Banglaldesh Embassy
Beirut, Lebanon

Date: 29 January 2024

Notice

The concerned authority of Lebanon has decided to restart the Regularisation (Settlement) programme for the Irregular Exaprtiate Workers of Bangladesh in Lebanon. Expatriate Workers of Bangladesh must follow the following **General Terms and Guidelines** prescribed by the Office of the General Security, Lebanon:

1. An irregular worker will be allowed to be regularised (settled) with only a genuine and qualified sponsor.

2. Regularisation (Settlement) programme will be applicable for both male and female workers of Bangladesh.

3. Female workers (for the time being) will be allowed to be regularised (settled) only as Domestic Worker/Housemaid.

4. No worker will be allowed to be settled (regularised) with the sponsorship of any cleaning agency/company.

5. An irregular worker of a cleaning agency/ company may be allowed to be regularised (settled) with other types of sponsorship except cleaninig agency/company.
6. Settlement (Legalisation) programme will continue untill the Office of the General Security makes new decision.
7. The Embassy will make a written communication regarding the message of clearence for Regularisation (Settlement) with the worker and the sponsor .
8. **Exception:** An irregular worker will not be allowed to be regularised (settled)-

   a) if the worker is found involved in any kind of court case;
   b) if the new sponsor of the worker is fake;
   c) if the new agency/company of the worker is blacklisted by the Lebanese Labour Ministry/ by the Office of the General security, Lebanon/ by any other Authority of Lebanese Government.

9. Tentative Fees to complete Regularisation Process:
   (General Security Office and Lebanese Labour Ministry have jurisdiction to increase or reduce the fees).

General Security, Lebanon	**Ministry of Labour, Lebanon**	**Bangladesh Embassy, Lebanon**
a) **Service Charge** (once)- 4900,000 (nine million) Libanese Lira b) **Fine for ach year without Akama** - If male workers are 400,000 (Four Hundred Thousand) Libanese Lira -Women worker if 300,000 (Three Hundred Thousand) Libanese Lira	**For Work Permit:** For each year without Akama 500,00,000 (5 million) Libanese Lira	(a) **Job Contract Attestation Fee-** $70 (b) **Passport Renewal Fee -** $33 (if required)

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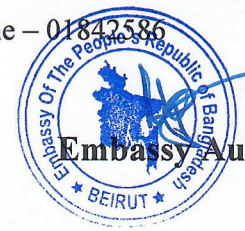
10. Application for Regularisation will be received from 11:00 am to 03:00 pm on Tuesday and Thursday of the 1st and 3rd week of each month. At this time, the applicant and the Kafil/employer must submit a Regularisation (Settlement) application in person at the embassy.
11. Application receiving under "Regularisation (Settlement)" programme will begin at the Embassy of Bangladesh, Beirut at 11:00 am on Thursday 01February,2024.

Special Notes:
a) Regularisation (Settlement) is entirely dependent on the decision of the General Security Office in Lebanon. The Bangladesh Embassy will provide overall assistance in this process.
b) Passport rescue/renewal/collection may take long time.
c) Everyone must avoid any kind of financial/documents transactions with a third person/broker at each stage of the Regularisation Process. Otherwise his/her application will be cancelled.
d) Applicant worker and Kafil/employer must contact the embassy directly.
e) To complete the Regularisation Process, follow the Guideline prescribed by the Office of the General Security and follow the Steps provided by the Embassy.

For more information please contact:
Front Desk of the Embassy - 71217139 / Helpline - 81744207 / Landline – 01842586



Embassy Authority

Guidelines by the Office of General Security, Lebanon
for
Regularisation (Settlement) Programme

Steps to be Followed for Regularisation (Settlement) Programme for an Irregular Worker of Bangladesh in Lebanon

Step-1

An irregular worker of Bangladesh in Lebanon who wishes to be regular (settled) will come in person at the Embassy of Bangladesh along with his/her new sponsor and fill-in an **Settlement Application Form** (prescribed by the Office of the General Security,Lebanon). Assistance will be given by the Embassy. The Form will be submitted at the Embassy with the following attachments:

Essential Papers:

(a) O4(Four) Copies of Colour Photos (Passport Size)
(b) Clear Copy of Worker's Latest Passport-(2 sets)
(c) Clear Copy of New Kafil/Sponsor's ID-(2 sets)
(d) For a Company- Clear Copy of Commercial Licence Certificate-(2 sets)
(e) For a Concierge- Land/Building Certificat/Notarised Building Committee Agreement Certificate-(2 sets)
(f) For a Domestic Woker/ a Housemaid-Salary Certificate/ Income Certificate –(2 Sets)
(g) For a Farmer- Clear Copy of Land Certificate-(2 Sets)

Optional Papers

(h) A copy of worker's visa if available with the worker
(i) A copy of latest Akama(Residence Permit) if available with the worker

N.B. No Application will be received without Essential Papers

Step-2

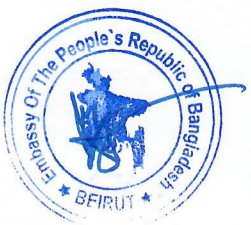
The Embassy will make an investigation with the worker and the sponsor separately. The embassy will follow its own procedures for investigation.

Step-3

- After primary investigation if the application is found appropriate, the Embassy will send the file with **a serial number** to the Office of the General Security, Lebanon along with the documents.
- Alternative copy of the all files will be preserved at the Embassy for next action.
- After primary investigation if the application is found inappropriate, the Embassy will inform the applicant/ the Sponsor.

Step-4

a) If the Office of the General Security rejects the submitted file (for settlement) for whatever reason, they will inform the Embassy. The Embassy will communicate the decision with the worker and the sponsor and the file will be closed at this stage.
b) If the Office of the General Security accepts the submitted file, they will provide a **Clearance** to the Embassy for next action.



c) The Embassy will check which **Category of Files** has been given the **Clearanc** from the Office of the General security:

I. If the File is with the **Valid Passport (Minimum 18 Months validity) with the worker,**

- the Embassy will inform the sponsor to come at the Embassy with all required documents for **Job Contract Attestation**. Job Contract Attestation will be completed with payment of fixed fees with the Embassy.
- On completion of Job Contract Attestation, the Embassy will provide the sponsor and the worker with their **file number** at the Office of the General Security with a written document.
- On receiving the File number from the Embassy and on completion of Job Contract Attestation, the sponsor will communicate with the Office of the General Security and the Ministry of Labour to deal with their file.

II. If the File is with **Invalid Passport or Validity with less than 18 Months) with the worker,**

- The Embassy will ask the sponsor and worker to renew the passport with regular procedure at the Embassy which may take 6-8 weeks. During this time, the file will be pending with the Office of the General Security.
- On receiving the renewed passport, the Embassy will inform the sponsor to come at the Embassy with all required documents for **Job Contract Attestation.**
- On completion of Job Contract Attestation, the Embassy will provide the sponsor and the worker with their **file number** at the Office of the General Security in a written document.
- On receiving the File number from the Embassy and on completion of Job Contract Attestation, the sponsor will communicate with **the Office of the General Security and the Ministry of Labour** to deal with their file.

III. If the File is with **only Photocopy of the Passport**

- The Office of the General Security will try to retrieve the passport.
- If the passport is found, they will handover the passport to the Embassy.
- If the passport is **valid with minimum 18 Months validity period,** the worker and sponsor will be asked to complete Job contract Attestation.
- If the retrieved passport is **invalid or validity period is less than 18 months,** the worker and the sponsor will be asked to renew the passport which may take 6-8 weeks.
- After renewal of the passport the applicant will receive the passport from *the Embassy and at the same time, he will deliver the passport to the* Embassy with a receipt for expediting his regularisation process in the Office of the General Security and the Ministry of Labour.
- the Embassy will inform the sponsor to come at the Embassy with all required documents for **Job Contract Attestation.**

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- On completion of Job Contract Attestation, the Embassy will provide the sponsor and the worker with their **file number** at the Office of the General Security.
- The Embassy will submit the passport to the Office of the General Security by its own means.
- On receiving the File number from the Embassy and on completion of Job Contract Attestation, the sponsor will communicate with the Office of the General Security and the Ministry of Labour to deal with their file.

Step-5

On competion of all related procedures, the Office of the General Security may approve the file and issue an Akama/ Temporary Akama (Document of Settlement) for the worker and s/he finally becomes regularised (settled) from the Office of the General Security.

Step-6

On completion of the Regularisation (Settlement) Procedure with the Office of General Security and the Ministry of Labour and on receiving a new Akama ID for the worker, the sponsor and worker should notify the Embassy by submitting a copy of the New Akama /Temporary Akama to complete the file at the Embassy. If the worker fails to submit the copy of New Akama, he/ she may face complications at receiving services later on at the Embassy.

The End

