

# ООО КОВАЛЕКС

ОГРН 1115074017849 ИНН 5036120149

141960, Московская область, г. Талдом, пгт. Запрудня, ул. Ленина, д. 1, к. 104, оф. 2

Date: 06 Octoberber 2025

## 3R Overseas Ltd

70/R, Purana Paltan Line, 4<sup>th</sup> floor,

VIP Road, Paltan, Dhaka 1000

Name: Ms. Mahfuza Afroz

L/C No. 2397



Dear Sir/ Madam,

### Letter of Demand

We are pleasure in placing with you an order for supply of manpower for the job category listed below on following terms and conditions.

No.	Job category	Q-TY	Basic salary
01	Garments operator (seamstress)	41	600 USD equivalent to Rubles

### **Terms and conditions:**

- Accommodation, Transportation and Medical facilities will be provided by the employer.
- Food will be provided by the employer.
- Working Hours shall be 08 hours per day 48 hours per week. Should not exceed 12 hours per day (from 8:00 to 20:00).
- One day per week will be given off for all employees.
- Overtime shall be paid for off duty hours and off duty days according to Russian Labor laws.
- Probation Period is three (03) months and the Contract Period is three (03) year and contract can be prolonged by agreement of the parties.
- Joining ticket will be provided by the company. Returning tickets will be provided after three (03) years contract finished. If the employee cancels the contract before the period of three (03) years, cost of returning ticket will be deducted from the salary of last 2 months, or employee can buy the returning ticket by himself.
- The employer shall undertake the full cost of the employees working resident permit.
- Medical care for work-related injuries will be provided by the employer. Employees must undergo mandatory medical examinations prior to departure from Bangladesh. Employees with problems of drug addiction, alcohol dependence and venereal diseases are not allowed to work.
- All other terms and Conditions of employment shall be in accordance to Russian Labor Law.

For and on behalf of:  
Kovalex LLC



ATTESTED

*Niaz Morshed*  
10.10.2025  
Niaz Morshed  
Counsellor  
Embassy of Bangladesh  
Moscow

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141960, Московская область, г. Талдом, пгт. Запрудня, ул. Ленина, д. 1, к. 104, оф. 2

## Special Power of Attorney

I/We KOVALEX Private Limited address at 141960, Moscow region, Taldom city, urban-type settlement Zaprudniya, ul. Lenina, House No. 1, Block 104, Office 2 in Russia company duly registered and organized under the law of Russia with commercial Registration No 1115074017849 Email Address: lipovskii@yandex.ru



Do hereby appoint, as our Recruitment Agent in Bangladesh Ms. Mahfuza Afroz Managing Director of 3R Overseas Ltd, 70/R, Purana Paltan Line, 4<sup>th</sup> floor, VIP Road, Paltan, Dhaka 1000, Bangladesh, L/C 2397 by Bureau of Manpower, Bangladesh.

I/We confer on the said Agent and his authorized representative power of attorney to undertake, on the behalf, the following:

1. All recruitment activates in Bangladesh, by the way of issuing advertisement in the media, calling for application from prospective candidates, Processing applications and interviewing candidates and any other activities incidental to recruitment on our behalf.
2. Signing documents on our behalf, including contracts of employment of special candidates,
3. I/We do understand that the conferring of this power of Attorney shall hold Ms. Mahfuza Afroz and its authorized representatives, jointly and severally liable along with the said recruitment agent, on the behalf in terms of this instrument.

In witness whereof we have executed this documents on this Company name KOVALEX Private Limited in Russia.

For and on behalf of:  
KOVALEX Private Limited

Signature



**ATTESTED**

*Niaz Morshed*  
10.10.2025

**Niaz Morshed**  
Counsellor  
Embassy of Bangladesh  
Moscow

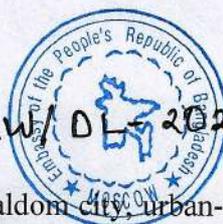
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## Guarantee Letter

ВЕМ/ЛВ/ДБ-2025-324



We KOVALEX Private Limited address at 141960, Moscow region, Taldom city, urban-type settlement Zaprudniya, ul. Lenina, House No. 1, Block 104, Office 2 in Russia hereby declare and guarantee that Bangladeshi workers will be employed in our company within the territory of the Russian Federation and under any circumstances shall not be sent to any other countries or companies other than mentioned in the demand letter. In addition to that Bangladeshi workers will be employed in our company will not be sent to the Russian-Ukraine war conflict zone to join Russian Army and take part in Russian special operation in Ukraine.

For and on behalf of:  
Kovalex Private Limited

Signature

**ATTESTED**

*Niaz Morshed*

10.10.2025

**Niaz Morshed**  
Counsellor  
Embassy of Bangladesh  
Moscow

