

d. Application for Employment of Foreign Nationals in Commercial Offices.
[Commercial Offices include Branch/Representative/Liaison Office, Buying House, Educational Institute of Foreign Origin]

PHOTOGRAPH
 OF THE
 INCUMBENT
 (4 copies)



BOARD OF INVESTMENT
 PRIME MINISTERS'S OFFICE
 JIBAN BIMA TOWER, 10, DILKUSHA C.A
 DHAKA-1000, BANGLADESH

**APPLICATION FOR EMPLOYMENT OF FOREIGN NATIONAL IN
 BRANCH OFFICE/LIAISON OFFICE AND OTHER COMMERCIAL ENTERPRISE**

A. PARTICULARS OF SPONSOR/EMPLOYER

1. Name and address of the Enterprise including Phone/Fax number :
2. Type of the organization (Proprietorship/Partnership/Private/Public Limited Co.) :
3. Nature of business :
4. Reference of permission for opening Liaison/Branch office issued by Ministry of Industries/BOI and duration of Permission :
5. Capital structure:
 - (i) Authorized capital :
 - (ii) Paid up capital :
6. Gross income:
 - (i) Remittance received during last 12 months :
 - (ii) Total export earning during last 12 months :

B. PARTICULARS OF FOREIGN INCUMBENT

1. Name of the foreign national in BLOCK letters :
2. Nationality with passport No., date & place of issue and period of validity :
3. Permanent address :
4. Date of birth :
5. Marital status (married, unmarried, divered)
 - (i) If married, number of family members :
 - (ii) Whether any of the incumbents family members will live in Bangladesh, if yes, name (s), relationship & age :
6. Academic qualification (Please attach certificates) :
7. Professional qualification (Please attach certificates) :
8. Work Experiences (Please attach certificates) :

C. PARTICULARS OF JOB

1. Name of the post employed for :
2. Brief job description :
3. Whether the post has been advertised in Bangladesh (if advertised, please attach copy of paper clipping) :
4. Justification for employment of foreign incumbent :
5. Expected date of arrival in Bangladesh :
6. Type of visa & period of validity :
7. Date of employment/joining :
8. Period of employment (in years) :
9. Whether the employment is fresh, extension or transfer from other company in Bangladesh :

D. MONTHLY REMUNERATION (inclusive or exclusive of income tax)

Items		(in US\$/BD Taka)	
1.	Salary support (monthly)	Payable locally	Payable in abroad
	(a) Basic salary	:	
	(b) Overseas allowance	:	
	(c) House rent	:	
	(d) Conveyance allowance	:	
	(e) Entertainment allowance	:	
	(f) Annual bonus	:	
	(g) Other fringe benefit, if any	:	
2.	Whether remittance will be made from	:	
	Bangladesh or to Bangladesh (whole or part)		

E. EXISTING/PROPOSED MANPOWER OF THE OFFICE

Local			Foreign			Ratio
Officer	Staff	Total	Officer	Staff	Total	Local : Foreign

Date:

(.....)
**Signature with name and
 Designation of the applicant
 (Chairman/managing Director/Proprietor)**

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

1. Attested copy of permission letter for opening Branch/Liaison Office/Commercial enterprise from the appropriate authority, if not submitted earlier (one copy).
2. Decision of Board of Director's of the company/partners of the firm regarding employment of foreign national (s) including salary & other benefit to be provided duly signed by Directors/Partners Present in the meeting (one copy).
3. Memorandum & Articles of Association and Certificate of Incorporation of the company duly signed by shareholders along, if not submitted earlier (1 copy).
4. Copies of application in prescribed form along with 4 passport size photographs of the expatriate (s) with name duly attested by the Managing Director/Partner/Proprietor of the Company/Firm.
5. Attested photocopy of Passport (full set) with arrival stamp and "E" type visa for employees and "PI" type visa for investors (4 sets).
6. Attested copy of service contract/agreement and appointment letter in case of employee (4 copies).
7. Attested copies all academic, professional & experience certificates for employee (4 copies).
8. Paper clipping showing advertisement made for recruitment of local personnel prior to appointment of the expatriate (s) (1 copy).
9. Statement of the manpower showing list of local & expatriate personnel employed in the office with designation, salary break-up, nationality and date of first appointment.
10. Encashment certificate of inward remittance in favour of Liaison/Branch office for the last 2 years.
11. 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 attested by Managing Director/Managing Partner/Proprietor of the Company/Firm.