

Government of the People's Republic of Bangladesh
Ministry of Expatriates Welfare and Overseas Employment
Probashi Kallyan Bhaban, Eskaton Garden, Dhaka-1000
(www.probashi.gov.bd)

No.: 49.005.018.00.00.068.16.650

Date: 27-11-2024

Revised Guidelines for Selection of Sending Organization and Technical Intern to Japan under the Memorandum of Cooperation (MOC) (Revised upto November 2024)

In order to contribute to the human resource development as well as to promote international cooperation in the area of transferring technical skills, techniques and knowledge from Japan to Bangladesh through the Technical Intern Training Program (TITP), the Governments of Japan and Bangladesh signed a Memorandum of Cooperation (MOC) on 29 January 2018. A Record of Discussions (ROD) was also signed between the Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE) and Japan International Training Cooperation (JITCO) for promotion and facilitation of dispatch and acceptance of Technical Interns (TIs) on 27 March 2018. In this perspective, it is expedient and necessary to formulate a set of guidelines for the selection of Sending Organizations (SOs) and TIs to Japan for availing highly competitive, specialized and prospective market of Japan and ensuring safe, orderly, regular and responsible management of recruiting process. The set of guidelines is given below:

1. Selection of SOs

a. Recruiting Agencies having valid recruiting agent license (RL) will submit an application containing the following information and documents to the MoEWOE:

- i) Name and RL number of Recruiting Agency;
- ii) Office address, fax, telephone number, mobile number, e-mail and website address (if any) in Bangladesh.
- iii) Office address, fax, telephone number, e-mail and website address of branch /representative office in Japan;
- iv) Name, position, visa status, address, fax, telephone number, e-mail address of employees/representatives of branch /representative office in Japan;
- v) Type of ownership (limited company/ proprietorship etc.)
- vi) Amount of capital and turnover of the previous year,
- vii) Total number of employees of the Agency in Bangladesh,
- viii) Number of workers sent to different countries in the previous 3 years;

Other Documents.

- i) Attested copy of up-to-date income tax return certificate;
- ii) Performance report for the last three years from the Bureau of Manpower Employment and Training (BMET);
- iii) Updated police clearance of Owner(s)/director(s) of the applicant agency in prescribed form(s). Government/semi-government/government accredited autonomous organizations may be waived from having police clearance;
- iv) Concerned SOs must fulfill all the approving standards mentioned in (Attachment-1) of MOC;

b. The MoEW&OE will send the applications to the Director General(DG), BMET, the Counsellor/First Secretary (Labour) of the Bangladesh Embassy in Japan/ the appropriate organization(s)/officer(s) for verification and their opinion on the application(s).

Recommendation Committee for Selection of SOs

a. A Recommendation Committee comprising the following members will recommend the name of eligible SOs for sending TIs from Bangladesh to Japan.

- | | |
|--|--------------------|
| 1) Secretary, MoEWOE | : Chairperson |
| 2) Director General, BMET | : Member |
| 3) Director General, Wage Earners' Welfare Board (WEWB) | : Member |
| 4) Additional Secretary/Joint Secretary (Employment Wing), MoEWOE | : Member |
| 5) Additional Secretary/Joint Secretary (Training Wing), MoEWOE | : Member |
| 6) Representative of Ministry of Foreign Affairs | : Member |
| 7) Representative from Security Services Division, Ministry of Home Affairs | : Member |
| 8) Deputy Secretary/Senior Assistant Secretary (Employment Section-2) MoEWOE | : Member Secretary |

The Committee may co-opt competent more member(s) if necessary.

b. The Committee will examine the reports sent by the BMET, the Bangladesh Embassy in Japan and the submitted documents of the applicants. In addition, the committee will take into consideration the other related factors such as capacity, experience, competence and credibility of the applicant recruiting agencies. The Committee will recommend the selected applicant Recruiting Agents as SOs to the Hon'ble Minister/State Minister in charge of the Ministry of Expatriates Welfare and Overseas Employment for approval.

3. Enlistment of SOs

The MoEW&OE will send the list of approved SOs to the following organizations:

a. Upon approval of the selection, the selected SOs will be so informed in writing and their list will be circulated through the website of the MoEWOE and BMET and sent to the following organizations:

- i) Embassy of Japan in Bangladesh
- ii) Embassy of Bangladesh in Japan
- iii) Organization for Technical Intern Training (OTIT) in Japan [in the prescribed form of MOC (Attachment-2) with a request to include the name as a Sending Organization].
- iv) JITCO [in prescribed form of JITCO (Attachment-3) with a request to update the list of SOs]

b. Approval will be granted for a period of not exceeding two years and will be renewed from time to time for a similar period on the basis of their satisfactory performance;

4. Duties and responsibilities of the SOs

The SOs-

- i) must have branch office/representative office in Japan and employees of branch/ representative office should know Japanese language and be capable of extensive communication with accepting organizations/supervising organizations in Japan.
- ii) must follow the standard set for SOs (Attachment-1 of MOC) for selecting TIs according to the demand letter.
- iii) shall not engage or appoint any sub-agent anyhow/anywhere.
- iv) will deposit an amount of BDT. 15,00,000/- (Fifteen lac) as a Fixed Deposit Receipt (FDR) in favour of DG, BMET with lien mark for three years and it will be renewed on the subsequent renewal of the approval.
- v) will submit a brief of personal records of TIs and affidavit by TIs to BMET with an assurance to return to Bangladesh after completion of training in Japan.
- vi) will undertake that the TIs would come back to Bangladesh after completion of training program in Japan and they will take all necessary actions for ensuring their safe return.
- vii) will submit all relevant information and documents of the returned TIs.
- (viii) will submit an annual report containing all particulars of each TI who will enter Japan and return to Bangladesh to the Bangladesh Embassy, Japan and BMET.
- ix) will take immediate measures in case of any disappearance of TIs and provide necessary cooperation to the Japanese Supervising Organizations.
- x) will submit a report to the MoEWOE, BMET and Bangladesh Embassy, Japan every three months about the TIs.

5. Qualifications for and Selection of TIs¹

- i) The aspiring TIs must have the minimum academic qualification of Secondary School Certificate (SSC)/equivalent standard or any other academic qualification accepted by the concerned organization or employer in Japan with age limit of 18-45 years. She/he must possess satisfactory physical and mental fitness. The SO will perform the Medical Test of the TIs from the Government Approved Hospital/ Health Center.
- ii) The aspiring TIs must successfully complete at least 160-hour Japanese Language Training Course organized by a Technical Training Center (TTC) or any authorized language training center and attain a level of proficiency in Japanese as required by the concerned organization or employer.
- iii) BMET will make a 'Data Bank' of those who have successfully completed the Japanese Language Training Course organized by a Technical Training Center (ITC). Besides, if any candidate who has attained minimum 160-hour training in Japanese language and has an experience on a specified work/job can apply for inclusion in the 'Data Bank', BMET will include his/her name in the 'Data Bank'. The 'Data Bank' will be made available to SOs and they will prioritize the 'Data Bank' while making a primary selection of the aspiring TIs.

6. Procedure of Recruitment Approval etc.:^{1,2}

- i) Aspiring TIs will be selected by the approved SOs in compliance with the provisions mentioned above in serial 5.
- ii) SO will be responsible for collecting the demand letter and Power of Attorney from Supervising Organization(s) in Japan for sending TI(s). SO will submit an application for Recruitment Approval to the Ministry, or to the Office authorized by the Ministry, along with the Demand Letter and Power of Attorney duly attested by Bangladesh Embassy in Japan and other required documents.
- iii) After proper examination, the Ministry or the authorized office will issue Recruitment Approval in favour of TI(s) selected by the Japanese Supervising or Implementing or concerned Organization(s) and inform all concerned.
- iv) BMET will issue Emigration Clearance Card to the finally selected TIs after they receive Visa from Japan Embassy in Dhaka.
- v) BMET will arrange a Pre-departure Training of at least one week for the selected TIs to Japan. The Japanese local culture, norms, life style, do's & don'ts will be included in that training.

7. The Zero Migration Cost policy

The Zero Migration Cost policy will be strictly followed in sending TIs from Bangladesh to Japan. SOs may collect a minimum amount of money from the TI as commission and fees set by the Ministry. The information regarding such commission and fees should be explained in detail to the aspiring TIs and circulated publicly.

8. Opening Individual Bank Account of TIs and SOs

- i) Finally selected TIs for Japan and the concerned SOs will compulsorily open separate individual account in Probashi Kallayan Bank (Specialized Bank for the Migrants' Welfare). The stipulated amount of money determined by the MoEWOE as commission and fees will be deposited by a TI in his/her own account in the above mentioned bank before obtaining his/her Smart Card issued by the BMET.
- ii) Necessary directives will be issued to the Probashi Kallayan Bank (PKB) from the MoEWOE for transferring such amount of money in cash or as debt to the account of concerned SO at the time of departure of the TI.
- iii) If any TI borrows any money from PKB, the amount will be repaid by the TI from his/her wage or income in installments. PKB will take necessary measures for recovery of disbursed loan, deposits of TI and transfer the money from TI's account to the SO's account according to the direction and banking procedures.

9. Cancellation procedure:

The SOs will not engage in or deal with any monetary transaction with TIs in sending them from Bangladesh to Japan. The approval of the Recruiting Agency as SO will be cancelled immediately if any sort of unfair monetary involvement is found. The deposit of BDT.15,00,000 (Fifteen Lac) will be forfeited in favour of the Government and license will be cancelled as per the Guidelines and Overseas Employment and Migrants Act, 2013. The provisions related to cancellation of the approval of Recruiting Agency in Overseas Employment and Migrants Act, 2013 will also be considered in this regard.

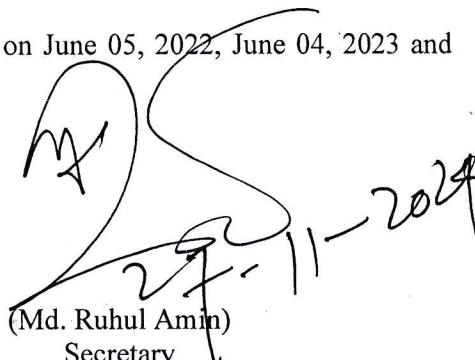
10. Emigration Clearance with Biometric Impression of TIs to Japan

All the relevant papers including visas of finally selected TIs must have to be submitted by the SOs to BMET for emigration clearance with biometric impression. BMET will issue Emigration Clearance with biometric clearance within 02 (Two) working days after examining all the documents. TIs will be sent to Japan only after getting emigration clearance from BMET.

11. Safeguard and Legal Actions

- i) The Guidelines are issued in exercise of the powers vested in Section 47 of Overseas Employment and Migrants Act, 2013.
- ii) The MoEWOE preserves the power to amend or rearrange or change or make any deduction or addition, if necessary to the Guidelines.

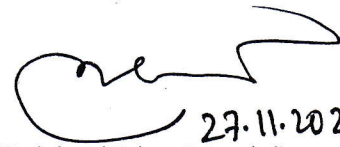
12. This document is a compilation of the Revised Guidelines issued on June 05, 2022, June 04, 2023 and November 05, 2024. It will take effect immediately.


(Md. Ruhul Amin)
Secretary

Ministry of Expatriates' Welfare and Overseas Employment

Copy for Kind information and necessary action to (not according to seniority):

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka, Bangladesh.
2. Secretary, Security Services Division, Ministry of Home Affairs, Dhaka, Bangladesh.
3. H. E. Ambassador of Japan in Bangladesh.
4. H. E. Ambassador of Bangladesh in Japan.
5. Managing Director, Probashi Kallyan Bank (PKB), Dhaka.
6. Additional Secretary (All), Ministry of Expatriates' Welfare and Overseas Employment.
7. Director General, Wage Earner's Welfare Board (WEWB)
8. Director General, Bureau of Manpower and Employment and Training (BMET).
9. Managing Director, Bangladesh Overseas Employment and Services Limited (BOESL).
10. Joint Secretary (All), Ministry of Expatriates' Welfare and Overseas Employment.
11. President, Organization for Technical Intern Training (OTIT)
12. President, Japan International Training Cooperation Organization (JITCO)
13. IM Japan, (International Manpower Development Organization, Japan).
14. Additional Directory General (Administration and Training), BMET, Dhaka.
15. Director, Policy Planning Division, Immigration Services Agency, Japan.
16. Secretary (Administration), Bangladesh Association of International Recruiting Agencies (BAIRA), Dhaka, Bangladesh.
17. PS to Honorable Advisor, Ministry of Expatriates' Welfare and Overseas Employment.
18. PS to Secretary, Ministry of Expatriates' Welfare and Overseas Employment.
19. Deputy Secretary (Employment), Ministry of Expatriates' Welfare and Overseas Employment.
20. Director (Training), Bureau of Manpower and Employment and Training (BMET), Dhaka.
21. First Secretary (Labor), Bangladesh Embassy in Japan.
22. President, Japan Bangladesh Chamber of Commerce and Industry (JBCCD), Dhaka.
23. Public Relation Officer, Ministry of Expatriates' Welfare and Overseas Employment.
24. System Analyst, Ministry of Expatriates' Welfare and Overseas Employment (For circulating in website of the Ministry & relevant Sectors).
25. Office File.



27.11.2024

(Md. Hedaietul Islam Mondol)
Deputy Secretary (Additional Charge)
Email: sasemployment2@probashi.gov.bd
Phone:+88-02-41030252