

Form BN 04 (Demand of Letter Direct Hiring)

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

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