

**Mrs. Bahareen Siddiqua**

Proprietor

**Company Profile**

# **SIDDIQUA CONSULTANT**

Recruiting License no. -1147



## **Head Office:**

House-2153, Road-49  
& North South Avenue-1, I-Extension,  
Commercial Zone, Bashundhara Dhaka.  
Tel : 09639290679

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## **Corporate Office:**

House-113, Road-04, Block-B,  
Banani Dhaka, 1213  
Tel : +880 2 55035014, 55033550

**Email : [siddiqua1147@gmail.com](mailto:siddiqua1147@gmail.com).**

**Web : [www.musagroupbd.com](http://www.musagroupbd.com)**



**MRS. BAHREEN SIDDIQUA**  
**Proprietor**

**Siddiqua Consultant**  
**Recruiting License No. 1147**

**Consultant**

# Foreword

*Dear Clints,*

*From the establishment of Siddiqua Consultant are providing man power services to the clients home and abroad with good reputation. We have excellent infrastructure in accordance with the manpower recruitments. We execute training and recruit of all kinds of technical and non technical, skilled or non skilled worker. Major technical professions are Mason, Construction, Electrical, Catering, Auto Mobiles, Driver, Painter, and non technical are Helper, Labor, Cleaner worker. In case of any problem of worker we solve rapidly. We have experienced and expert staffs who are dedicated to accomplish any part of manpower project within a sort part of time very cordially.*

*Thanking You  
Bahreen Siddiqua  
Owner*



Consultant

১৪৬৩ ১৪৬৩

Licence Number : RL- 1147  
Name of the Agency : M/S. SIDDIQUA  
CONSULTANT

Business Address : HOUSE #113, ROAD  
#4, BLOCK # B,  
BANANI, DHAKA.

Name of the Proprietor/ MRS. BAHREEN  
SIDDIQUA  
Managing Partner/ VILL-SHAMAD NAGAR  
Managing Director P.O. KAZIPUR  
P.S. GANGNI  
with Permanent Address DIST. MEHERPUR.

১৪৬৩ ১৪৬৩

RL- 1147  
Specimen Signature  
বাহরী সিদ্দীক



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.

The Government reserves the right to cancel or to suspend the licence at any time without assigning any reason.

Director General  
Bureau of Manpower, Employment  
and Training  
Government of the People's  
Republic of Bangladesh.

Dated, Dhaka  
The 29 day of March 2012

১৪৬৩ ১৪৬৩

RL- 1147 RENEWAL

Licence Renewed up to 31 DEC 2026

18.10.2023

AHM Anwar Pasha  
Joint Secretary  
Additional Director General (Employment)  
Bureau of Manpower, Employment and Training  
Govt. of the People's Republic of Bangladesh

১৪৬৩ ১৪৬৩

RL- 1147

PLEASE SEE PAGE NO 12

Business address has been changed  
vide Ministry's Memo No. 49.00.0000.  
0000.111.11.027.15.163.  
Dated 02.04.2018 as follows:

232/234 TEJGAON I/A,  
GULSHAN LINK ROAD  
TEJGAON, DHAKA-1208

Signature

25.04.2018

Mohammed Ataur Rahman  
Joint Secretary  
Director (Employment)  
Bureau of Manpower, Employment & Training, Dhaka.  
Govt. of the People's Republic of Bangladesh

১৪৬৩ ১৪৬৩

RL- 1147

Business address has been changed  
vide Ministry's Memo No. 49.00.0000.  
048.11.027.15.103.  
Dated 15.04.2019 as follows:

HOUSE NO - 02, ROAD NO-04,  
SECTOR - 01, FLAT - A/3  
(2ND FLOOR), UTTARA,  
DHAKA

07.05.2019

D M Atiqur Rahman  
Deputy Secretary  
Director (Employment)  
Bureau of Manpower, Employment & Training

১৪৬৩ ১৪৬৩

RL- 1147

TERMS AND CONDITIONS

1. The holder of the licence shall conduct business under signature and seal of the Proprietor or Managing Partner or Managing Director whose photograph and the specimen signature appeared in page-3. This licence shall not be used directly or indirectly, by any person other than the person in whose favour it was issued or at any place other than the place mentioned in the licence nor shall the licence be transferred, conveyed or assigned to any person or entity.
2. The holder of the licence shall not recruit or attempt to recruit a citizen for overseas employment or issue an advertisement or publish any material or hold any interview or examination for such recruitment without prior permission of the Director General, BMET.
3. The photocopy of the licence shall be prominently displayed at a conspicuous place in the premises of business and the original copy shall

## ঢাকা উত্তর সিটি কর্পোরেশন

www.dncc.gov.bd



লাইসেন্স ইস্যুর বিবরণ

ই-ট্রেড লাইসেন্স

ইস্যুর তারিখ : 07/07/2024

ইস্যুর সময় : 12:18:55

লাইসেন্স নং : TRAD/DNCC/015145/2022

১য় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮৪-তে প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদর্শ কর তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ যারী ব্যবসা, বৃত্তি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নে বর্ণিত ব্যক্তি/প্রতিষ্ঠানের আনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

১। ব্যবসা প্রতিষ্ঠানের নাম	:	মেসার্স সিদ্দীকা কলসালটেন্ট		
২। ব্যবসা প্রতিষ্ঠানের মালিকের নাম	:	বাহরীন সিদ্দীকা		
৩। পিতা / স্বামীর নাম	:			
৪। মাতার নাম	:	খোরশেদ আরা বেগম		
৫। ব্যবসার প্রকৃতি	:	অন্যান্য - একক		
৬। ব্যবসার ধরণ	:	আমদানী, রপ্তানী, রিফ্রুটিং এজেন্সী		
৭। ব্যবসা প্রতিষ্ঠানের ঠিকানা	:	বাড়ী-০২, রোড-০৪, সেক্টর-০১, উত্তরা, ঢাকা-১২৩০		
৮। অঞ্চল/ডিএনসিসি'র নিজস্ব মার্কেট	:	১ উত্তরা	ওয়ার্ড:	১
৯। এনআইডি/পাসপোর্ট/জন্ম নিবন্ধন নং	:	7769339644	টিআইএন/বিআইএন নং:	
মোবাইল নম্বর	:	01715-528334	ই-মেইল:	
১০। অর্থ বছর	:	২০২৪-২০২৫ নিবায়নকৃত	ব্যবসা শুরু তারিখ:	১২/০৭/২০১৮
১১। মালিকের বর্তমান ঠিকানা			মালিকের স্থায়ী ঠিকানা	
হোল্ডিং নং	:	১১৩	হোল্ডিং নং	:
রোড নং	:	০৪ ব্লক-বি	রোড নং	:
গ্রাম / মহল্লা	:		গ্রাম / মহল্লা	:
পোস্ট কোড	:	১২১৩	পোস্ট কোড	:
থানা	:	বনানী	থানা	:
জেলা	:	ঢাকা	জেলা	:
বিভাগ	:		বিভাগ	:
১২। আদর্শ কর তফসিল, ২০১৬ এর ক্রমিক নং	:			
১৩। ট্রেড লাইসেন্স ফি( নতুন/নবায়ন)				
লাইসেন্স/নবায়ন ফি	:	৮০০০	সাইনবোর্ড কর (পরিচিতিমূলক)	:
সারচার্জ	:	০	ভ্যাট	:
আয়কর / উৎসেকর	:	৩০০০	বই মূল্য	:
বকেয়া ()	:	০	ফর্ম ফি	:
সংশোধনী ফি	:	০.০০	অন্যান্য ফি	:
			সর্বমোট	:
				১৩৫২২.০০

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২৫ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা

## Our Sister Concern

01 Musa International, RL-857

07 Siddiqua Consultant, RL-1147

02 Musa Specialist Hospital Ltd.

08 Sound Lines, RL-1651

03 Musa Health Checkup Centre

09 Lamia Human Resources Development, RL-1992

04 Musa Realstate Holding Ltd.

10 Lamia Medical Health Checkup Centre

05 Musa & Co. Trading Ltd.

11 Tasfia & Lamia Travels & Tours

06 Musa Training & Testing Centre

12 TL Diagonastic & Health Checkup Center

Consultant

# Processing Flow



## What we do

- ★ Improve workers communication label.
- ★ Training and education
- ★ Arranged skill development
- ★ Work as job agent for jobseeker.
- ★ Work as recruiting partner of the employers
- ★ Any special course suggested by the employers welcome.

# High Skilled

- ★ Teacher and professors
- ★ Doctor and nurses
- ★ Engineers
- ★ Marin and ship workers Accountant
- ★ Administration and management

# Field of Work

- ★ Agro Industry
- ★ Building and General construction worker
- ★ Catering and Hotel Staff
- ★ Electrical, air condition & mechanical staff
- ★ Hospital and clinical personal
- ★ Building maintenance & service staff
- ★ Garments workers
- ★ industrial worker
- ★ Bakery workers
- ★ Service workers
- ★ Office personal
- ★ Sales personnel
- ★ Security Guards
- ★ welders & fitter

# Overview

Siddiqua Consultant is one of the most experienced and reliable manpower recruitment agencies in Bangladesh. We have been recruiting thousands of manpower in different countries.

We have responsible, knowledgeable and skilled experts and largest network around the world to provide professional and excellent services. We are unparalleled in Bangladesh when it comes to providing you with the top-notch quality training, consultancy and visa processing services. We have never let down our clients in the past and will never do in the future. We give the best effort for the clients and firmly believe that our clients are our asset.

In recruitment, we have availed almost all types of overseas jobs that can help the people to join the workforce in accordance with their skill and capability.

# Opportunities

Bangladesh may not be blessed with natural resources but is a home of enormous manpower which has a potential to catapult Bangladesh into the leading manpower exporting countries of the world. So far Bangladesh has been known for its semi-skilled and unskilled work force being sent to work abroad. But gradually we are exporting increasing number of Engineers, Doctors, IT specialists, Financial and Accounting Managers each year. This change of talent migration will soon put Bangladesh into world's leading talent hub. As there has been an economic and development renaissance in Asia, a huge demand of work force has been called upon by the countries involved in this phenomenon. Hence, to meet their demand a potential to use the underutilized labor force of Bangladesh has caught our attention. Siddiqua Consultant has been in the business of tapping human resource from Bangladesh and placing them in these countries. Using the acquired experience, Siddiqua Consultant plants to satisfy the demand of these requirements as well as contribute to the economic growth of the country by reducing unemployment and increasing the foreign exchange of the country.

# Services

## VISA ASSISTANCE

Following are the types of visas that we provide services to:

01. Employment Visa
02. Visit Visa
03. Work Permits

## TICKET ASSISTANCE:

We take the responsibility of providing the tickets for the recruits through own travel agency which is duly licensed and approved by the Government to facilitate all the required ticketing services.

# Recruitment Procedure

## **Demand Letter**

The employer I principal will formally issue a demand letter in favor of Sound Lines stating the job categories, number of workers required in each category, monthly salary, duty hours, duration of contract and other amenities for workers such as food, medical, transport, air passage, accommodation and other benefits.

## **Power of Attorney**

The employer I principal will issue a power of attorney to the Sound Lines as a true & lawful attorney and agent in Bangladesh in respect of handling all the affairs with Bangladesh Government in respect of recruitment on behalf of the employer I principal.

## **Visa Documents**

Please note that, this particular requirement of document is only applicable for Kingdom of Saudi Arabia. The employer / principal will provide visa documents (Wkala) by which the Government of the employing country allows the employer/principal to recruit such workers from Bangladesh. It shall be in original and authenticated, which will be accepted by the respective embassy.



# Embassy of Bangladesh

Riyadh, Saudi Arabia

Labour Welfare Wing

Contact: 0114195300, Ext. 401,402,403 , Email : support@beriyadh.org.

Labourwing.riyadh@beriyadh.com

## E-Demand Attestation Approval

Demand No.	252702283
CR Number	2050001536
Date	17-03-2025
Name of Company	Al Yamamah business and contracting (Closed Joint Stock Company)
Name of Recruiting agency with RL	M/S Siddiqua Consultant RL-1147
Profession	Labour,
City	Makkah, KSA
Visa No.	1304964767.
Date of Issue	28/08/1446. Hijri
Total Visa	50



Signature:.....  
Counsellor (Labour)

Consultant



# Embassy of Bangladesh

Riyadh, Saudi Arabia

Labour Welfare Wing

Contact: 0114195300, Ext. 401.402.403 , Email : support@beriyadh.org,

Labourwing.riyadh@beriyadh.com

## E-Demand Attestation Approval

Demand No.	252702681
CR Number	2050001536
Date	17-03-2025
Name of Company	Al Yamamah business and contracting (Closed Joint Stock Company)
Name of Recruiting agency with RL	M/S Siddiqua Consultant RL-1147
Profession	Labour,
City	Makkah, KSA
Visa No.	1304964765.
Date of Issue	28/08/1446, Hijri
Total Visa	100



Signature:.....  
Counsellor (Labour)

Consultant



# GOH HARDWARE & CONSTRUCTION SDN BHD

(Co. No.: 1145531-D)

Address: No.18-02, Jalan Putra 1, Taman Sri Putra, 81200 Johor Bahru, Johor, Malaysia.

Tel: 07-554 0135/2399

Fax: 07-554 2120

Email: ghc7688@gmail.com

Date : 06<sup>th</sup> March 2023

To:

**SIDDIQUA CONSULTANT**

Dhaka, Bangladesh

Recruiting Licence no. RL-1147

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM BANGLADESH**

(Ref: KSM/FWCMS/BU550000103)

We hereby appoint your company to recruit Bangladesh male workers for employment with our company and to liaise with the relevant authorities for the purpose of recruiting workers.

Our recruitment terms and conditions are as follows:

1. **Number of workers** : 101 workers
2. **Job category** : Construction Worker
3. **Age** : 20 - 40 years old
4. **Contract Period** : 3 years
5. **Salary**  
**Basic monthly salary** : RM 1,500.00
6. **Overtime** : As per Malaysia Labour Law
7. **Working days**  
Monday to Saturday, 6 days per week on a scheduled roster.
8. **Working hours**  
8 hours per day and 48 hours per week.
9. **Agency Costs**  
Bare by Employer.
10. **Accommodation**  
Provided by employer.
11. **Transportation**  
Shall be provided by employer.
12. **Government Levy and Immigration**  
The employer shall pay for the costs of levy and others. Not deduct any cost from employee.
13. **Annual Leave, Sick Leave and Public Holidays:**  
In accordance with Malaysian Labour laws :

Consultant

# Sample of Demand Letter



## DEMAND LETTER

M/S. SIDDIQUA CONSULTANT  
Lic. No. RL – 1147  
Dhaka – Bangladesh

## خطاب طلب

السادة/ صديقاً كونسوالتيفت  
ترخيص رقم: أر أل - ١١٤٧  
دكا - بنغلاديش

Please arrange to recruit the following personnel on the terms & conditions given below against the block.  
Visa Number : 1300582321  
Date of issue : 15/03/1436H

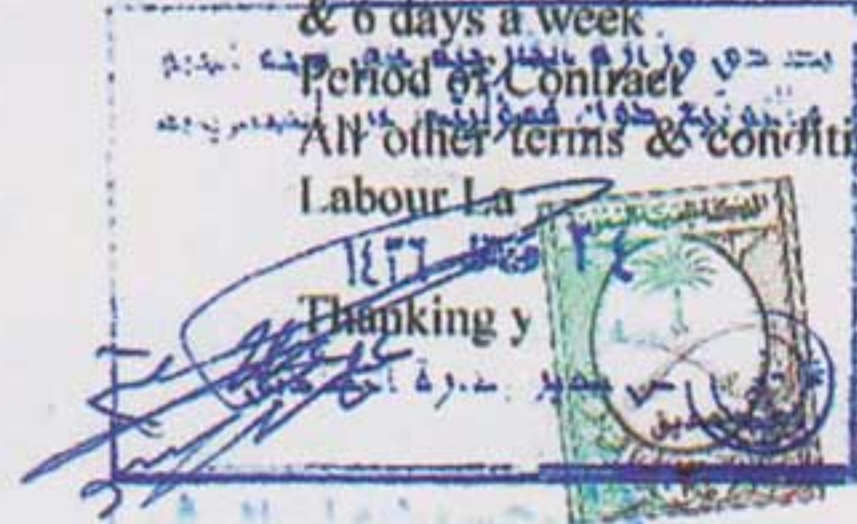
نرجو التكرم بإرسال المستقدمين حسب الشروط والموصفات الآتية: وبموجب  
التأشيرة رقم: ١٣٠٠٥٨٢٣٢١  
التاريخ: ١٤٣٦/٠٣/١٥ هـ

Category	Qty.	Salary	الراتب	العدد	المهنة
Public Building Cleaning Labour	1405	800 SR	٨٠٠ ريال	١٤٠٥	عامل تنظيف مباني عامة
<b>Total</b>	<b>1405</b>	<b>Only</b>	<b>فقط</b>	<b>١٤٠٥</b>	<b>مجموع</b>

### Terms & Conditions:

Medical, Accommodation : Free  
Transportation, Food : Free  
Air Passage Both Way : Free  
Vacation per year : 21 Days  
Working hours per day : 8 hours  
& 6 days a week  
Period of Contract : 2 years  
All other terms & conditions as per Saudi Labour Law

الشروط والموصفات:  
العلاج، السكن : مجاناً  
المواصلات، الطعام : مجاناً  
تذاكر السفر كلا الطريق : مجاناً  
الإجازة السنوية : ٢١ يوماً  
ساعات العمل في اليوم : ٨ ساعات  
و ستة أيام في الأسبوع  
مدة العقد : ٢ سنة  
وجميع الشروط الأخرى طبقاً لقوانين المملكة العربية السعودية.



General Manager

ولكم جزيل الشكر،




س.ت ١٠١٠٢٢٠٨٦٨ - رقم الضريبة ٤٢٢٢٠ - المملكة العربية السعودية - س.ب ٩٠٢٢٣ الرياض ١١٦١٢ - ت: ٠١١ ٢٢٥٥٥٥٨ - ف: ٠١١ ٢٢٥٥٥٥٧ - البريد الإلكتروني: info@alfahhad.com.sa  
C.R. 1010220868 - C.C. 43230 - K.S.A. - P. O. Box 90233 - Riyadh 11613 - Tel.: 011 2255558 - Fax : 011 2255557 - E-mail: info@alfahhad.com.sa



# Sample of Demand Letter

**AL-Yamama Company**  
For Trading and Contracting



**شركة اليمامة**  
للأعمال التجارية والمقاولات

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**Demand Letter**

M/s Siddiqua Consultant  
License No. RL-1147 - Dhaka, Bangladesh

Dear Sir

Please arrange to select and recruit the following (300) Workers, from **Bangladesh** against block no.1300371442 dated 20/02/1435H

Trade	Qty	Salary /m
General Cleaner	300	600
<b>Total (300) Three hundred only</b>		

**Food Accommodation**  
Free Free

**Medical care Transportation**  
Free Free

**Contract Duration : Three years**  
**Duty Time : 8 Hours/daily, 6 days/week**

**Return ticket:**  
The company will provide "Ticket from and to point of hire after completion of the contract period all other terms will be according to Saudi Labor law and company policy.

Thanks & Best Regards

**وليد بن عبد الله الحسين**  
**Waleed A. Al-Hussan**  
الرئيس  
**عبد الله بن حمد بن عمار العمار**  
**Abdulla H. A. Alammar**  
Chairman

**خطاب طلب**

السادة / صديقة قنصلتكم رقم الترخيص :  
آر أم ١١٤٧- دكا بنجلاديش  
تحية طيبة وبعد

بناء على تفويضنا الرسمي المقدم لكم نرجو من سعادتكم بانتخاب العمال المناسبين من بنجلاديش للعمل لدينا في المملكة العربية السعودية بموجب التأشيرة رقم ١٣٠٠٣٧١٤٤٢ وتاريخ ٢٠/٠٢/١٤٣٥هـ

المهنة	العدد	راتب شهري
عامل نظافة عامة	٣٠٠	٦٠٠
<b>الإجمالي (٣٠٠) ثلاثمائة فقط لاغير</b>		

الطعام السكن المواصلات  
مجانياً مجانياً مجانياً

مدة العقد :- ثلاثة سنوات قابلة للتجديد بمصادق وزارة الخارجية (فرع المنطقة الشرقية)  
الدوام : ٨ ساعات يومياً و٦ أيام/أسبوعياً  
تذكرة العودة:  
سوف يمنح العامل تذكرة حين استقداً  
سكنون الشروط الأخرى حسب قائم  
وسياسة الشركة  
ولكم منا جزيل

٤٢٥  
شركة  
المملكة العربية السعودية  
الرياض  
١٤٣٥  
١١٣٦١٥٣١٤

١٢٩٤٢  
١٢ / ١١ / ١١٥٧٦٩٩٨٨  
١١٣٦١٥٣١٤

ص.ب. ٢١١ - الدمام ٣١٤٥١ - المملكة العربية السعودية - س.ت. ١٥٢٦ - هاتف: ٩٦٦-٣-٨٢٦٦٤٤٤ - فاكس: ٩٦٦-٣-٨٢٧٠٠٨٩ - بريد الكتروني: info@yc.com.sa  
P. O. Box 2110 Dammam 31451 - Saudi Arabia - C. R. 1536 - Tel. Nos : 966-3-8266444 - Fax : 966-3-8270089 - E-mail : info@yc.com.sa

# Sample of Demand Letter

11/29/21, 2:04 PM

https://mybusiness.chamber.sa/EFForms/OpenLetterViewRPT.aspx

	رقم الوثيقة :	 Riyadh Chamber بوابة أصالي - خدمات التصديق الإلكتروني
	9538825	

**Member's Detail:** بيانات المشترك :  
 HAWABITH CONT. CO شركة الرقاد للمقاولات  
 Member Id : 123831 رقم العضوية : 123831  
 .C.R. No : 1010178091 رقم السجل التجاري : 1010178091  
 Tel : 0012788856 هاتف : 0012788856  
 Fax : 0112788939 فاكس : 0112788939  
 صدرت هذه الوثيقة بناء على طلب المشترك أعلاه

ATTESTED

التاريخ : 24/04/1443 هـ  
 29/11/2021 م

خطاب طلب

السيدة صديقه قنصلتنت ترخيص رقم : 1147 داكا -بنغلاديش	M/S Siddiqua consultant Lic.No-1147 Dhaka-Bangladesh
نرجو التكرم بارسال المستقدمين حسب الشروط الموصفات الآتية : و بموجب	Please arrange to recruit the following personnel on the terms & conditions . given below against the block
التاشيرة رقم : 1302254395 , التاريخ 13/03/1443:	Visa Number :1302254395 Date of issue :13/03/1443 H
المهنة العدد الراتب	Salary Qty Category
سائق شاحنة 80 800ريال	800SR 80 General Labour
فقط 80 المجموعة	Total 80 Only
الشروط و الموصفات :	:Terms & Conditions
العلاج , السكن	Free : Medical Accommodation
المواصلات والإقامة	Free : Transportation,Iqama
الطعام	Free : Food
تذاكر السفر نهاية العقد	Free : Air passage End Contract
الإجازة السنوية كل سنتان	Days 30 : Vacation per 2 years
ساعات العمل في اليوم	hours 8 : Working hours per day
مدة العقد	years 2 : Period of Contract



- تعتبر هذه الوثيقة مصدقة من غرفة الرياض ولا تحتاج توقيع او ختم
- عند تعديلها او محاولة العبث بها تعتبر لادعية وتعرض صاحبها للملاحقة القانونية
- يلزم التحقق من الوثيقة عبر الرابط <https://mybusiness.chamber.sa> أو تطبيق (سندا)
- للجهزة المحمولة او الرقم الموحد دون ادنى مسؤولية على الفرقة عن محتوى الوثيقة

ملاحظة هامة : صلاحية تقديم هذا الخطاب تنتهي في 29/05/2022

https://myb

px

1/2

Consultant



Consultant



Consultant



Consultant



Consultant



Consultant



Consultant



Consultant



Consultant

**MRS. BAHAREEN SIDDIQUA**

Proprietor



**SIDDIQUA**  
C O N S U L T A N T

Recruiting License No: 1147

**Head Office:**

House-2153, Road-49  
& North South Avenue-1,I-Extension,  
Commercial Zone, Bashundhara Dhaka.  
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Email : [siddiqua1147@gmail.com](mailto:siddiqua1147@gmail.com).

Web : [www.musagroupbd.com](http://www.musagroupbd.com)