

b. Application for Employment of Foreign Nationals in the Industries

Application for Employment of Foreign Nationals in the Private Sector Industries



BOARD OF INVESTMENT
Prime Minister's Office, Jiban Bima Tower
10 Diikusha C/A , Dhaka 1000, Bangladesh
Phone: 880-2-9561430-1 Fax : 880-2-9562312

For Official Use Only. Please do not write in this space.

Work Permit No. :

Date of Approval:

Applicant's
Photograph

Passport Size

[Please fill in each of the following fields accurately and clearly in BLOCK letters.]

A. Particulars of Sponsor / Employer:

1. Name and address of the Enterprise :
2. Type of industry (please specify
Products) :
3. Whether local, foreign or joint
venture company (if joint venture,
percentage of local and foreign
investment is to shown). :
4. Recommendation of Company's Board :

B. Particulars of the Foreign Incumbent

1. Name (in block letters) :
2. Nationality :
3. Date of birth :
4. Marital status :
5. Particulars of passport of the
incumbent (Attested copy should
be enclosed). :
- a. Passport No. :
- b. Valid upto :
- c. Permanent address of the
incumbent :

 6. Qualification and experience:-

- | | |
|---|---|
| a. Academic qualification | : |
| b. Professional qualification | : |
| c. Experience | : |
| (please attach copies of relevant certificates) | |

 C. Particulars of Job

- | | |
|---|---|
| 1. Designation/post for which the incumbent will work | : |
| 2. Brief job description | : |
| 3. Date of employment/extension | : |
| 4. Period of employment/extension | : |

 D. Monthly Remuneration

- | <u>(inclusive or exclusive of income tax)</u> | Payable locally / Payable abroad |
|--|----------------------------------|
| 1. Basic pay | : |
| 2. Dearness allowance | : |
| 3. Overseas allowance | : |
| 4. House rent | : |
| 5. Conveyance allowance | : |
| 6. Entertainment allowance | : |
| 7. Bonus | : |
| 8. Other fringe benefits, if any | : |
| 9. Monthly estimated expenditure to be incurred on accommodation, car, driver, mali, servants insurance, club subscription (if any) and other house-hold amenities | : |
| 10. If remittance claimed (please attach copy of the agreement) entered into with the incumbent | : |

 E. Other Particulars

- | | |
|--|---|
| 1. Whether advertisement was made to employ local people (if so, relevant press cutting is to be attached) | : |
| 2. Justification for employment of foreign national | : |
| 3. Has the project been approved by any sanctioning authority ? If so, please attach copy of the sanction letter | : |
| 4. Arrangements for training of local employees to replace the foreign national | : |
| 5. No of existing local and foreign employees | : |

Salary brackets	Local	Foreign
Upto Tk. 1000/- p.m.		
From Tk. 1001/- p.m. to Tk. 2500/- p.m.		
Above Tk. 2500/- p.m.		

Date :

Signature with name and
designation of the applicant
(Managing Director/Director/Managing Partner/Proprietor).

- Note :
- 1 Application is to be submitted in 4 copies with 4 passport size photographs.
 2. Instead of writing "see attached sheet"/"bio-data" etc. specific replies in short should be given in each column.
 3. Additional sheets may be attached, if required.
 4. Copy of approval of the Board of Directors regarding employment of foreign national is to be attached.
 5. Employment of foreign national is subject to prior govt. approval.
 6. Appointment letter/employment contract.
 - 7, Certificate of Incorporation along with Memorandum and Articles of Association is case

The following papers/documents are required to be furnished for
**Extension of Work Permit in favour of the expatriate(s) employment in
Branch/Liaison Office and other Commercial Establishment.**

1. Application in prescribed form along with passport size photograph of the expatriate (1 copy)
2. Decision of Board of Director's of the company/partners of the firm regarding extension of employment of foreign national (s) including salary & other facilities to be provided duly signed by Directors/Partners present in the meeting (one copy)
3. Attested photocopy of passport (full set) with "E" type visa for employment and 'PI' type for Investors 1 set (1 copy)
4. Attested copy of extension of service contract/agreement and appointment letter (1 copy)
5. Attested copy of tax assessment order sheet, tax payment receipt and income tax clearance certificate from concerned tax circle for the previous working period (1 copy)
6. Bangladesh Bank's Permission under sector 18 (A), in case of foreign company/Firm
7. Statement of existing manpower showing list of local and expatriate personnel with salary break-up designation, nationality and date of first appointment
8. Encashment certificate of inward remittance in favour of Liaison/Branch office for the last 2 years.
9. Encashment certificate of inward remittance of at cash US\$ 50,000.00 for joint venture and 100% foreign ownership company incorporation in Bangladesh as equity investment of the foreign shareholders.

N.B. All documents should be signed /attested by Managing Director/Managing Partner/proprietor of the company.