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No. 19.01.8101.700.16.005.22-1222

Date: 07 August 2025


Subject: Verification report on the demand letter in favour of M/S Mithila Air International (RL-1211)

With reference to the above, I would like to send herewith the copy of the attested demand letter along with related documents in favor of M/S Mithila Air International (RL-1211) for your kind information and necessary action. The information on the demand letter is given below:

SL No.	Name of the Sending Organization	Name of the Supervising Organization with address	Name of the Implementing Organization with address	Job specification and Number of workers
1	M/S Mithila Air International (RL-1211)	East Kanto Trade Promotion Business Cooperative Association, 1428-9 Kamiza, Sakura City, Chiba 285-0854 Japan	Andy Trading Co., Ltd. 1135 Daijuku, Sodegaura City, Chiba 299-0241 Japan	Metal Painting work  3 Persons Male

It is noted that the information on the demand letter is verified and, the implementing organization informed that it would provide salary, accommodation, and other benefits as mentioned in the demand letter.

Enclosed: As stated

  
07/08/2025  
Md. Zoynal Abedin  
First Secretary (Labour)  
Phone: +81(03) 3234-5801(Ext.201)  
E-mail: [fslabor@mofa.gov.bd](mailto:fslabor@mofa.gov.bd)

Senior Secretary  
Ministry of Expatriates' Welfare and Overseas Employment, Dhaka.  
(Attention: Joint Secretary, Employment Wing)

Copy for Information:

1. H.E. Ambassador, Embassy of Bangladesh, Tokyo.
2. Mr. Yuki Takahashi, President, East Kanto Trade Promotion Business Cooperative Association, 1428-9 Kamiza, Sakura City, Chiba 285-0854 Japan
3. Mr. Mahabub Rahman Sikder, Proprietor, M/S Mithila Air International, Baitul Khair Tower, 48/A-B Purana Paltan, 7<sup>th</sup> Floor (Room No-704), Dhaka-1000

# DEMAND LETTER

## 需要書

Date: 1. November. 2024  
日付: 2025年8月1日

M/S MITHILA AIR INTERNATIONAL (License number: RL-1211)

Address: Baitul Khair Tower, 48/A-B Purana Paltan, 7<sup>th</sup> Floor (Room No-704), Dhaka-1000.

Tel: +8801819944479 E-mail: monjumithila@gmail.com

### Demand Letter for Recruitment of Technical Interns from Bangladesh

This is to irrevocably confirm that we have appointed your company to be our lawful Attorney as three male worker suppliers for Technical Internship Program to arrange all documentation and to recruit the workers concerned for our association.

Recruitment is conditional and subject to the Approval of valid visa or work permits by Ministry of Justice Japan. Recruitments main terms and Conditions as bellow:

この度、技能実習制度にもとづく3名 男性実習生の送出し機関として貴社を任命し、これに必要な書類の手配や実習生の募集を行っていただくことをここに確認します。募集は下記の主要募集事項を満たしていること、かつ 日本国法務省による有効なビザと労働許可の発給を前提とします。採用に関する主な機関・条件は下記の通りです。

1	Number of workers 募集人数	3 person 男性 実習生 3名
2	Job Specification 仕事内容	metal painting work / 塗装作業
3	Name of implementing company 実習先	Andy Trading Co., Ltd. / アンデイトレーディング株式会社 1135 Daijuku, Sodegaura, Chiba prefecture 〒299-0241 〒299-0241 千葉県袖ヶ浦市代宿1135 電話 (Tel) : 0438-97-7676
4	Age requirement 希望年齢	18-45Years Old 18-45 歳
5	Basic Salary 基本給	Yen 186,507 /Monthly. 月給 186,507 円
6	Overtime 残業	According to Japanese Labor Law/日本の労働法令による
7	Period of Contact 契約期間	Maximum 5 years by concern Japanese Law 日本の法令に基づき最大 5 年
8	Working Hours & Days 労働時間・曜日	40 Hours a week 週 40 時間, Monday to Saturday (Depends on company calendar) 月曜日から土曜日 (会社カレンダーによる)
9	Accommodation Transportation 住居・交通費	Arrange by employer (few employers may deduct rent from salary) but transport will be free provided. / 雇用主手配
10	Food 食事	Employees own arrangement. 実習生自己手配
11	Medical benefit and deduction 医療費	According to Japanese Labor Law 日本の労働法令による
12	Social insurance/ 社会保険	Amount will be deducted by Japanese law/ 金額は日本の法律に基づいて控除します。
13	Air Ticket 航空券	Round trip ticket between Dhaka and Japan will be provided by the employer/Accepting organization ダッカ・日本間往復航空券は実習実施機関または監理団体
14	Validity 有効期限	1/8/2025 / 31日 7月 2028年

In case of death the implementing company/Accepting organization shall send back the death body to Bangladesh. /実習生死亡の場合、実習実施期間または監理団体が Bangladesh に送致する。

The technical interns change of status of residences and extension of period of stay shall be permitted by Japanese Law. If said application were not permitted by immigration bureau, the technical interns have to go back to country of origin. Basic Japanese language (at Least 350 hours) is mandatory for every technical intern.

技能実習生の在留資格もしくは在留期限の更新は日本の法により行われる。もしこれらの許可がなされなかった場合、その技能実習生は母国に帰国しなければならない。基本的な日本語の研修（最低 350 時間）を実習生全員と必須とする。

Sincerely yours,

East Kanto Trade Promotion Business Cooperative Association/  
東関東貿易促進事業協同組合



*Takahashi Yuki*

President : Yuki Takahashi / 代表理事 : 高橋 勇樹  
9-1428, Kamiza, Sakura, city, Chiba Prefecture, 〒285-0854  
〒285-0854 千葉県佐倉市上座 1 4 2 8-9  
TEL : +81 043-312-1955 FAX : +81 043-312-1956

**ATTESTED**

07/08/2029  
MD. ZOYNAL ABEDIN  
First Secretary (Labour)  
Embassy of Bangladesh  
Tokyo, Japan

MD. ZOYNAL ABEDIN  
First Secretary (Labour)  
Embassy of Bangladesh  
Tokyo, Japan



Date: 01/08/2025  
日付: 2025年8月1日

**M/S MITHILA AIR INTERNATIONAL** (License number: RL-1211)  
Address: Baitul Khair Tower, 48/A-B Purana Paltan, 7<sup>th</sup> Floor (Room No-704), Dhaka-1000.  
Tel: +8801819944479 E-mail: monjumithila@gmail.com

## POWER OF ATTORNEY 委任状

We hereby appoint and nominated **M/S MITHILA AIR INTERNATIONAL** to be our lawful as 3 (Three) trainee male worker supplier as Technical Internship Program to represent our association on matter related here in after.

当組合は以下に示す通り技能実習制度に基づく3名の男性実習生の送出し機関として**M/S MITHILA AIR INTERNATIONAL**を任命いたします。

By virtue of this appointment and nominations **M/S MITHILA AIR INTERNATIONAL** shall in respect handle all affairs concerning the recruiting attaining all relevant approvals from the country of origin to enable the said workers to be employed in Japan on behalf of our association.

当委任の効力によって**M/S MITHILA AIR INTERNATIONAL**. は、当組合に代わり当該実習生の日本での雇用を可能とするためのバングラデシュでの関連許認可を含め、技能実習制度のもと採用と送り出しにかかわるすべての事項を取り扱うものとします。

This appointment and authorization are solely meant for the recruiting and the supply of workers under Technical Internship Program from Bangladesh which will include among others the submission of application to obtain all other relevant approval for recruiting permission to bringing the workers from Bangladesh to Japan.

当委任は、技能実習制度の基で行う雇用と送り出しに限定されるものとします。すなわち、本国労働当局への申請書類の搬出、在バングラデシュ日本大使館とのビザ取得にかかる業務、実習生をバングラデシュから日本へ送り出すために必要となるあらゆる許認可の取り付けを委託するものであります。

In witness whereof we have executed this power of Attorney dated November 10, 2024.  
ここに署名をもって2025年8月1日付で当委任状を発行する。

Yours truly,

East Kanto Trade Promotion Business Cooperative Association/  
東関東貿易促進事業協同組合

President: Yuki Takahashi/代表理事: 高橋 勇樹

9-1428, Kamiza, Sakura, city, Chiba Prefecture, 〒285-0854  
〒285-0854 千葉県佐倉市上座1428-9  
TEL: +81 043-312-1955 FAX: +81 043-312-1956  
Seal of Supervising Organization



*Takahashi Yuki*

**ATTESTED**

07/08/2025  
MD. ZOYNAL ABEDIN  
First Secretary (Labour)  
Embassy of Bangladesh  
Tokyo, Japan