

# [COMPANY LETTER HEAD]

[Date:           ]

TO

**KISWA ENTERPRISE LIMITED**  
**LIC. NO: RL- 573**  
**DHAKA, BANGLADESH**

## SPECIAL POWER OF ATTORNEY

Known by all men by these present that we, [*COMPANY NAME & ADDRESS*], do hereby appoint **Kiswa Enterprise Limited** approved by the government of Bangladesh, Ministry of Labour holding valid license no. RL-573 with official address at Dhaka, Bangladesh to be our true and lawful agent in Bangladesh in respect of handling the affairs of recruitment of the workers from Bangladesh as mentioned in accompanied Demand Letter issued by us and entering into contract with selected employees, completion of immigration formalities, signing of all the necessary documents required by the concerned offices in connection with the recruitment of workers mentioned in the Demand Letter, to arrange their passport, passage and to negotiate with workers as they deem fit as required by the law of Bangladesh, all in strict compliance with the Demand Letter accompanied herein.

In witness whereof, we have executed this power of attorney on this day [*DATE*], in presence of the subscribing witness.

Thanking you and assuring you of our best cooperation and attention at all times, we remain.

Yours faithfully,

*NAME OF THE AUTHORISED PERSON*

*[SIGNATURE]*

*[COMPANY SEAL]*

# [COMPANY LETTER HEAD]

Date:

TO  
KISWA ENTERPRISE LIMITED  
LIC. NO: RL-573  
DHAKA, BANGLADESH

## DEMAND LETTER

Dear Sir,

We [**COMPANY NAME**] organized under the laws of QATAR hereby appoint you, KISWA ENTERPRISE LIMITED, LIC. NO. RL-573 to be our lawful attorney and agent in Bangladesh for processing the respective affairs for recruiting manpower as follows.

SL	CATEGORY/PROFESSION	QUANTITY	SALARY PER MONTH
1			
TOTAL =			

### Terms & Conditions of the contract as follows:

1. Period of Employment : 3 Year's
2. Place of Employment : Anywhere at QATAR
3. Probationary Period : 3 months
4. Working hours : 8 Hours Per day
5. Accommodation : Provided by the company
6. Food : Provided by the company
7. Transportation : Provided by the company
8. Ticket : One way Free (after complete of contract)
9. Overtime : As per QATAR labor laws
10. Medical benefits : As per QATAR labor laws
11. All other facilities : As per QATAR labor laws
12. All other conditions of services shall be in accordance with the QATAR labor law

We appreciate your kind consideration on this undertaking.

Thanking you,

*NAME OF THE AUTHORISED PERSON*

*DESIGNATION*

*[COMPANY SEAL]*