**Form BN 04 (Demand of Letter Direct Hiring)**

(Company’s Letter Head/ address, contact no. email)

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Date: ………………………………..

Permanent Secretary

Ministry of Labour

Bangkok, Thailand

Dear Sir,

I would like to recruit the following personnel/worker to work at our company: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name | Passport No. | Designation | Salary |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

I have attached herewith all the fully executed documents by the Brunei authority for your consideration.

The personnel/worker is to be recruited under the following terms and conditions of service:

|  |  |
| --- | --- |
| 1. Duration of contract: | - ……..Months/Years, renewable subject to mutual agreement |
| 2. Regular working hours: | - 8 hours per day, 26 days a month. |
| 3. Overtimes:  | - Only as per request by Employer in order to meet the  work/project schedules. Overtime will be paid on the rate  according to the Brunei Laws. |
| 4. Accommodations:  | - Provided and paid by the employer. |
| 5. Insurance for workmen’s  compensation & Medical  facilities: | - Provided and paid by employer.  |

Yours faithfully,

…………………………………………………

( …………………………………………….)

Authorized Signature and seal of Company