

Government of the People's Republic of Bangladesh
Ministry of Expatriates' Welfare and Overseas Employment
Enforcement Section-2
Probashi Kalyan Bhahan
71-72, Eskaton Garden, Ramna, Dhaka 1000
www.probashi.gov.bd

No-49.00.0000.232.42.017.15.197

Date. 01-10-2018 AD

Subject: Revised Guidelines for the employment of Bangladeshi workers in Singapore

The Government of Singapore has awarded No Objection Certificates (NOCs) to the companies or organizations of Singapore and issued instructions for the training and testing of Bangladeshi workforce under the requirements and compliance provided by Building Construction Authority (BCA) of Singapore vide letter no. Sha-13/Singapore/TTC-7/99(Part-2) Dated 22/07/1999 to the overseas training centers (OTC) of Bangladesh. Subsequently Government of Bangladesh has nominated local NOC holders of Bangladesh and their partners known as Sending Organization (SO) to send the qualified workforces of Bangladesh to Singapore vide letter no 49.02.0000.232.16.008.15.74, dated 26/05/2015. In order to ensure smooth migration of qualified workforce from Bangladesh to Singapore, after successful completion of training and testing in the Overseas Training Centers (OTCs) of Bangladesh to work especially in Construction sector of Singapore and to make the overall process more disciplined, transparent and organized and also to reduce the migration cost, Bangladesh authority has taken steps to establish a website bshrs.com.bd to facilitate the selection and recruitment of Bangladeshi workers only through the use of the said website by the Singapore Employment agents. Therefore, it has become essential for the Government of the People's Republic of Bangladesh to revise the previous Guidelines and to pronounce a fresh set of guidelines as follows:

1. The NOC holders of Singapore will enter into an agreement properly with their local partners or the NOC holders of Bangladesh and the same shall be submitted to the Ministry of Expatriate Welfare and Overseas Employment, Bangladesh as referred to 'Ministry' herein after.
2. The local NOC holder (s) and the directors/partners of the local NOC holders of Bangladesh can only shift its location or rename or make any change of its physical structure only with the prior permission of the Ministry based on the joint application made by the NOC holder(s) of Singapore and the aforesaid entities.
3. Testing fees shall be determined by the BCA which must not exceed the prescribed limit and no extra collections shall be permitted.
4. Training and testing procedures for the prospective Bangladeshi workers shall be conducted fairly, transparently and impartially.
5. The NOC holders of Singapore, the local NOC holders of Bangladesh and their partners shall form a company and register under the Companies Act, 1994 to conduct the tests the eligibility of the workers and comply with rules, regulations and laws of Bangladesh.
6. The NOC shall be issued to the local organizations of Bangladesh by the Ministry for one year duration for the purpose of testing the eligibility of the Bangladeshi workers. The NOC holders shall have to apply for the renewal of their NOCs on an annual basis within 31st December. The renewal shall be subjected to the performance of the local NOC holders and the fulfillment of the terms and conditions laid down in the NOC.
7. The test center shall be operated under the management of the local NOC holder(s) of Bangladesh.
8. The itinerary of BCA officials/Examiners of Singapore to Bangladesh and the schedule of the tests for the prospective workers of Bangladesh shall be informed to the Ministry well ahead.
9. The trade wise number and related information of the candidates qualifying the BCA test shall have to be submitted to the Ministry and BMET each month.



10. The local NOC holders of Bangladesh and the Directors/Partners of the local NOC holders of Bangladesh shall submit an undertaking jointly to comply with the Revised Guidelines through an Affidavit to the Ministry before starting its operation. Similar Affidavit has to be submitted to the Ministry to renew its NOC every year.

11. The Ministry or its delegated authority or any competent authority shall suspend or withhold the operation of the local NOC holder(s) for any kind of its non-compliance or violation of existing rules or regulations or laws in force.

12. Any matters agreed among the parties such as NOC holders of Singapore, the local NOC holders of Bangladesh, and the Directors/Partners of the local NOC holders and the Company formed under the Companies Act, 1994 in charge of conducting the eligibility test for the prospective workers of Bangladesh may be changed or amended subject to the mutual consent of all the parties involved and the approval of the Ministry for the purpose of avoiding litigation or dispute among the parties.

13. Only the approved Overseas Training Center (OTC) and other Technical Training Centers run or approved by the Bangladesh Government subject to the approval of the Singapore authority are allowed to conduct training or other related activities and the aforesaid companies registered under the Companies Act, 1994 shall only be allowed to conduct testing.

14. In case of any dispute or misunderstanding or clarification relating to the employment, training or testing for the Bangladeshi workforce for the purpose of sending to Singapore, the Ministry shall settle the issue with active and constructive discussion with the company(s) or organization(s) of Singapore and its local partners or the SOs or the local NOC holders of Bangladesh.

15. The local NOC Holders and their partners involved in training, testing and sending worker(s) from Bangladesh to Singapore treated as Sending Organizations (SOs) shall have a contract or agreement with a valid/recognized Receiving Agent (RA) or Employment Agency (EA) of Singapore.

16. The SOs must send the bio-data of the qualified candidates passed in the tests conducted by the company formed under the Companies Act, 1994 and with the approval of the Building Construction Authority (BCA), Singapore only to their Receiving agent(s), RA of Singapore. Visa/ In Principle Approval (IPA) obtained by the RA against those candidates can only be accepted and processed through respective SO(s) for 'Manpower clearance' from the Bureau of Manpower Employment and Training (BMET) of the Government of Bangladesh.

17. The RA of Singapore can only obtain Visa/IPA against the bio-data of the candidates received from their Bangladeshi counterpart(s) and SO(s). The RA of Singapore can't obtain Visa/IPA for any candidate received from any other sources/agents. The Ministry can ask any SO to terminate contract with respective RAs if there is any breach of contract or involvement in any clandestine activity.

18. The Ministry shall manage the migration of workers for the Singapore market through this website and ensure that migration costs are maintained at an acceptable level as determined by the Ministry. The Bangladesh Singapore Harmonized Resource System Ltd. alone shall operate the said website **bshrs.com.bd** as approved by the Ministry unless it is otherwise decided by the same. The website shall have to be operated using the Ministry's logo with the prior approval of the Ministry and the main page of the website should be marked as "Approved or Endorsed by the Ministry of Expatriates' Welfare & Overseas Employment, Bangladesh".

19. All SO(s) and other Recruitment Licence holders of Bangladesh who desires to be involved in the business of sending workers to Singapore shall upload their prospective and trained workers' information in the website named **www.bshrs.com.bd**. All Employment Agents including Receiving Agents and Accredited Agents in Singapore shall be allowed to market the bio-data or the information of the Bangladeshi workers only available in the said website. In this purpose, the Receiving Agents (RAs) and

7 Singapore Licensed Agents are required to give an undertaking to comply with the Ministry's Guidelines as well as laws, rules and regulations of Bangladesh. Accredited Agents such as Singapore Licensed Agents shall provide a written undertaking to the designated Administrator of the website of the Singapore end that they will comply fully with the written laws rules, regulations of Singapore related to the collection/payment of recruitment fees. Only the Receiving Agents and Accredited Agents working in Singapore shall be allowed to visit the website to choose and select the Bangladeshi workers based on the bio-data and relevant information available in the said website.

20. The skill level of the Bangladeshi worker(s) shall be categorized as skilled, mid- level skilled, semi-skilled and unskilled and uploaded in the said website targeting the job sectors such as Construction, Marine shipyard, Process, Cleaning, Landscaping, Manufacturing, service sector and U-Turn workers etc. However, workers in the Domestic sector shall not be included in this website.

21. No worker shall get any immigration clearance (Smart card) from Bureau of Manpower, Employment and Training (BMET) unless his or her IPA is enlisted on the website and he or she is allocated an IPA reference number by the website.

22. All types of Visa trading or IPA (In Principle Approval) trading shall be strictly prohibited and if there is any allegation against the said stakeholder, the Ministry shall suspend its operation or cancel its licenses or take any other step as it deems fit and proper.

23. Bangladesh High Commission in Singapore shall convey the revised contents of this Guideline(s) to the BCA in order to convey the same to all licensees of Singapore concerned to take measures to implement the latest instructions.

24. Necessary legal actions shall be taken immediately if this set of Guidelines or related instructions or laws is violated partially or fully by any NOC holder(s), Singapore, Sending Organization(s) or Local NOC holders of Bangladesh and their partners. The Ministry reserves the right to review or revise these Guidelines if it considers anything important for the public interest related to Sending Organizations for the smooth operation of the website or migration of the prospective Bangladeshi workers.

25. Previous instructions issued in this regard shall be treated as cancelled and this set of Guidelines will come into force with immediate effect.

Signed
(Md. Nazibul Islam)
Additional Secretary
Email: jsmonitoring@probashi.gov.bd

No-49.00.0000.232.42.017.15.197

Date 01 -10-2018 AD

Copy for information and necessary action (Not in order of seniority):

1. Hon'ble High Commissioner, Bangladesh High Commission in Singapore (Attention: Ms Ayesha Siddiqua Shely, Labour Counsellor)
2. Additional Secretary (All), Ministry of Expatriate Welfare and Overseas Employment, Probashi Kalyan Bahban, 71-72, Elephant Road, Iskaton Garden, Dhaka, Bangladesh
3. Joint Secretary (All), Ministry of Expatriate Welfare and Overseas Employment, Probashi Kalyan Bahban, 71-72, Elephant Road, Iskaton Garden, Dhaka, Bangladesh
4. Director General, Bureau of Manpower Employment and Training (BMET), Probashi Kalyan Bahban, 71-72, Elephant Road, Iskaton Garden, Dhaka, Bangladesh
5. PS to the Hon'ble Minister, Ministry of Expatriates' Welfare and Overseas Employment, Dhaka, Bangladesh

6. PS to the Secretary, Ministry of Expatriates' Welfare and Overseas Employment, Dhaka
7. Director, Building Construction Authority (BCA), 200 Bradel Road, Singapore-579700
8. Director, Foreign Manpower Department, Ministry of Manpower, 18 Havelock Road, Singapore-059764
9. Managing Director , Progressive Builders Pte Ltd. 18 Boon Lay Way # 10#133 @ Tradehub 21 Singapore-603366
10. Chief Executive Officer, Singapore Piling & Civil Engineering Pte Ltd. BBr Building 50 Changi South, Street-1, Singapore-486126
11. Director, Chiu Construction Co Pte Ltd. 3791 Jalan Bukit Merah # 03-05 , E Centre @redhill, Singapore- 159471.
12. Manager, Lian Beng Construction Pte Ltd.29 Harrison Road, Singapore-369648
13. Director, Welltech Construction Pte Ltd.162 Race Course Road, Singapore-218603
14. Director, Santarli Construction Pte Lid. 531 Yishun Industrial Park A, Santarli Building Singapore-768739
15. Mr Melvin Ong, Director, Fonda Global Engineering Pte Ltd 2 Tuas View Square Intellect Building, Singapore 637576
16. Mr. Nah Hock San, Director, Setsco Services Pte Lid, 18 Teban Gardens Crescent, Singapore 608925
17. Fonda Global Engineering Pte Ltd, Jamgora(Near Fantasy Kingdom), Ashulia, Dhaka Bangladesh.
18. CT Test Centre Sarker Market, Purba Narsinghapur, Ashulia, Dhaka
19. Progressive Test Centre (Pte.) Ltd. Holding No. 110/1, Ward No. 06, Bangabandhu Road, Tongabari Ashulia,Savar Dhaka, Bangladesh
20. WellTech Test Centre, Banghabandhu Road, Tongabari, Ashulia, Savar, Dhaka.
21. Singapore Piling & South Point Test Centre, Ghoshbag, Jirabo, Ashulia, Savar, Dhaka
22. Santarli Training Centre, Kudab Mirrer Bazar, Gazipur Sadar, Gazipur.
23. Setsco-SRCI Training and Testing Institution (Pvt) Ltd., 522, Dhaur, Razabari, Kamarpara, Turag, Uttara, Dhaka
24. Lian Bengs (Bangladesh) Test Centre, Ghoshbag, Jirabo, Ashulia, Savar, Dhaka
25. Office Copy


(Md. Arif Ahmed)
Deputy Secretary

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