

Government of the People's Republic of Bangladesh
Ministry of Expatriates' Welfare and Overseas
Employment
Probashi Kallyan Bhaban, Eskaton Garden,
Ramna, Dhaka-1000

Memo Number: 49.00.0000.000.000.11.0017.24.42

Date: 24/07/2025

Subject: Recruitment Approval to Japan.

Reference: Application of R/A of Amin Tours & Travels (RL-981)

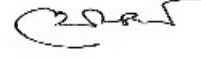
With reference to the above subject and application of recruitment agent Amin Tours & Travels (RL-981), the undersigned is directed to convey the Recruitment Approval in favour of the said recruiting agent to process for the employment of following 02 (Two) Bangladeshi Workers in compliance with the following terms and conditions:

Name of Registration Support Organization	Name of Implementing Organizations	Name and Passport number of Technical Intern (TI)	Job Specification and No. of workers as per D/L	Salary & Other benefits (According to Demand Letter)
Sunny Kyodokumiai, 978-1 Kamamuro, Minami-ku, Sakai-shi, Osaka, Japan	Arai Sheet Metal Works Co. Ltd. 1-1-145 Nishijima, Nishiyodogawa -ku, Osaka-shi, Osaka-fum 555-0042, Japan	1. Abdullah Passport No: A15654957 DOB: 15-04-2006 2. Md Rayhan Mia Passport No: A16702354 DOB: 20-04-2004	Interior and exterior sheet metal operation 02 Persons Male.	Basic Salary: JPY 193600/Month. 1. Age requirement: 18-35 years old; 2. Overtime: 20 hours/month depends on situation; 3. Period of Contract: Maximum 3 years by concern Japanese law; 4. Working Days: 6 days a week; 6. Accommodation & Transportation: Arrange by the employer (Rent is deducted from salary and Transportation is provided by employer); 07. Food: Technical Intern Trainee's own arrangement; 08. Medical benefit and deduction: According to the Japanese Labor Law; 09. Air Ticket: Come and Return ticket between Dhaka and Japan will be provided by the employer/ Accepting organization;

Terms and Conditions:

1. The Sending Organization shall not employ any sub-agent in the entire relevant process of sending Technical Interns.
2. The amount of money to be taken by the concerned Sending Organization as pre-selection training and post-selection management cost must not be greater than the amount (BDT 1,48,250) already determined by the Ministry.
3. The Accepting Organization shall bear all the necessary expenses for the finally selected Technical Interns and provide all facilities described in Employment contract and demand letter.
4. Both the Sending Organization and the finally selected Technical Interns must complete and submit a narration in the form of written affirmation that the Technical Interns must return to Bangladesh upon completion of training of 03(three) years or in prescribed time in Japan.
5. The necessary written agreement must have to be signed in between the Sending Organization and the Accepting Organization according to the written model treatise approved by Organization of Technical Intern Training (OTIT) & Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE).
6. This approval is valid only for the demand for the Technical Interns described in this letter.
7. All the terms and conditions prescribed in Guidelines must have to be followed for sending Technical Interns to Japan under the supervision of both OTIT and the MoEWOE. Moreover, other related laws of Bangladesh and International laws will have to be followed strictly. Necessary instructions of OTIT shall also be followed.
8. Humanity and ethics must be maintained usually all the time and everywhere under the sphere of existing laws.
9. The clearance shall be terminated or cancelled and necessary legal action shall be taken, if violation of any term and condition depicted above is proved.

10. In case of violation of any of the Conditions described in the Guidelines and Employment Contract the concerned Sending Organization (SO) will bear the responsibility given by the Ministry.
11. BMET will verify the authenticity of academic certificate, Japanese language training certificate and other related documents of the candidates prior to issuance of Emigration Clearance Card or Smart Card as per the guideline related to Technical Intern (TI).



24-07-2025

Md. Hedaietul Islam Mondol

Deputy Secretary

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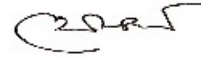
Director General, Bureau of Manpower Employment and Training, 89/2, kakrail, Dhaka.

Memo Number: 49.00.0000.000.000.11.0017.24.42/1 (10)

Date: 24/07/2025

Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. H. E. Ambassador, Embassy of Japan in Bangladesh, Dhaka.;
2. H.E Ambassador, Embassy of the People's Republic of Bangladesh, Tokyo, Japan.;
3. Joint Secretary (Employment), Ministry of Expatriate's Welfare and Overseas Employment.;
4. PS to Senior Secretary, Ministry of Expatriate's Welfare and Overseas Employment.;
5. First Secretary (Labor), Embassy of the People's Republic of Bangladesh, Tokyo, Japan.;
6. System Analyst (ICT), Ministry of Expatriate's Welfare and Overseas Employment.;
7. Programmer, ICT Cell, Ministry of Expatriate Welfare & Overseas Employment;
8. Assistant Maintenance Engineer, ICT Cell, Ministry of Expatriate Welfare & Overseas Employment;
9. Proprietor, Amin Tours & Travels (RL-981), Uttara, Dhaka-1000 and
10. Office, Copy.



24-07-2025

Md. Hedaietul Islam Mondol

Deputy Secretary