



# COMPANY PROFILE

TRAVEL WITH THE NAME YOU TRUST



49, Motijheel C/A, 4th Floor,  
Shapla Bhaban, Dhaka-1000



rafiq@samairagroup.com



[www.samairagroup.com](http://www.samairagroup.com)



+880-2-9512728  
+880-2-9514946

# ABOUT MP TRAVELS LTD.

*MP Travels Ltd. is a sister concern of Samaira Group and one of the most reputable overseas employment agencies in Bangladesh. We are a fully licensed and authentic recruitment agency, registered in accordance with the laws of the country. Our license is approved by the Ministry of Labor and Employment, Government of Bangladesh. Our government-approved Travel Agent and Recruiting Agent license number is RL-1128.*

Located in the heart of Dhaka, Bangladesh, MP Travels Ltd. is managed and operated by a team of seasoned professionals with over 15 years of experience in the industry. Our staff members are well-trained, experienced, and highly skilled in their respective departments. Our office is situated in a peaceful, well-maintained compound and is fully equipped with modern facilities to ensure smooth and efficient operations.

Committed to delivering high-quality services to our valued clients, we continuously invest in staff training and motivation programs to maintain peak performance. We are firmly guided by the principles of smart work, dedication, honesty, and efficiency.

Currently, we provide Bangladeshi workers professionally skilled, semi-skilled, and unskilled—to several countries in the Middle East, including the Kingdom of Saudi Arabia, UAE, Qatar, Kuwait, Oman, and Bahrain. We also serve various Asian countries such as Malaysia, Singapore, Cambodia, Taiwan, Vietnam, and have recently expanded into Japan.

Our recruitment covers a wide range of sectors, including Engineering, Security Services, Hospitality (Hotels, Restaurants, Catering), Manufacturing, Administration & Finance, Oil & Gas, and many other specialized industries.

At MP Travels Ltd., our mission is to match the right candidates with the right opportunities at the right time. We are dedicated to building long-term, trustworthy relationships with our clients based on mutual success.

# MANAGING DIRECTOR MESSAGE



*Dear Valued Clients, Friends,  
and Well-wishers,*

Greetings from Bangladesh!  
MP Travels Ltd. has established itself as one of the most prominent and leading manpower agencies in Bangladesh. Since our inception, we have consistently delivered the best services while meeting the expectations of our valued clients in a cost-effective and efficient manner. With a strong foundation and extensive experience, we proudly present ourselves as a well-established and reliable firm.

We believe that honesty comes before quality. Our growth stands as proof of our commitment to honesty, loyalty, and business integrity. Since our establishment, we have continuously expanded our services across all regions of the country. Today, we are proud to be recognized as one of the leading manpower agencies in Bangladesh.

Our tireless efforts have significantly contributed to reducing unemployment in the country by connecting a large number of idle workers with foreign employment opportunities. Our sincere and dedicated services, backed by a high level of professionalism, have earned us global recognition. Our achievements have strengthened our confidence and motivated us to pursue even greater opportunities in the future.

We have always prioritized deploying human resources to overseas platforms through a refined and structured human resource system. When any shortcomings are identified, we upgrade the candidates' skills through targeted training programs that enhance their aptitudes and competencies. We look forward to a greener future and continued success. Thank you for your trust and support.

Md. Rafiqul Islam  
Managing Director

# MISSION & VISSION

## MISSION

MP Travels Ltd. recognizes the growing global demand for employment. Our mission is to provide high-quality services to our clients while offering Bangladeshi workers meaningful opportunities to work abroad.

To achieve this, we aim to:

- Consistently provide our valued clients with competent, reliable, and dedicated candidates.
- Fulfill all client requirements as quickly and efficiently as possible.
- Continuously train our staff to ensure they deliver optimal performance.

## VISSION

To become the most credible and reliable Bangladeshi human resource provider on a global scale through the delivery of high-quality services. We strive to make meaningful contributions to the socio-economic development of the country through responsible business practices, always putting the nation and its people first in all our endeavors.



*Empowering progress through innovation  
and sustainability.*

# OUR VALUES

Putting our clients first – we don't just conduct business; we build lasting relationships.

Upholding professional excellence in everything we do.

Promoting integrity and human dignity in all our actions.

## Our Strategic Approach

Maintaining a well-organized and updated database of qualified candidates.

Conducting thorough tests, evaluations, and interviews to select the most suitable candidates.

Ensuring smooth document processing and administrative procedures.

Deploying candidates in a timely and efficient manner.

Actively gathering feedback, suggestions, and comments to continually improve our services.

# VALUED CLIENTS

Achieving success from the very beginning has not made us complacent. We remain fully committed and aligned with the requirements, interests, and satisfaction of our valued clients. Our dedication to client satisfaction is upheld by our “value for money” policy—ensuring not only cost-effective solutions but also quick and efficient responses to client needs.

Our clients range from small businesses to multinational corporations seeking Bangladeshi manpower. We strongly believe that some of the best ideas come from our clients themselves. That's why we regularly conduct detailed analyses of client profiles, expectations, and satisfaction levels. This proactive approach enables us to continually enhance our service standards and deliver personalized, high-quality manpower solutions that result in long-term, mutually beneficial relationships.

We are proud to have earned the trust of our clients for over one and a half decades. To engage our services, clients simply need to make a phone call or send an email with their manpower requirements. Our fully equipped office and dynamic team are ready to deliver complete solutions in the shortest time possible.



# VALUE ADDED SERVICE



## Orientation for Job Seeker

All selected candidates must complete an orientation program before commencing employment. This program covers important aspects such as the cultural background of the destination country, local customs, laws and regulations, responsibilities, and personal conduct.

## Mobilization Time

Candidates are mobilized and prepared for departure as soon as possible upon receipt of their visa. Employers are informed in advance about the candidate's arrival, along with all relevant details.



## Guarantee

MP Travels Ltd. offers a 90-day guarantee for all workers deployed (provided the recruitment process is fully managed by MP Travels Ltd.). Should any worker be deemed medically unfit, the overseas employer is entitled to request a replacement. In such cases, repatriation and replacement airfare costs will be covered by our company.

## Ticketing

MP Travels Ltd. manages ticketing for all selected candidates through our IATA-accredited travel and ticketing agency. We also serve as a General Sales Agent (GSA) for several major airlines, which allows us to offer competitive fares and the most convenient direct routes worldwide.



## Follow-Up Activities

MP Travels Ltd. manages ticketing for all selected candidates through our IATA-accredited travel and ticketing agency. We also serve as a General Sales Agent (GSA) for several major airlines, which allows us to offer competitive fares and the most convenient direct routes worldwide.

# WHY CHOOSE US

MP Travels Limited was founded on the belief that recruitment could be delivered far more effectively. We don't rely on gimmicks or exaggerated promises, and we have no desire to be the 'biggest'. Instead, we deliver on our commitments and strive to be the best in every aspect of employment.



## QUALITY CANDIDATES

Every recruiter seeks top-tier candidates and that's our core focus at MP Travels Limited. Through our dedicated and meticulous service, we attract high-quality talent and benefit from strong referral networks. We maintain ongoing relationships with our candidates, ensuring you meet individuals who are well-prepared, engaged, and proactive.

## EFFECTIVE REPRESENTATION

We take our role as your representative seriously. When we communicate with candidates or promote your organization, we invest time in understanding your values and culture. This enables us to represent you professionally and authentically. Our approach has earned us international recognition for integrity, professionalism, and expertise.

## EXPERIENCED & COMMITTED TEAM

We prioritize staff development and satisfaction, resulting in team members who stay with us for more than twice the industry average. This continuity means you enjoy consistent service and don't need to frequently onboard new personnel. One-third of our staff have grown within the company, reinforcing our commitment to long-term success.

## PROVEN TRACK RECORD

With over 20 years of experience in the industry, MP Travels Limited has built a strong and respected presence in Bangladesh's foreign recruitment sector. During this time, we have developed a large and reliable candidate database — a valuable resource for sourcing top talent.



The organizational chart of the National Human Rights Commission (NHRC) is structured as follows:

- CHAIRMAN** (Yellow arc)
- MANAGING DIRECTOR** (Yellow arc)
- AUDIT & COMPLIANCE** (Yellow arc)
- AUDITOR** (Pink arc)
- LEGAL ADVISOR** (Pink arc)
- CHIEF OPERATING OFFICER** (Pink arc)
- OVERSEAS MARKETING DIRECTOR** (Pink arc)
- FINANCE MANAGER** (Blue arc)
- PUBLIC RELATION MANAGER** (Blue arc)
- SECRETARY** (Blue arc)
- ACCOUNT OFFICERS** (Green arc)
- COUNSELLORS** (Green arc)
- DOCUMENTATION INCHARGE** (Green arc)
- PUBLIC RELATION OFFICERS** (Green arc)
- OFFICE ASSISTANTS** (Red arc)
- FRONT DESK EXECUTIVES** (Red arc)
- DOCUMENTATION OFFICERS** (Red arc)
- LAISON OFFICER** (Red arc)
- KITCHEN HELPERS/CLEANER** (Blue arc)
- MOBILIZATION OFFICER** (Blue arc)
- SECURITY GUARDS/DRIVERS** (Black arc)

# RECRUITMENT CRITERIA

To ensure the recruitment of the most suitable manpower from Bangladesh, the following information must be provided in detail:



## Manpower Requirements

Please send the required number of workers for each job category or position, along with the salary offered. This information can be submitted via email or fax.



## Job Descriptions

Clearly define the qualifications and experience required for each job category.



## Work Location Details

Provide the job location, site/project area, and nature of the job in detail so candidates can be accurately briefed prior to recruitment.



## Air Tickets

Will the company provide air tickets for joining employment? Are return tickets available for annual leave?



## Food

Are meals provided? If not, is there a meal allowance? Alternatively, are self-cooking facilities available?

# RECRUITMENT CRITERIA



## Accommodation

Describe the accommodation facilities offered. If accommodation is not provided, is there any allowance?



## Medical Facilities

Does the company provide free medical facilities (e.g., a medical card)? If not, is there a medical allowance?



## Working Hours

Specify: Number of working hours per day, Working days per week, Number of off days per month, Whether shift duty is required, Inclusion of lunch hours and prayer breaks in working hours.



## Contract Period

How long is the contract valid? Is it renewable?



## Termination / Resignation Conditions

If an employee resigns or is terminated, what are the terms for repatriation, final account settlement, and other related procedures? Please provide details.

**Recruitment Advertising**

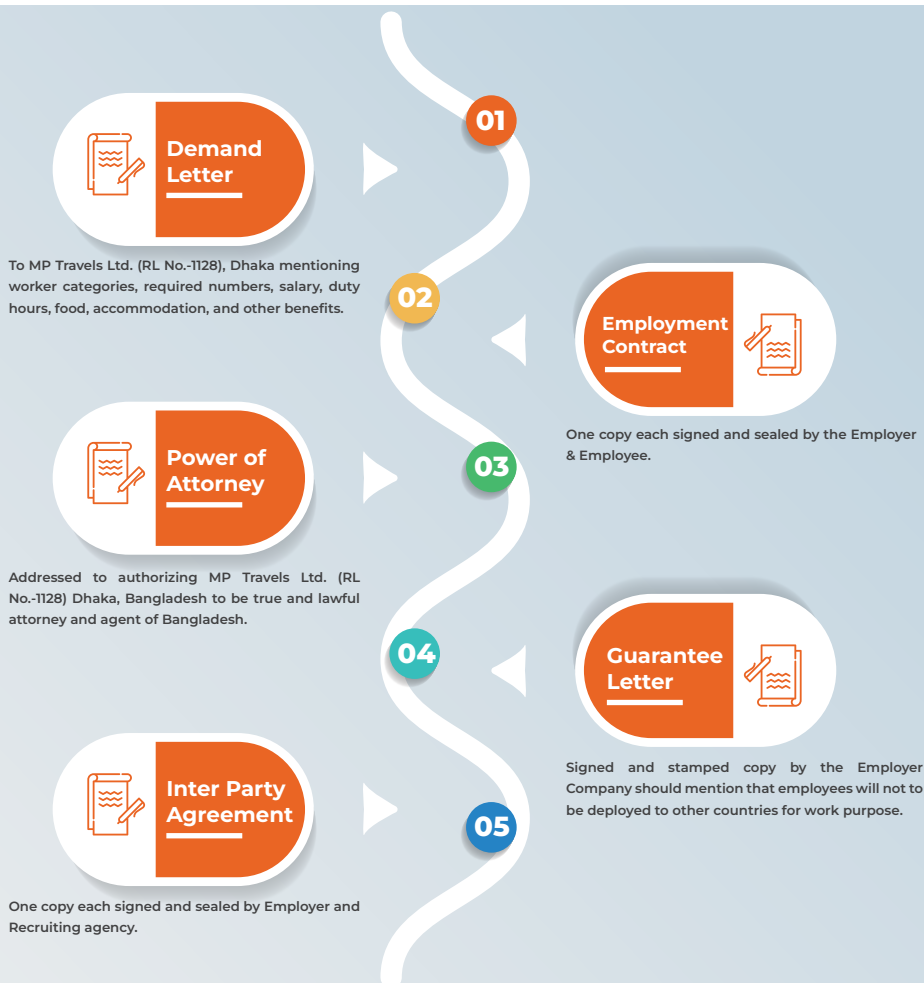
Is advertising essential for attracting the best candidates?

The era when placing a simple ad in a national newspaper was enough is now over. Quality recruitment today requires a more strategic approach.

MP Travels Ltd. conducts effective and targeted campaigns through its own promotional channels.

We utilize multiple platforms—digital and print media, interactive programs, and more—to reach the right candidates.

## REQUIRED DOCUMENTS AS PER COUNTRY NEED



# RECRUITMENT PROCESS

**1**

## Pre-Labor Approval

Upon receiving the authorized Demand Letter from the respective company, MP Travels Limited submits the documents to the Bureau of Manpower Employment and Training (BMET) for pre-labor approval. BMET reviews and approves the documents for further processing.

**2**

## Advertisement

Once pre-approved by BMET, the Demand Letter is advertised in national newspapers. MP Travels Limited also uses digital platforms, SMS, and calls to reach candidates and collect documents. Applications can be submitted directly or via Public Relations Officers.

**3**

## Candidate Screening

We review our up-to-date database to identify potential candidates based on their qualifications, skills, and experience according to employer requirements. Final interviews are conducted by the employer or their representative and may include oral, written, and practical tests.

**4**

## Communication

All departments at MP Travels Limited are fully computerized and networked to ensure fast and reliable service for clients and candidates. Our dedicated staff is always available to provide quality manpower support.

**5****Medical Checkup**

Shortlisted candidates are sent for a full medical examination at government-authorized medical centers. Only those deemed physically and mentally fit are eligible to sign the employment contract and proceed to the next step.

**6****Visa Processing**

We compile and send all required documents for visa processing—such as passport copies, photographs, medical reports, and experience certificates—to the employer.

**7****Orientation**

Once candidates receive the job offer or employment visa, we conduct an orientation session. This helps create awareness and build a strong relationship between employer and employee. Candidates are informed about the company, workplace environment, job responsibilities, and expectations before departure.

**8****Final Labor Approval**

All necessary documents—such as the original passport, visa copy (or paper visa), medical report, orientation certificate, and insurance policy—are submitted to BMET for final labor approval and immigration clearance. BMET reviews and approves the documents accordingly.

**9****Travel Arrangements**

All departments at MP Travels Limited are fully computerized and networked to ensure fast and reliable service for clients and candidates. Our dedicated staff is always available to provide quality manpower support.

# RECRUITMENT CATEGORIES



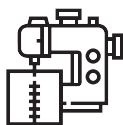
## Security Sector

- Watch Man
- Security Officer
- Security Supervisor
- Civil Security Guard
- Body Guard



## Supermarket

- Salesman
- Checkout Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners



## Garments and Textile

- Pattern Makers
- Production Managers
- Supervisors
- Tailors
- Checker, Helpers



## Heavy/Equipment Operator

- Light Vehicle Drivers
- Car/Van/Mini-bus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Forklift/Crane Drivers
- Motor/Backhoe/Roller Operators
- Bulldozer/Scrapper Operators
- Auto Mechanic
- Heavy Duty Mechanics
- Wireless Technicians/Bar Benders



## Hotel & Catering

- Manager & Assist Manager
- Restaurant Captain
- Cooks
- Asst. Cooks
- Waiters
- Stewards
- Fast Food Crew
- Food and Beverage Controllers
- Food and Beverage Manager
- Bakers
- Barmen
- Kitchen Helpers
- Dishwasher men
- Laundry Men
- Pressmen
- Janitors
- House Keepers, Room Makers



## Engineering

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer



## Information Technology

- Computer Engineer
- System Administrator
- Software Engineer
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks



## Building Structure Maintenance

- Electricians, Electronic Technicians
- Plumbers, Welders & Pipe Fitters
- Carpenters
- Painters (Spray/Wall)
- Mason – Construction Helpers
- Mason – Brick Layers
- Mason – Tile/Marble Fitters



## Agriculture

- Agricultural Equipment Operators
- Crop & Greenhouse Laborers
- Farm & Ranch Animal Workers
- Animal breeders

# RECRUITMENT CATEGORIES



## Official Management

- Officer Manager
- Assist Manager
- Marketing Manager
- Accountant
- Secretaries
- Storekeepers
- Purchasers
- Data Entry Operators
- Office Boys



## Air Conditioning

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians



## Doctor / Nurse

- Gynecology (Surgeon)
- Physician (General) MD
- Surgeon (General) MD
- Gynecology (MS)
- Urology (MS)
- Skin (Skin & UD) MD
- Nephrothology MD
- General Wards Diploma
- Midwifery Gynecology Diploma
- ICU Diploma
- Surgery Operation Theatre Diploma
- Cleaners Male -Diploma
- Technician Lab Diploma
- X-Ray Technicians Diploma
- Computer Operators

# JOB PLACEMENT

## LOCAL & INTERNATIONAL JOB OPPORTUNITIES

To ensure successful job placement for every student in both local and overseas markets, we have a strategic partnership with **MP Travels Limited (RL-1128)**, a sister concern of **Samaira Group**. MP Travels has strong international linkages and a global network with employers and organizations across **Canada, Japan, the Middle East, Belgium, Poland, Croatia, and other European countries**. Based on course assessments, students are offered categorized job opportunities worldwide through this collaboration.

## OUR JOB PLACEMENT FACILITIES

We offers reliable job placement services both locally and internationally. With strong linkages in countries like Japan, Canada, the Middle East, and Europe, the company connects skilled candidates with reputable employers across various sectors. From job matching and visa processing to pre-departure training and post-placement support, MP Travels ensures a smooth and ethical recruitment process tailored to each candidate's qualifications and goals.



# TRAINING FACILITIES

We offer a diverse range of training programs designed to empower individuals with both language proficiency and professional competencies. Our language training includes Japanese, Russian, Korean, and Arabic—enabling learners to communicate effectively in global environments. In addition to language skills, we provide soft skills training such as communication, teamwork, leadership, and problem-solving, essential for personal and professional growth. We also offer hard skills training tailored to specific industries, including technical and vocational expertise, ensuring our trainees are well-equipped to meet the demands of today's competitive job market.



## Language Training

- Russian Language
- Japanese Language
- Chinese Language
- Arabic Language



## Hard Skills Training

### RMG Sector

- Swing Machine Operator
- Dress Making & Tailoring

### Construction Sector

- Rod Binding & Fabrication
- Timber Form Work/Shutting Carpenter
- Scuff Holding
- Mason
- Tiles Fixing
- Concrete Mixer
- Plumbing
- Electrical

### Light Engineering

- Welding & Fabrication (R, TIG, MIG)
- Pipe Fitter
- Duck Fabricator

### Food Sector

- Food & Beverage
- Baking
- Cooking



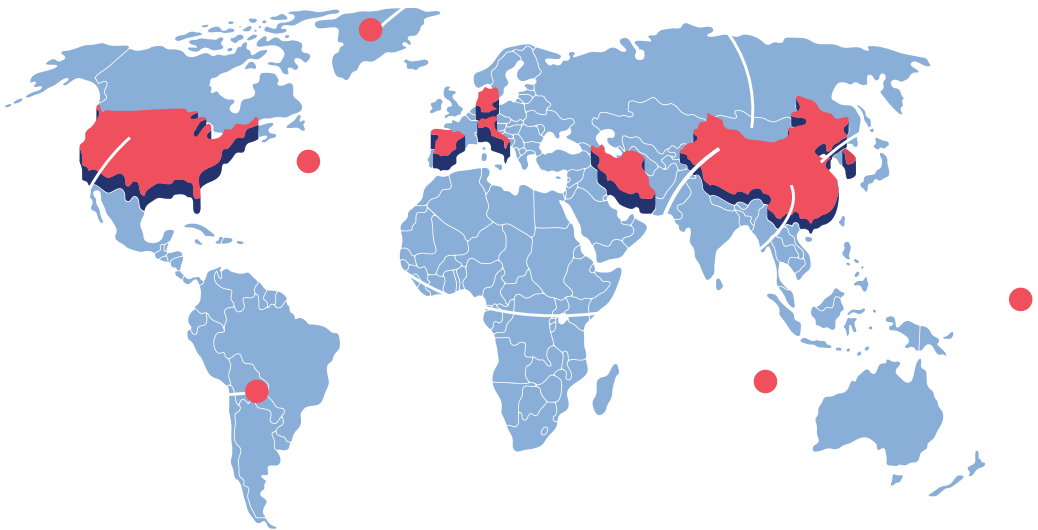
## Soft Skills Training

- Microsoft Office Application
- Graphic Design for Freelancing
- Digital Marketing for Freelancing
- Web Design & Development
- Computer Operation
- 3D Animation Product Visualization
- Management Training
- Customer Service Excellence
- Leadership & Team Management
- Mobile App Development
- Database Management
- IT Support & Networking Basics
- Cybersecurity Essentials
- Competency Based Training & Assessment Methodology

We provide all our training programs with a strong emphasis on international standards and safety protocols. Whether it is language training, soft skills development, or hard skills training, our curriculum is carefully designed to align with globally recognized benchmarks. We ensure that every course meets the quality expectations of international employers and institutions, making our trainees competitive and job-ready in both local and global markets. Moreover, safety is a core component of our training approach—especially in technical and hands-on skills training.

# OUR GLOBAL NETWORK

MP Travels Ltd. has built a strong international network through partnerships with foreign employers, recruitment agencies, training institutions, and employer associations across Asia, Europe, North America & UK. Our global reach ensures diverse job opportunities and long-term career growth for our candidates.



*Those countries receive migrant workers from us.*

## USA

## UK

## CANADA

## ASIA

- Turkey
- Malaysia
- Singapore
- Japan
- China
- South Korea
- Brunei

## MIDDLE EAST

- Saudi Arabia
- Kuwait
- Oman
- Bahrain
- Qatar
- UAE

## EUROPE

- Romania
- Bulgaria
- Croatia
- Hungary
- Slovenia
- Slovakia
- Lithuania
- Portugal
- Malta
- Italy
- Poland
- Czech Republic

## PROUD MEMBER OF

We are proud to be an active member of several organizations that uphold excellence, integrity, and innovation in professional development and workforce training. Our memberships reflect our commitment to global standards, continuous improvement, and strong industry collaboration.



ঢাকা চেম্বার অব কমার্স অ্যান্ড ইন্ডাস্ট্রি



# OUR ACTIVITIES



## OUR ACTIVITIES





# OUR ACTIVITIES



## OUR ACTIVITIES



## TRADE LICENSE

# ঢাকা দক্ষিণ সিটি কর্পোরেশন

www.dscc.gov.bd

মহাসিল ইন্সুর বিবরণ

## ই-ট্রেড লাইসেন্স

ইন্সুর তারিখ : 05/07/2023

ইন্সুর সময় : 11:13:03

লাইসেন্স নং : TRAD/ISCC/212919/2019

ফ্রীল্যান্সার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৪৮-তে প্রদত্ত অনুমোদন শর্তাবলী প্রদান করা হয়েছে, ২০১৬-এর ১০ অনুচ্ছেদ অনুযায়ী স্বাক্ষর, প্রিন্ট, সেরা বা শির প্রদর্শনের উপর আরোপিত করা হয়েছে। প্রদর্শনের ক্ষেত্রে নিম্নলিখিত বর্ণিত/প্রদর্শনের অনুমোদন আর ট্রেড লাইসেন্সটি বطل করা যাবে।

১) ব্যবসায় প্রতিষ্ঠানের নাম :	এস সি ট্রেডকেশন লিমিটেড	ওয়ার্ড / সার্কেট:	৯
২) প্রতিষ্ঠানের মালিকের নাম :	শেখ রফিকুল ইসলাম		
৩) পিতা / স্বামীর নাম :	মুহম্মদ আবদুল হক খান		
৪) মাতার নাম :	আবদুল হক খান		
৫) ব্যবসায় প্রকৃতি :	সিটিজেন্স কনসাল্টাং		
৬) ব্যবসায় ধরন :	অনুষ্ঠানিক হস্তশিল্প		
৭) প্রতিষ্ঠানের ঠিকানা :	৪৯ মতিঝিল, দক্ষিণ তলা, ঢাকা-১০০০		
৮) সকল / বাসায় পাওয়া এলোকা :	২		
৯) এনআইডি/পানসিআই/অন্যান্য আইন নং :	191757104909	বিআইএন নং :	ই-ওইসি:
১০) অর্থ বছর :	২০২০-২০২১ (সিটিজেন্স কনসাল্টাং)	ব্যবসায় কর্তার তারিখ:	০৫/০৭/২০২৩
১১) সিস্টেমের বর্তমান ঠিকানা :	সিস্টেমের স্থায়ী ঠিকানা :		
টেকনিক নং :	১৪৬ ইটালি বৈদেশি	টেকনিক নং :	
গ্রেড নং :	১৪৬ বৈদেশি গ্রেড	গ্রেড নং :	
গ্রান্ড / মডেল :		গ্রান্ড / মডেল :	অনুষ্ঠান
সেটআপ কোড :	১০০০	সেটআপ কোড :	০৫১৬
কার :	কার	কার :	সেফার
অংশ :	অংশ	অংশ :	মুদ্রিত
বিবরণ :	বিবরণ	বিবরণ :	১৪৬৬৬৬
১২) ট্রেড লাইসেন্স/নথায়ন ফি(বার্ষিক) :			
লাইসেন্স/নথায়ন ফি :	৫৫০০	সিটিজেন্স কর :	১০০০
সার্ভিস ফি :	০	মালিক :	৫৫৫
অন্যান্য / অন্যান্য ফি :	৫০০০	অর্থ ফি :	৫০
অন্যান্য ( ) :	০		
সর্বমোট ফি :	০.০০	সর্বমোট :	১৯৬৫.০০



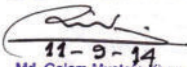

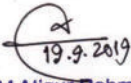
আর ট্রেড লাইসেন্স এর মেয়াদ ০০ মে জুন, ২০২৪ পর্যন্ত

মহাসিল ও সিটিজেন্স কনসাল্টাং

কর কার্যালয়



## RECRUITING LICENSE

<p>১৪১৬ 2 1415</p> <p>Licence Number : RL-1128</p> <p>Name of the Agency : <b>M/S MP TRAVELS LIMITED.</b></p> <p>Business Address : <b>SHAPLA BHABAN (SUITE NO-502/504) 49, MOTIJHEEL C/A. DHAKA-1000</b></p> <p>Name of the Proprietor/ <b>MD. RAFIQUIL ISLAM</b></p> <p>Managing Partner/ <b>VILL-JOYPUR, PO-CHANDANPUR,</b></p> <p>Managing Director <b>RS. MEGHNA,</b></p> <p>with Permanent Address <b>DIST- COMILLA. BANGLADESH</b></p>	<p>১৪১৬ 3</p> <p>RL- 1128</p> <p>Specimen Signature </p>  <p>This licence is issued under Section 10 of the Emigration Ordinance, 1982 to carry on the business of a recruiting agency. The licence is not transferable nor it shall be used directly or indirectly by any person other than the person in whose favour it is issued.</p> <p>The Government reserves the right to cancel or to suspend the licence at any time without assigning any reason.</p> <p>Director General Bureau of Manpower, Employment and Training Government of the People's Republic of Bangladesh.</p> <p>Dated, Dhaka The 06 day of April 2011</p>
<p>১৪১৬ 6 1415</p> <p>RL- 1128 RENEWAL</p> <p>Licence Renewed up to <b>31 DEC 2016</b></p> <p> <b>11-9-14</b> Md. Golam Mustafa Khan Director (Employment) Joint Secretary Bureau of Manpower, Employment &amp; Training Govt. of the People's Republic of Bangladesh</p> <p>Licence Renewed up to <b>31 DEC 2019</b></p> <p> <b>21/12/16</b> Md. Tazul Islam (Joint Secretary) Director (Employment) Bureau of Manpower, Employment &amp; Training Govt. of the People's Republic of Bangladesh</p>	<p>১৪১৬ 7 1415</p> <p>RL- 1128 RENEWAL</p> <p>Licence Renewed up to <b>31.12.2022</b></p> <p> <b>19.9.2019</b> D M Atiqur Rahman Deputy Secretary Director (Employment) Bureau of Manpower, Employment &amp; Training Govt. Republic of Bangladesh.</p>

## MP TRAVELS LTD. -LIST OF APPROVED SENDING ORGANIZATION (BANGLADESH)

List of Approved Sending Organization (Bangladesh)

No.	Name of Organization (In Bangla)	Address	URL	Person in charge of Training				Contact Point in Japan				Approved date (Year and month)	Remark
				Name	TEL	Email	Name of Person in Charge	Address	TEL	Email			
26	Muslim Bangladesh (In Bangla)	413 Bangladesh, Gauda Road, Dhaka-1112	www.muslimbangladesh.org	Md. Moinul Hossain	0088217184828	moinulhossain17@gmail.com	Md. Anwarul Haque	2-1-101 Eastgate, Gauda Road, Dhaka-1112, Bangladesh	0088243187210	moinulhossain17@gmail.com		2011/01/21	
27	Muslim Bangladesh (In Bangla)	413 Bangladesh, Gauda Road, Dhaka-1112	www.muslimbangladesh.org	Md. Moinul Hossain	0088217184828	moinulhossain17@gmail.com	Md. Anwarul Haque	2-1-101 Eastgate, Gauda Road, Dhaka-1112, Bangladesh	0088243187210	moinulhossain17@gmail.com		2011/01/21	
28	Muslim Bangladesh (In Bangla)	413 Bangladesh, Gauda Road, Dhaka-1112	www.muslimbangladesh.org	Md. Moinul Hossain	0088217184828	moinulhossain17@gmail.com	Md. Anwarul Haque	2-1-101 Eastgate, Gauda Road, Dhaka-1112, Bangladesh	0088243187210	moinulhossain17@gmail.com		2011/01/21	
29	Muslim Bangladesh (In Bangla)	413 Bangladesh, Gauda Road, Dhaka-1112	www.muslimbangladesh.org	Md. Moinul Hossain	0088217184828	moinulhossain17@gmail.com	Md. Anwarul Haque	2-1-101 Eastgate, Gauda Road, Dhaka-1112, Bangladesh	0088243187210	moinulhossain17@gmail.com		2011/01/21	
30	Muslim Bangladesh (In Bangla)	413 Bangladesh, Gauda Road, Dhaka-1112	www.muslimbangladesh.org	Md. Moinul Hossain	0088217184828	moinulhossain17@gmail.com	Md. Anwarul Haque	2-1-101 Eastgate, Gauda Road, Dhaka-1112, Bangladesh	0088243187210	moinulhossain17@gmail.com		2011/01/21	
31	Muslim Bangladesh (In Bangla)	413 Bangladesh, Gauda Road, Dhaka-1112	www.muslimbangladesh.org	Md. Moinul Hossain	0088217184828	moinulhossain17@gmail.com	Md. Anwarul Haque	2-1-101 Eastgate, Gauda Road, Dhaka-1112, Bangladesh	0088243187210	moinulhossain17@gmail.com		2011/01/21	
32	Muslim Bangladesh (In Bangla)	413 Bangladesh, Gauda Road, Dhaka-1112	www.muslimbangladesh.org	Md. Moinul Hossain	0088217184828	moinulhossain17@gmail.com	Md. Anwarul Haque	2-1-101 Eastgate, Gauda Road, Dhaka-1112, Bangladesh	0088243187210	moinulhossain17@gmail.com		2011/01/21	
33	Muslim Bangladesh (In Bangla)	413 Bangladesh, Gauda Road, Dhaka-1112	www.muslimbangladesh.org	Md. Moinul Hossain	0088217184828	moinulhossain17@gmail.com	Md. Anwarul Haque	2-1-101 Eastgate, Gauda Road, Dhaka-1112, Bangladesh	0088243187210	moinulhossain17@gmail.com		2011/01/21	
34	Muslim Bangladesh (In Bangla)	413 Bangladesh, Gauda Road, Dhaka-1112	www.muslimbangladesh.org	Md. Moinul Hossain	0088217184828	moinulhossain17@gmail.com	Md. Anwarul Haque	2-1-101 Eastgate, Gauda Road, Dhaka-1112, Bangladesh	0088243187210	moinulhossain17@gmail.com		2011/01/21	

## INCOME TAX CERTIFICATE



Government of the People's Republic of Bangladesh

National Board of Revenue

Income Tax department

### Income Tax Certificate

#### Particulars of the Assessee

- (1) Name of the Assessee : **M P TRAVELS LIMITED.**
- (2) Father's Name : N/A
- (3) Permanent Address : 49, Motijheel C/A, Shapla Bhaban (4<sup>th</sup> Floor),  
Room No# 502, 504, Dhaka- 1000.
- (4) Present Address : 49, Motijheel C/A, Shapla Bhaban (4<sup>th</sup> Floor),  
Room No# 502, 504, Dhaka- 1000.
- (5) Status : Company.
- (6) TIN : E-TIN: 888466432260/Circle-74 (Companies),  
Taxes Zone- 4, Dhaka.
- (7) BIN : -- --

This is to certify that **M P TRAVELS LIMITED.** is a registered assessee of Circle-74 (Companies), Taxes Zone-4, Dhaka. The assessee company's assessment has been completed Under Section 82BB for the assessment year 2019-2020 & Tax Paid in Full.



*(Signature)*  
**(Md. Shariful Islam)**  
 Deputy Commissioner of Taxes  
 Circle-74(Companies)  
 Taxes Zone-4, Dhaka.  
 Telephone: 9588733.

## TECHNICAL INTERN SENDING ORGANIZATION (SO) CERTIFICATE

‘স্বাক্ষর কার্ভা’, স্বাক্ষর কার্ভা সেপ  
বৈধপথে প্রবাসী আচ-গড়ব বাংলাদেশ’

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়  
কর্মসংস্থান-০২ শাখা  
প্রবাসী কল্যাণ ভবন, ইন্ডিয়ান গার্ডেন, রমনা, ঢাকা।  
[www.probashi.gov.bd](http://www.probashi.gov.bd)

নমি নং-৪৯.০০.০০০০.০০৯.১৩০.২০১২(অংশ-৪)-

তারিখ: ২৭ সেপ্টেম্বর, ২০২৩ খ্রি.

বিষয়: রিক্রুটিং এজেন্সি মেসার্স এম পি ট্রাভেলস পিটিমেড (আরএল-১১২৮) এর আগমনে Technical Intern প্রেরণকারী  
Sending Organization হিসাবে ০২ (দুই) বছর মেয়াদ বৃদ্ধিকরণ।

সূত্র : বিএমইটি’র স্মারক নং-৪৯.০১.০০০০.০২২.০১.২০১৩.১৪-৫৩৪২; তারিখ: ০১-০৮-২০২৩ খ্রি.

উপর্যুক্ত বিষয় ও সূত্রের আলোকে পরিসংখ্যতে Revised Guidelines for Selection of Sending Organization and Technical Intern to Japan under Memorandum of Cooperation (MoC) ও Revised Guideline for selection of Sending Organization (SO) and “Specified Skilled Worker” (SSW) to Japan Under Memorandum of Cooperation (MoC) এর শর্তসমূহ প্রতিপালন সাপেক্ষে রিক্রুটিং এজেন্সি মেসার্স এম পি ট্রাভেলস পিটিমেড (আরএল-১১২৮) এর আগমনে Technical Intern প্রেরণকারী Sending Organization হিসাবে মেয়াদ উত্তীর্ণ হওয়ার পরবর্তী ০২ (দুই) বছর অর্থাৎ ০৪-০৮-২০২৩ খ্রি. তারিখ হতে ০৪-০৮-২০২৫ খ্রি. পর্যন্ত নির্দেশক্রমে মেয়াদ বৃদ্ধি করা হলো।

(সিদ্দিক হুমায়ুন সাহা)  
সিনিয়র সচিব  
ফোন-৪১০০০২৫২

ই-মেইল: [sasemplyment@probashi.gov.bd](mailto:sasemplyment@probashi.gov.bd)

বিতরণ (স্বাক্ষরকারী ক্রমানুসারে নম্ব):

০১। মহাপরিচালক, জনশক্তি কর্মসংস্থান ও প্রশিক্ষণ ব্যুরো, ৮/৯/২ কাকরাইল, ঢাকা।

০২। প্রধান সচিব (প্রম), বাংলাদেশ দূতাবাস, টোকিও, জাপান।

অনুলিপি সদয় অবগতির জন্য:

০১। সিনিয়র সচিব মহোদয়ের একান্ত সচিব, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়।

০২। অতিরিক্ত সচিব (কর্মসংস্থান) মহোদয়ের ব্যক্তিগত কর্মকর্তা, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়।

০৩। ব্যবস্থাপনা পরিচালক, মেসার্স এম পি ট্রাভেলস পিটিমেড, ৪৯ মতিবিল সি/এ শাপলা ভবন (৪র্থ তলা), সুইচ ৪০২/৪০৪, ঢাকা।

০৪। অফিস কপি।

## TECHNICAL INTERN SENDING ORGANIZATION (SO) CERTIFICATE

গণপ্রজাতন্ত্রী বাংলাদেশ, ঢাকা, মোহানগর  
মোহানগর ট্রান্সলেশন সেন্টার

Gov. Reg : 2991/2004/613



### মোহানগর অনুবাদ

## MOHANAGAR TRANSLATION

29/1-F, Toyenbee Circular Road, Motijheel, Dhaka-1000, Bangladesh. Tel: 9558102  
২৯/১-এফ, টয়েনবি সার্কুলার রোড, মতিঝিল, ঢাকা-১০০০, বাংলাদেশ। ফোনঃ ৯৫৫৮১০২  
E-mail : mohanagar\_sushadi@yahoo.com



*Translated True Copy*

Government of the Peoples Republic of Bangladesh  
Ministry of Expatriate Welfare and Overseas Employment  
Prokashi Kallan Bhawan  
71-72, Eskaton Garden, Ramna, Dhaka-1000.  
Training Branch-01



ADV. S.M. RATHINUDDIN  
SOLICITOR GENERAL  
GOVT OF BANGLADESH

No. 49.00.0000.039.28.130.2019-137 Date : 05/05/2020  
Subject: Registration and approval as Technical Intern Sending Organization (SO) in Japan.

On the above matter, the following institute has been listed and approved as Sending Organization (So) for 01 (one) year for sending Technical Intern & Specified Skilled Worker (SSW) to Japan

Serial No.	Name of Agent
01	M/S. MP TRAVELS LIMITED (RL-1128)

02. In this case the permission has been given to start the next steps by following the conditions of Sending Organization (SO) Guidelines for Selection of Sending Organizations and Technical Intern to Japan under Memorandum of Cooperation (MOC) | Guidelines for Selection of Sending Organization (SO) and Specified Skilled Worker (SSW) to Japan under Memorandum of Cooperation (Moc) for sending Technical Intern & Specified Skilled Worker (SSW).



Mr. Md. Rafiqul Islam  
Managing Director  
M/S. MP TRAVELS LIMITED (RL1128)  
49, Motijheel C/A, Shapla Bhawan, (3<sup>rd</sup> Floor), Suite # 502/504, Dhaka-1000.

Sd/-illegible  
05/05/2020  
(Kazi Abed Hossain)  
Dy. Secretary  
Phone : 0241030280

Copy. For Information:

- Director General, Bureau of Manpower Employment and Training.
- Private Secretary to the Honorable Minister, Ministry of Expatriate Welfare and Overseas Employment.
- Secretary to the Ministry of Expatriate Welfare and Overseas Employment.
- Councilor (Labor), Bangladesh Embassy Tokyo, Japan.
- Assistant Programmer, IT Cell, Ministry of Expatriate Welfare and Overseas Employment (for web site visit).
- Office Copy

**ATTESTED**

*S.M. RATHINUDDIN*  
ADV. S.M. RATHINUDDIN  
Advocate, Bangladesh Supreme Court  
Notary Public Whole of Bangladesh  
D/L, 6 LT Avenue 103/Sheel C/A, Dhaka-1000  
Mob: 01915-753680

04 NOV 2020

N/A. The print of our hand and stamp will be stamped by our authorized agents having the right to do so and official stamp received from the relevant Law Firm. Sorry!!!!



Sd/-illegible  
(Kazi Abed Hossain)  
Dy. Secretary

MD. ZAKIR HOSSAIN  
Translator  
Mohanagar Translation  
Motijheel, Dhaka, Bangladesh

04 NOV 2020



## JAPANESE LANGUAGE TRAINING CERTIFICATE

‘সুজিব বর্ষের অহংসন  
দক্ষ হয়ে বিশেষ ঘন’



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়  
প্রবাসী কল্যাণ ভবন  
৭১-৭২, ইন্টারন্যাশনাল গার্ডেন, রমনা, ঢাকা-১০০০  
প্রশিক্ষণ শাখা  
www.probashi.gov.bd

নং ৪৯.০০.০০০০.০০২.০০.১৪৭.২০১৯- ১৭৭

তারিখ: ০৭-০৬-২০২০খ্রি:

বিষয়: জাপানিজ ভাষা প্রশিক্ষণ পরিচালনার অনুমতি প্রদান।

উপর্যুক্ত বিষয়ের পরিপ্রেক্ষিতে মেসার্স এমপি ট্রায়েলস লিমিটেড (আরএল-১১২৮), ৪৯.০০.০০০০.০০২.২৮.১০০.০১৯-১৩৭ তারিখ ০৪-০৪-২০২০ খ্রি: মন্ত্রণালয়ের সূত্রাক্রম স্মারকবলে জাপানে Technical Intern প্রেরণের জন্য Sending Organization হিসাবে অনুমোদন লাভ করে। অনুমোদনের পূর্বে তাদের নিজস্ব প্রশিক্ষণ কেন্দ্র সামাইর ল্যাংগুয়েজ ইনস্টিটিউট পরিদর্শন করে সন্তোষজনক মর্মে বিএমইটি হতে প্রতিবেদন দেয়া হয়। জাপানে Technical Intern প্রেরণে প্রশিক্ষণ কেন্দ্র থাকা কাজমীর এবং তা তদন্তে যোগ্য বলে বিবেচিত ও Sending Organization (SO) হিসাবে অনুমোদিত বিষয় জাপানিজ ভাষা প্রশিক্ষণ পরিচালনার নিম্নোক্ত শর্ত অনুসরণের জন্য অনুরোধ করা হলো।

০২। শর্তাবলী:

- প্রশিক্ষণার্থী প্রতি নির্ধারিত স্বাস্থ্য বা ফি নির্ধারণ করা হলে তার পরিমাণ সিদ্ধিভাবে মন্ত্রণালয়কে জানাতে হবে;
- প্রতি ০৩ (তিন) মাস অন্তর প্রশিক্ষণার্থীর সংখ্যা, উত্তীর্ণ প্রশিক্ষণার্থীর সংখ্যা, অনুদারিত মতিউল, প্রশিক্ষকের মেয়াদ ইত্যাদি সম্পর্কে মন্ত্রণালয়কে প্রতিবেদন দিতে হবে;
- অবাসিক সুবিধাসহ প্রদত্ত সুবিধা, প্রতিষ্ঠানের পরিসর সম্পর্কে তথ্য প্রদান করতে হবে;
- জাপানিজ নাগরিকের নিয়ন্ত্রণাধীন বিধানসহ তার সম্পর্কিত সংশ্লিষ্ট তথ্যাদি স্বরাষ্ট্র ও এ মন্ত্রণালয়কে অবহিত করতে হবে;
- জাপানিজ নাগরিক ব্যক্তিত্ব অন্য প্রশিক্ষক নিয়োগ দেয়া হলে তার যোগ্যতা সংক্রান্ত তথ্য মন্ত্রণালয়কে জানাতে হবে;
- অফিস বা প্রশিক্ষণ কেন্দ্রের রিকর্ড পরিবর্তন করলে তা নতুন শাখা কোলা হলে মন্ত্রণালয়ের অনুমোদন দিতে হবে;

  
(স্বাক্ষর)  
উপসচিব  
ফোন: ০২৪১০০০২৬০

জনাব মোঃ মুজিবুল ইসলাম  
ব্যবস্থাপনা পরিচালক,  
মেসার্স এমপি ট্রায়েলস লিমিটেড (আরএল-১১২৮),  
৪৯, মতিবিল সি/এ, শাপলা ভবন, (৪র্থ তলা), সুইট # ৪০২/৪০৪, ঢাকা-১০০০।

অনুলিপি, সদয় অবগতির জন্য:

- ১। মন্ত্রণালয়, জনশক্তি কর্মসংস্থান ও প্রশিক্ষণ ব্যুরো।
- ২। মাননীয় মন্ত্রী মন্ত্রণালয়ের একান্ত সচিব, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়।
- ৩। সচিব মন্ত্রণালয়ের একান্ত সচিব, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়।
- ৪। অফিস কপি।

## JAPANESE LANGUAGE TRAINING CERTIFICATE

গণপ্রজাতন্ত্রী বাংলাদেশ, ঢাকা, মোহানগর  
রেজিস্টার্ড সার্ভিস প্রাইভেট লিমিটেড

Gov. Reg : 2991/2004/613



## মহানগর অনুবাদ

## MOHANAGAR TRANSLATION

29/1-F, Toyenbee Circular Road, Motijheel, Dhaka-1000, Bangladesh, Tel: 9558102

২৯/১-এফ, টয়েনবী সার্কুলার রোড, মতিঝিল, ঢাকা-১০০০, বাংলাদেশ। ফোনঃ ৯৫৫৮১০২

E-mail : mohanagar\_anubad@yahoo.com



*Translated True Copy*

Government of the Peoples Republic of Bangladesh  
Ministry of Expatriate Welfare and Overseas Employment  
Probashi Kallan Bhaban  
71-72, Eskaton Garden, Ramna, Dhaka-1000.  
Training Branch  
[www.probashi.gov.bd](http://www.probashi.gov.bd)



No. 49.00.0000.039.00.157.2019-177 Date: 07-06-2020

**Subject: Permission to conduct Japanese language training**

M/S. MP Travels Limited, (RL-1128), have been issued for sending Technical Intern to Japan as per memo no. 49.00.0000.039.28.130.2019-137 on 05/05/2020 as Sending Organization. Satisfactory report has been given by BMET by visiting their training center before given permission. It is imperative to have a training center for sending technical intern to Japan and it is considered as subject to investigation and has been approved as Sending Organization (SO) and for this to request to follow the following conditions to conduct Japanese Language Training Center.

**Conditions :**

- If the fee is fixed for the trainee that will have to inform to the ministry in written.
- In every 03 moth the number of trainee, following module and the validity of training will have to report to the ministry.
- Information will have to submit about area with residential facilities.
- Information of the protection of the Japanese citizen will have to inform to Ministry of Home Affairs and here.
- If another trainer has been appointed except Japanese citizen, his qualification will have to send to the ministry.
- If they want to open new branch or change the address they have to take permission from ministry.

Mr. Md. Rafiqul Islam  
Managing Director  
M/S. MP TRAVELS LIMITED (RL1128)  
49, Motijheel C/A, Shapla Bhaban, (3<sup>rd</sup> Floor), Suite # 502/504, Dhaka -1000.

Copy For information:

- Director General, Bureau of Manpower Employment and Training.
- Private Secretary to the Honorable Minister, Ministry of Expatriate Welfare and Overseas Employment.
- Secretary to the Ministry of Expatriate Welfare and Overseas Employment.

Sd/-legible  
07/06/2020  
(Kazi Abed Hossain)  
Dy. Secretary  
Phone : 0241030260



**ATTESTED**  
**SM R**  
Adv. S. M. RAHIMUDDIN  
Advocate, Bangladesh Supreme Court  
Notary Public (Whole of Bangladesh)  
P.O. DLT Jangam Motijheel C/A, Dhaka-1000  
Mob: 01915-753680  
04 NOV 2020

**MD. ZAKIR HOSSAIN**  
Translator  
Mohanagar Translation  
Motijheel, Dhaka, Bangladesh  
04 NOV 2020

N.B: The need of an updated seal means work was indicated to be completed within the validity of the seal. In case of any change of seal, the seal must be replaced with the new one.



## PROUD MEMBER OF



49, Motijheel C/A, 4th Floor,  
Shapla Bhaban, Dhaka-1000



rafiq@samairagroup.com



www.samairagroup.com



+880-2-9512728  
+880-2-9514946