Government of the People's Republic of Bangladesh
Ministry of Expatriates' Welfare and
Overseas Employment
Eskaton Garden, Dhaka, Bangladesh
Employment-3
website: www.probashi.gov.bd

Memo Number: 49.00.0000.047.11.014.20-258 Date: 05-11-2026

Subject: Initial Recruitment Permission as International Services Visa in Japan.

With reference to the above subject and application of recruiting agent M/S Nurjahan Recruiting Agency (RL-1394), the undersigned is directed to convey the approval of initial recruitment permission in favour of the said recruiting agent to process for the employment of following person under International Service visa subject to the compliance of following terms and conditions:

Name of Recruiting Agent	Supervising and Implementing Organization	Selected Worker and Passport No	Job Specification and number of workers	Salary & Other benefits (According to Demand letter)	Pre – selection training & Post selection Management cost
M/S NURJAHAN RECRUITING AGENCY (RL 1394) 02-9345635, 01973623396 subhaintl@gmail.com	Sup. Org. N/A Imp. Org. Limited liability Company Amatarasu Operation	Milton Kazi PP: A02881231 DoB: 15 Nov 1993	Finance, accounting and bookkeeping tasks at the head office 01 male worker. (International Services)	Basic salary: Monthly salary JPY 22,00,00 Bonus and salary increase according to the Company's salary regulations. Actual amount as per the employment contract; Working hours per day: 8 Hours; Working days and holidays: Weekdays 9:00-18:00 (1 hour break); Saturdays, Sundays, national holidays and days designated by the company and holidays; Age limit: 18-40 years old; Period of Contact: not fixed term; employment starts after the status of residence is permitted; Accommodation, Transportation: Employees own arrangement; Food: Employees Own Arrangement; Air ticket: Employees own arrangement.	Japan 1,48,000/- (One lac forty Eight thousand Taka)

Terms and Conditions:

01. The Sending Organization shall not employ any sub-agent in the entire relevant process of sending to Japan under International Services visa.
02. The accepting organization shall bear all the necessary expenses for the finally selected International Services visa worker and provide all facilities described in employment contract and demand letter.
03. Both the Sending Organization and the finally selected worker under International Services visa must complete and submit a narration in the form of written affirmation that the worker must return to Bangladesh upon completion of contract period in Japan.
04. The necessary written agreement must have to be signed in between the Sending Organization and the accepting organization about sending the worker in Japan.
05. This approval is valid only for the demand for the worker described in this letter.

06. All the terms and conditions prescribed in Guidelines must have to be followed for sending International Services visa worker to Japan. Moreover, other related laws of Bangladesh and International laws will have to be followed strictly.
07. Humanity and ethics must be maintained usually all the time and everywhere under the sphere of existing laws.
08. All expenses (levies, airfare, etc.) at the end of Japan shall be borne by the employer. Recruiting agency cannot accept check/bank draft/pay order for pre-selection training and post-selection management expenses exceeding TK.1,48,000/- subject to confirmation of worker's visa and flight. Whose credentials are to be submitted to the Director General, BMET.
09. 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 Guidelines and employment contract the concerned Sending Organization (SO) will bear the responsibility given by the Ministry.
11. This is an initial permission. Before issuing the emigration clearance card, BMET will verify the relevant credentials through OEP to ensure accuracy. |

05.11.2026

(Gazi Md. Shahed Anwar)
Deputy Secretary
Employment-3
Tele: +880 241030240
dssemployment3@probashi.gov.bd

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

Memo Number: 49.00.0000.047.11.014.20- Date: 05-11-2026

Copy for kind information and necessary action: (Not according to seniority):

1. H. E. Ambassador, Embassy of Japan in Bangladesh.
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. Additional Director General, BMET & Chairperson of the Technical Interns Selection Committee, Dhaka, Bangladesh.
5. PS to Honorable Minister, Ministry of Expatriate's Welfare and Overseas Employment.
6. PS to Secretary, Ministry of Expatriate's Welfare and Overseas Employment.
7. First Secretary (Labor), Embassy of the People's Republic of Bangladesh, Tokyo, Japan.
8. Programmer (ICT), Ministry of Expatriate's Welfare and Overseas Employment.
9. PO to Joint Secretary (Employment Wing), Ministry of Expatriate's Welfare and Overseas Employment.
10. Proprietor, M/S Nurjahan Recruiting Agency (RL-1394), 72 Nayapalton, Dhaka.
11. Office Copy.

05.11.2026

(Gazi Md. Shahed Anwar)
Deputy Secretary