

Form BN 06-1 (Demand of Letter Department of Employment Hiring)

(Company's Letter Head/ address, contact number, email)

Date:

Minister Counsellor (Labour)

Office of Labour Affairs

Royal Thai, Royal Thai Embassy

Bandar Seri Begawan, Brunei

Dear Sir,

We wish to recruit Thai personnel/worker (s) to work at our company as following details:

Location of project.....

Nature of project.....

No. of Worker (s)

Designation

Salary per month

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Qualifications

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

1. Period of contract.....

2. Accommodation.....

3. Working hours.....

4. Medical facilities.....

5. Overtime conditions.....

6. Annual leave.....

7. Insurance coverage.....

Yours faithfully,

.....

(.....)

Authorized Signature and seal of Company

Form BN 06-2 (Demand of Letter Department of Employment Hiring)

(Company's Letter Head/ address, contact number, email)

Power of Attorney

We.....

Address.....

A company registered and organized under the law of Brunei Darussalam Company Registration Number:

.....Address:

Contact number:Email:

Do hereby appoint Director-General, Department of Employment (or.....

(name of Thai overseas recruiting company) to do and perform any of all the following acts:

1. To be our true and lawful attorney and recruiting agent in Thailand for the purpose of handling all affairs concerning recruitment of Thai worker to employed by our company.
2. To sign all necessary documents and employment contracts required by the laws and regulation of Thailand.
3. To make the necessary arrangements for the worker to come to work in Brunei Darussalam
4. To delegate this Power of Attorney to another people, if necessary, for the above-mentioned purposes.

In witness whereof we have executed this document on.....

Authorized signature and company seal

.....

The Worker Qualifications and Employer Conditions of Service

Company / Employer's Name.....

Address.....

Tel:E-mail:.....

Type of Business.....

The Worker Position / SkillsTotal.....

The worker qualifications:

1. Education level and type.....
2. Professional licenses or certifications.....
3. Work experience.....
4. Languages.....
5. Gender.....
6. Age.....

The employer conditions of service:

1. Salary.....
2. Allowance.....
3. Period of contract.....
4. Accommodation.....
5. Working hours.....
6. Overtime conditions.....
7. Annual leave.....
8. Medical facilities.....
9. Insurance coverage.....