

**(To be substituted with the same memo number and date)**

**Government of the People's Republic of Bangladesh**  
Ministry of Expatriates' Welfare and Overseas Employment  
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**Date: 05-06-2022**

**Revised Guidelines for selection of Sending Organization and Technical Intern to Japan under Memorandum of Cooperation (MOC)**

In order to contribute to the human resource development as well as to promote international cooperation in the area of transferring technical skills, techniques and knowledge from Japan to Bangladesh through the Technical Intern Training Program (TITP), the Governments of Japan and Bangladesh signed a Memorandum of Cooperation (MOC) on 29 January 2018. A Record of Discussions (ROD) was also signed between the Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE) and Japan International Training Cooperation (JITCO) for promotion and facilitation of dispatch and acceptance of Technical Interns (TIs) on 27 March 2018. In this perspective, it is expedient and necessary to formulate a set of guidelines for the selection of Sending Organizations (SOs) and TIs to Japan for availing highly competitive, specialized and prospective market of Japan and ensuring safe, orderly, regular and responsible management of recruiting process. The set of guidelines is given below:

**1. Selection of Sending Organizations (SOs)**

- a. Recruiting Agencies having valid recruiting agent license (RL) will submit an application containing the following information and documents to the MoEWOE:
  - i) Name and RL number of Recruiting Agency;
  - ii) Office address, fax, telephone number, mobile number, e-mail and website (if any) in Bangladesh.
  - iii) Office address, fax, telephone number, e-mail and website address of branch /representative office in Japan;
  - iv) Name, position, visa status, address, fax, telephone number, e-mail of employees /representatives of branch /representative office in Japan;
  - v) Type of ownership (limited company/ proprietorship etc.)
  - vi) Amount of capital and turnover of the last year;
  - vii) Total number of employees of the Agency in Bangladesh;
  - viii) Number of workers sent to different countries in the last 3 years;

**Other Documents**

- i) Attested copy of up-to-date income tax return certificate;
- ii) Performance report for the last three years from BMET;
- iii) Updated police clearance of Owner(s)/director(s) of the applicant agency in prescribed form(s). Government/semi-government/government accredited autonomous organizations may be waived from having police clearance;
- iv) Concerned SOs must fulfill all the approving standards mentioned in (Attachment-1) of MOC;

- b. The Ministry will send the applications to the Director General (DG), BMET, the Counsellor/First Secretary (Labour) of the Bangladesh Embassy in Japan/ the appropriate organization/officers for their opinion and verification of the applications.

**2. 'Recommendation Committee' for selection of Sending Organizations (SOs)**

- a) A Recommendation Committee comprising the following members will recommend the name of eligible SOs for sending TIIs from Bangladesh to Japan.

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|---|-----------------------|
| 1. Secretary<br>Ministry of Expatriates' Welfare and Overseas Employment  | : Chairperson         |
| 2. Director General (DG)<br>Bureau of Manpower, Employment and Training (BMET)  | : Member              |
| 3. Director General<br>Wage Earners' Welfare Board (WEWB)   | : Member              |
| 4. Additional Secretary/ Joint Secretary (Employment)<br>Ministry of Expatriates' Welfare and Overseas Employment         | : Member              |
| 5. Additional Secretary /Joint Secretary (Training)<br>Ministry of Expatriates' Welfare and Overseas Employment           | : Member              |
| 6. Representative of Ministry of Foreign Affairs  | : Member              |
| 7. Representative from Security Services Division, Ministry of Home Affairs   | : Member              |
| 8. Deputy Secretary/Senior Assistant Secretary (Employment-2)<br>Ministry of Expatriates' Welfare and Overseas Employment | : Member<br>Secretary |

The Committee may co-opt competent more member(s) if necessary.

- b) The Committee will examine the reports sent by the BMET, the Bangladesh Embassy in Japan and the submitted documents of the applicants. In addition, the committee will take into consideration the other related factors such as capacity, experience, competence and credibility of the applicant recruiting agencies. The Committee will recommend the selected applicant Recruiting Agents as SOs to the Hon'ble Minister / State Minister in charge of the Ministry of Expatriates' Welfare and Overseas Employment for approval.

**3. Enlistment of Sending Organization(s)**

The Ministry will send the list of approved SOs to the following organizations:

- a. Upon approval of the selection, the selected SOs will be so informed in writing and their list will be circulated through the website of the Ministry and BMET and sent to the following organizations:
- i) Embassy of Japan in Bangladesh
  - ii) Embassy of Bangladesh in Japan
  - iii) Organization for Technical Intern Training (OTIT) in Japan [in the prescribed form of MOC (Attachment-2) with a request to include the name as a Sending Organization].
  - iv) JITCO [in prescribed form of JITCO (Attachment-3) with a request to update the list of SOs].
- b. Approval will be granted for a period of not exceeding two years and will be renewed from time to time for a similar period on the basis of their satisfactory performance;

#### **4. Duties and responsibilities of the Sending Organization(s)**

##### All SOs-

- (i) must have a branch office/representative office in Japan and employees of branch /representative office should know Japanese language and be capable of extensive communication with accepting organizations/supervising organizations in Japan.
- (ii) must follow the standard set for SOs (Attachment-1 of MOC) for selecting TI according to the demand letter.
- (iii) shall not engage or appoint any sub-agent anyhow/anywhere.
- (iv) will deposit an amount of BDT. 15,00000/- (Fifteen lac) as a Fixed Deposit Receipt (FDR) in favour of DG, BMET with lien mark for three years and it will be renewed on the subsequent renewal of the approval.
- (v) will submit a brief of personal records of TIs and affidavit by TIs to BMET with an assurance to return to Bangladesh after completion of training in Japan.
- (vi) will undertake that the Intern Trainees would come back to Bangladesh after completion of training program in Japan and they will take all necessary actions for ensuring their safe return.
- (vii) will submit all relevant information and documents of the returned TIs.
- (viii) will submit an annual report containing all particulars of each TI who will enter Japan and return to Bangladesh to the Bangladesh Embassy, Japan and BMET.
- (ix) will take immediate measures in case of any disappearance of TIs and provide necessary cooperation to the Japanese Supervising Organizations.
- (x) will submit a report to the MoEWOE, BMET and Bangladesh Embassy, Japan every three months about the Intern Trainees.

#### **5. Qualifications for TIs**

- i) The aspiring TIs must have the minimum academic qualification of Secondary School Certificate (SSC)/equivalent standard or any other academic qualification accepted by the concerned organization or employer in Japan with age limit of 18-45 years. She/he must possess satisfactory physical and mental fitness. The SO will perform the Medical Test of the Intern Trainees from the Government Approved Hospital/ Health Center.
- ii) BMET will make a 'Data Bank' of the TIs who have successfully completed the Japanese Language Training Course Organized by the Technical Training Center (TTC). The TIs will be selected on priority basis from the Data Bank. Besides, the candidates who have attained minimum N5 level Japanese language and have an experience on a specified work/job can apply for inclusion in the Data Bank.
- iii) TI Selection Committee will include the candidate's details in the Data Bank by examining all the submitted documents. If appropriate TIs are not available in the Data Bank, BMET will invite applications from the aspirant TIs through advertisement in national daily newspapers and websites with prior permission from the Ministry.

## 6. Procedure of selection of TIs:

i) SO will be responsible for collecting the demand letter and power of attorney from Supervising Organization(s) in Japan for sending TIs. The demand letter and power of attorney should be attested by Bangladesh Embassy, Japan. The SOs/Supervising Organizations will submit the attested demand letter and power of attorney after getting them attested by the Bangladesh Embassy in Japan to the Ministry for initial clearance.

ii) After receiving approval for the selection of TIs from the Ministry, BMET will start the process of selecting TIs through the following Selection Committee within one week from the date of receipt of the approval:

- a) Additional Director General (Administration and Training), BMET : Chairperson
- b) Deputy Secretary (Training), MoEWOE : Member
- c) Representative of concerned Sending Organization/  
Representative of Supervising Organization /  
Implementing Organization (if any) : Member
- d) Director (Training), BMET : Member Secretary

The Committee may co-opt competent member(s) if necessary.

iii) SO Will take necessary measures to make sure that representatives from the Supervising Organizations/Implementing Organizations remain present in the meeting of the Selection Committee which will select eligible TIs through interview.

iv) The Selection Committee will select the TIs within 07 (Seven) working days after receiving the direction. The Committee will take the interview of Intern Trainees in person and examine the documents and information of the TIs. The TI Selection Committee will submit a report to BMET and BMET will issue a Letter of Recommendation (LoR) in favour of finally Selected TIs and send a list of the finally Selected TI to all concerned including the SO, Supervising Organization, Accepting Organization and Bangladesh Embassy in Japan.

v) The BMET will arrange a Pre-departure Training of at least one week for the selected TI to Japan. The Japanese local culture, norms, life style, do's & don'ts will be included in that training.

## 7. The 'Zero Migration Cost' policy

The Zero Migration Cost policy will be strictly followed in sending TIs from Bangladesh to Japan. SOs may collect a minimum amount of money from the TI as commission and fees set by the Ministry. The information regarding such commission and fees should be explained in detail to the aspiring TIs and circulated publicly.

## 8. Open an Individual Bank Account of TI and SO

- i) Finally selected TIs for Japan and the concerned SO will compulsorily open separate individual account in Probashi Kallayan Bank (Specialized Bank for the Migrants' Welfare). The stipulated amount of money determined by the Ministry as commission and fees will be deposited by TI in his own account of the above mentioned bank before obtaining his/her Smart Card issued by BMET.

- ii) A necessary directive will be issued to the Probashi Kallayan Bank (PKB) from the MoEWOE for transferring such amount of money in cash or as debt to the account of concerned SO at the time of departure of the TI.
- iii) If the TI borrows any money from PKB, the amount will be repaid by the TI from his/her wage or income on installments. PKB will take necessary measures for recovery of disbursed loan, deposits of TI and transfer the money from TI's account to SO's account according to the direction and banking procedures.

#### **9. Cancellation Procedure**

SOs will not engage in or deal with any monetary transaction with TI in sending them from Bangladesh to Japan. The approval of the Recruiting Agency as SO will be cancelled immediately if any sort of unfair monetary involvement is found. The deposited FDR of BDT. 15,00,000 (Fifteen Lac) will be forfeited to the Government and license will be cancelled as per this Guideline and Overseas Employment and Migrants Act, 2013. The provisions related to cancellation of the approval of Recruiting Agency in Overseas Employment and Migrants Act, 2013 will be also considered in the Guideline.

#### **10. Emigration Clearance with Biometric Impression of TIs to Japan**

All the relevant papers including visas of finally selected TIs must have to be submitted by the SOs to BMET for emigration clearance with biometric impression. BMET will issue emigration clearance with biometric clearance within 02 (Two) working days after examining all the documents. TIs will be sent to Japan only after getting emigration clearance from BMET.

#### **11. Safeguard and Legal Actions**

- a) This Guideline are issued in exercise of the powers vested in Section 47 of Overseas Employment and Migrants Act, 2013.
- b) MoEWOE preserves the power to amend or rearrange or change or make any deduction or addition, if necessary to the Guideline.

**12.** The Guideline will come into effect immediately and repace the earlier Guideline issued on 17 February 2019.



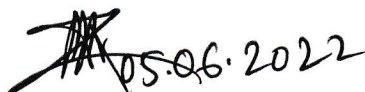
(Dr. Ahmed Munirus Saleheen)

Secretary

Ministry of Expatriates' Welfare and Overseas Employment  
[secretary@probash.gov.bd](mailto:secretary@probash.gov.bd)

**Copy for Kind information and necessary action to (not according to seniority):**

1. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka, Bangladesh.
2. Secretary, Security Services Division, Ministry of Home Affairs, Dhaka, Bangladesh.
3. H. E. Ambassador of Japan in Bangladesh.
4. H. E. Ambassador of Bangladesh in Japan.
5. Managing Director, Probashi Kallyan Bank (PKB), Dhaka.
6. Additional Secretary (All), Ministry of Expatriates' Welfare and Overseas Employment.
7. Director General, Wage Earner's Welfare Board (WEWB)
8. Director General, Bureau of Manpower and Employment and Training (BMET).
9. Managing Director, Bangladesh Overseas Employment and Services Limited (BOESL).
10. Joint Secretary (All), Ministry of Expatriates' Welfare and Overseas Employment.
11. President, Japan International Training Cooperation Organization (JITCO)
12. IM Japan, (International Manpower Development Organization, Japan).
13. Additional Directory General (Administration and Training), BMET, Dhaka.
14. Director, Policy Planning Division, Immigration Services Agency, Japan.
15. Secretary (Administration), Bangladesh Association of International Recruiting Agencies (BAIRA), Dhaka, Bangladesh.
16. PS to Honorable Ministry, Ministry of Expatriates' Welfare and Overseas Employment.
17. PS to Secretary, Ministry of Expatriates' Welfare and Overseas Employment.
18. Deputy Secretary (Employment), Ministry of Expatriates' Welfare and Overseas Employment.
19. Director (Training), Bureau of Manpower and Employment and Training, BMET, Dhaka.
20. First Secretary (Labor), Bangladesh Embassy in Japan.
21. President, Japan Bangladesh Chamber of Commerce and Industry (JBCCI), Dhaka.
22. Public Relation Officer, Ministry of Expatriates' Welfare and Overseas Employment.
23. System Analyst, Ministry of Expatriates' Welfare and Overseas Employment.(For circulating in website of the Ministry & relevant Sectors.)
24. Office File.

  
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