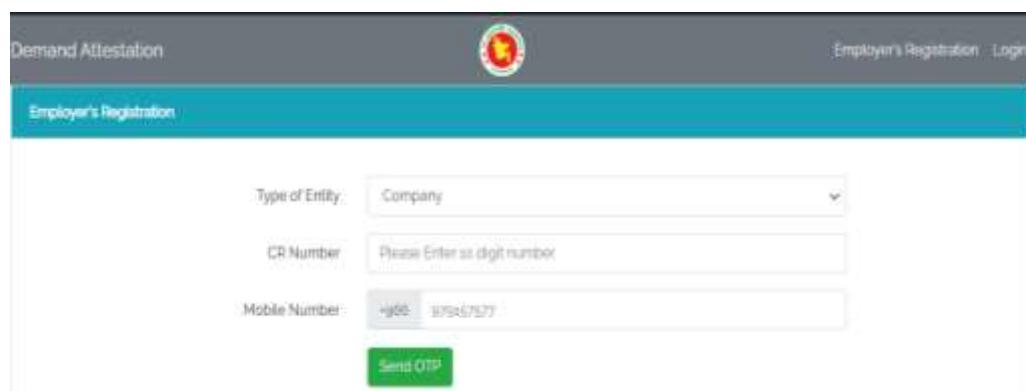


USER MANUAL OF E-DEMAND ATTESTATION

Employer's Registration:

- Please register at this link:

<https://beriyadh.org/employers/create>



Demand Attestation

Employer's Registration

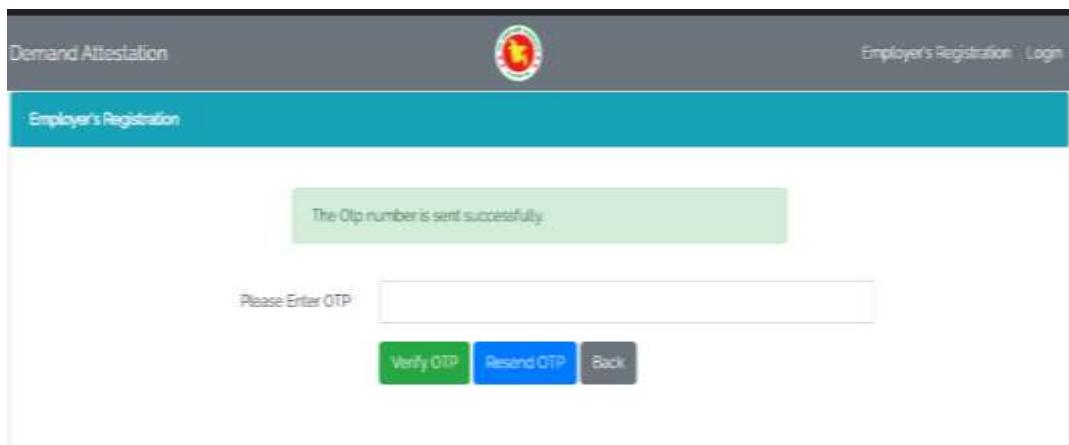
Type of Entity: Company

CR Number:

Mobile Number: +966 117526757

Send OTP

- **Select Type of Entity:** Company or Saudi Recruitment Office
- **Insert 10 digit CR number**
- **Enter mobile number**
- **Click on send otp**



Demand Attestation

Employer's Registration

The Otp number is sent successfully.

Please Enter OTP:

Verify OTP Resend OTP Back

- **Pls enter otp;**

- Enter the information below:

Demand Attestation

Employer's Registration

Owner's Information

Date of Registration: 18/03/2010

Name of Owner: [Input Field]

Owner's ID: [Input Field]

Date of Birth: 01/01/1980

Place of Issue: [Input Field]

Mobile Number: [Input Field]

Owner's Email: [Input Field]

Company Information

Name of Company: [Input Field]

Nature of Business: Manufacturing and Distribution

Type of Business: Company

Address of the Company: [Input Field]

Telephone: [Input Field]

Emergency Contact Number: 9898989898

Official Website: [Input Field]

Official E-mail: [Input Field]

Office Location: [Input Field]

Company Status: Active

Land Phone Number: [Input Field]

Authorized Persons info (for communication with the Embassy)

Authorized Person's Name: [Input Field]

Authorized Person's ID: [Input Field]

Mobile Number: [Input Field]

E-mail: [Input Field]

Uploaded Documents:

CR Copy (PDF only, 512kb Max): [Input Field]

National Address Copy (PDF only, 512kb Max): [Input Field]

Sponsor ID (PDF only, 512kb Max): [Input Field]

- Upload the following: (pdf only 512 kb max)

- CR Copy
- National Adress
- Sponsor ID

- Click on submit;
- Your Registration is successful

beriyadh.org/employers/default

Demand Attestation

Employer's Registration

Your Registration number is 100112.

E-Mail Address: mohamed@yahoo.com

Password: employe123

[Click here to login](#)

- Click here to login

New Demand Submission:

➤ Click on Visa Documents and create the following documents:

Demand Letter (edit only red marked box)

DEMAND LETTER						Date: 00/00/0000		
Dear Recruiting Agent _____ Bangladesh Agency Name License No. _____ Dhaka, Bangladesh.								
As per the power of attorney attached herewith we have authorized your agency to recruit the following personnel on the terms & conditions given below:								
Sponsor ID	Block Visa No	Date of Issue	Profession	Basic Salary	Number			
					Male	Female	Total	
70_____	13_____	00/00/1400 (H)	Loading and Unloading Worker	0000	00	00	000	
70_____	13_____	00/00/1400 (H)	Construction Worker	0000	00	00	000	
1. Period of Employment	: Two years starting from the date of arrival and renewable upon mutual consent.							
2. Place of Employment	: Name of the city, KSA.							
3. Working Hours	: 8 hrs. Per day, 6 days per week (not exceeded more than 48 hrs. per week).							
4. Resident Permit (Iqama)	: Iqama will be provided by the company. Workers will not pay any fees.							
5. Health & Social Insurance	: Standard Health & Social Insurance shall be provided by the company.							
6. Overtime	: Minimum 1.5 times of the salary per hour.							
7. Food	: Free food or minimum SAR 000 Food allowance Provided by the Company							
8. Accommodation	: Standard accommodation including Utilities (Water, Electricity and Gas).							
9. Local Transportation	: Provided by the Company.							
10. Uniform, & Safety Materials	: Provided by the company.							
11. Annual Leave	: Minimum 21 days per year. (Emergency leave will be provided when necessary).							
12. End of Service Benefit	: As per Saudi Labour Law.							
13. Employment Contract	: QIWA contract as per the terms and conditions mentioned in this demand letter.							
14. Visa Charge	: Visa charge is borne by the Company.							
15. Air Passage Both ways	: By the company at the beginning and end of the contract and during vacation.							
16. Other Terms & Conditions:	: As per Saudi Labour Law.							
Thanking you,								
Authorized Signature								
Name: _____								
Designation: Click on General Manager/CEO/Chairman/Managing Director/HR Manager/others (editable)								
Company Name: _____								
CR Number: _____								

Power of Attorney; (edit only red marked box)

POWER OF ATTORNEY

Date of issue: 00/00/0000

Date of expiry: 00/00/0000

Know all men by these presents, that we, **company name**....., a company duly organized and existing under and by virtue of the laws of Kingdom of Saudi Arabia with Registration No..... **CR**..... do hereby appointed **Recruiting Agency Name**....., **Recruiting License No**..... a recruitment agency approved by the, Ministry of Expatriates' Welfare and Overseas Employment, Bangladesh to be our true Lawful attorney and Agent in Bangladesh in respect of handling all the affairs with the Bureau of Manpower Employment and Training (BMET), and sign all required documents in connection with the recruitment of **No**.... persons against visas as per attached list for Employment with us to arrange all matters related to Emigration, etc. This power of attorney is made in relation to our demand letter.

Visa No: Issue Date: Expiry Date:

Authorized Signature:

Name:

Click on General Manager/CEO/Chairman/Managing Director/HR Manager/other Designation (editable)

Company Name:

CR Number.....

Employment Contract; (edit only red marked box)

কর্মসংস্থান চুক্তি

عقد العمل

এই কর্মসংস্থান চুক্তিটি বাংলাদেশের রাজধানী ঢাকার অন্য ০০/০০/২০২২ / / ২০২৫, মদিনা দক্ষিণে উভয় পক্ষের মধ্যে সম্পাদিত হয়েছে।
প্রথম পক্ষ:বোস্পানির নাম..... এর পক্ষ থেকে প্রতিনিধি মুখ্যতিথি.....
ওকালা নাম:পক্ষের অক্ষয় এটারি স্বাক্ষর করবেন -

M/S Name of Recruiting Agency

Recruiting License No. 0000

Dhaka, Bangladesh

হিতীয় পক্ষ (কর্মসংস্থান একাদিপ প্রথম করবে)

- নামঃ:
- জাতীয়তাঃ:
- জন্ম তারিখঃ
- পাসপোর্ট নং:

(اسم مكتب الاستقدام)

رقم ترخيص الاستقدام: 0000

دكـ، بنـخـلـدـيـشـ

الطرف الثاني: (يعـبـيـهـ مـكـتـبـ مـفـرـضـ)

- الاسم:
- الجنسية:
- تاريخ الميلاد:
- رقم جواز السفر:

مدة العقد والمهنة: مدة هذا العقد 2 سنة ببداً من بعد وصول الممثلة. ويخضع الطرف الثاني لفترة تجربة مدتها 90 يوم من تاريخ مباشرة العمل. واتفاق الطرفان على أن يحمل الطرف الثاني لدى الطرف الأول تحت لارته وإشرافه **بمهنة**
কর্মসংস্থান ও পোক্তি: এই চুক্তির মেয়াদ দুই বছর, যা সোনি আরবে পোজার পর হতে শুরু হবে। হিতীয় পক্ষ কাজ শুরু করার আরিধ থেকে অন্তৰ্ভুক্ত দিন প্রারম্ভকাল হিসেবে গঠিত হবে। উভয় পক্ষ সম্মত হয়েছে হিতীয় পক্ষ প্রথম পক্ষের ব্যবস্থাপনা ও তত্ত্বাবধানে
কাজ করবে।

ساعات العمل: يحمل الطرف الثاني 6 أيام في الأسبوع و 8 ساعات يومياً كعمل أساس، ويلتزم الطرف الأول بأن يدفع للطرف الثاني أجراًإضافياً عن ساعات العمل الإضافية بوازي أجراً الساعة مضافاً إليه 150% من أجراً الأساس.

অর্থ ও বিদ্রোহ: يدفع الطرف الأول الطرف الثاني أجراً أساساً قدر 0000 روبل (..... روبل سعودي فقط) كمليون الطرف الأول سكر مناسب (مع الكهرباء والماء والغاز) مجاناً طوال فترة العمل ويوفر الطرف الأول موصلات مناسبة من مقر سكنهم إلى مقر العمل ويوفر الطرف الأول طعام مجاناً أو بدل طعام بحد أدنى 000 روبل سعودي. يوفر الطرف الأول للطرف الثاني الرعاية الطبية بالتأمين الصحي كما يوفر اشتراك للتأمينات الاجتماعية. ويستحق الطرف الثاني عن كل عام اجازة سنوية مدتها 21 يوماً مفروضة الأجر. ويستحق الطرف الثاني مكافأة نهاية خدمة حسب النظام.

تكاليف الاستقدام ونفقات السفر: يتحمل الطرف الأول رسوم وتكاليف استقدام الطرف الثاني ورسوم الإقامة وتذاكرات الفرروج والعود والخروج النهائي مع توفير نفقات سفر الطرف الثاني من بنـخـلـدـيـشـ إلى مكان العمل وكذا نفقات عودته إليها كما يتحمل الطرف الأول نفقات الطرف الثاني ذهاباً وإليها أثناء فترة الإجازة. وسيتم تحديد الشروط الأخرى وفقاً لأنظمة العمل السعودية.

لا يجوز للطرف الأول التخلص في أي تقاضي مع الطرف الثاني لتفصير الرواتب والعلاوات وأية من زوايا أخرى مذكورة في هذه الاتفاقية وخطاب الطلب. وإذا حدث ذلك، فسيتم اعتباره باطلـ.

কর্মীর স্বাক্ষর
توقيع وختم الطرف الثاني
(To be signed by the worker in
Bangladesh on the Hard Copy
and receive a copy)

কর্মসংস্থান একাদিপ সিল ও স্বাক্ষর /
توقيع وختم الوكيل
(To be signed and sealed by the
Proprietor of the authorized RA in
Bangladesh on the Hard copy)

توقيع وختم الطرف الأول
(option General Manager/CEO/
Chairman/Managing Director/HR
Manager/others (editable)

Click on Letter of Guaranty; (edit only red marked box)

Date: 00/00/0000

LETTER OF GUARANTEE

The Director General

Bureau of Manpower Employment and Training
Dhaka, Bangladesh

Dear sir,

We, company name.... Company Registration No.... P.O.Box: City.. Kingdom of Saudi Arabia hereby guarantee that all ... No of workers Bangladeshi Profession..... as per our Demand LetterDemand ID No......, Date..... recruited through our agent M/s Agency Name and Licensed No......, Post.Box No. Dhaka, Bangladesh will be working in our company in Name of city in the Kingdom of Saudi Arabia only throughout their contract period.

Our Block Visa below:

Visa No..... Date of issue..... Date of expiry

We further guarantee that these workers will not be sent to work in any other establishment or any third country during the period of contract.

Thank you for your kind co-operation.

Authorized Signature:

Name:

Click on General Manager/CEO/Chairman/Managing Director/HR Manager/other Designation (editable)

Company Name:.....

CR Number.....

Letter of Undertaking (edit only red marked box)

Date: 00/00/0000

LETTER OF UNDERTAKING

His Excellency Ambassador,
Embassy of Bangladesh
Riyadh, Saudi Arabia

I, Name the owner/CEO of the Name of Company... having CR number authorized legally to decide and sign this undertaking hereby declare the following:

1. The attached Demand Letter, Power of Attorney, Agency Agreement, Employment contract, Guarantee Letter and all other documents submitted herewith are the part of this undertaking.
2. Our company is fully committed to implement the terms and conditions including the mandatory minimum basic salary of Bangladeshi workers as decided by the Government of Bangladesh in 2024 as mentioned in the demand letter and employment agreement.
3. The Embassy of Bangladesh will be informed about the Bangladeshi employees including their profession, salary and status of residence permit within three months of their arrival.
4. The Embassy of Bangladesh and its officials can have the access to the accommodation and work place of the employees and office for the purpose of inspection/discussion and meeting. The company will also provide Bangladeshi workers' lists with their contact number, payroll slip, bank Statement, Contract Paper and GOSI as and when requested by the Embassy of Bangladesh.
5. The salary of the employees will be provided within one week of the completion of every working month through bank and time card will be provided for calculation of overtime allowance.
6. The employees shall not be deprived of basic salary in case of failure to provide them employment even for a short period of time.
7. The Number workers mentioned in our Demand Letter dated reference no Demand ID ...will be deployed only in our own company/client companies throughout their contract period.
8. The employees once recruited directly by the company through its authorized recruiting agency will not be relegated or downgraded in terms of position, salary, benefits and work at any cost. The position and category of the employees shall be decided prior to selection and recruitment.
9. Salaries, benefits and other facilities mentioned in the demand letter attested by the embassy shall prevail for legal proceedings and no contract will be made with less salary and benefits after the arrival of the employees.
10. Fees/cost of residence permit, medical expenses, electricity, water, gas and human standard accommodation will be solely born by the employer. The Employer will also bear the fines, if any, because of the delay in the processing of above cases.
11. The employees will be repatriated within one month after the completion of the contract with all his rights. The company will invariably allow workers, if they wish, to return home once their contract of two years ends. If they wish to renew the contract, the contract will be renewed upon obtaining their written consent.
12. If the worker faces problems such as loss of family members, serious sickness and other family problems in home, the company will allow the emergency vacation to worker to go home on re-entry visa on his own expenses without any pre conditions. ~~such as~~ deposit of money, replacement of worker any other guarantee etc. The company will also see the possibility to send such worker in early vacation on company's expenses.
13. In case of any misunderstanding/dispute between employer and the employees, the Embassy of Bangladesh shall be contacted first for the amicable settlement of the grievances.
14. All other terms and conditions not mention herein shall be subject to the legal provisions of the Kingdom of Saudi Arabia.

We would like to reiterate that our company is fully committed to implement commitment expressed by this letter regarding the recruitment of Bangladeshi workers. If the Embassy finds that company breached the commitment, company will accept any penalties as per Saudi labor Law.

Signature of the Owner/CEO

Full Name:

Seal of Company:

ID No.:

Name of Company:

Contact No.:

Company Registration number:

Email:

➤ Click on New Demand:

The screenshot shows the homepage of the beriyadh.org website. At the top, there are navigation links for 'Demand Attestation', 'View Demand List', and 'New Demand'. The 'New Demand' link is highlighted in green. Below the navigation, there is a welcome message 'Welcome Indian Visa' and a timestamp 'Current Date (08-03-2023) 10:00 AM'. The main content area shows a summary of applications: '1 Application' (with a pie chart icon) and '0 Approved' (with a pie chart icon). Below this, there is a section for 'Demand for Employment'.

➤ Enter the following information:

The screenshot shows the 'Visa registration' page. It includes fields for 'Visa No.', 'Date of Issue' (18/01/2025), 'City', 'Visa Category' (dropdown), 'Company ID', 'Project ID', 'Project Name', 'Project Type' (dropdown), 'HR/Project Manager', 'RL No.' (dropdown), 'Mobile No.' (+966), 'Name', 'Total Current Workers' (1), and 'Existing BD Workers' (checkbox).

Project/Workplace:

Project Title:		Duration:		Site Location:		
Project Manager:		Name:		Cell:	Email:	
Workers' Villa Location		Camp In charge:		Cell:	Email:	

Workers' List (at least 10);

SL	Name	Profession	Date of Joining	Passport	Iqama	Mobile
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

➤ **Upload the following the documents:**

- Demand Letter;**
- Power of Attorney;**
- Employment Contract;**
- Letter of Undertaking;**
- Letter of Guaranty;**
- Project/Contract Paper to engage workers;**

- Wage Protection certificate;**

Submit

Your Demand has been submitted successfully!!