

Индивидуальный предприниматель Клевцова Полина Михайловна
ИНН/КПП 712800055103/ 0 ОГРНИП 304714732200052

301261 Тульская обл., г. Киреевск, ул. Зелёная, д.4-а

Р/с 40802810066060096518 БИК 047003608 К/с 30101810300000000608

Тульское отделение № 8604 ПАО Сбербанк г. Тула

г. Киреевск

Date: 14 July 2025

3R Overseas Ltd

70/R, Purana Paltan Line, 4th 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	05	600 USD equivalent to Russian Rubles

Terms and conditions:

- Accommodation, Transportation and Medical facilities will be provided by the employer.
- Food will be not provided by the employer.
- Working Hours shall be 8 hours per day 40 hours per week. Should not exceed 12 hours per day (from 8:00 to 20:00).
- Two (02) days 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 two (02) 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 two (02) years contract finished. If the employee cancels the contract before the period of two (02) 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 the employment shall be in accordance to Russian Labor Law.

For and on behalf of:
Individual Entrepreneur Klevtsova P. M.

Signature

P. Klevtsova



ATTESTED

Niaz Morshed

29.08.2025

Niaz Morshed
Counsellor & HOC/DDO
Embassy of Bangladesh
Moscow

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Тульское отделение № 8604 ПАО Сбербанк г. Тула

17 июля 2025 г.

г. Киреевск

Special Power of Attorney

ВЕМ/ЛС/06/2025-304



Embassy of Bangladesh
MOSCOW

I/We Individual Entrepreneur Klevtsova Polina Michailovna, address at 301261, Tula region, Kireevsky district, city of Kireevsk, st. Zelenaya, House 14A in Russia company duly registered and organized under the law of Russia with commercial Registration No 304714732200052 Email Address: klevcova_polina@mail.ru

Do hereby appoint, as our Recruitment Agent in Bangladesh Ms. Mahfuza Afroz Managing Director of 3R Overseas Ltd, 70/R, Purana Paltan Line, 4th 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 where of we have executed this documents on this Company name Individual Entrepreneur Klevtsova Polina Michailovna in Russia.

For and on behalf of:

Individual Entrepreneur Klevtsova P. M.



Klevtsova

ATTESTED

Niaz Morshed

29.08.2025

Niaz Morshed
Counsellor & HOC/DDO
Embassy of Bangladesh
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BEM/LW/DLG 2025-305



Guarantee Letter

We Individual Entrepreneur Klevtsova Polina Michailovna address at 301261, Tula region, Kireevsky district, city of Kireevsk, st. Zelenaya, House 14A 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:
Individual Entrepreneur Klevtsova P. M.
Signature



ATTESTED


29.08.2025

Niaz Morshed
Counsellor & HOC/DDO
Embassy of Bangladesh
Moscow