

USER MANUAL OF E-DEMAND ATTESTATION

Employer's Registration:

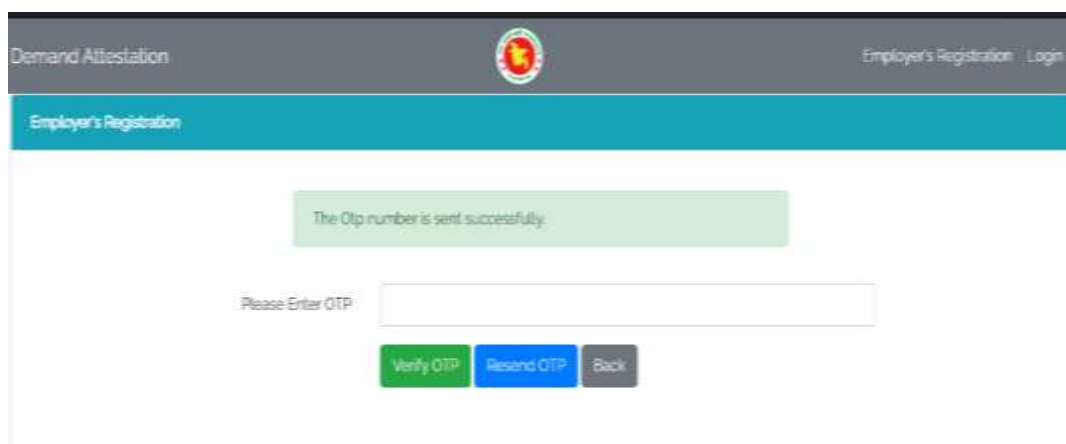
- Please register at this link:

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



The screenshot shows the 'Employer's Registration' form. At the top, there is a header with 'Demand Attestation' on the left, a logo in the center, and 'Employer's Registration | Login' on the right. Below the header is a teal bar with 'Employer's Registration' text. The form fields are: 'Type of Entity' (a dropdown menu with 'Company' selected), 'CR Number' (a text input field with placeholder text 'Please Enter as digit number'), and 'Mobile Number' (a text input field with a country code dropdown set to '+966' and a number input field containing '979667577'). A green 'Send OTP' button is located below the mobile number field.

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



The screenshot shows the OTP verification screen. At the top, there is a header with 'Demand Attestation' on the left, a logo in the center, and 'Employer's Registration | Login' on the right. Below the header is a teal bar with 'Employer's Registration' text. A green message box at the top says 'The Otp number is sent successfully.'. Below this is a text input field with the placeholder 'Please Enter OTP'. At the bottom, there are three buttons: a green 'Verify OTP' button, a blue 'Resend OTP' button, and a grey 'Back' button.

- **Pls enter otp;**

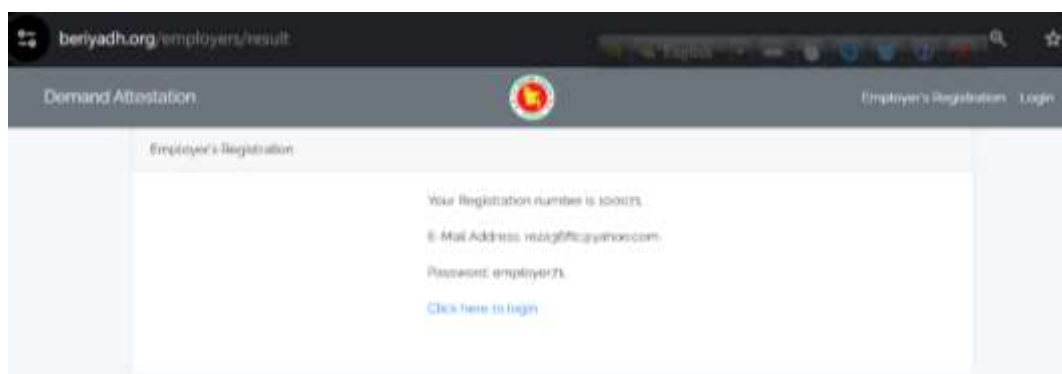
- Enter the information bellow:

The screenshot shows the 'Employer's Registration' form on the 'Demand Attestation' portal. The form is divided into several sections: 'Owner's Information' (including Date of Registration, Name of Owner, Date of Birth, Mobile Number, Owner's ID, Place of Issue, and Owner's Email), 'Company Information' (including Name of Company, Nature of Business, Type of Business, Address of the Company, Name of HR/ Operation Manager, Telephone, Emergency Contact Number, Official Website, Official E-mail, Google Location, Land Phone Number, and Company Status), 'Authorized Person's Info (For communication with the Embassy)' (including Authorized Person's Name, Authorized Person's ID, Mobile Number, and E-mail), and 'Upload Documents' (including CR Copy (PDF only, 512kb Max), National Address Copy (PDF only, 512kb Max), and Sponsor ID (PDF only, 512kb Max)). A green 'Submit' button is at the bottom left.

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

- ☒ CR Copy
- ☒ National Address
- ☒ Sponsor ID

- Click on submit;
- Your Registration is successful



- 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
<p>1. Priod of Employment : Two years starting from the date of arrival and renewable upon mutual consent.</p> <p>2. Place of Employment : Name of the city, KSA.</p> <p>3. Working Hours : 8 hrs. Per day, 6 days per week (not exceeded more than 48 hrs. per week).</p> <p>4. Resident Permit (Iqama) : Iqama will be provided by the company. Workers will not pay any fees.</p> <p>5. Health & Social Insurance : Standard Health & Social Insurance shall be provided by the company.</p> <p>6. Overtime : Minimum 1.5 times of the salary per hour.</p> <p>7. Food : Free food or minimum SAR 000 Food allowance Provided by the Company.</p> <p>8. Accommodation : Standard accommodation including Utilities (Water, Electricity and Gas).</p> <p>9. Local Transportation : Provided by the Company.</p> <p>10. Uniform, & Safety Materials : Provided by the company.</p> <p>11. Annual Leave : Minimum 21 days per year. (Emergency leave will be provided whe necessary).</p> <p>12. End of Service Benefit : As per Saudi Labour Law.</p> <p>13. Employment Contract : QIWA contract as per the terms and conditions mentioned in this demand letter.</p> <p>14. Visa Charge : Visa charge is borne by the Company.</p> <p>15. Air Passage Both ways : By the company at the beginning and end of the contract and during vacation.</p> <p>16. Other Terms & Conditions: : As per Saudi Labour Law.</p>							
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 appointedRecruiting 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 রাষ্ট্রদূত দাবার অদা ০০/০০/২০২৫ তারিখে উভয় পক্ষের মধ্যে সম্পাদিত হয়েছে।	تم إبرام هذا الاتفاق (عقد العمل) في تاريخ / / 2025م، بمدينة دكا، بنغلاديش بين الطرفين
প্রথম পক্ষঃকোম্পানির নাম..... এর পক্ষ থেকে প্রতিনিধি হিসেবেহিসাবে	الطرف الأول: (اسم الشركة) ويمثلها في التوقيع على هذا العقد بموجب وكالة رقم:
প্রতিনিধি নং-মুদ্রা পাওয়ার অফ এটর্নি স্বাক্ষর করবেন -	(اسم مكتب الاستقدام)
M/S Name of Recruiting Agency	رقم ترخيص الاستقدام: - 0000
Recruiting License No. 0000	دكا، بنغلاديش
Dhaka, Bangladesh	الطرف الثاني: (يعيها مكتب مفوض)
দ্বিতীয় পক্ষঃ (কর্মসংস্থান এজেন্সি পূরণ করবেন)	
▪ নামঃ:	▪ الاسم:
▪ জাতীয়তাঃ:	▪ الجنسية:
▪ জন্ম তারিখঃ	▪ تاريخ الميلاد:
▪ পাসপোর্ট নং:-	▪ رقم جواز السفر:
চুক্তির মেয়াদ ও শর্ত: এই চুক্তির মেয়াদ দুই বছর, যা পৌদি আরবে পৌছান পর হতে শুরু হবে। দ্বিতীয় পক্ষ কাল শুরু করান অন্তিম থেকে নব্বই দিন প্রবেশনকাল হিসেবে গণ্য হবে। উভয় পক্ষ সম্মত হয়েছে যে দ্বিতীয় পক্ষ প্রথম পক্ষের ব্যবস্থাপনা ও তত্ত্বাবধানেপেশায় কাজ করবে।	مدة العقد والمهنة: مدة هذا العقد 2 سنة يبدأ من بعد وصول المملكة، ويخضع الطرف الثاني لفترة تجربة مدتها 90 يوم من تاريخ مباشر العمل. والتفق الطرفان على أن يعمل الطرف الثاني لدى الطرف الأول تحت إدارته وإشرافهبمهنة
কর্মঘট: দ্বিতীয় পক্ষ সপ্তাহে ছয় দিন এবং দিনে আট ঘণ্টা কাজ করবেন, এবং প্রথম পক্ষ দ্বিতীয় পক্ষকে অতিরিক্ত কাজ করলে মূল কর্মঘটন ৫০% বারে অতিরিক্ত অধিকার ভাতা প্রদান করবে।	ساعات العمل: يعمل الطرف الثاني 6 ايام في الاسبوع و 8 ساعات يومي كعمل أساسي، ويلتزم الطرف الأول بأن يدفع للطرف الثاني أجرًا اضافيًا عن ساعات العمل الإضافية يوازي أجر الساعة مضافًا إليه 50% من أجره الأساسي
বসতি এবং ভাতাদি: প্রথম পক্ষ দ্বিতীয় পক্ষকে মূল বেতন হিসেবে (পৌদি রিমান) প্রদান করবে এবং চুক্তির মেয়াদকালে বিনামূল্যে উপযুক্ত আবাসন (বিদ্যুৎ, পানি ও গ্যাসসহ), কর্মীর বাসস্থান থেকে কর্মস্থলে যাতায়াত, কর্মীকে বিনামূল্যে খাবার কিংবা ম্যান্ডমপৌদি রিমান খোরাকি ভাতা প্রদান করবে। প্রথম পক্ষ দ্বিতীয় পক্ষকে স্বাস্থ্য বীমা এবং সাময়িক বীমা করবে প্রদান দ্বিতীয় পক্ষ প্রতি বছর ১১ দিন স্ববেতনে ছুটি ভোগ করবে। দ্বিতীয় পক্ষ পৌদি আইন অনুযায়ী সার্ভিস বেনিফিটের অধিকারী হবেন।	الأجر والبدلات: يدفع الطرف الأول الطرف الثاني أجرًا أساسي قدر، 0000 ريال (..... ريال سعودي فقط) كم يوفر الطرف الأول سكن مناسب (مع الكهرباء والمياه والغاز) مجانًا طوال فترة العقد ووسائل مواصلات مناسبة من مقر سكنهم إلى مقر العمل ويوفر الطرف الأول طعام مجانًا أو بدل طعام بحد أدنى 000 ريال سعودي. يوفر الطرف الأول للطرف الثاني الرعاية الطبية بالتأمين الصحي كما يوفر اشتراك للتأمينات الاجتماعية. ويستحق الطرف الثاني عن كل عام إجازة سنوية مدتها 21 يومًا مدفوعة الأجر. ويستحق الطرف الثاني مكافأة نهاية خدمة حسب النظام.
নিয়োগ এবং স্বাক্ষর: প্রথম পক্ষ দ্বিতীয় পক্ষের নিয়োগের যাবতীয় কি ও খরচ, ইকামা ইস্যু ও নবায়ন, এজিট বি এপি ডিসা এবং কাইনাল এজিট ডিসা ফিল্ম দ্বিতীয় পক্ষের বাংলাদেশ থেকে কর্মস্থলে আগমন ও প্রত্যাবর্তন এবং দুটিকালীন সময়ে যাতায়াতের খরচ বহন করবে। অন্যান্য শর্ত পৌদি শ্রম আইন অনুযায়ী নির্ধারিত হবে।	تكاليف الاستقدام ونفقات السفر: يتحمل الطرف الأول رسوم و تكاليف استقدام الطرف الثاني ورسوم الإقامة وتأمينات الخروج والعودة والخروج النهائي مع توفير نفقات سفر الطرف الثاني من بنغلاديش إلى مكان العمل وكذا نفقات عودته إليها كما يتحمل الطرف الأول نفقات الطرف الثاني ذهابا وإيابا أثناء فترة الإجازة. وسيتم تحديد الشروط الأخرى وفقًا لأنظمة العمل السعودية.
প্রথম পক্ষ এই চুক্তি ও চাহিদাপত্র বর্ণিত বেতন-ভাতাদি এবং অন্য কোন সুবিধা হাল করে দ্বিতীয় পক্ষের সাথে কোন চুক্তি সম্পাদন করবেন। করলে তা বাতিল বলে গণ্য হবে।	لا يجوز للطرف الأول الدخول في أي اتفاقية مع الطرف الثاني لتخفيض الرواتب والعلاوات وأية مزايا أخرى منصوصة في هذه الاتفاقية وخطاب الطلب. وإذا حدث ذلك، فسيتم اعتباره باطلاً.

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

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

তوقيع 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 Letter Demand 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:

ID No.:

Contact No.:

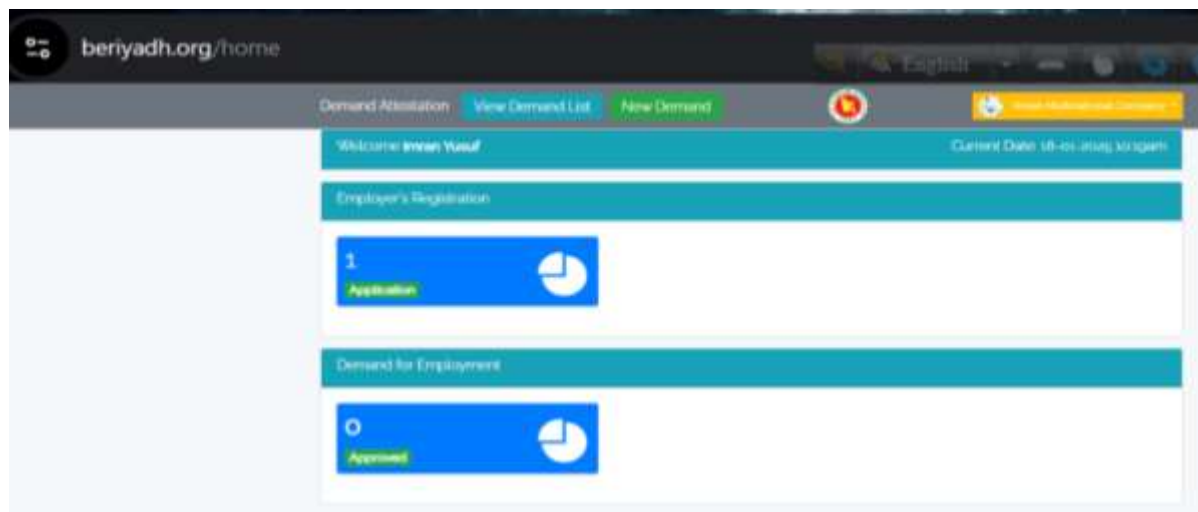
Email:

Seal of Company:

Name of Company:

Company Registration number:

➤ Click on New Demand:



➤ Enter the following information:

Demand Attestation View Demand List

Visa registration

Total Number of Workers: 1

Visa No. Date of Issue City: Visa Category

Company ID Project ID Project Name Project Type

HR/Project Manager Mobile No.

Authorized BD Recruiting agency RL No. Name

Total Current Workers Existing BD Workers

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!!