya Paltan, V.I.P Road, Paltan,
Dhaka-1000, Bangladesh.

LEE MOI YIN

REF: **DEMAND LETTER FOR RECRUITING OF 30 (THIRTY) MALE GENERAL BANGLADESH WORKERS**

Dear sir,

This is to confirm that we hereby appoint and authorise you to recruit Bangladesh male workers for employment in our manufacturing and to liase with the relevant authorities regarding the recruitment on our behalf.

Our requirement and terms of employment are as follows:-

Number of workers	: 30 Male (Thirty only)	
Job Category	: General Worker	
Age	: Between 22 to 32 years old	
Salary	: RM 18.30 per day	
	Basic salary	RM481.00
	Overtime (Estimated)	RM269.00
	Salary (Estimated)	RM750.00
Allowances	: Nil	
Period of Employment	: Three (3) years Extended 2 years if wishes	
Working Hours	: 8 hours per day or 48 hours per week, 6 working days per week	
Water bills & Electricity Bills	: RM 10 - RM 30 monthly shall be deducted from salary	

NEO GIANT (M) SDN. BHD.

Neo Giant (M) Sdn Bhd

Responsibilities of the Employer

- *Employer's representative must present at the airport to receive workers and transport them to designated accommodations.*
- *Inform S.M. AROMA INTERNATIONAL immediately by phone/fax/e-mail after receiving the workers.*
- *Employer will pay one month salary in advance to each of the worker on their arrival which will be reducted from their salary gradually.*
- *Arrange furnished housing accommodation with all utility facilities such as electricity, running water and gas.*
- *Ensure full security for the workers in the living and working places, especially for the female workers.*
- *Payment of salary of the worker must be ensured within the first week of the month.*
- *Renew the validity of the passport, residence permit / employment visa of the workers and re-issue if needed at the cost of the employer.*
- *Inform S.M. AROMA INTERNATIONAL about the renewal of the contract between the employer and the woekers after expiry of the initial contract.*
- *Treat workers with dignity and honour.*
- *Provide adequate medical teatments / facilities to the workers in case of any sickness / accident.*
- *Inrom S.M. AROMA INTERNATIONAL immediately if any problem arises due to workers.*
- *Comply with the terms of agreement singed between employer and the workers.*

Responsibilities of the Employee

- *Maintain job responsibility as per terms and conditions set in the employment contract.*
- *Maintain expected ethical standard.*
- *Employees should be loyal to the employer and show modest behaviours to employers and co-workers.*
- *Employee should carry out their work properly and earn satisfaction from their clients.*
- *Employee should acquire sufficient knowledge and skill about handling hazardous equipment and fire fighting devices.*
- *Workers should report to their supervisors immediately fi they face any difficulty in work place.*
- *Employees should infrom their higher-ups if they feel sickness or need medical attention.*
- *They should maintain dress code of the work place.*
- *They must obey the rules and regulations of the host country*
- *They should ensure cleanliness both in work places and accommodations.*
- *Employee should not involve in any political activities.*
- *Employee should not involve in any illegal activities punishable in the laws of hostcountry and they must refrain themselves from all kinds of organized crime.*
- *Employee should respect the culture, customs and religion of the host country.*

Welcome to our world





Paltan China Town: Suite W-14/4 (13th Floor),
67/1, Naya Paltan, V.I.P Road, Paltan, Dhaka-1000, Bangladesh.
Phone : +88 02-222225388, +88 01815-007284
E-mail: sm.aroma679@gmail.com