

**Bangladeshi High Commission  
Brunei Darussalam  
Labour Welfare Wing**

**(Check List for Visa Attestation)**

1. Application and Bank Guarantee letter (Agency)
2. Job order, Employment Contract, Recruitment Agreement (including license copy), visa guarantee letter (According to format).
3. Form X, Company Profile, IC of the Employer/Director with Signature and Mobile Number.
4. Documents of Current and New Projects (According to format)
5. List of Existing and New Worker including Ld copy/mobile number (According to format).
6. Agreement of the staff house/office and pictures of each room.
7. Bank statement (If applicable)



**Jelal Hossain  
Counsellor (Labour)  
Bangladesh High Commission  
Brunei Darussalam**

**N.B**

1. No file will be received if the basic salary is less than BND 20.00 per day or per month of BND 600.
2. After getting the approval of the application, the attestation fee has to be deposited at BIBD (A/C No: **00-001-01-0072146**, Account Name: High Commission of the People's Republic of Bangladesh). (CDM will not be allowed)

**New project list:**

SL	Project address	Total Value	Starting and ending date of project	Mobile no of Main Contractor/Owner	Required worker	Pictures of Present condition of Projects and project documents (including agreement/ABCi/Borang C/other relevant papers)
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**Running Projects list:**

SL	Project address	Total Value	Starting and ending date of project	Mobile no of Main Contractor/Owner	Number of workers deployed to the projects	Progress status	Pictures of Present condition of Projects and project documents (including agreement/ABCi/Borang C/other relevant papers)
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**Current Worker List (Enclosed LD copy):**

SL	Name	Passport No	Mobile No	Nationality	Address of staff house/residence	Address of working site/project
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**New Workers List (Enclosed LD copy):**

SL	Name	Passport No	Address of staff house/residence	Parents' Mobile No	Worker's Mobile No
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**Staff House:**

SL	Address (including lot no, house no, Simpang no)	Mobile no of owner	Tenancy Agreement	No of Room, Kitchen, Toilet, Wash room,	No of workers living in House	Pictures of each room and
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Jelani Hussain  
Counselor (Labour)  
Bangladesh High Commission  
Brunei Darussalam



**Accredited Employment Agency list (as of 10-10-2022)**

Sl. No.	Name of Employment Agency	Address
01.	Mirra Hanna Employment Agency	Unit 3, 1 <sup>st</sup> Floor, Block A, BGN Begawan Pehin Dato Hj Md Yusof, Spg 88, Kg Kiulap, BSB, Negara Brunei Darussalam +673-8757188
02.	Emas Gemilang Employment Agency	Unit 01, 1 <sup>st</sup> Floor, Spg 68, Bangunan Sutera Kompleks, Kg Delima Satu, Jalan Muara, BB4713, Negara Brunei Darussalam +673-8879969
03.	Hannanur Employment Agency	Unit 3, 2 <sup>nd</sup> Floor, Blok M, Pg Hj Menudin Complex, JLN Batu Bersurat, Kg Pengkalan Gadong, BE3719, Negara Brunei Darussalam +673-8988676/+673-2670307
04.	Mariah Munawwarah Employment Agency	Unit 1, 1 <sup>st</sup> Floor, Bangunan High Fatimah, Spg. 5, Jln Gadong, BE2719 Negara Brunei Darussalam +673-2420801
05.	Happy Link Employment Agency	Jalan Batu Bersurat, KG Pengkalan Gadong, Block E/5, 1 <sup>st</sup> Floor, Gadong, BSB, BE3719 Negara Brunei Darussalam +673-8729419
06.	L.K.K Employment Agency	Unit 20, 1 <sup>st</sup> Floor, Block B, Spg. 21, BGN Gadong Central, Jalan Gadong Negara Brunei Darussalam +673- 8749363
07.	Shin Yee Employment Agency	No 8, 1 <sup>st</sup> Floor, Bangunan Arafah, Simpang 41-1-8, Kampong Kiarong, Gadong BE 1318 Negara Brunei Darussalam +673-2426511
08.	H.P.P Employment Agency	Unit 33, 1 <sup>st</sup> Floor, Bangunan Haji Hassan Abdullah, JLN Gadong, Menglait, BE3919 Negara Brunei Darussalam +673-2428650
09.	L.R.K Employment Agency	Unit No 3, 1 <sup>st</sup> Floor, Bangunan, KHB, Hjh Kaisah & Anak Anak, Kg Mata Mata, Gadong, BE1718, Negara Brunei Darussalam
10.	Adamas Employment Agency	02-D, Lot 39 & 40, 2 <sup>nd</sup> Floor, Ang's Building, Jalan Sultan Omar Ali, Seria KB1190 +673-7192672
11.	Azaq Employment Agency	2 <sup>nd</sup> Floor, Unit 11, Block A Kompleks Lambak, Spg. 200, Jlan Pasir Berakas, KG. Lambak, Negara Brunei Darussalam +673-8751915
12.	Teras Maju Employment Agency	Unit G, Ground Floor, JLN Masjid, Kg Melayu Asli, Kuala Belait, KA1131 Negara Brunei Darussalam +673-8803264

13	TTSG Employment Agency	Unit 42, 1 <sup>st</sup> Floor, Spg. 21, Gadong, BE4119, Brunei Darussalam +673-8712217
14.	Dumi Lokom Employment Agency	Unit 2, 1 <sup>st</sup> Floor, Tan Bee Yong Flat, Spg 5, Kg. Menglait, Jln Gadong +673-2426649
15	B Lif Employment Agency	Unit 12, 1 <sup>st</sup> Floor, Bangunan Muhibbah II, Kg Menglit, Jalan Gadong, BE3919 Negara Brunei Darussalam +673-2427571
16.	Hjh Rosnani Hj Ratu Employment Agency	No 3F, 1 <sup>st</sup> Floor, Room No 7 & 8, BGN Hj Ali, Kg Rimba, Negara Brunei Darussalam
17.	HMBS Employment Agency	Unit 14, 1 <sup>st</sup> Floor, Block B, Simpang 44, Bangunan Desa Delima, Kampong Pancha Delima, Berakas, Negara Brunei Darussalam +673-8813031
18.	Be Best Employment Agency	No 27A, 1 <sup>st</sup> Floor, Airport Mall, Berakas, BB2713 Negara Brunei Darussalam +673-8867067

**N.B: For more information, please visit the website**

**<https://bandarseribegawan.mofa.gov.bd>**

**Tel: +673-2342420**

*12.10.22*