

**RECRUITING AGENCY LICENCE**  
**(UNDER EMIGRATION ORDINANCE, 1962)**



Issued under the authority of the Ministry of  
Expatriates' Welfare & Overseas Employment  
Government of the People's Republic of  
Bangladesh

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Licence Number : RL-

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Name of the Agency :

MIS. GLOBAL

RECRUITING

AGENCY.....

Business Address :

1911, CONCORD.....

REGIENey...TOWER,

PANTHAPATH, DHAKA

Name of the Proprietor/

MD. SABUR KHAN

Managing Partner/

VILL: DASDI, PO:

Managing Director

BABURHAT, PS+DIST:

with Permanent Address

CHANDPUR.....

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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.

*Handwritten signature and date: 28/4/2016*

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

Dated, Dhaka

The ...28.....day of ...04.....2006.....

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The licence is valid upto

~~27-04-2019~~

*Tazul Islam*  
28/4/16

**Md. Tazul Islam**  
Deputy Secretary  
Director (Employment)  
Bureau of Manpower, Employment & Training  
Govt. of the People's Republic of Bangladesh

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### TERMS AND CONDITIONS

1. The holder of the licence shall conduct business under signature and seal of the Proprietor or Managing Partner or Managing Director whose photograph and the specimen signature appeared in page-3. This licence shall not be used directly or indirectly, by any person other than the person in whose favour it was issued or at any place other than the place mentioned in the licence nor shall the licence be transferred, conveyed or assigned to any person or entity.
2. The holder of the licence shall not recruit or attempt to recruit a citizen for overseas employment or issue an advertisement or publish any material or hold any interview or examination for such recruitment without prior permission of the Director General, BMET.
3. The photocopy of the licence shall be prominently displayed at a conspicuous place in the premises of business and the original copy shall

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be produced on demand by the emigration authorities, the Labour Attache and other authority specially authorised by the Government.

4. For opening a recruiting centre at a place other than that indicated in this licence or for any change in address of the office, the holder of the licence shall obtain prior permission of the Director General, BMET.
5. No representative for procurement of demands shall be appointed by the holder of the licence without prior permission of the Director General, BMET.
6. The holder of the licence shall not charge more than the prescribed fees from the emigrants.
7. The holder of the licence shall bear the cost of repatriation of emigrants in case of any default.
8. The holder of the licence shall maintain the following permanent records at his/their place of business :—

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- a. A Register of receipt of charges from emigration in the form of an original acquittance roll containing the signature of each emigrant from whom the charge has been received. Each such Register shall be with reference to a permission for recruitment and payment of advance Income Tax on emigration.
- b. A Register showing the amount of fee and prepaid ticket advices received from the employers, identified permissionwise and record of photograph of PTAS.
- c. Individual holder for each principal and agreement, power of attorney and correspondence with the principal.
- d. Bio-data (giving full particulars including name, address, age, skill, experience and address of next of kin) of each emigrant recruited by the licence.
- e. Copy of employment contracts of each emigrant as authenticated by the Director General, BMET.

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- f. Register of visa received from employers, giving separate account of block/individual visa.
- g. Such other records as may be required by the Director General, BMET and other Government agencies.
9. The holder of the licence shall adhere to the following codes of conduct :—
  - a. Select the technically and medically qualified candidates only for overseas jobs.
  - b. Make a sincere endeavour to select job-seekers from the Manpower Banks of the District Employment and Manpower Offices of BMET as far as practicable.
  - c. Facilitate conduct of recruitment test and medical examination in the best possible manner. Honour the terms and conditions of agreement/contract with the Principal in letter and spirit.



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- d. Enter into agreement with such principals who will actually employ the workers and honour the terms of employment.
- e. Shall not render services or any other benefit to the employers which are not permitted by the Ordinance or the Rules.
- f. Provide correct information to all concerned through advertisement and other means.
- g. Pass on all available service benefits to emigrants.
- h. Charge only such fee from emigrants as are authorised by the Government and shall not over-charge in any way.
- i. Assist contractual emigrants in all possible ways during their period of employment overseas.
- j. Promptly settle any claim that may be due to emigrants.

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- k. Uphold national ideals and safeguard national interests in their dealings with foreigners in connection with their business.
  - l. Refrain from doing or saying anything that tarnishes the image of the country abroad.
  - m. Shall not accept terms and conditions of employment which are below the prescribed minimum requirements.
  - n. Shall never attempt to secure demand by such means as are harmful to the interests of the country, fellow agents or emigrants.
10. The holder of the licence shall submit application for renewal of licence in the prescribed proforma alongwith deployment reports, renewal fees\* etc., not later than by the 1st December every year.

