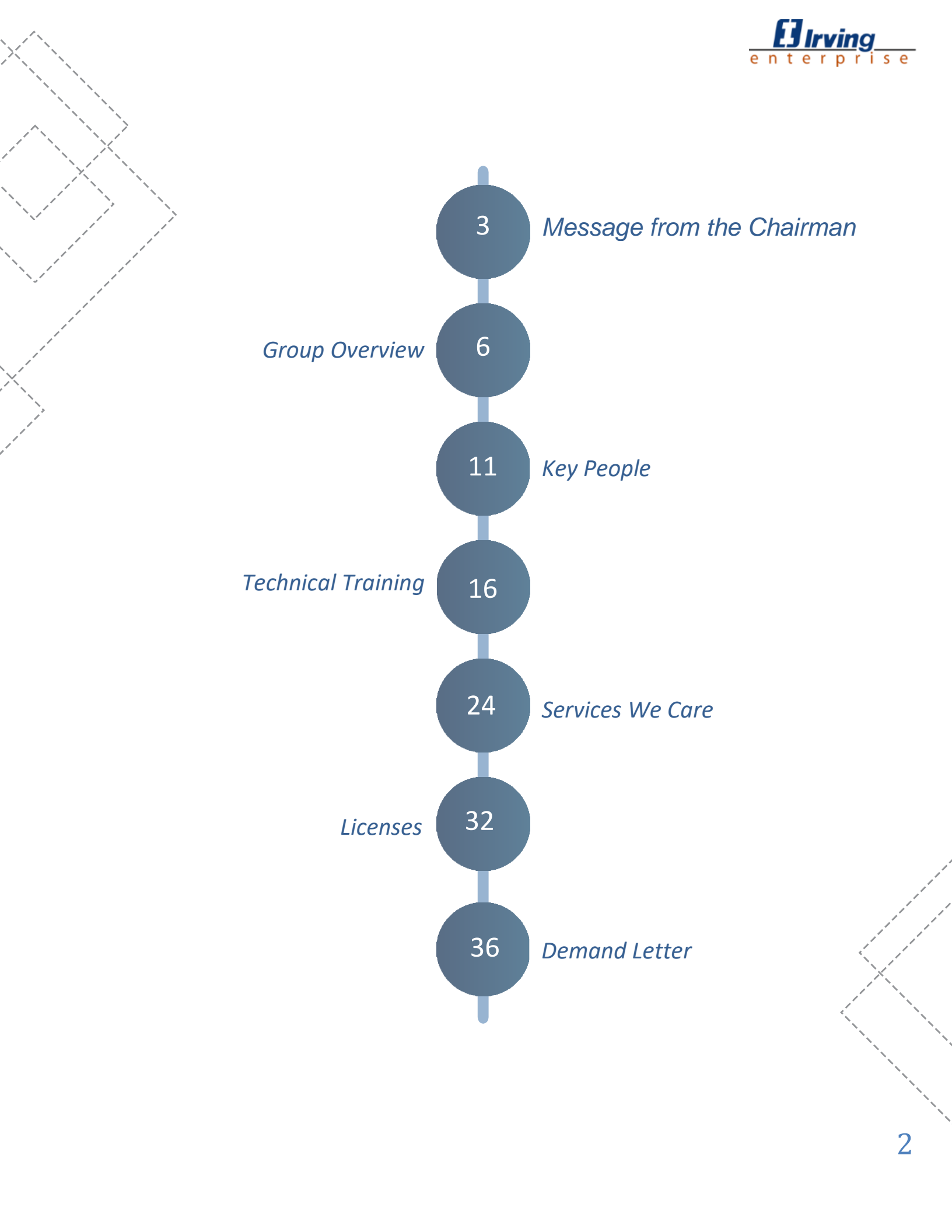


Company Profile

Dedicated Towards Work



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Message from the Chairman

It is a great honor for me to perceive the enormous accomplishments and successes achieved by Irving Enterprise over the past years.

Our Company has planted and developed its roots in Bangladesh, expanding them to cover various countries, while excelling in its different activities. Its booming record is a proof to the continuity of its achievements, which has converted it into a leader in various fields.

The corner stone behind the chain of successes realized by the group is, undoubtedly, the devotion of the administration and the distinguished staff that enjoy the highest professional and proficient standards. I would like to express my sincere appreciation to all staff whose efforts and dedication have contributed to the results achieved during the years.

In coming years, we intend to go ahead and reach new milestones with the aid of the Almighty Allah, and with our ambitions of attaining more progress and success.

HBM Lutfur Rahman
Chairman



Irving Enterprise

Irving Enterprise, a member of Irving Group, was established in 1991 registering with the Ministry of Labor & Manpower Development, Government of the People's Republic of Bangladesh and secured license to trade in Manpower Export from Bangladesh. The company, being fully aware of current requirement of the trade in the face of international competition, has been organized with adequate infrastructural facilities to meet and satisfy the requirement of international employers.

Facilities have been carefully built up and consolidated for mobilization and selection of required manpower of different categories and trade within shortest possible time at minimum costs. Within this short span of time Irving has successfully exported more than 60,000 workers of different categories. The workers were provided mostly to multi-national companies such as Matsushita Electronic (National Panasonic) in Malaysia, Milaha (Qatar Navigation) in Qatar, Al-Khodary, Rajab & Silsilah, Mawarid Services in KSA, Al-Abrac Trade, GH hanem Hamad in UAE, Public Works Dept in Singapore. We have also supplied professionals and workers to major group of companies for development in the Ministry of Defense, Aviation, Medical Services and Maintenance Companies.

QUICK FACTAS

Company Name	Irving Enterprise
Founded	1991
Global Presence	UAE, Malaysia, Saudi Arabia, Libya, Kuwait, Qatar, China
Quality Process	ISO Certified
Service Area	Primary Office: 3600 SFT Training: 8000 SFT Processing: 3000 SFT
Staff	Over 150 personnel
IT Infrastructure	Fully owned IT and Nationwide ISP (internet Service Provider) company – iDS Bangladesh with compatible infrastructure and advanced IT solutions.
Workers Exported	Malaysia – 25,000, UAE – 20,000, KSA – 15,000, Kuwait – 5000, Qatar – 5000, Libya – 500, Oman – 200, China – 100, Singapore – 60, Bahrain – 50

HR Export by Country



Malaysia	Singapore	China	Japan	Korea
UAE	Saudi Arab	Libya	Kuwait	Qatar
Oman	Bahrain	Cyprus	Croatia	Hungary

Group Overview

Irving Group is proud to be one of the leading business Groups of Bangladesh, a trusted name in the service sector. The group was founded in 1989, at the dawn of an age when Bangladesh service sector industries were taking shape. Over the years, Irving expanded its horizons to different sectors of service and beyond.

Irving currently circles its customers with value-added services through its numerous business units: Human Resource (Manpower Recruitment), Real Estate, Airlines Sales Agencies, Travel Agency, Tour Operation, Internet Service Provider (ISP), Banking, Leasing Finance & Insurance. Each of these businesses is dedicated to providing customers with the highest-quality, most highly efficient products, systems and services.

Around the world, Irving operates in nearly 10 countries, provided employment over 60,000 personnel. To meet global demands it has its own representative in Dubai the commercial hub of Middle East and Associates in Malaysia, USA, Qatar, Saudi Arabia, India, China and Taiwan.

Over 30 years, Irving has paid close attention to customers' needs. Irving has a proud history of delivering exceptional results. In the process, a unique business culture has emerged that drives to perform their absolute best.

Irving Group seeks to offer the highest and most elevated standards of performance and services in all its sectors. This is a principle to which it has been committed since its foundation. A key value of the group is the ability to be reliable, ethical, and trustworthy with a great sense of heritage. Its cast iron ethics underpin its incontestable integrity and business practices.



Parent Group

Premier Group

Premier Group of companies Ltd. is a conglomerate of companies having diversified business activities- Banking, Insurance, Leasing, Manufacturing, Cement, Distribution House, Travel & Tourism, Aviation, Medical Centre, Restaurant Hospitality Services and Education Sector. The Group consists of following business concerns:



We enjoy very strong financial strength. Our parent group "Premier Group" owns Commercial Bank possess Branded Five Star Hotel chains. We are also involved in other industries and in Trade Business, Human resource development, Food Chain, Catering Service.

A 3rd Generation Private Bank celebrating its 14th year in operation. which have branches & financial organizations all over Bangladesh .



Hilton Dhaka Construction of an international brand five-star hotel named "Hilton Dhaka" was formally began at Gulshan, Dhaka city on 07 August 2013.



The hotel will open in 2018. It will be the first time in Bangladesh with six storied underground building manager by Premier Group for Courtyard Renaissance hotel.



The business boutique hotel in Dhaka with luxurious rooms, restaurants, business center and other business facilities.



One of the oldest restaurants in Dhaka known for North-Indian cuisine in a quite family –



BATON ROUGE restaurant deserves an alluring flair, a new dimension which infuses sophisticated depiction of our



Sub Factory Dhaka Sub sandwich and cold drinks, Fast food



Casa Greek is one of the Best Steak house & Greek Restaurants in Bangladesh.

Companies of Irving Group



It is specialized in providing "ONE STOP TRAVEL SOLUTION" to its valuable clients, Visa Selection and holiday planning as well



Established in 1991 registering itself with the Ministry of Labor & Manpower Development, secured license to trade in Manpower Export from Bangladesh. Since its inception it has sent around 30000 workers abroad with job.



Real Estate Development Business.



An IATA approved



An approved venture is to carry out medical screenings imaging of manpower recruits referred by the Embassies of the GCC countries and by The Malaysian government for medical examinations.



Irving Education, a professional academic consultancy firm dedicated to helping students achieve their academic goals abroad.



GSA of Pakistan International Airlines Corporation.



An offline CSA of Ethiopian Airlines



Nationwide ISP, IT and Software Services.



A renowned money exchange house, 100% owned by Irving Group



Established in the year 1975 a pioneer in the trade of travel & tourism also an authorized agent for Umrah



Irving Cargo Services GSA of Afriqiyah Airways. (Libyan International Carrier)

Vision and core values

OUR VISION

Our vision lies in the strategy of horizontal and vertical expansion, thus diversifying our investment and opening new markets in order to find new investment opportunities locally and regionally. We are always working on the conservation of our reputation, well-known for its professionalism and commitment to the market morals, collaborating on the market development.

As a Group, we aim to be the most reliable global service company sharing a common value with customers, investors, employees and society.

OUR MISSION

Irving Group seeks to offer the highest and most elevated standards of performance and services in all its sectors. This is an objective on which it has been working for a long time and a principle to which it has been committed since its foundation in the nineties of the past century. Launching from there, Irving Group and its subsidiaries have gathered thousands of highly qualified employees to offer their services to institutional and individual customers according to the highest criteria of quality and efficiency.

At the heart of our investment approach, we have an emphasis on creating sustainable value. Our Board of Directors and executive officers, who combine over 100 years of experience in the Bangladeshi and international business landscape, have the ability to deliver the highest returns through practicing high standards of governance and operational know-how.



CORE VALUES

Integrity

A key value of the group is the ability to be reliable, ethical, and trustworthy with a great sense of heritage. Our cast iron ethics underpin our unquestionable character and business practice.

People

The essence of our existence. Our world class staff, clients, defines our ambitions, success and passion. Our passion for people makes us customer centric.

Professionalism

Uncompromising, focused, and confident in offering world class products and services. We strive for excellence in what we do and are always seeking to improve our performance.

STRATEGIC PRIORITIES

Strong Operating Excellence

Our commitment to operating excellence guides everything we does – it always will. Continuous improvement in safety, environmental stewardship and cost efficiency is a fundamental requirement for our company and employees. We employ rigorous training and audit programs to drive ongoing improvement in both personal and process safety as we strive for zero incidents. We are committed to protecting the environment and continually seek to reduce our environmental footprint throughout our operations.

A Learning Culture

We are building a culture that encourages employees to continually learn and apply new skills. Learning opportunities include a broad range of training activities, work experiences, networking events and professional feedback. We are establishing robust career development programs that ensure employees at all levels remain fully engaged and successful in their current roles, while supporting them to reach their fullest potential. Dedicated talent management teams evaluate employees' skills and development needs to identify assignments that will leverage existing strengths and develop new capabilities.



Key People



Irving currently circles its customers with value-added services through its numerous business units: Human Resource (Manpower Recruitment), Real Estate, Technical Training, Airlines Sales Agencies, Travel Agency, Tour Operation, Internet Service Provider (ISP). Each of these businesses is dedicated to providing customers with the highest-quality, highly efficient products, systems and services.

Around the world, Irving operates in nearly 10 countries, provided employment over 40,000 personnel. To meet global demands, it has its own representative in Dubai the commercial hub of Middle East and Associates in Malaysia, USA, Qatar, Saudi Arabia, India and Taiwan.

Over 20 years, Irving has paid close attention to customers' needs. Irving has a proud history of delivering exceptional results. In the process, a unique business culture has emerged that drives to perform their absolute best.





H.B.M Lutfur Rahman
Chairman

After completion of his formal education in Dhaka he obtained higher degree in business and management from the South Eastern Oklahoma State University, USA. He possesses 25 years' experience in travel trade industry including operation of GSA. He is a successful businessman of international standing with diversified interest in the field of travel, cargo, domestic private airlines, Human Resource Development, Finance, Real estate, Oil and IT sector. In recognition of his outstanding business performance Government of Bangladesh designated him as Commercially Important Person (CIP) for a number of years

Positions Held:

President & CEO	:	Banani Travel & Tours Ltd. GSA- Afriqiyah Airways
Vice Chairman	:	Al Khaleej Travel Ltd. GSA- PIA
Managing Director	:	Irving Aviation Ltd. International Health Centre Ltd.
Director	:	Air Concern Ltd. BAIRA Life Insurance Company Ltd.
Proprietor	:	Irving Enterprise Irving Properties iDS Bangladesh ihome Tisha Money Exchange



Mr. M. Ehsanul Haque
Sr. Advisor

Mr. M. Ehsanul Haque has thirty-five years of success in managing and leading top-performing Multinational and Bangladeshi banks. He was CEO and Managing Director for eleven years in various banks and financial organizations' like BRAC Bank, BRAC Afghanistan Bank, Infrastructure Development Company Ltd. (IDCOL), and Prime Bank. He implemented Global Best Practices in banking in Afghanistan, Bangladesh, India and Vietnam. His expertise is in the areas of corporate / commercial banking, financial and corporate restructuring, SME, Retail Banking, Micro, Small, Medium Enterprise business and new organization

set-up like BRAC Afghanistan Bank which is owned by International Finance Corporation, Triodos Bank, Shore Bank and BRAC.

He worked as an advisor with International Development Agencies working in the areas of Sustainable Energy for Development, Vocational Training and Skills Development and Access to Finance. He also advised Local Corporate Houses in reorganizing and restructuring their businesses. Mr. Haque holds a Master degree in Economics from Jahangirnagar University.



Mrs. Yasmin Rahman
Adviser

Joined as an Adviser to the Company with vast experience in travel trade. Has worked with Pakistan International Airlines, GMG Holidays and IATA travel agency in Sales, Marketing and Administration since 1977 in an executive position. Mrs. Rahman also held position as a delegate of PIA to IATA affairs, Board of Airlines, Airline Investigation Panel, Airline Operating Committee and was Chairperson of Airline scrutiny Committee for consecutive 6 years. She volunteered at BRAC (Bangladesh Rehabilitation Assistance Committee) and Ispahani Islamic Eye Institute and Hospital Society in Bangladesh

Mr. Wares Ali Khan
Chief Consultant

Mr. Wares Ali Khan has extensive experience in bilateral trade and has set up multiple projects successfully implemented by his leadership. As the Chief Consultant of Irving Group, Mr. Wares develops and implements strategies aiming to promote the organization's mission. He has built an effective team of leaders by providing guidance to subordinate managers

Mr. Wares has worked in Japan for 8 years. His experience with Japanese companies has helped this organization to build a strong rapport in the Japanese industry.



Mr. Morshed Alam Tareq
Executive Director

Mr. Morshed Alam Tareq has more than 30 years of experience in Human Resource Recruitment and Training in Bangladesh. His expertise includes manpower export of skilled and semi-skilled workers to many countries around the world. He has completed his graduation from Jagannath University. As the General Manager of Irving Enterprise, he ensures operation effectiveness and develops strategic plans for continuous development.

H.B.M Mokhlesur Rahman
Sr. Executive Director

Mr. H.B.M Mokhlesur Rahman is a source of enterprising inspiration leadership for Irving Enterprise. Mr. Rahman enthuse high sprit of enterprising interest in diversification of the company towards recruitment, training, and world-class standard in HRD management for employment abroad. More than 35 years he is in this area. Mr. Rahman global reach and local expertise combine to deliver an unmatched global perspective with detailed Insight into local markets and International Market.



Tamim Husyn
Manager, Business Development

Mr. Tamim Husyn has extensive experience in business development and implementation of contemporary corporate practices. His primary responsibility is to ensure operational and strategic coordination between all concerns of Irving Group. He has worked with the British Council in Bangladesh as a freelance trainer for soft skills including team management and skills for employability. He regularly provides training on contemporary management practices, leadership skills and corporate language in different institutions and Universities. His experience includes working as Training and Implementation specialist for Therap Services LLC., where he worked for implementing online operational systems (SaaS) in State and Local offices in USA. He has also worked with Augare Holdings during the launching of 4G internet (Qubee) in Bangladesh.



Mrs. Tajria Rahman Rishta
Head of Business Development

Mrs. Tajria Rahman has been an integral part of Irving Group after finishing her studies. She completed her undergraduate from University of Exeter, UK in Accounting and Finance, and masters in Management from Cass Business School, UK. Currently, she works in developing new projects of Irving Group and oversees ongoing operations.

Mr. Abid Rahman Rafsan
Head of Co-ordination

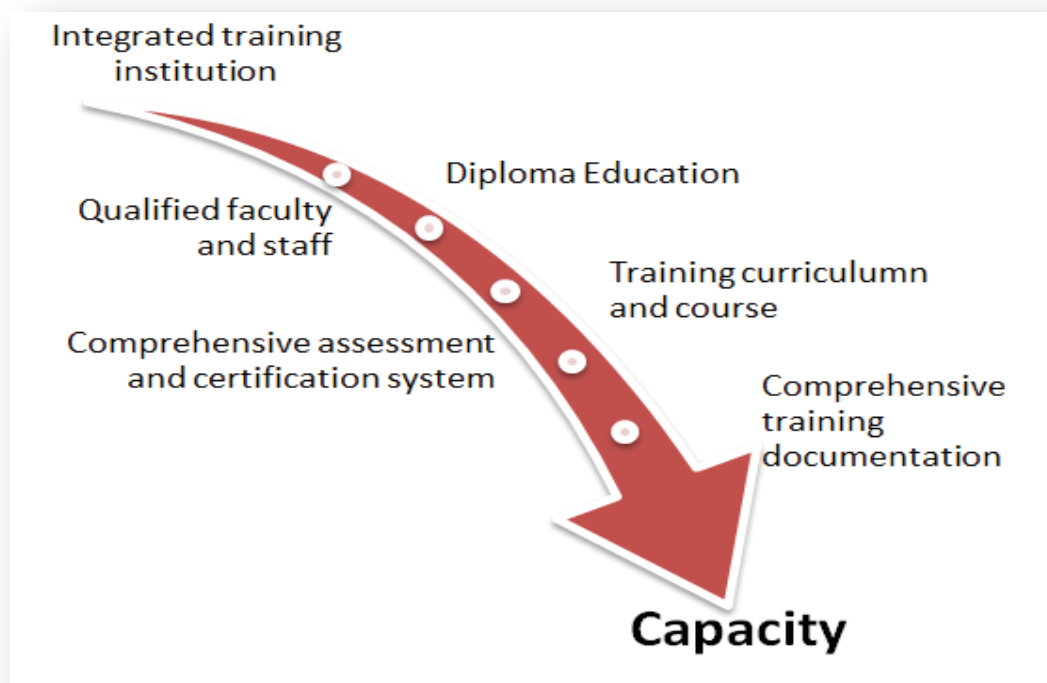
Mr. Abid Rahman Rafsan is the Head of Co-ordination of Irving Group. He has joined Irving Group after finishing his bachelors from North South University. He manages and co-ordinates with the overseas vendors. He also manages the day-to-day operation of the Enterprise.



Irving Technical Training is a member of Irving Group. We take pride in assuring our presence as a contributor than a mere service provider to fulfill client requirements.



Our experience in technical training covers a wide area of expertise from construction training to mechanical and dockyard training courses and certifications. In every field, the institute has successfully produced upbeat and efficient technical professionals through competitive training and facilities.



Training Facilities

We currently offer over 75 courses in more than 25 different subject areas. We believe that the end result of any training or learning intervention should show a significant return on investment, whether it is increased performance, profitability or efficiencies. No matter what option you choose, you will receive excellent customer service but more importantly you will receive the most in-depth and practical training available anywhere in Bangladesh.



Trainer's Room

Training Area

Equipment Area



This is designed to allow maximum outdoor lighting for day shift training. It uses a linear training service design for maximum space usage. Allows ample access points and service areas. Due to lack of adequate spacing, training and academic centers in Bangladesh must use space saving and utilizing concepts to generate optimum use of training and resting area.

Types of Training : We have been successfully giving training in many sectors, major are Electrician, Plumber, Pipe Fitter, Welder (3G, 4G, 6G, MIG, TIG, ARK), Steel Fixer, Steel Fabricator, Shuttering Carpenter, Finishing Carpenter, Tiles Mason, Block Mason, Plaster Mason, Painter, Refrigeration & Air Conditioning, Riga, Carpenter, Scaffold, Duct Fabricator, Insulator & Erector etc.

Construction Trade :

Plumbing
Pipe Fitting
Masonry
Rod Binding
Electrical House Wiring
Welding
Scaffolding
A/C Technician
Duct Insulator
Gypsum Fabricator

Computer Department :

Computer Office
Application
Graphic Design.
Data Base Programing
Computer Programing

Hardware & Networking :
Software Programing
Web Development Course
Digital Marketing
Photoshop

Trainers: Driven by a team of highly experienced and passionate professionals with over 20 years in the training arena. Irving Technical Training Institute is renowned for the quality of its trainers and training techniques.



Electric and Electrical circuits



Glass Pannel

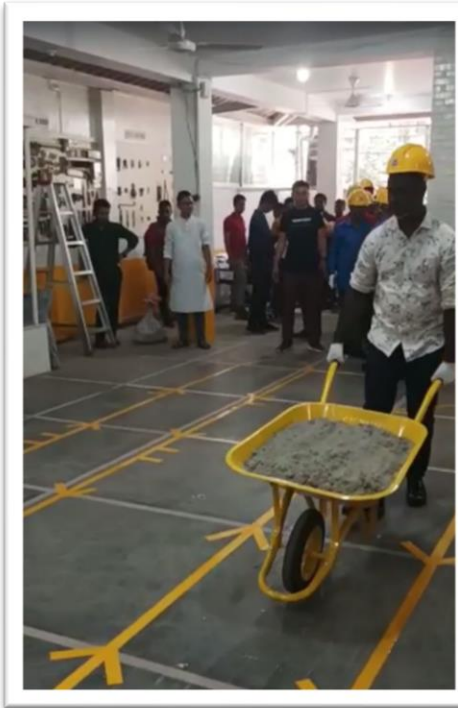


Shuttering Carpentry



WORK

Irving Enterprise







Irving Education, professional academic consultancy firms dedicated to helping students achieve their academic goals abroad. Our team of experienced consultants provides personalized guidance to students and people seeking higher education opportunities from undergraduate to postgraduate studies, skilled/Unskilled works in destinations like South Korea and Japan.

At Irving Education, we understand that every student has unique needs and aspirations. That's why we offer a wide range of services such as academic assessment and counseling, skill assessment, standardized test preparation, college and university selection, application assistance, Job Opportunities, employment interviews and financial aid and scholarship guidance.

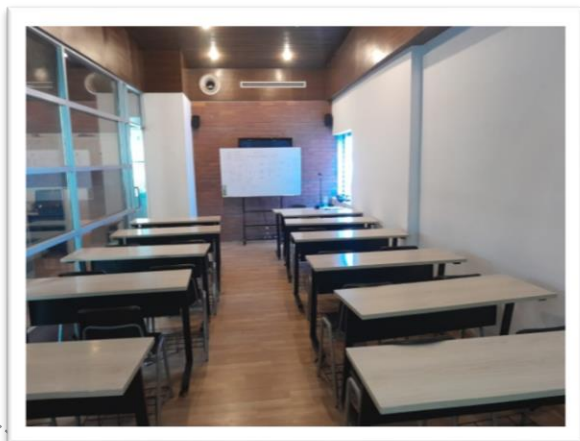
Founded in 2022 Irving Education was born out of a deep appreciation for the beauty of the Japanese and Korean languages, also focused on creating skilled and professional workforce. We embarked on their own language-learning journeys and quickly realized the immense value of connecting with people from different backgrounds, skills and carriers.

At Irving Education, we are passionate about fostering cultural exchange and promoting linguistic diversity through the art of language learning.



Offering the N-5 and N-4 courses

In the Irving Education Center, we are offering different courses such as N-5 and N-4 which will enable them to go to Japan. In the Education center, we have around 150 students who are studying these courses. Most of them have already passed the N5 course and are now enrolled in our N4 courses. We have around Three (03) experienced teachers who have vast amount of knowledge and experience in the Japanese Language courses. Among the Instructors, we have One (01) Japanese Teacher who regularly takes class via Zoom every week. We do not compromise with the education quality. We are offering course books of N5 and N4 which are designed and supervised by our instructors.





Services We Care

Irving Technical Training Institute

Irving Technical Training Institute is Government registered and enlisted with Bangladesh Technical Education Board. The institute provides various training to develop the skills and languages proficiency. The institute also trains according to specific requirement of employer upon special request.

Medical Centre

International Health Centre (IHC) has been set-up to conduct medical fitness test to the candidates. The center is well equipment with qualified doctors, pathologist and modern machineries. IHC is authorized by the Government of GCC, Malaysia, Brunei and Jordan.

Local Network

Irving has its branch offices in all the major cities of Bangladesh and operates through a network of agents and Representatives.

Ticketing and Reservation

Irving Aviation is an IATA approved travel agency providing 'One stop travel solution'. It is the first ISO Certified travel agency in Bangladesh.

Data Bank

Irving stores information of thousands of workers - skilled, unskilled and professionals, updating the status on continuous basis.

Overseas Network

Irving has its permanent representatives in UAE, Saudi Arabia, Libya, Kuwait, Malaysia, Qatar and South Korea.

Post-Employment Service

Our overseas representatives provide post-employment service to our workers abroad in consultation with the employers, as and when required.

Categories of Workers Available with Us

Architecture

- i. Architect
- ii. Landscape
- iii. Architect Town
- iv. Planner
- v. Draftsman
- Model Maker

IT

- i. Computer Operator
- ii. Data Entry Operator
- iii. Web Developer
- iv. Networking Engineers
- v. Software engineers
- vi. Hardware Engineers
- vii. Graphics Designers

Electrical

- i. Electrical Engineer
- ii. Electrical Supervisor
- iii. Electrical Foreman
- iv. Electrician
- v. Electrical Helper

Mechanical

- i. Mechanical Engineers
- ii. Mechanical Supervisor
- iii. Mechanical Forman

Civil

- i. Civil Engineer
- ii. Civil Supervisor
- iii. Construction

Foreman

- iv. Mason Forman
- v. Carpenter Forman
- vi. Steel Fixture Foreman
- vii. Painter Forman
- viii. Jetty Foreman
- ix. Yard Foreman
- x. GRP Painter & Blaster
- xi. Surveyor
- xii. Carpenter
- xiii. Steel Fixer
- xiv. Brick Layer
- xv. Concrete Finisher/ Tile Fixer

Hotel Industry

- i. Front Office manager
- ii. Housekeeper
- iii. Laundry Manager
- iv. Reservation Clerk
- v. Bell Captain, Bell Boy
- vi. Security Guard
- vii. Cleaner, Worker
- viii. Restaurant Manager
- ix. Cook, Chief Waiter
- x. Room Boy
- xi. Laundry Man

Heavy Equipment Operator

- i. Tire Mounted Crane
- ii. Shore Crane
- iii. Bulldozer
- iv. Tractor
- v. Fork-lift
- vi. Tug master Operator
- vii. Reach Truck Operator

viii. VNA operator

ix. Mobile Crane Operator

Machine Heavy Duty

i. Machine (A/C & Refrigeration)

ii. Duct Man

iii. Insulator

iv. Machine (Instrument)

v. Welder (Structural)

vi. Welder (X-ray)

vii. Marine Welder

viii. Machine Maintenance

ix. Auto Mechanic

x. Auto Body Repairman

xi. Auto Painter

xii. Power Plant

Medical

xiii. Doctor

xiv. Nurse (Male/Female)

xv. X-Ray Technician

xvi. Medical Worker

ii. Winchman

iii. Crane Operator

iv. Rigger

v. Stevedoring Labor

vi. Marine Welder

vii. Ship Crew and Officers

viii. Jetty Foreman

ix. Yard Foreman

x. Naval Architect and Draughts Men

Printing Industry

i. Production Manager

ii. Graphic Designer

iii. Commercial Artist

iv. Photographer

v. Proof Reader

vi. Plate Maker

Others

i. Chartered Accountant

ii. Accountant

iii. Accounting Clerk

iv. Storekeeper

v. Secretary



Some of Our Major Clients

MALAYSIA

- ICHIA RUBBER IND. (M) SDN.BHD
- ANCHOR ELECTRONICS SDN. BHD
- BERJAYA TEXTILES BERHAD.
- S.J MEDICAL PRODUCTS (M) SDN.BHD
- MARK ELECTRONICS SDN. BHD.
- ANSELL MALAYSIA SDN. BHD
- BRIGHT WAY HOLDINGS SDN, BHD.
- ENGINRETEP SDN. BHD
- PULAY LAMI PAK IND. SDN. BHD
- MATSUS HITA ELECTRONICS COMPONENTS (IN ASSOCIATION WITH CONCERN INT'L)
- FIRST SPORTS EQUIPMENT SDN. BHD
- HU HAP TIMBER PRODUCTS SDN. BHD
- SINAR INTLEK SDN. BHD
- TECH CHING TIMBER (M) SDN.BHD
- PQR SDN. BHD
- TEH TEIK BOAY FURNISHING FACTORY SDN.BHD
- SKELLERUP INDUSTRIES (MALAYSIA) SDN.BHD
- STANDERD CONFECTIONERY SDN. BHD
- KEJURUTRAAN LIN HUP SDN. BHD
- EVERSARE EXTINGUISHER SDN. BHD
- FORECAST ENERGY SDN. BHD
- SYARIKAT PERABUT SDN. BHD
- POH-HUAT FURNITURE
- ELECTRO PLATING SDN. BHD
- AKOK O SDN. BHD
- SYARIKAT UNION WOOD SDN.
- HALLEY WOOD INDUSTRIES SON.BHD
- ASHAN FURNITURE TRADING
- MEC INT'L (M) SDN. BHD
- DAVEX ENGINEERING (M) SDN. BHD
- KESM INDUSTRIES SDN. BHD
- WIN WOOD WORK SDN. BHD
- NOBLE CARPETS SDN. BHD
- SOUTHERN FURNITURE SDN. BHD
- B.T INDUSTRIES
- GENTROPrecision ENGINEERING SDN. BHD
- CENTRAL MALAYA PRESS SDN. BHD
- MADELEINE BAKERY CAFE SDN. BHD
- TONE-AH COMPANY SDN. BHD
- CHANGANN INDUSTRIES SDN. BHD
- PHAOLAENOPSIS SDN. BHD
- KONK HEONG YUEN GROUNDNUT FACTORY SDN. BHD
- MANGNASKILL SDN. BHD
- GOLDEN PHAROS AZNAF SDN. BHD
- FELDA PLANTATIONS SDN. BHD
- MERCU MEWAH SDN. BHD
- VITZBUTRA HOLDINGS SDN. BHD
- VMS PRODUCTS SDN. BHD
- WIN HUP PACKAGING INDUSTRIES SDN. BHD
- WANLY PROTECTIVE PACKAGING SDN. BHD
- SWAS LINK RESOURCES SDN. BHD
- RITMA EFEKTIF SDN. BHD
- ABC ACHIEVEMENTS SDN. BHD
- ACACIA COMPANY
- ALLIANCE SAFETY GLASS SDN BHD
- AMMAR TEKNIK SDN BHD
- CLAB CONSTRUCTION
- CORE SAIWIN SERVICES SDN BHD
- DA NATURE FARMING
- FELCRA BERHAD
- FUQING HOLDINGS SDN BHD
- GAGASAN MAYA SDN BHD

- GATEWAY STRUCTURAL SDN BHD
- INFINITY TRADING HUB SDN BHD
- JUN CHENG CONSTRUCTION SDN BHD
- KITLEM
- NBC VENTURES SDN BHD
- OSK CONSTRUCTION SDN. BHD
- PETRAZEHARA BERHAD
- RAGAWANG CORPORATION SDN BHD
- RISDA SEMAIAN DAN LANDSKAP SDN.BHD
- SCHMACO AUTO PARTS INDUSTRIES
- SMA Industries Sdn Bhd
- SUNRISE TRUSSES SDN BHD
- TL MAX MARKETING SDN BHD
- TYKB CONSTRUCTION
- WPSY (M) SDN BHD
- MECCILECT SDN BHD
- WAN HENG FOUNDRY
- WAJA SETIA RESOURCES SDN BHD
- GEMA TAKBIR SDN BHD
- PCH MACHINERY AND CONSTRUCTION SDN BHD
- C&W PACKAGING
- BEAR LIVING
- KCK KOK ENGINEERING
- MIZAN GRAND
- RESTORAN ABMH I
- MIYA SEVEN SEAS SDN BHD

UAE

- ZALLIN ENGINEERING SDN BHD
- WTH METAL SDN BHD
- ARIF BISTRO & RESTURANT
- SUJI HARDWARE SDN BHD
- DUTCO BALFOUR BEATTY (L.L.C)
- BK GULF LLC
- AL-FUTTAIM TARMAC
- THERMO
- OMEGA
- GROUP FIVE CONSTRUCTION
- DRAKE & SKULL
- CONSOLIDATED CONTRACTORS INTERNATIONAL COMPANY
- DULSCO
- DHABI CONTRACTING
- PACIFIC BLUE LIMITED
- AL NABOODAH
- CLEANCO TRADING, IMPORTING & SERVICES EST.
- KHIDMAH
- BANGKOK TEXTILE COMPANY
- FARAH PUBLIC RELATIONS
- TECTON ENGINEERING & CONSTRUCTION L.L.C
- EMRILL
- TEST ELECTRICAL & MECHANICAL CO. (L.L.C)
- PROSCAPE
- AMBHERTEL
- PIVOT
- MORGANTI
- ROYAL SERVICES (FZC)
- CERTIS

QATAR

- MILAHA (QATAR NAVIGATION)
- ANSAR GALLERY
- AL JAZEERA
- AL JABER MAKHLOUF
- SHAPOORJI PALLONJI GROUP
- Urba Con (UCC)
- AL FADALA
- MOVO CONSTRUCTION
- PALMERA
- RAMACO
- AMWAJ

- CHALLENGER
- AL NAKHEEL
- NER WORLD CENTER
- UNI GULF
- ALPHA CLEANING & HOSPITALITY
- LORE INTERNATIONAL WLL
- BARZA UNITED TRADING & CONTRACTING CO.
- AL-SULAITEEN AGRICULTURE & INDUSTRIAL COMPLEX
- DRAKE & SCULL INTERNATIONAL LLC

SAUDI ARABIA

- ABDULLAH A.M. KHODARI SONS CO.
- ALNORY EST.
- TWAIK EST.
- AZIZ. CO. LTD.
- AL-SAYALI
- HASAN AND SALEH AL NOORI.
- MASHHOUR LIMOUSINE,
- AL-ARAB FURNITURE FACTORY.
- ALL NASSAR TRADING & CONTRACTING EST
- SAUDI ARABIA TRADING & ENGINEERING CO.
- THE ARAB WORLD AGENCIES EST.
- MAWARID SERVICES LTD.
- INITIAL SAUDI ARABIA LTD.

- RIDA TRADING & CONT.CO.
- A.RAJAB & A.SILSILAH & CO.
- DEAM CONSTRUCTION EST
- ABDUL AZIZ A.ALMORSHEDEY EST.
- YASER AL-JARED EST.
- PUBLIC WORKS DEPT (PWD)
- GOLD TECH HUMAN RESOURCES FR.LTD.
- GATEWAY TECHNOLOGIES SERVICE PTE LTD
- ABDUL KHALIQ AGRICULTURE & MAINTENANCE EST

..

KUWAIT

- AL-ABRAQ TRADING CO.
- GHANEM HAMAD AL-DABBOUS.
- DAMAC DRAIGH GENERAL TRADING CO. (W.L.L)
- CARE SERVICES KUWAIT.
- NATIONAL CLEANING COMPANY
- ARAB MAGAZINE
- WAEL AL-NUSIF TRADING & CO W.L.L
- KUWAIT & GULF LINK TRANSPORT
- FAJER AL KALEEJ CONTRACTING CO
- GHANEM HAMAD AL-DABBOUS
- GENERAL TRADING & CONTRACTING ESL
- AL-AROUJ TOWERS FOR GEN
- TRADING & CONTRUCTING ESL
- SELINA TRADING COMPAN

LIBYA

- THERMO LLC.
- WADI AL KARAKH
- CHITRAMEGAH KARYA GEMILANG (CKG)
- AL EBDAA ALMUTKAN CO.
- AI GUHD ALMUTAWSIL CO

SINGAPORE

- PUBLIC WORKS DEPT (PWD)
- GOLD TECH HUMAN RESOURCES FR.LTD.
- KINGFORCE.
- GATEWAY TECHNOLOGIES SERVICE PTE LTD

OMAN

- GENERAL DEVELOPMENT SERVICE LLC.
- AL JUSR CONSULTANTS

Financial Strength

We hold an investment grade credit rating and maintain sufficient cash and liquidity to enable us to invest in high-return projects. Our approach to capital allocation is designed to fund sustainability investments and growth projects. We expect this approach to enable the company to remain financially flexible throughout the business cycle. In the past thirty years, the Group has done substantial business with outstanding yearly turnover.

Our associate, Premier Group, owns major share of Premier Bank Ltd., Dhaka Bangladesh and has financial institutions of its own.

The financial standing of Irving Group is sound and this can also be verified from the following banks with whom various accounts are maintained.

BANKERS

Prime Bank Ltd, Dhaka Bangladesh

Premier Bank Ltd, Dhaka Bangladesh



Irving Enterprise – Recruiting License

১৫৫৫ ২ ১৫৫৫

Licence Number : RL- 215


Name of the Agency : **M/S. IRVING ENTERPRISE**

Business Address : **115/116, MOTI,HEEL COMMERCIAL AREA, DHAKA.**

Managing Partner/ **HAZUL BARI MOHAMMED**

Managing Director **M. TEJR. RAHMAN**

with Permanent Address **HOUSE NO. 17, ROAD NO. 17, BLOCK D BANANLI, DHAKA**

Specimen Signature 

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.

Dated, Dhaka The 28 day of April, 2013

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

The seal & signature of the attester is hereby attested

28 MAR 2023

1555 Md. Tazul Islam
Senior Assistant Secretary (Consular)
Ministry of Foreign Affairs, Dhaka

RL- 215 RENEWAL 31 DEC 2019
Licence Renewed up to 31 DEC 2019

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

31.12.2022
Licence Renewed up to 31.12.2022

02.01.2020
D M Atiqur Rahman
Deputy Secretary
Director (Employment)
Bureau of Manpower, Employment & Training
Govt. of the People's Republic of Bangladesh


Attested

Md. Mizanur Rahman
Deputy Secretary (Employment)
Bureau of Manpower, Employment & Training, Dhaka
Govt. of the People's Republic of Bangladesh

Md. Sajid Hossain Bhuiyan
Joint Secretary
Ministry of Expatriates' Welfare
and Overseas Employment
Govt. of the People's Republic of Bangladesh

১৫৫৫ ৩ ১৫৫৫

RL- 215

Specimen Signature 

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.

Dated, Dhaka The 28 day of April, 2013

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

The seal & signature of the attester is hereby attested

28 MAR 2023

1555 Md. Tazul Islam
Senior Assistant Secretary (Consular)
Ministry of Foreign Affairs, Dhaka

RL- 215 RENEWAL 31 DEC 2025
Licence Renewed up to 31 DEC 2025

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

31.12.2022
Licence Renewed up to 31.12.2022



02.01.2020
D M Atiqur Rahman
Deputy Secretary
Director (Employment)
Bureau of Manpower, Employment & Training
Govt. of the People's Republic of Bangladesh

Attested


Md. Mizanur Rahman
Deputy Secretary (Employment)
Bureau of Manpower, Employment & Training, Dhaka
Govt. of the People's Republic of Bangladesh

Md. Sajid Hossain Bhuiyan
Joint Secretary
Ministry of Expatriates' Welfare
and Overseas Employment
Govt. of the People's Republic of Bangladesh


Irving Enterprise – Trade License

Govt. Approved, Regd.No. 1543-99-1641



Asia Translation Service



[Translated True Copy]

DHAKA SOUTH CITY CORPORATION, DHAKA

www.dscc.gov.bd
(Monogram)

QR Code

Photograph

E-Trade License
License No. TRAD/DSCC/117055/2019

Description of Licence Issue
Issue Date : 21/08/2022
Issue Time : 19:49:04

This Trade License has been issued in favour of the following person/firm for collection of Tax imposed upon the Business, Trade, Occupation or Industrial firm according to Provision No. 10 of the Schedule of Model Tax, 2016 formulated by the Government by dint of power as prescribed by Section 84 of Local Government (City Corporation) Ordinance, 2009 (Act No. 60 of 2009).

1. Name of Business Firm	: IRVING ENTERPRISE
2. Name of the owner/proprietor	: H B M LUTFUR RAHMAN
3. Father's / Husband Name	: A M ZILLUR RAHMAN
4. Mother's Name	: KANIZ FATEMA
5. Nature of Business	: Other-Individual
6. Type of Business	: Recruiting Agency
7. Firm address	: 115/116, Motijheel C/A, Dhaka-1000
8. Zone/Bazar Branch Area	: 2 Ward No./Market: 9
9. NID/Passport/Birth Reg. No. Phone	: 4644963177 BIN NO. : 01841006449 E-Mail :
10. Financial Year	: 2022-2023 (Renewal) Business Commencing Date :

11. Owner Present Address		Owner Permanent Address	
Holding No. : 17		Holding No. :	
Road No. : 7		Road No. :	
Vill/Mahalla : Plot-B Banani		Vill/Mahalla : Baggari	
Post Code :		Post Code : Baggari	
P.S. : Dhaka		P.S. : Kishoreganj	
Dist. : Dhaka		Dist. :	
Division : Dhaka		Division :	

12. Trade License fee (Annual) :		Signboard Tax : 800.00
License/Renewal Fee : 5000.00		VAT : 870.00
Surcharge : 0.00		Form Fee : 50.00
Income tax/Source Tax : 3000.00		
Dues : 0.00		
Amendment Fee : 0.00		Grand Total : 9720.00

This License will remain valid up to 30th June, 2023

Sd/ Illegible
License & Adv. Supervisor

09 APR 2023

Seal

MD. ANWAR HOSSAIN
Advocate
Supreme Court, High Court Division
Notary Public For Whole Bangladesh
Office-89/1, Kakrail Super Market
(1st Floor), Room No-123

Sd/Illegible
Tax Officer

Translated By
08 APR 2023
Md. Badrul Islam
Translator
Asia Translation Service
Phone: 01718237976

Note: A photocopy of the original copy is attached herewith for the translation as a reference

89/1, Kakrail Super Market (1st Floor), Room No. 130, Ramna, Dhaka-1000, Bangladesh
Cell Phone No.: 01718-237976, 01672-619649, E-mail: bislam1981@gmail.com

CERTIFICATE OF REGISTRATION



This is to certify that the Quality Management System of
(Irving Enterprise, Irving Aviation Limited, Irving Properties, IDS Bangladesh)

Irving Group

House # 28, Road # 01, Block-I, Banani,

Dhaka-1213, Bangladesh

has been assessed and registered by TNV as conforming
to the requirements of:

ISO 9001:2015

For the following Scope

“Corporate Level Business Performance Planning,
Management and Operation”

Certificate Number : 1804090800101
Issue Date: 09th Apr. 2018
Valid Until: 08th Apr. 2021
1st Surveillance on or before 09th Mar. 2019
2nd Surveillance on or before 09th Mar. 2020

Alka Jasooja

Alka Jasooja
Director
TNV Certification UK Ltd.
Regd. Off: Armstrong House, First Avenue, Robin Hood Airport, Doncaster, South Yorkshire, England, DN9 3GA,
United Kingdom
Mail: info@tnv.uk.com
Certificate can be verified on Accreditation Board website: www.abcab.org and on CAB's website
www.tnv.uk.com

TNV Certification UK Ltd is a Conformity Assessment Body as per requirement of ISO 17021 and meet the requirement of all Mandatory Documents of International Accreditation Forum for the Management System Certification Scheme.
In the issuance of this certificate, TNV Certification UK Ltd. assumes no liability to any party other than to the Client, and then only in accordance with the agreed upon Certification Agreement. This certificate's validity is subject to the organisation maintaining their system in accordance with TNV's requirements for systems certification organisation maintaining their system in accordance with TNV's requirements for systems certification.

The certificate remains the property of TNV Certification UK Ltd., to whom it must be returned upon request



TNV UK TNV UK TNV UK TNV UK

CERTIFICATE OF APPOINTMENT

This certifies that

Irving Education, Dhaka, Bangladesh

has been appointed as the official representative to provide
information and enrolment support to students wishing to study at
our affiliated schools and institutes across Japan.

Motivist Japan is a business name operated by RyugakuSite.com, Inc.

Dated on 15th October 2023



motivist japan

A handwritten signature in black ink.

Abdul Ueda, Managing Director
Motivist Japan (RyugakuSite.com, Inc.)
Makuhari Techno Garden CB-3F-MBP, 1-3 Nakase
Mihama-ku, Chiba-shi, Chiba 261-8501 Japan





DEMAND LETTER

Irving Enterprise
Hause-28, Road-01, Block-I, Banani,
Dhaka-1213, Bangladesh

Please, arrange to recruit the following personnel on the terms and condition given below:

Category and Job Descriptions	Number of Position	Monthly Salary
7123 - Plasterers Plasterers install, maintain and repair plasterboard in buildings, and apply decorative and protective coverings of plaster, cement and similar material to the interiors and exteriors of structures.	Group of 9 Plasterers One of them driver of van for 9 persons One of them team leader 18 persons - 2 teams	900,00€
Total	18	

Standard requirements:

Workers need to have previous experience of minimum 2 years.

All workers are employed in EURO-PROFIL commerce d.o.o., Zagreb, Croatia.

EURO-PROFIL commerce d.o.o., Zagreb - Employer.

Irving Enterprise - Bangladesh Company - Recruiting centre.

Terms & Conditions:

Accommodation: Provided by EURO-PROFIL commerce d.o.o., Zagreb
Medical: Provided by EURO-PROFIL commerce d.o.o., Zagreb
Uniform: Provided by EURO-PROFIL commerce d.o.o., Zagreb
Transportation: Provided by EURO-PROFIL commerce d.o.o., Zagreb
Food: Provided by worker himself
Over time: As per Croatian labour law
Working hours/days: 8 hours per day, 5 days per week
Period of Contract: 1-4 Years (renewable)
Medical Test: Irving Enterprise
Visa Fees: Irving Enterprise
Air ticket (round ticket): Irving Enterprise

Page 1 of 2

LABOUR INTERNATIONAL J.d.o.o., Tullševica 33, 51415 Lovan, Croatia, Reg. number: 0403967/3, VAT number: 19277900117

All other terms and conditions as per Croatian labour law.

NOTE: In nearest future, we demand 60-80 people, but for now, we can have them in groups of 9 workers (one of them should have a driving licence for a van by EU standards).
At the moment we demand 18 persons (2 teams).

Yours sincerely,

Zagreb: 10th January 2023

EURO-PROFIL commerce d.o.o., Zagreb

Director:
Toni Mijak

Procurement:
Elmedin Pirić

Euro-profil commerce d.o.o.
OIB: 27263210840
Zagreb

Embassy of Bangladesh
The Hague

No. *emo107-03/2023* Date: *09.03.2023*

Signature of Mr. *Mirko Knežević*
of the *M.E.A. of The Croatia*
is hereby attested. Embassy is not liable for the contents.

3.3.23
Zikriul Hasan Fahad
First Secretary
Embassy of Bangladesh
The Hague

Ja, javni bilježnik Ivanka Birkić-Sarić, Zagreb, Trg Antuna Ivana i Vladimira Mažuranića 13, potvrđujem da je stranka:

EURO-PROFIL commerce d.o.o., MBS 080693421, OIB 27263210840, Zagreb, ULICA ANDRIJE HEKURANGA 39, zastupano po direktoru: TONI MIJAK, OIB 24460955455, SPLIT, SPLIT, VUKOVARSKA 164, u mojoj nadležnosti priznala potpis na pismenu kao svoj. Potpis na pismenu je istinit. Istovjetnost potpisatelja pismenu utvrdila sam temeljem osobne iskaznice br. 116034327 PU Splitsko-dalmatinska, ovlaštenje za zastupanje utvrđeno je uvidom u sudski register elektroničkim putem na današnji dan.

Javnobilježnička pristojba za ovjeru po tar. br. 11. st. 4. ZJP naplaćena u iznosu 1,33 eur.
Javnobilježnička nagrada po čl. 19. st. 1. PPFT naplaćena u iznosu od 3,98 eur uvećana za PDV u iznosu od 1,00 eur.

Broj: OV-325/2023
Zagreb, 09.02.2023.



LABOUR INTERNATIONAL J.d.o.o., Tullševica 33, 51415 Lovan, Croatia, Reg. number: 0403967/3, VAT number: 19277900117

Potvrđuje se istovjetnost potpisa Ivanke Birkić-Sarić u svojstvu Javnog bilježnika i pečat Javnog bilježnika Ivanke Birkić-Sarić iz Zagreba.
Pristojba po Tar.br. 8 Zakona o sudskim pristojbama u vrijednosti od 6,64 € plaćena i poništena na zamolbi.

Općinski građanski sud u Zagrebu
Broj: OV-I-690/23
U Zagrebu, 13.02.2023

Sutkinja

Brankica Bobić

MINISTARSTVO PRAVOGODA I UPRAVE REPUBLIKE HRVATSKE

Potvrđuje se autentičnost potpisa *Brankica Bobić*

i službenog pečata OPĆINSKOG GRADANSKOG SUDA U ZAGREBU

Pristojba u iznosu od _____ kuna po tar. br. 5. t. 1. Zakona

o upravnim pristojbama naplaćena je

Broj: *7207/23-01/64*

ZAGREB, *13.02.2023*

THE MINISTRY OF FOREIGN AND EUROPEAN AFFAIRS
OF THE REPUBLIC OF CROATIA

confirms the authenticity of the signature of *Levko Pataša*

and the official stamp of the MINISTRY OF JUSTICE AND ADMINISTRATION.

Duty in the amount of *7.80 €* according to

Tariff No. 74. 6. of the Administrative Fees and Duties Act of

the Republic of Croatia paid.

No: *321-VI-el-el/23-147*

Zagreb, *16.2.2023.*

FELDA PLANTATIONS SDN BHD
(Company No. 1016142)

Ref : (29)14/1/80/9-6
Date: 26 March 2007

M/S. IRVING ENTERPRISE
House No. 45/2, Road No 177A
Banani Dhaka,
1213 Bangladesh

License No. RL-215

Respected Sir,

Subject: DEMAND LETTER FOR RECRUITMENT OF 500 (FIVE HUNDRED) WORKERS FROM BANGLADESH IN THE SECURE PLANTATION (OIL PALM ESTATE)

We hereby appoint your company to recruit of Bangladeshi male 500 (FIVE HUNDRED) workers for employment with our company and to liaise with relevant authorities in Bangladesh concerning this recruitment.

Item	Category	Number
1	OIL PALM ESTATE WORKERS	500

OUR RECRUITMENT TERMS AND CONDITIONS ARE AS FOLLOWS:

- Age : 21-30 years old.
- Height : 150 cm and above
- Weight : 50 kg and above
- Nature of Work (briefly) : All types of General work such as Spray Fertilizer & Chemicals, Harvesting, loading-unloading of oil palm fruit, cutting grass, and job specified by the Estate supervisor from time to time.
- Minimum monthly basic Salary RM 26/day/26 days : RM 680.00 per month
Rate of payment follow as MAPA rate (attached)

"Profesionalisme Berorientasikan Pembangunan Sosial"

Tingkat 5, Block Padas, Jalan Gurney Seks, 50300 Kuala Lumpur
Tel: 03-4550 8919 Fax: 03-4550 8971, 8984 0360

PESAMPA
PERSATUAN KESEKUTUAN MINYAK PETRONAS MALAYSIA
Petronas Bina S, Jalan Ipoh, 68100 Batu Caves, Kuala Lumpur
Tel: 03-61372672 Fax: 03-6137 1437

Date: 22-02-2009

IRVING ENTERPRISE
(RL-215)
115/116, MOTORHEEL C/A,
CHAMPA 1000,
BANGLADESH

Dear Sir,

Re : DEMAND LETTER FOR RECRUITMENT OF BANGLADESH WORKERS FOR PETRONAS PETROL STATION (WHOLE MALAYSIA)

We hereby appoint your company to recruit Bangladeshi male workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows :-

- Number of workers : 200 workers
- Job category : General worker
- Age : 20 - 35 years old
- Contract Period : 3 years
- Salary : 23.00 per day
- Working hours : 8 hours per day
- Overtime : In accordance with Malaysian Labour Law-i
On normal days salary x 1.5
On Sunday / rest day salary x 2.0
On Public Holidays salary x 2.0
- Workmen Compensation : In accordance with Malaysian Labour Law-the Foreign Workers are Covered by the Foreign Workers Compensation Scheme

No. Lab/Ent/Inv/ing - 215/7
Date: 22-02-2009
Attention Fax: RM 360.00
No. of workers: 200
Receipt No.: 447081

TKK

Date : 17 August 2022

IRVING ENTERPRISE
HOUSE # 25
ROAD # 01
BLOCK # 1
BANANI
BANGLADESH

Dear Sir,

RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM BANGLADESH
(Ref: KSM/FWCM/ST/J30000178/QA02)

Based on the Ministry of Human Resources Approval Reference KSM/FWCM/ST/J30000178/QA02 dated 23/06/2022, we hereby appoint your company to recruit 300 workers for employment with our company and liaise with relevant authorities concerning.

Our recruitment terms and conditions are as follows:

- Number of : 300 Male Workers
- Sector : CONSTRUCTION
- Job Description : Construction Worker
- Age : 18 - 40 years old
- Contract Period : 3 years
- Wages : RM 1,500 month (RM57.69/day X 26 days)
- Basic monthly : RM 1,500 month (RM57.69/day X 26 days)
- a) Allowance : month
- b) Overtime (OT) : RM 1,500 /26 days/8 hours x 1.5 x hours = RM.....)
- (Normal day : RM...../26 days/8 hours x 3.0xhours = RM.....)
- (Rest day : RM...../26 days/8 hours x 3.0xhours = RM.....)
- (Public Holidays : RM...../26 days/8 hours x 3.0xhours = RM.....)
- Total minimum monthly income: RM 1,500 month.
- Working days : 6 days per week
- Working hours : 8 hours per day or 48 hours per week
- Contract period : a. The duration of contract shall be for a period of three (3) years from the date of arrival of worker.
b. This Contract may be extended for another additional two (2) years by mutual agreement of both parties.

Syarikat Union Wood Industries Sdn. Bhd.
17, Miles Klang Road, Sungai Sedu, 42700 Banting, Selangor Darul Ehsan, Malaysia.
Tel: 8632141 Fax: 8632185

Our Ref: _____
Your Ref: _____

Date: 22 June 94

The Manager
UPTD Management Sdn.Bhd.,
No: 25, Jalan 3A/55B,
Taman Setiawarna,
54200 Kuala Lumpur.

Dear Sir,

RE: DEMAND LETTER & POWER OF ATTORNEY FOR THE RECRUITMENT OF BANGLADESHI WORKERS.

We refer to the above matter and are pleased to appoint and authorize your Company to recruit male Bangladeshi workers for our factory in Malaysia. You are also authorized to obtain the necessary approvals from the relevant authorities for the recruitment of the said workers.

THE FOLLOWING IS OUR REQUIREMENT AS BELOW:-

- Type of work : Production Operator (Semi Skilled)
- No. of workers : 20
- Salary : RM13.00 (ONLY)
- Period of Employment : 2 years with an option to extend for another one year.
- Facilities provided : Free accommodation, Medical facilities & one way return air ticket upon completion 2 years employment contract.
- Other terms of employment are as per Labour Law of Malaysia and as per Employment Contract.
- Worker shall be employed at the following location:-
No:17, Miles Klang Road, Sungai Sedu, 42700 Banting, Selangor.

Thank You.

Yours Faithfully,
友聯木器工業有限公司
SYARIKAT UNION WOOD INDUSTRIES SDN. BHD.
17 Miles Klang Road, Sungai Sedu, Banting, Sel.

No. Lab/Ent/Inv/ing - 215/7
Date: 22-02-2009
Attention Fax: RM 360.00
No. of workers: 200
Receipt No.: 447081

26 JUL 1994



Gateway Technologies Services Pte Ltd

新門科技服務私人有限公司

85 Science Park Drive #02-05 The Gateway Singapore Science Park Singapore 118258
Tel : 8700748 / 8700747 Fax : 7760955

12 November 1996

Our Ref : IE/496711/96/NS

IRVING ENTERPRISE
115/116 Motijheel C/A
Dhaka 1000
Bangladesh

Licence No : RL 215

RE : LETTER OF DEMAND / OFFER

We hereby authorise your Company to recruit on behalf of our client 40 Bangladeshi professionals to work in Singapore subject to the following terms and conditions :-

- | | |
|---------------------------|--|
| 01. Type of work | Male Technical Officers/ Technicians (Civil / Mech / Electric) |
| 02. Age | Above 25 years |
| 03. Basic Salary | Between S\$1600/- per month to S\$1800/- per month. |
| 04. Night Shift Allowance | As per Labour Law of Singapore |
| 05. Working Hours | 8 hours per day |
| 06. Overtime | As per Labour Law of Singapore |
| 07. Medical Facility | As per Labour Law of Singapore |
| 08. Accommodation | On account of the Technical Officers/Technicians |
| 09. Period of Contract | Two (2) years (Extendable for another Two (2) years subject to mutual understanding) |
| 10. Food | On account of the Technical Officers/Technicians |
| 11. Paid Holidays / Leave | As per Labour Law of Singapore |
| 12. Transportation | On account of the Technical Officers/Technicians |
| 13. Qualification | Degree fluent in English |



Gateway Technologies Services Pte Ltd

新門科技服務私人有限公司

85 Science Park Drive #02-05 The Gateway Singapore Science Park Singapore 118258
Tel : 8700748 / 8700747 Fax : 7760955

12 November 1996

POWER OF ATTORNEY

We do hereby authorize and appoint :

Irving Enterprise
113/116, Motijheel C/A,
Dhaka 1000,
Bangladesh,
B.L. No : 215

To be our true and lawful attorney in respect of recruitment personnel and correspond with the protector of immigration or any other authority in Bangladesh transposing against 40 Technical Officers/ Technicians.

MS Public Works Department
5 Maxwell Road #19-00, #20-00
Tower Block
MND Complex
Singapore 0106

Tel : 3256608
Fax : 3255845

and to arrange their passage, passport etc.

The said attorney is also authorized to arrange for their visa from the Embassy of Singapore and approval of Bangladesh Government whenever required on behalf of the selected candidates against the approval.

In Witness whereof we execute this document on this 12th day of November 1996.

Very truly yours,

Gateway Technologies Services Pte Ltd

ATTESTED

No. 178/96
dt- 13-11-96

Nerine Saug (Ms)
Sr Manager

M. Monir-Ul Islam
Second Secretary
Bangladesh High Commission
Singapore



12 NOV 1996



富美光电
FUMEI

宁波富美光电科技有限公司
Ningbo Fumei Optoelectronic Technology Co., Ltd.
Demand Letter
需求函

To
MR HAFZUL BARI MOHAMMED LUTFUR RAHMAN
Irving Enterprise
Govt. Approved Recruiting Licence 215
House No.-28, Road No.-1, Block-1, Banani, Dhaka-1213, Bangladesh
至
HAFZUL BARI MOHAMMED LUTFUR RAHMAN 先生 日期: 2019 年 12 月 10 日
欧文企业
政府授权招聘执照号码: 215
孟加拉国, 达卡-1213 区, 巴纳尼, 1 座 1 号路-28 号楼
As per our power of attorney, dated 10 DEC., 2019, We Ningbo Fumei Optoelectronic Technology Co., Ltd., First floor, Unit 1, Building 4, Xinqi Kunlun Mountain Road 698, Beilun District, Ningbo, Zhejiang Province, China do hereby place order and authorize you to select and recruit the following manpower from Bangladesh for the service with our company for which terms and conditions are given below:
根据我们的授权书, 2019 年 12 月 10 日, 宁波富美光电科技有限公司, 位于浙江省宁波市北仑区新街镇松台山路 698 号 4 幢 1 号一楼, 并授权贵司从孟加拉国选择并招聘以下人力资源为我公司服务, 条款和条件如下:

Sl. No. 编号	Category 类别	Quantity 数量	Total Salary including overtime/CNY/Month 总工资(包括加班) 元/月
1.	Manufacturing Factory Operator 制造业车间操作员	500	Around 2900-3100 CNY/Month 2900-3100 元/月 左右
2.			36000/Year 36000/年

TERMS AND CONDITIONS
条款与条件

Qualification:
来华条件:
Bachelor Degree, Work Experience At Least 2 Years
学士学位, 两年以上工作经验(包括两年)

Period of Contract:
合同期限:
Minimum Three Years (Renewable)
至少 3 年(可续约)

Location of Work:
工作地点:
Zhejiang, China.
中国, 浙江

Daily working time is 11 hours including 3 hours overtime
每日工作时间(包括加班时间): 每天 11 小时

Accommodation:
住宿:
Provided by the Company
由公司提供

Food:
伙食:
Provided by the Company
由公司提供

Medical & Insurance:
医疗及保险:
Provided by the Company
由公司提供

Transportation:
交通:
Provided by the Company
由公司提供

Annual Vacation:
年假:
As per China Labor Laws.
根据中国劳动法

Leave Benefits:
离职时应提供:
Company to provide return ticket on completion of 3 Years Service with company.
三年服务期完成后公司应提供返程机票

Others Benefits:
其他福利:
As per China Labor Laws.
根据中国劳动法

Note: In case of death or injury, the dead body will be sent back to Bangladesh at the expense of the employer.
注: 如果死亡或受伤, 尸体将被送回孟加拉国, 费用由雇主承担。

Thank You,
Yours faithfully,
Mr. Deng
Contact Number: 18668598207

(Signature) 签名



南昌欧菲华光科技有限公司
Nanchang Ofilm Hua Guang Technology Ltd.
Demand Letter
需求函

To
MR HAFZUL BARI MOHAMMED LUTFUR RAHMAN
Irving Enterprise
Govt. Approved Recruiting Licence 215
House No.-28, Road No.-1, Block-1, Banani, Dhaka-1213, Bangladesh
至
HAFZUL BARI MOHAMMED LUTFUR RAHMAN 先生 日期: 2019 年 11 月 05 日
欧文企业
政府授权招聘执照号码: 215
孟加拉国, 达卡-1213 区, 巴纳尼, 1 座 1 号路-28 号楼
As per our power of attorney, dated 05 November, 2019, We Nanchang Ofilm Hua Guang Technology Co., Ltd., East of Aviation Road, South of Tianxiang Avenue, Gaoxin Future Science and Technology Park, Nanchang Hi-tech Industrial Development Zone, Nanchang Jiangxi Province, China do hereby place order and authorize you to select and recruit the following manpower from Bangladesh for the service with our company for which terms and conditions are given below:
根据我们的授权书, 2019 年 11 月 05 日, 南昌欧菲华光科技有限公司, 位于江西省南昌市南昌高新技术产业开发区高新未来科技园天祥大道以南、航空路以东, 特此下订单, 并授权贵司从孟加拉国选择并招聘以下人力资源为我公司服务, 条款和条件如下:

Sl. No. 编号	Category 类别	Quantity 数量	Total Salary including overtime/CNY/Month 总工资(包括加班) 元/月
1.	Manufacturing Factory Operator 制造业车间操作员	300	Around 2900-3100 CNY/Month 2900-3100 元/月 左右
2.			36000/Year 36000/年

TERMS AND CONDITIONS
条款与条件

Qualification:
来华条件:
Bachelor Degree, Work Experience At Least 2 Years
学士学位, 两年以上工作经验(包括两年)

Period of Contract:
合同期限:
Minimum Three Years (Renewable)
至少 3 年(可续约)

Location of Work:
工作地点:
Jiangxi, China.

工作地点: 中国, 江西
Daily working time is 11 hours including 3 hours overtime
每日工作时间(包括加班时间): 每天 11 小时

Accommodation:
住宿:
Provided by the Company
由公司提供

Food:
伙食:
Provided by the Company
由公司提供

Medical & Insurance:
医疗及保险:
Provided by the Company
由公司提供

Transportation:
交通:
Provided by the Company
由公司提供

Annual Vacation:
年假:
As per China Labor Laws.
根据中国劳动法

Leave Benefits:
离职时应提供:
Company to provide return ticket on completion of 3 Years Service with company.
三年服务期完成后公司应提供返程机票

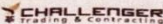
Others Benefits:
其他福利:
As per China Labor Laws.
根据中国劳动法

Note: In case of death or injury, the dead body will be sent back to Bangladesh at the expense of the employer.
注: 如果死亡或受伤, 尸体将被送回孟加拉国, 费用由雇主承担。

Thank You,
Yours faithfully,
Mr. Deng

(Signature) 签名




CHALLENGER
 Trading & Contracting

Ref. No.: CTC-DL-IRVING-9-2015-001
 Date: September 9, 2015


POWER OF ATTORNEY

Know all men by these presents that M/S CHALLENGER TRADING & CONTRACTING COMPANY, PO BOX 300339, a Company organized under the Law of Qatar, License No. 64553 do hereby appoint M/S IRVING ENTERPRISE, HOUSE No.: 28, ROAD 011, BLOCK-1, BANANI, DHAKA-1213, BANGLADESH, approved by the Government of Bangladesh, Ministry of Labour, Dhaka vide Registration No. 215 to be their true Lawful Attorney; and Agent in Bangladesh in respects of handling all the affairs with the Protector of Emigrants, Government of Bangladesh and sign all required documents the said offices in connection with the recruitment of 9,000 Workers persons against visas as per list attached for employment with us and to arrange all matters relating their emigration etc.

In witness where of we have executed this Power of Attorney on this September 9, 2015 in the presence of the subscribing witnesses.

This Power of Attorney is related to our Demand Letter with Ref. No.: CTC-DL-IRVING-9-2015-001 and especially to our condition of suitability of candidates mentioned with demand letter and this Power of Attorney shall be valid for one (1) year from the date hereof and thereafter the validity will be subject to renewal in writing.

For and on behalf of
CHALLENGER TRADING & CONTRACTING
 محمد بن عبد العزيز مروان آل زايك
 Mohammed bin Abdulaziz Marwan Al Zayk
 CEO



8th Floor - Al Muhafiz St. Chef Salsola, Doha - Qatar
 974 44136257 / +974 44136366
 974 44136377 Fax: 300339
 w@challengerqa.com

المندوب المصرح به
 +961 88222222 / +961 88222222
 +961 88222222
 www.challengerqa.com

MILAHSA		MILAHSA		MILAHSA	
JOB DESCRIPTION		Job Description		HR-DT-0.1.2	
Job Title:		Foreman - Welding			
Business Unit/ Entity:		Maritime Services			
Department:		Shipyards	Section:	Fabrication & Welding	
Location:		Malesale - Shipyards			
Job Grade/ Level:		T3	Date JD Completed:	23-January-2020	
Job Objective					
To work as a leader, coach, supervise, provide guidance and technical support to the team for on time completion of the awarded projects as well as to improve the day-to-day work activities and facilities.					
Responsible for Job orders execution related to section, in budgeted hours and as per the projects schedule issued.					
Control all welding works related to structural and piping in coordination with other section/departments.					
Independently carry out all activities assigned with self-motivation as per Shipyards Management system and project standards and procedures.					
Delegate clear tasks to assistant foremen/team members, monitor/control and ensure implementation.					
Follow strictly health, safety, environment and quality procedures and policies.					
Reporting Relationships					
<div style="text-align: center;"> Upward Reporting Relationship Supervisor - Fabrication, Welding & Piping Downward Reporting Relationship Assistant Foreman - Welding </div>					
Communication					
Internal Communication			Purpose		
<ul style="list-style-type: none"> Production Manager / Asst. Managers Projects <ul style="list-style-type: none"> Supervisor HSE/Quality Manager Other Section Heads 			<ul style="list-style-type: none"> For proper guidance and setting priorities; To follow and complete the jobs on schedule and have a clear understanding of the scope of work; To follow the shipyard safety, security, quality, environmental and Quality System procedures and policies; 		
Revision 5 0		Issue Date 03/07/2018		Page 1	

Sample Demand Letter

شركة وارنل النصف وشركاه للتجارة ذ.م.م
Wheel Al-Nusif Trading & Co. WLL
 Capital PAID: K.D. 300,000

Our Ref: _____ تاريخ: _____ Your Ref: _____ التاريخ: _____
 Date: 20/5/1997

M/S. IRVING ENTERPRISE
 Recruiting Licence No. 215
 ADAMJEE COURT (ANNEX)
 115/116 MOTIHEEL C/A
 DHAKA- BANGLADESH

Subj: Demand Letter

Dear Sirs,

We do hereby Authorize you to recruit the following Bangladeshi workers on our behalf, the rates of wages and terms and conditions as given below:

Sr.	Category	Qty	Salary K.D.
1	Male Cleaners	300	KD. 35/- (Thirty Five Only)
2	Female Cleaners	300	KD. 35/- (Thirty Five Only)
Total		600	

Terms And Conditions

a- Food, Accommodation Free to be provided by the Employer.
 b- Probation Period 90 Days after Arrival in Kuwait.
 c- Contract Period 3 (Three) Years.
 d- Working Hours HRS/Day 6 Days A week Shift Duty.
 e- Air Passage TKT Fare To Kuwait Will be borne by the Employees & Return TKT By the Employer.

(Signature and Stamp)

شركة فاير آل كاليف للتجارة العامة ذ.م.م
Fajer Al Kalef Contracting Co.

Our Ref: _____ التاريخ: _____
 Date: 23/6/1997

M/S. Irving Enterprises
 Recruiting Licence No. 215
 Adamjee Court (Annex)
 115/116 Motiheel C/A
 Dhaka - Bangladesh

Subj: Demand Letter

Dear sir

We do hereby authorize you to recruit the following Bangladeshi workers on our behalf, the rates of wages, terms and conditions as given below :

Sr	Category	Qty	Salary K.D.
1	Male Cleaners	300	35/- (thirty five only)
2	Female Cleaners	300	35/- (thirty five only)
Total		600	

Terms and Conditions

a- Food / Accommodation Free to be provided by the employer.
 b- Probation Period 90 days after arrival in Kuwait .
 c- Contract Period 3 years .
 d- Working Hours HRS/Days 6 days aweek Shift duty.
 e- Air Passage TKT fare to Kuwait will be borne by the employees & return TKT by the employer.

(Signature and Stamp)

Ghanem Hamad Al-Dabbous
 General Trading & Contracting Est.
 March 25, 1996

مؤسسة غانم حمد الدبوس
 للتجارة العامة والمقاولات

Demand Letter

M/s. Irving Enterprise
 115/116 Motiheel Commercial Area,
 Dhaka
 Bangladesh

Dear Sir,

Subj: Recruitment of Manpower

This is to request you to please select and recruit the following categories of personnel on our behalf on the following terms and conditions:

SR. #	CATEGORY	NOS.	SALARY PER MONTH K.D. FLS
1.	Handling Supervisor	1	60/-
2.	Cleaning and Washing Supervisor	8	60/-
3.	Oil Change Workers (Arabic Speaking)	136	60/-
4.	Petrol Station Salesman	625	60/-
5.	Light Drivers	20	60/-
6.	Heavy Drivers	28	60/-
7.	Fork Lift Drivers	7	60/-
8.	Factory Workers	26	60/-
9.	Security Men (Arabic Speaking)	18	110/-
10.	Agriculture Men	3	60/-
11.	Handling Workers	27	60/-
12.	Washing Workers	96	60/-
13.	Cleaning Workers	3	60/-
14.	Office Boys	10	60/-
15.	General Factory Workers(Arabic Speaking)	5	110/-
16.	Messenger	2	60/-
17.	Camp Boss	1	110/-
18.	Clerks	4	70/-
19.	Handing Supervisor	1	70/-

Total NOS: 1021

(Signature and Stamp)

DAMAC
 DRAICH GENERAL TRADING CO. (W.L.L.)

30th November, 1995

داماك
 شركة درايح للتجارة العامة (ذ.م.م)

DEMAND LETTER

Name of Recruiting Agent : M/S IRVING ENTERPRISE
 ADAMJEE COURT (ANNEX)
 115/116 MOTIHEEL
 DHAKA, BANGLADESH
 LICENCE NO RL: 215

Please be advised that Draich General Trading Co. W.L.L. would like to recruit the following categories as listed below as soon as possible.

POSITION	NOS. REQ.	SALARY/MONTH
DIET COOK	06	KD. 70/-
ASIAN COOK	06	KD. 60/-
PASTRY COOK	04	KD. 80/-
CONTINENTAL COOK	04	KD. 80/-
ASST. COOK	15	KD. 35/-
HEAD WAITER	02	KD. 50/-
WAITERS	15	KD. 35/-
DRIVERS	03	KD. 50/-
CLEANERS	40	KD. 35/-
CLEANING SUPERVISOR	02	KD. 50/-
LAUNDRY MEN	03	KD. 40/-
TOTAL	100	

(Signature and Stamp)



সাবিত
বাংলাদেশ ইঞ্জিনিয়ারিং কোম্পানী স.এ.টি.ই.সি

1000
Date

Subj: **DEMAND LETTER**

১১/১১/১১
তারিখ: ১১/১১/১১

বিষয়: **দাবী পত্র**

We Authorize M/S Irving Enterprises NO: 215 Dhaka Bangladesh to recruit and send us the manpower from Bangladesh to work with us on following conditions:
Via NO: 400000/427
Date: 23/11/1419 H

আমরা নিম্নলিখিত শর্তাৱলীতে বাংলাদেশ থেকে কর্মী নিয়োগ এবং প্রেরণের জন্য M/S Irving Enterprises NO: 215 Dhaka Bangladesh-কে অনুমতি প্রদান করছি।
তারিখ: ১১/১১/১১
স্মারক: ৪০০০০০/৪২৭

POSITION	Nos.	Salary (S.R.)	তারিখ	মোট
Over Head line Electrical Foreman	2	1200	১১.০০	২২
Over head line Electrician	3	1000	১১.০০	৩৩
Auto mechanic	9	550	১১.০০	৯৯
Building electrician	3	820	১১.০০	৩৩
Auto electrician	3	850	১১.০০	৩৩
Telephone cable jointer	4	850	১১.০০	৪৪
Building carpenter	1	770	১১.০০	১১
Heavy equipment operator	14	950	১১.০০	১৫৪
Labour	16	550	১১.০০	৮৮
Mechanic Helper	2	630	১১.০০	২২
Welder	2	850	১১.০০	২২
Total	50			৫৫০



১১/১১/১১

 **ناسكوم**
Nascom
الهيئة العامة للغذاء والدواء
Support Services Union Contracting Co.

Demand Letter

Date: 04/12/2022

To,
M/s Irving Enterprise
License No. RL-215
Dhaka
Bangladesh.
Tel: (+880-2-222271490),
Email: group@irvingbd.com

Dear Sir,

We hereby authorize you to recruit on behalf of our company under following terms and conditions.

S No.	CATEGORY	QTY	Qualification	Basic Salary	Food Allowance	Total Salary (SR)
1	Cleaning Labor	25	Class 8 th Passed	450	200	650

Terms & Conditions:

- Accommodation : Provided by company
- Transportation : Provided by company
- Medical Insurance : Provided by company
- Social Insurance : Provided by company
- Working hours/days : 8 hours/Day (6 Days a week)
- Annual Paid Leave : 21 days per Year
- Period of Contract : 2 Years renewable
- Return Air Ticket : Provided by Company (After completion of contract)
- Note: Age of Applicant must not exceed 35 years

All Other Terms & Conditions as per KSA Labor Law

Regards,

Ahmad M An-Nasiban
CEO

Signature: 



إدارة الخدمات العامة
الهيئة العامة للغذاء والدواء
Support Services Union Contracting Co.

إدارة الخدمات العامة
الهيئة العامة للغذاء والدواء
Support Services Union Contracting Co.

Integrated Facilities Management

ت: 920001459
info@nascom.sa

C.R: 1010466463
www.nascom.sa

ناسكوم / nascomservice

الهيئة العامة للغذاء والدواء
Kingdom of Saudi Arabia - Riyadh - Code 12748 - Building No 238



BANGKOK TEXTILE COMPANY

For Readymade Garments

Demand Letter

07 June 2003

To: M/s. IRVING ENTERPRISE
Adamjee Court (Annex)
115/116 Montjheel C/A
Dhaka, Bangladesh

Dear Sir,

We, as per Power of Attorney dated 07 June 2003, do place an order to select and recruit Bangladeshi Workers stated below as per the mentioned terms and conditions of service.

SR. NO.	CATEGORY	NOS.	SALARY (DHS.)
1	General Helpers	100	400/-
2	Juki Machine Operators	100	500/-
		200	

TERMS & CONDITIONS:

1. Period of Contract: Two years.
2. Food, accommodation will be provided by the company.
3. Transportation will be provided from accommodation to the work site and vice versa.
4. Leave As per U.A.E. Labour Law.
5. Nine hours duty per day.
6. Overtime will be provided.
7. Medical Facilities: as per U.A.E. Labour Law.
8. All other terms and conditions is as per U.A.E. Labour Laws

Very truly yours,

For BANGKOK TEXTILE COMPANY

MOHD. SALAHUDIN ABDUL MUEEN
Chairman



ATTESTED

Mahbub Hossain
Hon. Secretary (Labour)
Consulate General of Bangladesh
Dubai, U.A.E.

Tel.: 09-2232567, 222846, 2282132, Fax: 09-2232567, 222846
P.O. Box: 2248, Fujairah Free Zone, Fujairah, United Arab Emirates
E-mail: bangkok@emirates.net.ae



28th May, 2008

M/s. Irving Enterprises
115/116, Montjheel,
Commercial Area,
Dhaka - 1215, Bangladesh
Licence No. RL-213

DEMAND LETTER

We request you to recruit on our behalf the under mentioned categories of personnel under the following terms and conditions:

S.No.	Category	No of Workers	Monthly Salary
01.	Mason	70	Dhs. 101/-
02.	Shuttering Carpenter	45	Dhs. 101/-
03.	Helper	120	Dhs. 685/-
		Total 235	

Other Terms & Conditions:

1. Period of Employment: 2 Years
2. Place of Employment: Dubai UAE
3. Probationary Period: 6 months
4. Working Hours: 8 hours
5. Accommodations: Provided by Company
6. Transport: Provided by Company
7. Free Food: Not Provided
8. Air ticket from Dubai to India on completion of Contract: Yes
9. Condition for termination of employment and final settlement: As per U.A.E Labour Law
10. Medical benefits: As per U.A.E Labour Law
11. Leave Benefits: As per U.A.E Labour Law
12. Provision in regards to renewal of Contract: As per U.A.E Labour Law
13. Occupational safety provision: As per U.A.E Labour Law
14. Social security provision including compensation of injury and death: As per U.A.E Labour Law
15. Mode of settlements of disputes: As per U.A.E Labour Law
16. Provision in regards to disposal and transportation of dead body of Emigrant: As per U.A.E Labour Law
17. Over Time: As per U.A.E Labour Law

Yours faithfully,
For Group Five Construction (UK) Ltd.

James Van Der Meer
Operations Manager

At Dhaka Building, 2nd Floor P.O. Box 14334, Dhaka, Dhaka, U.A.E. Tel: +971 4 290 1338 Fax: +971 4 290 1338 Web: www.g5c.co.uk

بي كي جلف ذ.م.م
BK Gulf LLC



Ref: RT/Partip
Date: 18 October 2008

M/s. Irving Enterprise
Adamjee Court/Annex
115/116 Montjheel C/A
Dhaka - Bangladesh

Dear Sirs,

We request you to recruit the following suitable personnel for our Company from Bangladesh as per the details given below:

No	Category	No of Workers	Salary (Dhs)
1	Driver	10	720
2	Superior MEP	1	2350
3	Foreman AC	1	1400
4	Foreman Electric	4	1400
5	Foreman Plumber	4	1400
6	Charge Hand AC	2	1050
7	Charge Hand Electric	2	1050
8	Charge Hand Plumber	2	1050
9	AC Mechanic	20	720
10	Electrician	20	720
11	Plumber	20	720
12	Plumber - Electrician	20	720
13	Technical Helper MEP	20	520
14	Mechanic Operator	20	520
15	Office Assistant/Helper/Operator	1	524
16	Chief Supervisor	1	2000
17	Chief Foreman (Carpenter)	1	1400
18	Chief Foreman (Mason)	1	1400
19	Chief Foreman (Plumber)	1	1400
20	Carpenter	10	524
21	Plumber	10	524
22	Mason	20	524
23	Cool Helper	5	520
		Total 195	



P.O. Box: 14079
Dubai, U.A.E.
Telephone: +971 4 8807000
Telex: +971 4 8807000
E-mail: bk@bk-gulf.com



مكتب العمل
دبي
الهاتف: +971 4 8807000
الفاكس: +971 4 8807000
البريد الإلكتروني: bk@bk-gulf.com

DHABI
CONTRACTING



الطبي
للعمارة

Ref: S.S./DXB/Irving /45/2006
21st June 2006

M/s. IRVING ENTERPRISE
License No. RL- 215
115/116-Montjheel C/A
Dhaka,
BANGLADESH

Dear Sir,

Demand Letter

We M/s. Dhabi Contracting Est. P.O. Box 34801, Abu Dhabi, United Arab Emirates organized under the law of the Government of United Arab Emirates, do hereby appoint M/s. IRVING ENTERPRISE to be our lawful attorney and agent in Bangladesh for handling the respective affairs of recruitment and dispatching the following category:

S. No.	Category	Nos. REQ	Salary P/M IN DHS
1.	Mason	200	600/-

Please note: Dhs. 650/- as basic salary for 26 days and if employee work any Friday or Public Holiday will be paid as additional Dhs.25/- day.

Terms and Conditions:

1. Place of Employment: U.A.E
2. Accommodation: Provided by the camp
3. Working Hours: 08 (Eight Hours) daily
4. Period of Contract: 3 Years (Renewable)
5. Trial Period: 06 Months
6. Local transportation: Provided by the Company
7. Air Ticket: Included in the Salary
8. Medical: As per U.A.E Law
9. Leave Benefits: As per U.A.E Law
10. All other conditions of services will be according to U.A.E. Labour Law.

Thanking you

Yours faithfully,
For DHABI CONTRACTING EST.

BARRY EDWARD
General Manager

ABU DHABI
P.O. Box 34801 Tel: 02-6274743
Fax: 02-6274713
Dubai
P.O. Box 28888 Tel: 04-2629760
Fax: 04-2629714





House - 28, Road - 01, Block - I, Banani, Dhaka-1213, Bangladesh

Tel: +88 022222 71452, +88 022222 71490

E-mail: group@irvingbd.com Website: www.irving.com.bd



***E3* Irving**

e n t e r p r i s e