

## **Memorandum Of Sole Agents Agreements**

Name:  
Turkey ID #99680156824  
Nepali Passport #06517448  
Director  
Company:  
Ilan Sira No; .....  
Mersis No: .....  
Ticaret Sicil No:.....  
Address:..... Istanbul  
Turkey.  
Cell:

Representing:  
Employers Turkey.  
Address: ..... Istanbul, Turkey.  
Te: ...../Beyoglu V.D :6120671624  
Email:

**Hereinafter Referred As The (First Party.)**

AND

M.S.M.A. Arif  
ID #19652692620000031  
Passport# AF4291247  
Proprietor,  
Global Resource  
Corporate Office: House# 39(Suite#3/4), Road# 7, Block #G,  
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## **Second Party**

### **1. Objectives.**

a. The **First Party** is a Citizen By Birth of State of NEPAL & Also In Turkey Resident Card Holder No: 99680156824 & have Private Ltd Company In The Turkey And He Is Also Representing One Turkey Company(..... ) & Agreed to Recruiting More Or Less 400 Employess From Bangladesh, As Per The Turkey And Bangladesh Govt Overseas Recruiting And Deployments With Migration Rules Process & ILO Rules.

So Now **Appoint Sole Agent/Assist** the **Second Party** to collect Employee/Job Seeker for Recruitment From Bangladesh.

b. The **Second Party** is a Govt Registered International Recruiting Agent (M/s. Jharna Zia Associate, RL # 1120) & Overseas Employments Consultant Who have its objectives to provide and promote Manpower in overseas Countries keeping due regard to their welfare at home and abroad.

### **2. Responsibilities of the First Party:**

a. The **First Party** Will Represent the **Second Party** in the state Asia/Africa/EEU Etc and will work for procuring Demand For All Job Categories and Trades in UAE,BAHRAIN,OMAN,QATAR,JORDAN/EGYPT, Turkey, Poland, Estonia & KSA.

b. Negotiate favorable terms and conditions with Our Company & Our projects in BAHRAIN, UAE, QATAR, JORDAN, OMAN, EGYPT,TURKEY, POLAND, ESTONIA and KSA Etc. to supply workers for them from Asia/Africa/EEU Etc.

c. Provide all necessary documents to the **Second Party** such as visas, power of attorney, and demand letter (attested by the Concerned Country embassy) service agreements and also any other documents required for the smooth mobilization of the workers.

d. Each time the first party requires personnel, the first party shall instruct the **Second Party** in writing, specifying in the requirements such as but not limited to.

1. About the projects.
2. Place of Work.
3. Category in which workers are required.
4. Number Of Workers Required in each Category.
5. Detailed Job description of each Category.

6. Minimum Qualification and Experienced required for each Category.
7. Salary and other terms and facilities offered to the employees.
8. Duration of the Contract.
9. About Food, Accommodation and other Facilities offered to the Workers.
10. When the Workers Are Required At The site.
11. Any other specification or any other terms offered to the workers.

After getting the above information the **Second Party** will advise the **First Party** the availability of workers readily available in the data bank in each category. In case any change is required in the salary or any other terms, the **Second Party** will get back to the **First Party** within 72 hours time to gather more information and amend the same accordingly.

The **Second Party** agrees to provide a free replacement to the **First Party** within three month if the candidate is found to be medically /professionally unfit and also if the employee refuses to work after his arrival in the job site.

The **Second Party** also agrees, if he cannot replace the exact workers as per mentioned category with good manners skilled in timely, **Second Party** must pay the minimum, reasonable visa charge, As per Turkey Govt/ **First Party** Instruction.

The **First Party** receives CV & selects the workers as per both understanding confirmation, **First Party** Will Must Arrange Said Workers Visa Maximum 15 Working Days in concern country.

The **Second Party** also receives Said Workers Visa & Employments contracts with seal, sign from **First Party**, **Second Party** Will Must Deploy Said Workers within 15 working days from Concern Country As Per The First Party Instruction Schedule.

The **First Party** Also Need Some Service Charge For each Turkey fresh Employment visa charges before workers deploy & First Party Will Full Responsible All Workers Employments Jobs In Turkey & All Legal Benefited As Per ILO Employments Rules.

The **First Party** Will Provide Workers Category with quantity Yearly base with all other necessary data & **Second Party** Will Trained up workers as **First Party** Instruction. **Second Party** Will be responsible for all the training along with workers skilled and selection matters.

The **First Party** will start projects in Several Country and Several Places & All the projects will recruits workers from **Second Party**, Under Instruction with Confirmation.

The **Second Party** Will Have responsible for all the candidates medically fit from the authorized medical center by the GCC Health Ministry Approved From Concern Country (Asia, Africa, EEU Etc)

By this agreement the **First Party** hereby agrees/Confirm that they will be dealing with Sole Agent only **Second Party** for procuring all necessary workers from Country (Asia, Africa, EEU Etc).

## **Responsibilities of The Second Party**

1. **Second Party's** Representative will pick up the **First Parties** delegates from the Concern Country(Asia, Africa, EEU Etc) International Airport.
2. **Second Party** will make reservation of the hotel for their delegates coming for interview and cost will be bear by the **Second Party**.
3. **Second Party** will provide well furnished office for the **First Party's** official for conducting interviews.
4. All Logistics Will Be Provided By **Second Party** At The Interview Time in the Concern Country (Asia, Africa, EEU Etc).
5. Finding and locating qualified and suitable candidates as per job description and to the standard of the first party through any sources such as inserting advertisements, bulletins periodicals etc Pay By **Second Party**..
6. Arranging interviewing and trade testing of all the candidates. If desired by the **First Party** the **Second Party** will arrange interview and trade testing in presence of **First Party** or his appointed Representatives.
7. Communication facilities such as email, telephone, and fax will be provided for the selection purposes will be **Second Party**.
8. Office staff will be allocated by the **Second Party** to attend exclusively to the **First Party's** assistance for interview.
9. **Second party** will arrange for the procurement of passport, Medical Reports and processing of visa and related documentation for successful candidates.
10. Making arrangements for the workers to sign the employments contract agreement **second Party**.
11. Completing all traveling formalities including registration with the immigration authorities and other official concerns as necessary BY **Second Party**.
12. Making reservations with airlines and providing airport transportation airport taxes and other traveling facilities by **Second Parties**.

## **Disputes:**

In case of disputes the **First Party** and the **Second Party** shall try to solve the disputes amicably and mutually With **International Human Migration Rules & Regulation Along With Both Countries Migration service contracts Law With ILO Rules**.

**5. Validity and Termination:**

The Sole Agent Agreement/Workers Supply Service Agreements signed on the day of April 30th 2017 and shall remain valid for Next Five years from the above indicated dates unless one year notice of termination is given by one party to the other party in writing giving justice able reasons for terminating the agreement. Unless the Agreement is cancelled by giving this notice, this will be automatically renewed for further five year periods which mutually agreed.

For And On Behalf Of  
M/S. ....

***First Party***

Mr.....  
Turkey ID #99680156824  
Director

For and On Behalf Of  
M/S. Global Resource.

***Second Party***

***Mr. M.S.M.A Arif***

Proprietor  
Personal ID #1965269262000031

**Witness:**

- 1. Mr. Abdur Rakib Mukul, Managing Director  
A. R Trade Ltd.**
- 2. Md. Wolid Hossain  
Proprietor  
M/s. Shikder Enterprise**