



# COMPANY PROFILE

**M/S. AL MODINA INTERNATIONAL**

Govt. Approved Recruiting Licence No. **RL-1460**

# BANGLADESH

Mapa Político



## LEYENDA

- Frontera Internacional
- Límite De La División
- Capital Nacional
- División De Capital
- Otra Ciudad

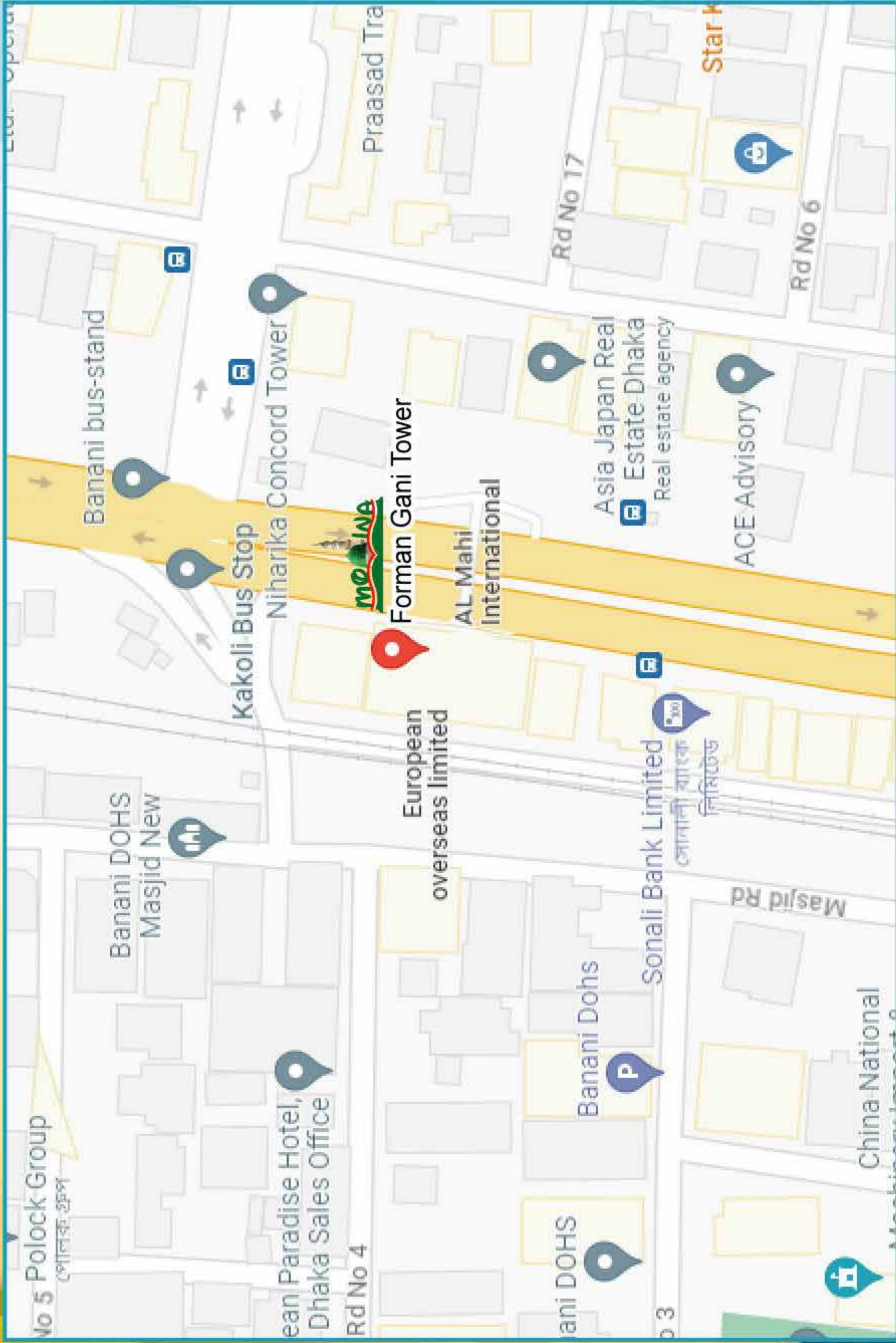
# WORLD MAP



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# BANGLADESH GLOBAL LOCATION MAP





## *Forewords*

Most. Fatima Khaton is the Founder of M/S. AL MODINA INTERNATIONAL. After his 18 years of working experience in Saudi Arabia, Qatar, Malaysia, Dubai, Oman he is concerned about the difficulties and hardness faced in overseas whose going abroad either for livelihood. To facilitate and serve the overseas he took a decision for establishment of M/S. AL MODINA INTERNATIONAL.

A highly qualified and professional Board of Directors striving to deliver the right product to the right people at the right time in the right place.

Our experienced, competent, and dedicated staff is always ready for your queries at any time 24/7. We believe in Quality, Convenience and Commitment. It is our mission to give our clients more they expect to get. The client's trust and loyalty is the main input for our growth and it is our dream to make the clients are satisfied with our services. We are located in Dhaka, the Capital of Bangladesh.

## MESSAGE FROM MANAGING PARTNER



It gives me immense pleasure to introduce that M/S. AL MODINA INTERNATIONAL. is specializing in recruitment & consultant for human resource procedures.

Perceiving the growing trend of manpower demand in the Gulf countries & East Asia proved their loyalty & trust worthiness in the growing & compete for international markets. So we have extended our business in these countries now a days. Our aim is to supply the best candidates to make our valued clients satisfied highly.

I am very glad to state that our competent & professional team with the perennial cooperation and support from our clients have enabled us to achieve & preserve our status of being one of the pioneer & dominant human resources consultant of Bangladesh.

Would like to take this opportunity to introduce our agency M/S. AL MODINA INTERNATIONAL growth to come as an experienced, modern, efficient & front-line overseas recruiting agency in Bangladesh. We are making to front line the highest standard of professionalism.

Our pledge goes far beyond the quality of employment. M/S. AL MODINA INTERNATIONAL has a proven record of supplying the manpower requirements of our clients with timely and efficient dispatch. Our quality assurance is born by our own highly qualified officials and personnel in modern testing and evaluation methodologies

Thank You

**Most. Fatima Khaton**

Managing Partner

**M/S. AL MODINA INTERNATIONAL**



## BANGLADESH AT A GLANCE



### GEOGRAPHIC LOCATION

|                  |                                 |
|------------------|---------------------------------|
| Latitude         | : Between 20.34 and 26.38 North |
| Longitude        | : Between 88.10 and 92.28 East  |
| Boundaries North | : India                         |
| South            | : Bay of Bengal                 |
| West             | : India                         |
| East             | : India and Myanmar             |



### AREA

|                          |                          |
|--------------------------|--------------------------|
| Approximately            | : 1,47,570 sq. Km.       |
| Population               | : 169.4 million (Approx) |
| Annual Population Growth | : 10.5%                  |



### RELIGIOUS WISE%

|                            |       |
|----------------------------|-------|
| Muslim                     | : 89% |
| Hindu                      | : 10% |
| Buddhist, Christian, Other | : 1%  |



### ADMINISTRATIVE UNITS

|           |       |
|-----------|-------|
| Divisions | : 8   |
| Districts | : 64  |
| Thanas    | : 491 |



### CAPITAL CITY

Dhaka (Area 306.4 sq. km)  
Population 10.2 millions



### OTHER MAJOR TOWNS

Chattogram, Cumilla, Khulna, Sylhet  
Rajshahi, Bogura, Mymensingh, Barishal



### LANGUAGE

Bangla & English





## RELIGION

The state Religion is Islam however there is freedom worship and there is communal harmony among different faiths.



## CURRENCY

Notes : Taka (1, 2, 5, 10, 20, 40, 50, 100, 200, 500, 1000)

Coins : Paisa (TK. 1, 5, 10, 25, 50) TK. 1, 2, 5 Paisa



## EXCHANGE RATE

US.\$ : TK. 107.20

Pound : TK. 132.61

Time : GMT+6



## MAIN SEASONS

Winter : November to February

Summer : March to June

Monsoon : July to October

## CLIMATE

Winter : Average Temperature Max. 29C (84F) min. 11 C (52F), low humidity, low Rainfall

Summer : Average Temperature mas. 34.5C (94F) min 21C (70F) 90%-95%) Humidity.



## PRINCIPAL AGRICULTURE PRODUCTS

Rice, wheat, jute, tea, tobacco, sugarcane, pulses, oilseeds, spices, vegetables, bananas, coconuts, jac fruits, pineapples, cattle, goat, buffalo and sheep



## PRINCIPAL EXPORT

Raddymade garments, textiles, fertilizers, leather and leather goods, jute and jute products, tea, hides and skins, fish, shrimp frogs, legs and cards



## LITERACY

About 45%



## ELECTICITY

220 Volts (AC), 50 Hz



## WORKING HOURS

Bank : 10.00 AM to 3.00 PM Sunday to Thursday

Govt. Office : 9.00 AM to 5.00 PM Sunday to Thursday

Shops : Variable hours, but commonly 10.00 AM to 8.00 PM

Weekly Holiday : Friday & Saturday



# NOTABLE INSTALLATIONS OF BANGLADESH



Baitul Mukarram National Mosque



National Martyrs' Memorial



Central Shaheed Minar



Curzon Hall Dhaka University



Lalbagh Fort



Ahsan Manzil

# NOTABLE INSTALLATIONS OF BANGLADESH



Padma Bridge



Kamalapur Railway Station, Dhaka



Cox's Bazar



Sundarban



Mahasthangarh



Sonargaon Zoo

# NOTABLE INSTALLATIONS OF BANGLADESH



Metro Rail Dhaka



National Parliament of Bangladesh



Ruppur Paromanobik Biddut Kendro



Bangabandhu Bridge



Saint Martin Island



Bangladesh National Museum

# ঢাকা উত্তর সিটি কর্পোরেশন

www.dncc.gov.bd



লাইসেন্স ইস্যুর বিবরণ

## ই-ট্রেড লাইসেন্স

ইস্যুর তারিখ : 09/05/2023

ইস্যুর সময় : 12:29:42

লাইসেন্স নং : TRAD/DNCC/149903/2022

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 আনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

|                                       |   |   |
|---------------------------------------|---|---|
| ১। ব্যবসা প্রতিষ্ঠানের নাম            | : | ফাতেমা ট্রাডেলস এন্ড ট্যুর  |
| ২। ব্যবসা প্রতিষ্ঠানের মালিকের নাম    | : | মোসাঃ ফাতেমা খাতুন  |
| ৩। পিতা / স্বামীর নাম                 | : | মোঃ হাবীবুর রহমান   |
| ৪। মাতার নাম                          | : | নাহার বেগম  |
| ৫। ব্যবসার প্রকৃতি                    | : | অন্যান্য - একক  |
| ৬। ব্যবসার ধরণ                        | : | ট্যুরস এন্ড ট্রাডেলস  |
| ৭। ব্যবসা প্রতিষ্ঠানের ঠিকানা         | : | ফরমান গনি টাওয়ার, এইচ-১০২/২, (৫ম তলা) বীর উত্তম জিয়াউর রহমান সড়ক, বনানী, ঢাকা-১২১৩ |
| ৮। অঞ্চল/ডিএনসিসি'র নিজস্ব মার্কেট    | : | ৩ মহাবলী ওয়ার্ড: ১৯  |
| ৯। এনআইডি/পাসপোর্ট/জন্ম নিবন্ধন নং    | : | ৫৯৬৯৪৪৪৬৮   |
| মোবাইল নম্বর                          | : | ০১৭১০৯৬৭৪০৩   |
|                                       |   | টিআইএন/বিআইএন নং:   |
|                                       |   | ই-মেইল:   |
|                                       |   | joymurad9@gmail.com   |
| ১০। অর্থ বছর                          | : | ২০২২-২০২৩ [নতুন]  |
|                                       |   | ব্যবসা শুরুর তারিখ:   |
| ১১। মালিকের বর্তমান ঠিকানা            | : | ০২/০৫/২০২৩  |
| হোল্ডিং নং                            | : | ৩১/৩৬   |
| রোড নং                                | : | সেকশন-২   |
| গ্রাম / মহল্লা                        | : | মিরপুর-২  |
| পোস্ট কোড                             | : | মিরপুর  |
| থানা                                  | : | ঢাকা  |
| জেলা                                  | : | জেলা  |
| বিভাগ                                 | : | বিভাগ   |
| ১২। আদর্শ কর তফসিল, ২০১৬ এর ক্রমিক নং | : |   |
| ১৩। ট্রেড লাইসেন্স ফি (নতুন/নবায়ন)   | : |   |
| লাইসেন্স/নবায়ন ফি                    | : | ৭০০০  |
| সারচার্জ                              | : | ০   |
| আয়কর / উৎসেকর                        | : | ০   |
| বকেয়া ()                             | : | ০   |
| সংশোধনী ফি                            | : | ০.০০  |
| সাইনবোর্ড কর (পরিচিতিমূলক)            | : | ৪৮০   |
| ভ্যাট                                 | : | ১১২২  |
| বই মূল্য                              | : | ২৭০   |
| ফর্ম ফি                               | : | ০.০০  |
| অন্যান্য ফি                           | : | ৫০০.০০  |
| সর্বমোট                               | : | ৯৩৭২.০০   |

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২৩ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা

ঢাকা উত্তর সিটি কর্পোরেশন

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লাইসেন্স ইস্যুর বিবরণ

ই-ট্রেড লাইসেন্স

ইস্যুর তারিখ : 16/01/2023  
ইস্যুর সময় : 13:10:55

লাইসেন্স নং : TRAD/DNCC/114694/2018

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, কৃতি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নে বর্ণিত ব্যক্তি/প্রতিষ্ঠানের আনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

|  |   |  |                               |
|--|---|--|-------------------------------|
| ১। ব্যবসা প্রতিষ্ঠানের নাম             | : | মেসার্স আল মদিনা ইন্টারন্যাশনাল  |                               |
| ২। প্রতিষ্ঠানের মালিকের নাম            | : | ১। মোসাম্মত ফাতেমা খাতুন   |                               |
| ৩। পিতা / স্বামীর নাম                  | : | ১। মোঃ হাবীবুর রহমান   |                               |
| ৪। মাতার নাম                           | : | ১। নাহার বেগম  |                               |
| ৫। ব্যবসার প্রকৃতি                     | : | অন্যান্য - অংশীদারী  |                               |
| ৬। ব্যবসার ধরণ                         | : | রিজিষ্টার্ড এজেন্সী  |                               |
| ৭। প্রতিষ্ঠানের ঠিকানা                 | : | এইচ-১০২/১ (৮ম তলা), বীর উত্তম জিলাউর রহমান সড়ক, বনানী বা/এ, ঢাকা-১২১০ |                               |
| ৮। অঞ্চল / বাজার শাখা                  | : | ৩ মহাখালী  | ওয়ার্ড / মার্কেট: ১৯         |
| এলাকা                                  | : | বনানী  |                               |
| ৯। এনআইডি/পাসপোর্ট/জন্ম নিব: নং        | : | ৫৯৬৯৪৭৪৪৬৮,<br>৬৪০৮৬৪৬২১১, /<br>বিএ০৮৮০৪৫০                             | বিআইএন নং:                    |
| ফোন                                    | : | ০১৭১০৯৬৭৪০৩  | ই-মেইল:                       |
| ১০। অর্ধ বছর                           | : | ২০২২-২০২৩ (নবায়নকৃত)  | ব্যবসা শুরু তারিখ: ২০/১০/২০১৮ |
| ১১। মালিকের বর্তমান ঠিকানা             | : |  | মালিকের স্থায়ী ঠিকানা        |
| হোল্ডিং নং                             | : | হাউজ-৩১  | হোল্ডিং নং                    |
| রোড নং                                 | : | সেকশন-২  | রোড নং                        |
| গ্রাম / মহলা                           | : | বড়বাগ, মিরপুর   | গ্রাম / মহলা                  |
| পোস্টকোড                               | : | ১২১৬   | পোস্টকোড                      |
| থানা                                   | : | মিরপুর   | থানা                          |
| জেলা                                   | : | ঢাকা   | জেলা                          |
| বিভাগ                                  | : | ঢাকা   | বিভাগ                         |
| ১২। ট্রেড লাইসেন্স/নবায়ন ফি (বার্ষিক) | : |  |                               |
| লাইসেন্স/নবায়ন ফি                     | : | ৫০০০   | সাইনবোর্ড কর                  |
| সারচার্জ                               | : | ০  | ড্যাট                         |
| আয়কর / উৎসে কর                        | : | ৩০০০   | বই মূল্য                      |
| বকেয়া ০                               | : | ০  | ফর্ম ফি                       |
| সংশোধনী ফি                             | : | ০.০০   | অন্যান্য ফি                   |
|  | : |  | সর্বমোট                       |
|  | : |  | ৯৯৪০.০০                       |

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২৩ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা

২৪৯৯ ২৪৭১

Licence Number : RL- 1460

Name of the Agency : M/S AL MODINA INTERNATIONAL

Business Address : H-84, BIR UTTAM  
ZIAUR RAHAMAN  
SARAK, BANANI  
DHAKA-1213

Name of the Proprietor/ MOST FATIMA KHATUN

Managing Partner/ VILL-HOROGRAM

Managing Director PURBO PARA  
PO-RAJSHAHI COURT

with Permanent Address PS- RAJPARA  
RAJSHAHI

March See Page No.

RL- ২৪৯৯  
1460

Specimen Signature

*Salina*



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.

*Salim Reza*

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

Dated, Dhaka

The 11th day of JUL 2007

২৪৯৯ ২৪৭১  
RL- 1460

The licence is valid upto

10 JUL 2020

*SK. Rafiqul Islam*

SK. Rafiqul Islam  
Joint Secretary  
Director (Employment)  
Bureau of Manpower, Employment & Training  
Govt. of the People's Republic of Bangladesh

২৪৯৯ ২৪৭১  
RL- 1460

RENEWAL 10.07.2023.

Licence Renewed up to

*05.03.2020*

D M Atiqur Rahman  
Deputy Secretary  
Director (Employment)  
Bureau of Manpower, Employment & Training  
Govt. of the Peoples Republic of Bangladesh

২৪৯৯ ২৪৭১  
RL- 1460 RENEWAL

10 JUL 2026

Licence Renewed up to

*Mohammad*

13.4.2023

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

২৪৯৯ ২৪৭১  
RL- 1460 RENEWAL



এসোসিয়েশন অব ট্রাভেল এজেন্টস অব বাংলাদেশ  
ASSOCIATION OF TRAVEL AGENTS OF BANGLADESH

Renewal Reg. No.18300

Date of issue : 24 JUL 2023

# Renewal Certificate

THIS CERTIFICATE IS PROUDLY PRESENTED TO

M/S.....  
Fatima Travels and Tour.....

of .....  
102/2, New Airport Road, Kakoli, Banani, Dhaka.....

is a member of Association of Travel Agents of Bangladesh (ATAB).

Their membership have been renewed for the year ..... 2023 to 2025.....



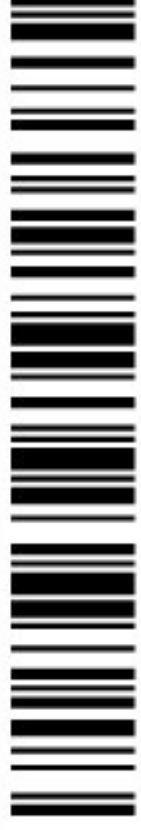
*Abdus Salam Aref*  
Abdus Salam Aref  
Secretary General, ATAB



Government of the People's Republic of Bangladesh  
Ministry of Civil Aviation and Tourism



## Travel Agency Registration Certificate



|                              |             |
|------------------------------|-------------|
| Registration Certificate No: | 0014507     |
| Date:                        | 31-May-2023 |

|                                       |             |
|---------------------------------------|-------------|
| Registration Certificate issue date:  | 31-May-2023 |
| Registration Certificate expiry date: | 30-May-2026 |

As per provision of section-5, Sub-Section-(2)(A) of Bangladesh Travel Agency (Registration and Control) Act, 2013 (Act LXI of 2013) and Rule-4, Sub-Rule-(2) of Bangladesh Travel Agency (Registration and Control) Rules, 2014, Fatima Travels and Tour Proprietor Most Fatima Khaton located at 102/2, New Airport Road, Kakoli, Banani, Dhaka has been registered as Travel Agency for a period of 03 (Three) years from 31-May-2023 to 30-May-2026.

Nursia Komol

**Registration Authority**





**Government of the People's Republic of Bangladesh**

**National Board of Revenue**

**Taxpayer's Identification Number (TIN) Certificate**

**TIN : 885942328517**

This is to Certify that **M/S. AL MADINA INTERNATIONAL** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of Taxes Survey Circle-04, Dhaka , Taxes Zone **Central Survey**.

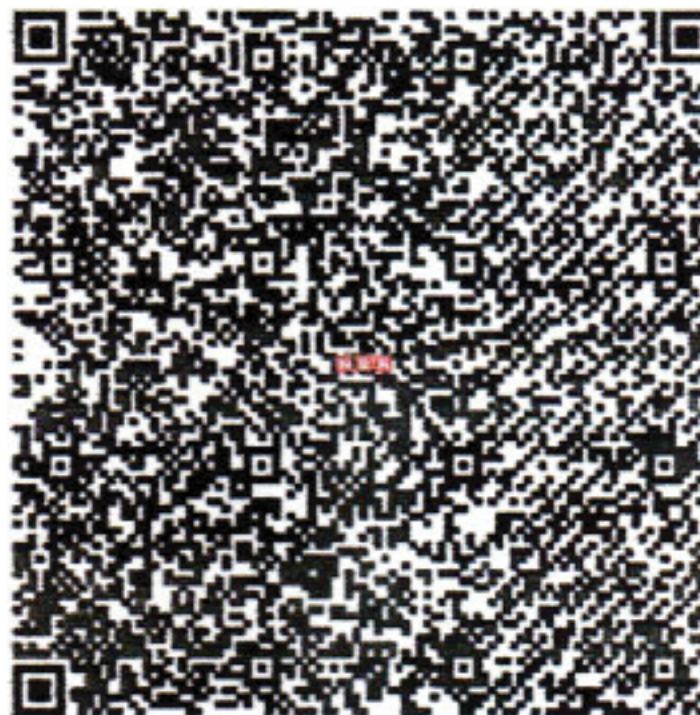
**Taxpayer's Particulars :**

- 1) Name : **M/S. AL MADINA INTERNATIONAL**
- 2) Registered Address/Permanent Address : **H-84, New Airport Road, Hazi Shahab Uddin Mention, Banani, Dhaka, PO : 1213, Bangladesh**
- 3) Current Address : **H-84, New Airport Road, Hazi Shahab Uddin Mention, Banani, Dhaka, PO : 1213**
- 4) Previous TIN : **2831106243**
- 5) Status : **Firm**

Date : February 20, 2019

**Please Note:**

1. A Taxpayer is liable to file the Return of Income under section 75 of the Income Tax Ordinance, 1984.
2. Failure to file Return of Income under section 75 is liable to-
  - (a) Penalty under section 124; and
  - (b) Prosecution under section 164 of the Income Tax Ordinance, 1984.



Deputy Commissioner of Taxes  
Taxes Survey Circle-04, Dhaka  
Taxes Zone Central Survey  
Address : Phone :

N. B: This is a system generated certificate and requires no manual signature.



**Government of the People's Republic of Bangladesh**  
**National Board of Revenue**

**Taxpayer's Identification Number (TIN) Certificate**

**TIN : 725834301624**

This is to Certify that **Fatema** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of **Taxes Survey Circle-04, Dhaka , Taxes Zone Central Survey.**

**Taxpayer's Particulars :**

- 1) Name : **Fatema**
- 2) Father's Name : **Md. Habibur Rahman**
- 3) Mother's Name : **Nahar Begum**
- 4.a) Current Address : **House#31, Sector-2, Borobag, Mirpur, Dhaka, PO : 1216**
- 4.b) Permanent Address : **Vill- Horogram (West Para), PO- Rajshahi Cort, Rajpara, Rajshahi**
- 5) Previous TIN : **2831030576**
- 6) Status : **Individual**

Date : December 07, 2014

**Please Note:**

1. A Taxpayer is liable to file the Return of Income under section 75 of the Income Tax Ordinance, 1984.
2. Failure to file Return of Income under section 75 is liable to:
  - (A) Penalty under section 124, and
  - (B) Prosecution under section 154 of the Income Tax Ordinance, 1984.



Deputy Commissioner of Taxes  
Taxes Survey Circle-04, Dhaka  
Taxes Zone Central Survey  
Address : Phone :

Last Update : October 05, 2016 03:24:46 PM

N. B. This is a system generated certificate and requires no manual signature.



**Government of the People's Republic of Bangladesh**

Office of the Deputy Commissioner of Taxes

Survey Circle-4, Dhaka

Central Taxes Survey Zone

H.B.F.C Bhaban (5<sup>th</sup> Floor)

22, Purana Paltan, Dhaka-1000

**INCOME TAX CERTIFICATE**

**Particulars of Assesses:**

- a) Name : **Most. Fatima Khaton**
- b) Father's Name : **Md. Habibur Rahman**
- c) Mother's Name : **Nahar Begum**
- d) Permanent Address : **Vill# Horgram Purbopara, P.O.#Rajshahi Court, P.S.# Rajpara, Dist# Rajshahi**
- e) Present address : **House# 31, Sec# 02, Borobagh, Mirpur-02, Dhaka- 1216**
- f) Status : **Individual**
- g) Tax payer's Identification Number (E-TIN) : **725834301624/ Survey Circle-4, Dhaka.**
- h) Business Identification Number (BIN) : **Not applicable**

This is to certify that **Most. Fatima Khaton** is a Registered taxpayer of Survey Circle - 4, Dhaka Central Taxes Survey Zone. The taxpayer has submitted Income Tax Return Showing Total Income of Tk. 4,50,000/- and Tax paid Tk. 5,000/- for the assessment year 2022-2023 u/s. 82BB of Income Tax Ordinance, 1984.

Date: 18/09/2022



*(Signature)*  
**( Fatema Begum )**  
Deputy Commissioner of Taxes  
Survey Circle-4, Dhaka  
Central Taxes Survey Zone  
☎: 223383809

Sl. No.: 1598

Date: 12 June 2018



**BANGLADESH ASSOCIATION OF INTERNATIONAL  
RECRUITING AGENCIES [BAIRA]**



**MEMBERSHIP CERTIFICATE**

Name of the Agency *M/S Al Modina International*

Name of the Proprietor / Partner / Managing Partner / *Most. Fatima Khaton*  
Director / Managing Director / Chairman

Address *H-84, Bir Uttam Ziaur Rahman Sarak,*

*Banani, Dhaka-1213.*

R. L. No. *1460*

Secretary General

President

# Business Profile

## RECRUITING AGENCY

Registered Name

**M/S. AL MODINA INTERNATIONAL**

Trading Name

**M/S. AL MODINA INTERNATIONAL**

Established

**2017**

Recruiting Agency Licence

**NO. RL-1460**

Membership

**BAIRA**

## TRAVEL AGENCY

Registered Name

**FATIMA TRAVELS AND TOUR**

Trading Name

**FATIMA TRAVELS AND TOUR**

Established

**2023**

Travel Agency Licence

**NO. 0014507**

Membership

**IATA, ATAB, TOAB**

## Our Mission

To deliver overall satisfaction to our Stakeholder's and at the same time, fulfilling their requirements and needs with our dedicated staff.

## Our Vision

To be the most sought-after Recruiting and travel agency, providing services to all sectors of the business community and individuals. To utilize the expertise of highly qualified staff to address the holistic travelling requirements for corporates and leisure travelers.

## Values

To apply honesty and transparency in all our dealings with clients and suppliers alike Innovation: We're creative, and we love solving problems in new ways. With a genuinely talented group of people, great products, open minds and clients with complex and unique challenges, we just can't help ourselves.

## Service

World travel isn't just about technology and systems. It's what we do for people with them that counts. Simply put, we like helping people , whether they're colleagues, clients or partners.

## Integrity

We deliver what we promise, and only promise what we can deliver. We do what we say with warmth, humor, and a great deal of thought. (That's why people enjoy working with us).

## Team Work

We're natural partners with our clients, colleagues, and our community, and we're at our best when working together to produce extraordinary results.

## Strength

We aim to always exceed our financial goals and the expectations of our clients, our colleagues and our shareholders. We build our human resources by giving exciting opportunities to our own people and bringing aboard new people whose skills enhance and expand our already strong base.

## OUR SERVICE

- Visa
- Visa Processing
- Air Ticketing
- Haj and Umrah
- Foreign Exchange
- Package Tours
- Local Travelling
- Car Hire
- Conferencing
- Hotel Accommodation & Transfers
- Same Day Cancellation Services
- Affiliation To All Major Airlines  
Hotel Groups And Travel Partners



**Most. Fatima Khaton**  
Managing Partner  
**M/S. AL MODINA INTERNATIONAL**



# STAFF LIST



**MANAGER**



**ACCOUNTS**



**IT EXECUTIVE**



**OFFICE ASSISTANT**



**OFFICE ASSISTANT**



**OFFICE ASSISTANT**



# Workforce Availability

We products the following job categories



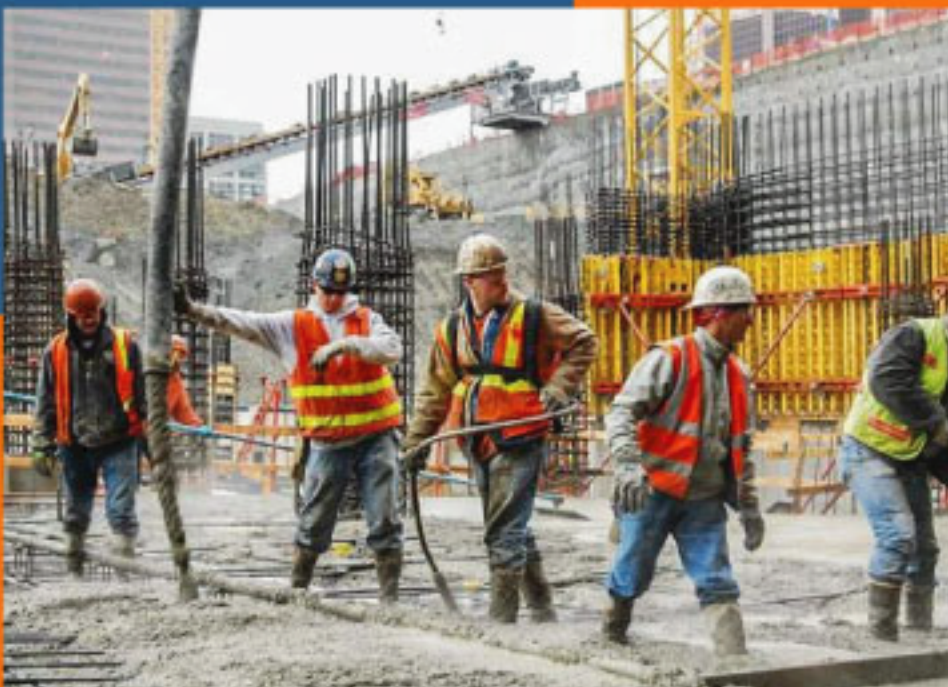
## Office Management/Administrative Staff

- Manager / Superintendent
- Accountant
- Secretary
- Clerks /Telex Operator / Key Puncher
- Labour boy
- Guard
- Light vehicle Driver
- Rigger
- Furniture Carpenter
- Tile setter
- Plasterer
- Block Layer / Block Maker
- Glass Cutter
- Painter
- Carpet Layer
- Construction Labour
- Gardener
- Sash Worker



## Medical & Para Medical

- Specialized Doctor
- G.P. (Doctor)
- Male / Female Nurse
- X-Ray Technician
- Pathology Technician
- Pharmacist
- Dietitian
- Diet Cook
- Male / Female Hospital Cleaners



## Civil & Architect

- Civil Engineer
- Architectural
- Civil Draftsman
- Architectural Draftsman
- Heavy Equipment Engine Mechanic
- Light Equipment Engine Mechanic
- Heavy Equipment welder
- Marble Layer
- Stone Mason
- Rebar
- Steel Structurer
- Dentor / Painter
- Auto Electrician
- Tier Repairer

## Heavy Vehicle

- Crane Operator
- Tower Crane Operator
- Dossier Operator
- Backhoe Operator
- Road Roller Operator
- Py Loader Operator
- Groader Operator
- Fork Lift Operator
- Dump Truck Operator
- Trailer Operator
- Concrete Pump Operator
- Batting Plant Operator

## HVAC

- HVAC Engineer
- HVAC Foreman
- Plumber
- Zircon Mechanic
- Insulator Worker
- Duct Worker
- Boiler
- Elevator Mechanic
- Water Treatment Worker

## Marine

- Master (FG)
- Boson
- Chief (FG)
- Quarter master
- Chief Engineer (FG)
- AB (Able Seaman)
- 3th Class Navigator
- Decamp (Inland Shipping)
- Wiper Marian Cook
- 4 Class Navigator
- Dragger Operator
- Engine Mechanic
- Tug Master
- Greaser
- Floating Crane Operator
- Radio Operator

## Mechanical

- Pipe Fitter
- Plate Welder
- Tug Welder
- Mill Wright
- Mechanical Instrument Technician
- Plant Operator
- Machinery Rigger
- Machinery Painter
- Sand Blaster
- Lutheran / Shaper / Grider

## Electrical

- Electrical Engineer
- Electrical Draftsman
- Building Electrician
- Distribution Lineman
- Transmission Tower Electrician
- Transmission Tower Lineman
- Transmission Tower Sorter
- Cable Jointer
- Transmission Tower Foreman





**M/S. AL MODINA INTERNATIONAL**

Govt. Approved Recruiting Licence No. **RL-1460**

## FORMALITIES TO BE OBSERVED BY FOREIGN EMPLOYERS

in accordance with the rules laid down by the Ministry of Labour & Manpower, Govt. of Peoples Republic of Bangladesh, the following documents are required from Foreign Employers to enable us to process the matter of selection of Bangladesh Nationals.

1. Copy of original Visa Advice.
2. A "DEMAND LETTER" IN English or both in English & Arabic (Shown in ANNEXURE 'A')
3. A "POWER OF ATTORNEY" in English appointing us as their Representative in Bangladesh (Shown in ANNEXURE 'B')
4. A "consular letter" (in Arabic English) is to be addressed to the Consular of the Employer's country posted in Bangladesh requesting them to assist the recruiting Agent so that we may proceed with the matter to process rapidly and despatch the workers within short period. (Shown in ANNEXURE 'C')
5. Agreement between Employer & Employee (Shown in ANNEXURE 'D')
6. Agreement between Employers & Recruiting Agent **M/S. AL MODINA INTERNATIONAL**
7. In the event Female workers and additional "LETTER OF DECLARATION" From Employers (Shown in ANNEXURE 'F')

Note: Annexures A.B. must be attested by the Chamber of Commerce, Ministry of Foreign Affairs, of the Employer's country & also by the Bangladesh Embassy in Employer's Country.

Annexures C.D. & E must be attested by the Chamber of Commerce, Ministry of Foreign Affairs, of the Employer's country.



## **M/S. AL MODINA INTERNATIONAL**

Govt. Approved Recruiting Licence No. **RL-1460**

### **TO BE TYPED ON EMPLOYER'S LETTER HEAD DEMAND LETTER**

Dear Sir, In terms of the Power of Attorney issued in your favour, we would request you to select the following personnel against visa no  
Date

| <b>Category</b>   | <b>Required Quantity</b>                              | <b>Monthly Salary</b> |
|---|---|-----------------------|
| Food, Accommodation, Medical Treatment & Transportation | Free Cost   |                       |
| Contract Period   | 3 years, (Renewable)                                  |                       |
| Annual Vacation   | months after completion of 2 years of service.        |                       |
| Both-way Air ticket                                     | Arrangements shall be made by 1st Pary (Employers)    |                       |
| Working Hour  | 8 Hours per day-6 days per week.                      |                       |
| Probationary Period                                     | 3 months.   |                       |
| All other terms & conditions and Overtime               | According to the Labour law of the Employer's country |                       |

Thanking You

Yours Faithfully

Signature and Seal of the Employer

(Note: Must be attested by the Chamber of Commerce, Ministry of Foreign Affairs of the Employer's Country & also by the Embassy of Bangladesh in the Employer,s country.)



## **M/S. AL MODINA INTERNATIONAL**

Govt. Approved Recruiting Licence No. **RL-1460**

### **ANNEXURE-'A'**

(TO BE TYPED ON EMPLOYER'S LETTER HEAD)

### **TO BE TYPED ON EMPLOYER'S LETTER HEAD POWER OF ATTORNEY**

Know all men by these presents that we, M/S (Employers) do hereby appoint **M/S. AL MODINA INTERNATIONAL** Bangladesh, holder of Recruiting Licence No. RL-1460. to be our true and lawful attorney and Agent in Bangladesh. in respect of handling all affair concerning with the selection and recruitment of.....Nos. of Workers, deposit of necessary fees. etc.. with the protector of Emigrants, Government of Bangladesh, and to sign passport. Security Clearance. Immigration clearance, passage and stamping of Visa from the Embassy relating to our Visa No..... Date.....  
We do hereby revoke previous authorizations. If any granted by the Company to any other Companies / Agents in Bangladesh for witness hereof the power has been given at..... on this day of the.....

For and on behalf of

Note: This is to be attested by the Chamber of Commerce. Ministry of Foreign Affairs of the Employer's Country & also by the Embassy of Bangladesh in the Employer's Country.



**M/S. AL MODINA INTERNATIONAL**

Govt. Approved Recruiting Licence No. **RL-1460**

**ANNEXURE - 'C'**  
(TO BE TYPED ON EMPLOYER'S LETTERHEAD)

### CONSULATOR LETTER

To  
Hi-Excellency  
The Chief of the consulate section  
The Royal Embassy of Saudi Arabia  
Dhaka, Bangladesh.

Excellency, We are pleased to inform you that **M/S. AL MODINA INTERNATIONAL**, Bangladesh. Holding Recruiting Agency Licence No. RL-1460 is our true and lawful attorney in respect of handling all affairs concerning the recruitment of manpower and their registration with the protector of Emigrants, the government of the People's Republic of Bangladesh. They are authorized to submit Visa No..... Dated.....persons which have already been sent to you through the Ministry of Foreign Affairs.

Kindly extend your full assistance to them for which, we thank you in anticipation.

Yours faithfully

Signature and Seal of the Employer

*Note: This is to be attested by the Chamber of Commerce, Ministry of Foreign Affairs of the Employer's Country & also by the Embassy of Bangladesh in the Employer's Country.*



### LIST OF OUR HONOURED CLIENTS



Name of  
Company's

**Saudi Arabia**

01. Habib Trading Go.
02. Turki Nayef Factory For Plastic Products
03. Ammal Al Emacl Rectuitment Office
04. Baden Rectuitment Office
05. Khaled Drewesh al Drewesh Rectuitment Office
06. Workshop Motairah Mutar Alanazi
07. Khalid Mansur al Motairah Cont. Est.
08. Rokon Lazaz General Cont. Est.
09. Albahbi Poultry Est.
10. Yaj Gulf Est. For Recruitment
11. Umar Office For Trading & Contracting
12. Waleed Al-nassir General Contracting Est.
13. Sadil Al-zahabih Contracting Ltd. Company
14. Masafi Al Thanmiya Factory For Plastics
15. Shalfa International



Name of  
Company's

**Malaysia**

01. WCT Construction Sdn Bhd
02. Goldenworks Engineering & Construction
03. TAC Construction Sdn Bhd
04. NSL Eastrn Pretech Sdn. Bhd.
05. PK Builder (M) Sdn Bhd
06. Golde Sincere Sdn. Bhd.
07. Serembab Furniture Industries Sdn. Bhd.



Name of  
Company's

**The United  
Arab Emirate  
(U.AE)**

01. Rurocon Building Industries (F.Z.E)
02. Emirates Electromechanlcd1 & Industry L.L.C
03. Al Shahid Management Services & Commercial Co.
04. Inter Mass Engineering Contrating Co. L.L.C
05. Al Taaluf Company For Electncal Works
06. S.T.S Abu Dhabi E/m L.L.C
07. System Construct
08. Al Rajhi Construction .L.L.C
09. Noor-tech Construction L.L.C
10. Power Line Gulf Construction L.L.C
11. Albannr Conwood Construction L.L.C





**LIST OF OUR HONOUURED CLIENTS**



Name of  
Companys

**Qatar**

- 01. Al-hamriya Trading & Cont. Co. W.L.L
- 02. Horeitia Global WII
- 03. Consolidated Contractors Company W.L.L



Name of  
Companys

**Qatar**

- 01. Zahrt Al-jafara Construction  
Maintenance Buldings & Company
- 02. Al Zahera (Farwa Slution For Transportation)



Date: January 25, 2023  
Ref. No:HR/L34/2023

To,  
**M/S. AL MODINA INTERNATIONAL**  
**Recruiting Licence No. RL-1460**  
House # 102/2, New Airport Road  
Kakoli, Banani, Dhaka-1213  
Bangladesh



**DEMAND LETTER**

Dear Sir / Madam,

With a view to have your kind perusal, we **Proscape LLC, Dubai, UAE**, do hereby place a Demand Letter for recruiting Bangladeshi workers as per the following terms and conditions and do hereby authorize you to select **(or make a preparation to be selected)** and process to send the workers to our company in Dubai:-

| Sl No | Category | Quantity | Monthly Salary (AED) |
|-------|----------|----------|----------------------|
| 1     | Labours  | 100      | 700/-                |

**The following Terms of Services shall be applicable:**

|    |  |   |
|----|--|---|
| a) | Place of Work  | UAE   |
| b) | Period of Contract   | 2 years (Renewable)   |
| c) | Working Hours  | 08 hrs. per day/ 26 Days per month                                |
| d) | Probation Period   | 6 Months from the date of joining                                 |
| e) | Accommodation  | Provided by Employer  |
| f) | Food   | AED 300/- per month   |
| g) | Local Transportation   | Provided by Employer  |
| i) | Employment Visa, Medical & EID Cost                                | Provided by Employer  |
| j) | Medical Insurance  | Provided by Employer  |
| k) | Yearly leave   | 30 days   |
| l) | Service Benefit  | As per UAE Labor Law  |
| m) | Air Ticket   | Return air ticket provided after completion of (2) years service. |
| n) | Age  | 21-40 years   |
| o) | Condition of termination of the Employment contract and Settlement | As per UAE Labour Law   |

Yours faithfully,

For **Proscape LLC**

  
**Jani Basha A.**

**HR & Admin Manager**

بروسکاپ ش.ذ.م.م. ص.ب: ۳۱۵۱، دبئی، ا.ع.م. هاتف: +۹۷۱ ۴ ۲۷۷۰۲۴۴ فاکس: +۹۷۱ ۴ ۲۷۷۰۲۴۵

Proscape LLC, P O BOX: 3151, DUBAI, UAE, TEL: +971 4 2770244, Fax: +971 4 2770424

E-mail: info@proscapeuae.com, www.proscapeuae.com

DUBAI - ABU DHABI - SHARJAH - MUSCAT

A member of Tanseeq Investment Group



Ref: KC/HRADMIN/BGL/002

Date: 29/11/2022.

To : **M/S. AL MODINA INTERNATIONAL**  
Recruiting Licence No. RL-1460  
Address: House # 102/2, New Airport Road, Kakoli, Banani  
Dhaka-1213, Bangladesh

Sub : **Letter of Demand**

Dear Sir,

This is to confirm our intention to recruit through your company 70 (Seventy) Bangladesh personnel in the following category.

| <u>Category</u>  | <u>Qty.</u> | <u>Basic salary</u> | <u>Overtime salary</u> |
|------------------|-------------|---------------------|------------------------|
| 1. Labour/Worker | 50 Nos      | BD 75/-             | BD 25/-                |

Therefore, you are requested to arrange to recruit the above listed category on the following terms and conditions:

01. Place of Work : Bahrain
02. Period of Contract : 2 Years (Renewable)
03. Basic Salary : BD75/- for 8 Hours
04. Overtime Salary : BD25/- for additional 2 hours overtime
05. Working Hours : 8 Hours, plus 2 hours overtime 6 days a week
06. Probation Period : 3 Months
07. Accommodation : Provided by Company
08. Food : Self
09. Local Transportation : From work place to accommodation
10. Overtime : As per Bahrain Labour Law
11. Leave Benefits : One month leave each year and after two years return ticket will be provided with 2 months Basic Salary by the Company.
12. Air Ticket : Joining ticket will be provided by the Company
13. Medical : As per Bahrain Labour Law

Yours sincerely,  
For Kooheji Contractors W.L.L.



**Mohamed Al Kooheji**  
Chief Operating Officer





Unified Number : 7012229295  
CR Number : 1131036846  
Tel : 0000000000 Fax : 3830027

<https://eservices.qcc.org.sa/#/DocumentVerify>

شركة سرايا طويق للمقاولات  
رقم المنشأة : 7012229295  
السجل التجاري : 1131036846  
بريده- هاتف : 0000000000 فاكس : 3830027  
تاريخ الطلب : 1444/6/17 هـ  
الرقم المرجعي : 5307891

Date : 10-01-2023  
Ref Number : 5307891

تم إصدار هذا الختم بناء على طلب المشترك، علماً أنه لا يفقد بالختم إلا بعد التحقق منه من خلال قراءة QR code الخاص بالطلب واستعراض بياناته  
This stamping was issued at the request of the subscriber, and this stamping is only reliable after it has been verified by scanning the request's QR CODE and reviewing the request's data details.

|  |  |
|--|--|
| <p><b>وكالة الرسمية</b></p> <p>ليكن معلوماً بجميع الوسائل باننا الشركة دليل العالم للاستقدام لقد فوضنا شركة سرايا طويق للمقاولات<br/>السادة M/S. Al Modina International<br/>Bangladesh .<br/>لقد قمنا بتعيينهم كوكلاء شرعيين لنا ليقوموا نيابة عنا لإكمال جميع الأمور المتعلقة بالاستقدام إضافة إلى دفع رسوم التسجيل وغيرها وإكمال الإجراءات الرسمية من دولة نيفالي.<br/>هذا التوكيل ساري المفعول لتوظيف (46) العمال لمدة (02) عامًا بموجب تأشيرة الخاصة بنا<br/>رقم: 1302039963-1302036586<br/>1302039963-1301991112-1301991159<br/>التاريخ: 1442/07/22<br/>كما ان السادة المذكورين بعالية لهم الحق في التوقيع نيابة عنا على الاتفاقيات والعقود في هذا المجال. كما ان لهم اختيار الايدي العاملة بموجب خطاب الطلب المرفق ولكم جزيل الشكر تحية<br/>طيبة<br/>المدير العام</p> | <p><b>Power of Attorney</b></p> <p>Being informed by all men, we do here by appoint: Saraya Twaik Co<br/>M/S. Al Modina International<br/>Dhaka-1213<br/>Bangladesh .<br/>Hereby appointed by us to be our lawful attorney and agent to handle all necessary work including deposit of registration fees etc. to the Govt. of Nepal signing all documents for their Passage<br/>This power of attorney is valid for the recruitment of (46) Workers for (02) years from 02/02/2023 till 02/02/2025 under our block<br/>VisaNumber:1302039963-1302039963-1302036586-1301991159-1301991112<br/>Date: 1442/07/22<br/>This said company is also authorized to make agreement select them and also sign contract for this purpose on our behalf according to the demand letter<br/>...Thank you &amp; best regards<br/>Write Name<br/>General Manager</p> |
| <p><b>ATTESTED</b></p>   |  |



16-01-2023  
Muhammad Reza-E-Rabbi  
Counsellor (Labour)  
Embassy of Bangladesh  
Riyadh, KSA

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Note : Documet Valid till 10-01-2024

تم بواسطة عبدالله عبدالعزيز عبدالله الشهاد  
أي إضافة أو كشط على هذه الوثيقة تعتبر لاغية  
تعتبر هذه الوثيقة الإلكترونية مستوفية للإجراءات النظامية المتبعة  
بالغرفة  
تأريخه : النموذج صالح حتى 2024-01-10





Turki Nayef Factory  
For plastic products  
S.t: 1010467999

مصنع تركي نايف العتيبي  
للمنتجات البلاستيكية  
س.ت : 1010467999

**DEMAND LETTER**

**خطاب طلب**

M/S. AL MODINA INTERNATIONAL  
Lic No. RL-1460

السادة المدينة إنترناشيونال  
وكالة الإستقدام الموافقة بالحكومة، رقم الرخصة أر إل - ١٤٦٠

**DHAKA - BANGLADESH**

**دكا - بنجلاديش**

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

نرجو بإرسال المتقدمين حسب الشروط  
والمواصفات الاتية : وبموجب

Visa Number : ( 1301387517 )

التاشيرة رقم : ( ١٣٠١٣٨٧٥١٧ )

| category      | Qty | Salary  |
|---------------|-----|---------|
| NORMAL FACTOR | ٠٢  | 1000 SR |

| المهنة    | العدد | الراتب          |
|-----------|-------|-----------------|
| عامل عادي | ٠٢    | ١٠٠٠ ريال سعودي |

**Terms & Conditions :**

**الشروط والمواصفات :**

Medical , Accommodation : Free  
Air passage Both way : Free  
Vacation per year : 45 Days  
Working hours per day : 10 hours  
Period of contract : 2 years  
All other terms & conditions as per  
Saudi Labor laws .

العلاج ، السكن : مجاناً  
تذكرة السفر ذهاباً وإياباً : مجاناً  
الاجازة السنوية : 45 يوماً  
ساعات العمل في اليوم : ١٠ ساعات  
مدة العقد : 2 سنة  
وجميع الشروط الأخرى طبقاً لقوانين  
المملكة العربية السعودية .

Thanking you so much,,,

ولكم جزيل الشكر ،،،



**ROKON LAZAZ Est.**

General Contracting



مؤسسة  
**ركن لزاز**

للمقاولات العامة

الموافق / / ٢٠٢٠م

التاريخ / / ١٤٤٠هـ

**POWER OF ATTORNEY**

Know all men by these present that We  
Rokon lazaz Est. General Contracting  
Al Qassim, Buraidah, Kingdom of Saudi  
Arabia,

hereby appoint:

M/S. AL MODINA INTERNATIONAL

Lice. No.: 1460

Address: Dhaka – Bangladesh.

Hereby appoint by us to be our lawful  
attorney and agent to handle all necessary  
work involve including deposit of  
registration fees etc. with the emigrant  
Govt. of Bangladesh signing all documents  
for their Passport & passage.

This power of attorney is valid for the  
recruitment of (10) Labour.

Block-Visa No.: 1301327175

Date: 16/02/1438H

This said company is also, authorized to  
make agreement, select them and also sign  
contract for this purpose on our behalf  
according to the demand letter.

With Best Regards ,,,

General Manager

Rokon lazaz Est.



**خطاب توكيل**

ليكن معلوما للجميع بأننا نحن / مؤسسة ركن  
لزاز للمقاولات لصاحبها محمد هادي الحربي  
القصيم - بريده - المملكة العربية السعودية  
قد فوضنا: السادة / بي دي غلوبل بيجنس ،  
ترخيص رقم: ١٤٦٠

السادة المدينة إنترناشيونال

لقد قمنا بتعيينهم وكلاء شرعيين لنا ليقوموا  
نيابة عنا بإكمال جميع الأمور المتعلقة  
بالاستقدام إضافة إلى دفع رسوم التسجيل و  
غيرها و تكملة الاجراءات الرسمية من دولة  
بنجلاديش و التوقيع على جميع الوثائق  
المطلوبة التي تخص الاستقدام.

إن هذا التوكيل صالح لاستقدام عدد (١٠)

عامل بنجلاديشي و بموجب التأشيرة رقم:

١٣٠١٣٢٧١٧٥ التاريخ: ١٦/٠٢/١٤٣٨هـ

كما أن السادة المذكورين عاليه لهم الحق في  
التوقيع نيابة عنا على الاتفاقيات والعقود في  
هذا المجال، كما لهم حق اختيار الأيدي  
العامل بموجب خطاب الطلب المرفق.

ولكم جزيل الشكر و التقدير،،،

مدير العام

مؤسسة ركن لزاز للمقاولات

بسم الله الرحمن الرحيم

مركز حنان مساعد بلاش المطيري

س ت / ١١٦٣١٠٠٦٨٤

خطاب توكيل

POWER OF ATTORNEY

Let it be known to all that we

ليكون معلوماً للجميع بأننا : مركز حنان مساعد المطيري

Hanan Mssaead Al-Mutairi for

السادة المدينة إنترناشيونال

وكالة الإستقدام الموافقة بالحكومة، رقم الرخصة أر إل - ١٤٦٠

Contracting, Riyadh. Kingdom of Saudi Arabia

do hereby appoint

M/S. AL MODINA INTERNATIONAL

لقد قمنا بتعيينهم وكلاء شرعيين لنا ليقوموا نيابة عنا

Lic No.RL- 1460 Dhaka- Bangladesh

بإكمال جميع الأمور المتعاقبة بالاستقدام إضافة

إلي

Here appoint them to be our lawful  
attorney and gent to handle all necessary

دفع رسوم التسجيل وغيرها وتكملة الإجراءات الرسمية  
من دولة بنجلاديش والتوقيع علي جميع الوثائق المطلوبه  
والتي تخص الاستقدام

work involve including deposit of

ان هذا التوكيل صالح لاستقدام (١) بمهنة عامل ورشة من  
بنجلاديش وبموجب

registration fees etc. with the emigrant .

التأشيرة رقم : 1301384246

Government of Bangladesh, signing all documents

for their passport & passage.

بتاريخ 1438/06/19 هـ

This power of attorney valid for the  
recruitment of (1) from Bangladesh

كما أن السادة المذكورين بعالية لهم حق التوقيع نيابة  
عنا علي الاتفاقيات والعقود في هذا المجال . كما لهم  
حق اختيار الايدي العاملة بموجب خطاب الطلب المرفق  
ولكم جزيل الشكر

Visa Number : 1301384246

Date of Issue: 19/06/1438

This said company is also authorized to  
make agreement, select them and also sign  
contract for this purpose on our behalf

according to the demand letter.

Thanking you  
General Manager

المدير العام

تصديق  
والتوقيع  
دون مسؤولية  
عن المضمون

شكرا  
١٤٣٨

معهمة إدارة التصديق



الجمعية التجارية والصناعية بمنطقة القصيم  
QASSIM CHAMBER OF COMMERCE & INDUSTRY  
مركز حنان مساعد بلاش المطيري  
البيانات  
الرقم  
٠٨١٠  
٣١١٧٦٤٧٠٤  
٣١١٧٦٤٧٠٤  
٣١١٧٦٤٧٠٤  
٣١١٧٦٤٧٠٤

A1671657

بسم الله الرحمن الرحيم

بسم الله الرحمن الرحيم

تاريخ / / ١٤

مركز حنان مساعد المطيري

س ت / ١١٦٣١٠٠٦٨٤

**DEMAND LETTER**

**خطاب طلب**

**M/S. AL MODINA INTERNATIONAL**  
Govt. Approved Recruiting Licence No. RL-1460

السادة المدينة إنترناشيونال  
وكالة الإستقدام الموافقة بالحكومة، رقم الرخصة أر إل - ١٤٦٠

**Dhaka-Bangladesh**

**دكا - بنجلاديش**

please arrange to recruit the following  
personnel on the terms & conditions given

نرجو التكرم بإرسال المتقدمين حسب الشروط

والمواصفات الآتية وبموجب

**Visa Number:1301384246**

التأشيرة رقم : ١٣٠١٣٨٤٢٤٦

**Date of Issue: 19/06/1438**

التاريخ: ١٤٣٨/٠٦/١٩

| Category | Otv | Salary+Food      | الراتب + الطعام | العدد | المهنة    |
|----------|-----|------------------|-----------------|-------|-----------|
|          | 1   | 800 SR+ 200 food | ٢٠٠+٨٠٠ طعام    | ١     | عامل ورشة |
| Total    |     | Only             | فقط             |       | مجموع     |

**Terms& Conditions**

**الشروط والمواصفات:**

Medical . Accommodation

العلاج، السكن

Food

الطعام

Transportation Iqama

المواصلات الإقامة

Both way ticket End of Contract

تذاكر السفر نهاية العقد

Vacation per year

الإجازة السنوية

Working hours per day

ساعات العمل في اليوم

Period of Contract

مدة العقد

All other terms & conditions as per Saudi

وجميع الشروط الاخرى طبقا لقوانين المملكة العربية

السعودية .

Labour Laws.

ولأنم جزيل الشكر

General Manager

المدير العام

حنان مساعد بلاش المطيري



A1671658



مؤسسة / فواز حسين هادي الحوالي

للمقاولات العامة

س.ت: ٥٩٥٠٠١٢٦٢٥

التاريخ: // ١٤

الموافق: // ٢٠ م

معاهدة القنصل العام المملكة العربية السعودية المحترمة

سعادة رئيس القسم القنصلي بسفارة خادم الحرمين الشريفين

دكا - بنجلاديش

السلام عليكم ورحمة الله وبركاته.....

تحية واحترام.....

نفيد سعادتك بأننا قد أصدرنا تفويضنا الي السادة/ بي-دي غلوبل بزنس , رخصة رقم: أر-ايل - ١٢٣ ١

دكا - بنجلاديش وذلك لتوقيع جميع المستندات وتقديم الجواز واستلام التأشيرة من سفارتكم الموقر نيابة عنا الاستقدام عدد (٧٨) بمهنة عامل من بنجلاديش.

يرجي من سعادتك التكرم بالأمر علي من يلزم بسفارتكم الموقرة باعتماد هذا التفويض و اصدار تأشيرة العمل المطلوبة من تأشيرات لنا التأشيرة رقم: ٣٥ ٨٨٥ ١٣ ١٣٠ التاريخ : ١٤٣٨/٠٧/٢

شاكركم و مقدرين لسعادتك حسن تعاونكم وتفضلوا بقبول فائق الاحترام.....

المدير العام

توقيع مطبق بون انتر مسؤولة عن مطبوعات الوثيقة  
مؤسسة فواز حسين هادي الحوالي للمقاولات العامة  
عضوية  
44098  
توقيع فواز حسين هادي الحوالي  
2017/05/01  
معدلة الا منتهى 25  
36542989

تصديق وزارة الخارجية على صفة التمه  
التي هي من مسؤوليتها عن المحتويات  
١٤٣٨  
تتميز إدارة الجوازات

المقاولات العامة  
نجران  
مؤسسة فواز حسين هادي الحوالي  
س.ت: ٥٩٥٠٠١٢٦٢٥

ناصر بن مسفر العتيبي

بسم الله الرحمن الرحيم

التاريخ: ١٥ / ٥ / ١٤٣١ هـ

الموافق: ١ / ١ / ٢٠٢٠ م

مؤسسة مطيرة مطر العنزي  
للمقاولات

س.ت / ٢٦٧٩ / ٢٥١١١٠  
المملكة العربية السعودية - حفر الباطن

**DEMAND LETTER**

Visa No : 1301274285

**M/S. AL MODINA INTERNATIONAL**  
**Govt. Approved Recruiting Licence No. RL-1460**

Dhaka - bngladesh

Dear sir

Please recruit the following persons

| Category        | QTY | Salary |
|-----------------|-----|--------|
| Public Building | 01  | 1200   |

Total (01)

Term & conditions ;

Medical & conditions

Transportation : free

Airpassage (both ways ) : free

Working hours per day : 15 day

Working hours per day ; 8 hours

Period of 3 years

Pro bation period : 3 months

Lgama : free

All other terms conditions are per Saudi labour  
law

**Motairah Mutar Alanazi**

**ID : 1127042487**

**Workshop Motairah Mutar Alanazi**

Signature :

The seal :



A183202

**خطاب طلب**

التأشيرة رقم : ١٣٠١٢٧٤٢٨٥

السادة / السادة بي . دي . غلوبل بيجنس وكالة

السادة المدينة إنترناشيونال

وكالة الإستقدام الموافقة بالحكومة، رقم الرخصة أر إل - ١٤٦٠

بموجب تفويضنا الحال فإننا نفوضكم باستقدام الاشخاص

المذكورين أدناه نيابة عنا

| المهنة   | عدد | راتب |
|----------|-----|------|
| بناء عام | ٠١  | ١٢٠٠ |

المجموع (٠١)

المواصفات :

السكن والعلاج : مجاناً

المواصلات : مجاناً

تذكرة السفر (ذهاب / عودة ) : مجاناً

الإجازة : ١٥ يوم

ساعات العمل : ٨ ساعات

مدة العقد : ٣ سنوات

فترة التجربة : ٣ شهور

الإقامة : مجاناً

وجميع الشروط حسب قوانين العمل بالمملكة العربية  
السعودية

مطيرة مطر العنزي

سجل مدني / ١١٢٧٠٤٢٤٨٧

مؤسسة مطيرد مطر العنزي للمقاولات

التوقيع :

الختم :



Kingdom Of Saudi Arabia  
Khalid Mansour Almotairi  
Contracting Est.

المملكة العربية السعودية  
مؤسسة خالد منصور المطيري للمقاولات

**POWER OF ATTORNEY**

Know all man by these present that we,  
**Khalid Mansour Almotairi**  
**Contracting Est.**  
Kingdom of Saudi Arabia do here by  
appoint

**M/S. AL MODINA INTERNATIONAL**  
Govt. Approved Recruiting Licence No. RL-1460  
**Dhaka- Bangladesh**

Hereby appoint them to be our lawful  
attorney and agent to handle all necessary  
work involve including deposit of  
registration fees etc. with the emigrant Govt.  
of Bangladesh signing all documents for  
their passport & passage.

This power of attorney valid for the  
recruitment of (05) Bangladeshi Worker  
under our block.

**Visa Number: 1301297017**

**Date of Issue: 03/01/1438**

This said company is also authorized to  
make agreement, select them and also sign  
contract for this purpose on our behalf  
according to the demand letter.

Thanking you,

**General Manager**



**خطاب توكيل**

ليكون معلوما للجميع بأننا مؤسسة خالد منصور  
المطيري للمقاولات، المملكة العربية السعودية لقد  
فوضنا.

السادة المدينة إنترناشيونال

وكالة الإستقدام الموافقة بالحكومة، رقم الرخصة أر إل - ١٤٦٠  
دكا- بنجلاديش

لقد قمنا بتعيينهم وكلاء شرعيين لنا يقوموا نيابة عنا  
إكمال جميع الأمور المتعاقبة بالاستقدام إضافة  
إلى دفع رسوم التسجيل وغيرها وتكملة  
الإجراءات الرسمية من دولة بنجلاديش والتوقيع  
على جميع الوثائق المطلوبة والتي تخص  
الاستقدام.

أن هذا التوكيل صالح لاستقدام (٠٥) عامل فقط من  
بنجلاديش وبموجب.

التأشيرة رقم: ١٣٠١٢٩٧٠١٧

التاريخ: ١٤٣٨/٠١/٠٣

كما أن السادة المذكورين بعالية لهم الحق في التوقيع  
نيابة عنا على الاتفاقيات والعقود في هذا المجال. كما  
لهم حق اختيار الأيدي العاملة بموجب خطاب الطلب  
المرفق.

ولكم جزيل الشكر،،،،



المدير العام

م. ز. ز.

خالد منصور المطيري



SIRIM  
OHSAS 18001  
CERT NO. : W012801085



Company No: 140381-U  
(A wholly owned subsidiary of WCT Engineering Berhad)



MS ISO 9001 REG. NO. AR.2274

No Lab / Ref / H / M / S / C / S / C  
Date: 8.9.2006  
Attestation Fee: RM. 96.90  
No. of workers: 51 workers  
Receipt No.: 1591608

Date : 29 August 2006

**POWER OF ATTORNEY**

We, WCT Construction Sdn Bhd of No. 12 Jalan Majistret U1/26, Seksyen U1, Hicom-Glenmarie Industrial Park, 40150 Shah Alam, Selangor, do hereby authorize and appoint M/S. AL MODINA INTERNATIONAL, Holder Of Recruiting Licence No. RI-1460 to be our true and lawful attorney in Bangladesh for the purpose of:

- i) Handling all affairs associated with the collection of CVs of Bangladesh workers for employment.
- ii) Making selection of workers 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 examination, passports and necessary visa endorsement with the High Commission of Malaysia.
- v) Making arrangements for the workers passage to the job site in Malaysia.

This power of attorney shall remain valid till all the required Fifty-One (51) workers arrive in Malaysia, and in accordance with the Demand Letter (Ref.) P/WCTC/WLF/ys1/406/06) dated on 29 August 2006.

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

In witness whereof we have executed this document on the 29<sup>th</sup> day of August, 2006.



Certified and attested in the country of employment,  
By the High Commission for the People of Bangladesh in Malaysia

**Mohd Roslan Sarip**

Full name :  
Designation and Seal :  
Date :

Director

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

(MD. MONIRUZZAMAN)  
First Secretary (Labour-In-charge)  
Bangladesh High Commission  
Kuala Lumpur, Malaysia

No. 12, Jalan Majistret U1/26, Hicom-Glenmarie Industrial Park, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia.  
Tel: (603) 78052268 Fax: (603) 78049877 E-mail: wctbhd@wcte.com.my Website: http://www.wcte.com.my



# GOLDENWORKS ENGINEERING & CONSTRUCTION

No.46,Jalan Jambu Mawar 5, Taman Jambu Mawar,14000 Bukit Mertajam, Pulau Pinang  
Tel : 012-4163159 Fax : 604-5378402

|                  |          |
|------------------|----------|
| No.              | 27/3/07  |
| Date:            | 27/3/07  |
| Attestation Fee: | RM 14.00 |
| No. of workers:  | 60       |
| Receipt No.:     | 171944   |

Date : 15<sup>th</sup> March 2017

## RE:POWER OF ATTORNEY

We Messrs: **GOLDENWORKS ENGINEERING & CONSTRUCTION**  
Address : NO.46, JALAN JAMBU MAWAR 5, TAMAN JAMBU MAWAR,  
14000 BUKIT MERTAJAM, PULAU PINANG.

Respected Sir,

Do hereby appoint M/S. AL MODINA INTERNATIONAL of Bangladeesh, Overseas Employment Agency Licensed by H.G.M Ministry of Labour, No.RL-1460 to be our true and lawful attorney and recruiting agent in Bangladesh for the purpose of handling all the affairs associated with recruiting of workers for employment with our company, to sign all necessary documents and employment contacts required by the laws and regulations of Bangladesh, to arrange for passport and for visa endorsement with the embassy concerned to make arrangement for the workers' passage to the job site.

The power of attorney shall remain valid till the workers arrive at our factory in Malaysia and this power of attorney is non-transferable and irrevocable.

In witness whereof we have executed this document on -15<sup>th</sup>March 2017

Yours Sincerely,  
**GOLDENWORKS ENGINEERING & CONSTRUCTION**

**GOLDENWORKS ENGINEERING & CONSTRUCTION**  
(COMPANY NO: PG0149040-T)  
NO. 46, JALAN JAMBU MAWAR 5,  
TAMAN JAMBU MAWAR,  
14000 BUKIT MERTAJAM, PULAU PINANG  
HIP: 012-4163159 FAX: 04-5378402



*GGA*

**GOH SIONG AUN** (Executive Director)

Company's chop:

Attested in the country of employment by:

~~CHUA LIANG HONG~~  
NOTARY PUBLIC  
KUALA LUMPUR  
WEST MALAYSIA



Embassy of People's Republic of Bangladesh

This is to certify the signature of the signatory on this document/certificate is that of  
**CHUA LIANG HONG**  
who is notary public.

*[Signature]*  
TALAT MAHMUD KHAN  
Counsellor (Labour)  
Bangladesh High Commission,  
Kuala Lumpur, Malaysia



## SEREMBAN FURNITURE INDUSTRIES SDN BHD

Lot 452, PT 2501, Sg. Gadut Industrial Park, Jalan Tampin,  
71450 Seremban, Negeri Sembilan Darul Khusus, Malaysia.  
Tel: 606-6787349 Fax: 606-6787352 E-mail: [info@seremban.com.my](mailto:info@seremban.com.my)

CHUA LIANG HONG  
WINE 12 7221 9 3-1-1  
  
(MD MONIRUZZAMAN)  
First Secretary (Labour-charge)  
Bangladesh High Commissioner  
Kuala Lumpur, Malaysia

Date 20<sup>th</sup> September 2016

### RE: POWER OF ATTORNEY

We Messrs: **SEREMBAN FURNITURE INDUSTRIES SDN. BHD.**

**Address:** LOT -452, PT 2501, SG.GADUT INDUSTRIAL PARK, JALAN TAMPIN,  
71450 SEREMBAN, NEGERI SEMBILAN,

Do hereby appoint M/S. ALMODINA INTERNATIONAL OF Bangladesh, Overseas Employment Agency Licensed by H.G.M. Ministry of Labur, No. RL-1460 to be our true and lawful attorney and recruiting agent in Bangladesh for the purpose of handling all the affairs associated with recruiting of workers for employment with our company, to sign all necessary documents and employment contracts required by the laws and regulations of Bangladesh, to arrange for passport and for visa endorsement with the embassy concerned to make arrangement for the workers' passage to the job site,

The power of attorney shall remain valid till the workers arrive at our factory in Malaysia and this power of attorney is non-transferable and irrevocable.

In witness whereof we have executed this document on 20<sup>th</sup> September 2016

Signature:

Name: CHRISTINA JUANG  
Designation : Managing Director



Company's chop:

SEREMBAN FURNITURE INDUSTRIES SDN BHD (276914-D)  
Lot 452, PT 2501, Sg. Gadut Industrial Park,  
Seremban, Negeri Sembilan,  
71450 Seremban.

Attested in the country of employment by:

Embassy of People's Republic of Bangladesh





SIRIM  
CHAS 18001  
CERT NO.: W012501085



Company No. 143381-U  
(A wholly owned subsidiary of WCT Engineering Berhad)



MS ISO 9001 REG. NO. AR 2274

- |  |   |  |
|--|---|--|
| <b>15. Payment of Levy</b>   | : | Paid by the Employer and deducted from the monthly salary of Employee in 6 equal instalments |
| <b>16. Payment of Insurance Premium</b>  | : | Paid by the Employer   |
| <b>17. Transport</b>   | : | Provided by the Employer from accommodation to work place                                    |
| <b>18. Death compensation</b>  | : | As per the Malaysian Labour Law (covered by) FWCS)   |
| <b>19. Repatriation of terminated workers (due to Clauses 18 &amp; 19 of Contract)</b> | : | Paid by the Employee   |
| <b>20. Repatriation of sick, disabled workers</b>                                      | : | Paid by the Employer   |
| <b>21. Repatriation of Dead Body</b>   | : | Paid by the Employer (covered by FWCS)   |

Kindly arrange to recruit the above-mentioned category at the earliest.

Thank you.

Yours faithfully,

**MOHD ROSLAN SARIP**

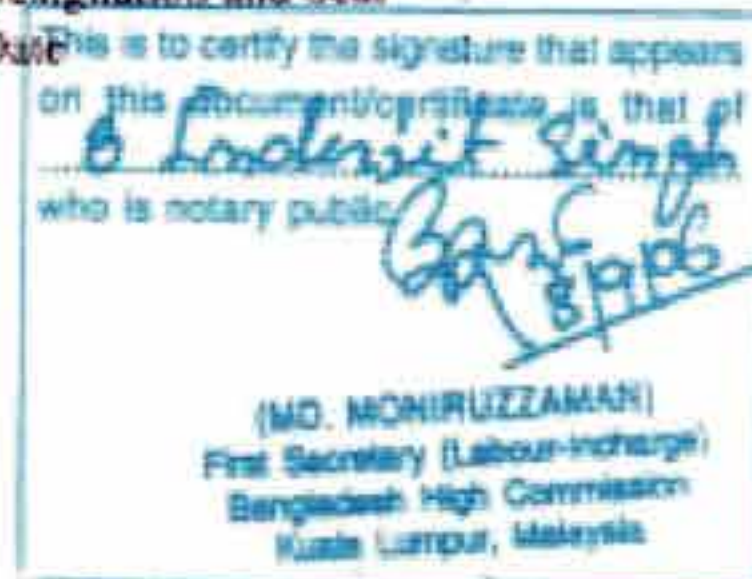
Director

Certified and attested in the country of employment  
By the High Commission for the People of Bangladesh in Malaysia

Full name

Designation and Seal

Date: This is to certify the signature that appears on this document/certificate is that of Mr. Lodewick Singh who is notary public.



(MO. MONIRUZZAMAN)  
First Secretary (Labour-in-charge)  
Bangladesh High Commission  
Kuala Lumpur, Malaysia



4. INDIKSI JAMIN  
POLISI BERKAITAN  
WTO TERSEBUT  
10, JALAN MAJESTRI UT/25,  
HICOM-GEMMARIE INDUSTRIAL PARK,  
40150 SHAH ALAM, SELANGOR DARUL EHSAN,  
MALAYSIA  
TEL: 03-7949877



# PK BUILDER (M) SDN BHD (71329-K)

(Formerly GLW MANPOWER SDN BHD (71329-K))  
A-G-08 ROSA COURT, TAMAN MALINJA, BUKIT BARU, 75150, MELAKA, Tel: 06 - 284 7436 , Fax: 06 - 284 7436.

Date: 31, 01, 2007.

## POWER OF ATTORNEY

We, PK BUIDER (M) SDN BHD situated at A-G-08, Rosa Court, Taman Malinja, Bukit Baru, 75150 Melaka, do hereby Authorize and Appoint MS. ALMODINA INTERNATIONAL R/L No :1460, to be our true and lawful attorney in Bangladesh for the purpose of:

- i) Handling all affairs associated with the collection of CVs 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, passports and necessary visa endorsement with the High Commission of Malaysia.
- v) Making arrangements for the workers' passage to the job site.

2. This power of attorney shall remain valid till all the workers arrive in Malaysia according to the Demand Letter dated on 31, 01, 2007.

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

In witness whereof we have executed this documents on 31 day of January, 2007.

  
.....  
**Pang Yong Juwai**  
(Director )  
PK BUILDER (M) SDN BHD-71329-K  
A-G-08 ROSA COURT, TAMAN MALINJA  
BUKIT BARU, 75150 MELAKA

Certified and attested in the country of  
employment  
By the High Commission for the People's of  
Bangladesh in Malaysia  
Full name :  
Designation and Seal :  
Date :



Notary Public Seal  
Date: 06.03.2007  
Attestation Fee: RM 119.00  
No. of workers: 60  
Receipt No:

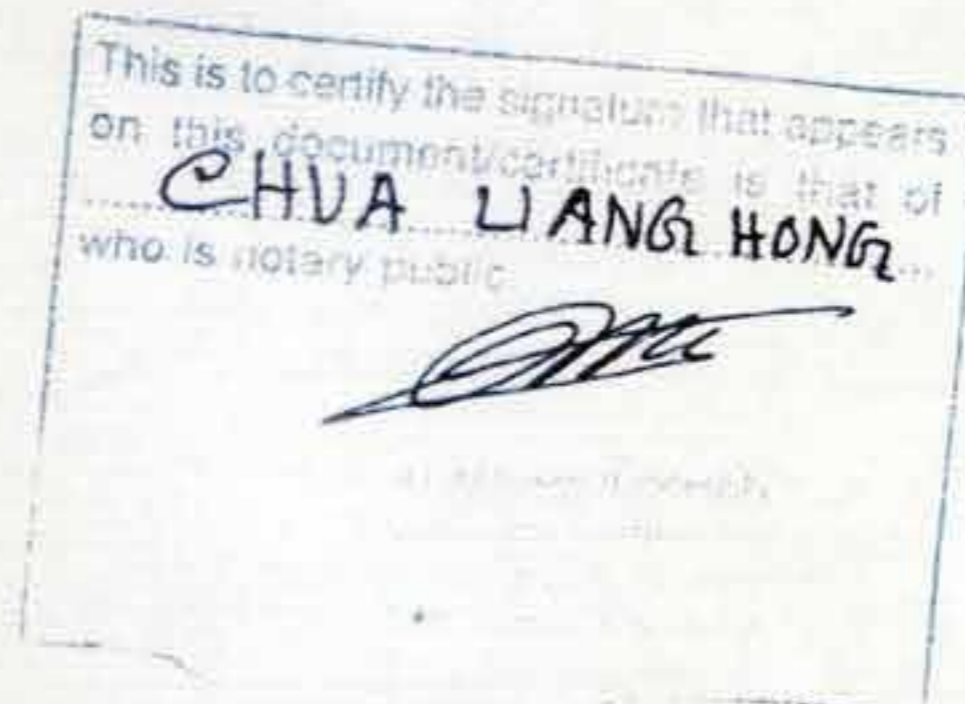
This is to certify the signature that appears  
on this document/certificate is that of  
**DATO NG MANN CHEONG**  
who is notary public  
  
Notary Public  
High Commission for the People's of  
Bangladesh in Malaysia





Date: 02.07.2007

**RE : POWER ATTORNEY**



We, Eastern Pretech (Malaysia) Sdn Bhd. Address: Lot 2, Jalan Perusahaan 5, Kawasan perindustrian Beranang, 43700 Beranang, Malaysia.

Do hereby appoint M/S. Al Modina International, Bangladesh, Holder Of Recruiting Licence No. RI-1460 Shahid Syed Nazrul Islam Sharani, Bijoy Nagar, Dhaka-1000, Bangladesh to be our true and lawful attorney and Recruiting Agent in Bangladesh for the purpose of handling all the affairs associated with recruiting of workers for employment with our company, to sign all necessary documents and employment contracts required by the laws and regulations of Bangladesh, to arrange for passport and for visa endorsement with the embassy concerned to make arrangement for the worker's passage to the job site.

The power attorney shall remain valid until till the workers arrive at our company in Malaysia and this power of attorney is non-transferable and irrevocable.

In witness whereof we have executed this document on 2<sup>nd</sup> July 2007.



Yours faithfully,  
EASTERN PRETECH (MALAYSIA) SDN BHD

  
Name: NG KOK PEN  
Designation : Director  
Company's Chop

  
CHUA LIANG HONG  
NOTARY PUBLIC  
KUALA LUMPUR  
MALAYSIA

  
Eastern Pretech (Malaysia) Sdn Bhd  
(184774-P)  
Lot2, Jalan Perusahaan Lima,  
Kawasan Parindustrian Beranang,  
43700 Beranang, Selangor D.E  
Eastern Pretech Tel: +6 03 87667941 Fax: +6 03 87660601





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