

**Ref: ISD/Expat Teacher/ /2014**

**February, 2014**

Name: .....

Address: .....

Dear .....

Welcome to Bangladesh as a new teacher for the International School Dhaka. This letter will cover many of the aspects of getting started as a new teacher and will accompany other forms that will be necessary for getting you started in your new position.

**1. Employment**

**Long Contract.**

Your Employment Contract is attached in two copies.

Please check your name spelling, your address, the point of hire, the salary and let me know if anything differs from our understanding at interview/appointment. The point of hire is used as the basis for your beginning and end of contract air fares, as well as your mid contract travel allowance. These papers pass through many hands and errors do creep in!

Please read carefully and sign both copies in all cases. **Return one copy of each to the CEO and keep one copy of each for your records.**

**Short Contract (Please sign these and return one copy/retain the second for E visa)**

There is a pair of short contracts that only have the Employment Agreement. You are to sign them both and send one copy with your application for an E-visa. The second copy is to be returned to the school to be used to get your work permit processed by the time you arrive in Bangladesh.

**2. Medical Enrolment Form**

The school will register you with International School Employees Benefit Plan, provided through MSH International in Canada. When you arrive in Dhaka, you will receive your access code and password to enable you to manage the programme on line.

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### **3. Visa Application Form and Letter of Invitation**

A Letter of Invitation for your visa, together with copy of the Board of Investment approval, will be sent in **July** 2014.

This Letter should be included with your visa application to the Bangladesh Embassy/High Commission with a request for issuance of a six-month, multiple-entry “E Category” Visa. Keep the second copy of the Letter of Invitation for your own records.

**You should apply for the visa in July, because a six or three month visa begins to expire from the date it is issued, not your date of arrival in Bangladesh!**

The cost of the visa will be refunded to you on your arrival.

Once you have obtained the visa, kindly fax a copy to the Business Manager at ISD on Fax No. (880 2) 840 1622, or scan and email to babar@isdbd.org

### **4. Customs Declaration Form and Baggage Instruction**

As a person entering Bangladesh for the first time on an “E”-visa, you should bring a completed customs form and, if possible, have it stamped at entry. The form declares your intention to import your personal effects as unaccompanied goods and is needed to clear your goods. You will need

- A completed customs declaration form – FORM ‘A’
- A copy of your packing list with a value for each item on the list. (For example, 1. Used Men’s/Women’s clothing value- \$ 125. 2. Bed sheets, towels and table clothes value- \$100.)
- A copy of the Bill of Lading (B/L) for the shipment of your goods. (***This B/L may not be with you at the time when you are entering Bangladesh as your shipment may not have been effected them. This B/L your Shipper will send only when the shipment/the vessel has sailed for Bangladesh.***) A copy of this can be attached to the Customs declaration form.
- Please mention in the invoice/bill that all items are ‘USED PERSONAL EFFECTS’ and of ‘NO COMMERCIAL VALUE’.

If you get the form stamped on entry you will save a second trip to the airport customs office in the first weeks of school! If you have trouble upon arrival getting this stamped in Customs, please do not panic and simply exit the airport. We will fix later.

**Instructions:**

- a. Complete the form, using the packing list and declared value of the goods which you should carry with you as you enter.
- b. When you pass immigration and after you collect your bags, you will see customs men sitting at a row of tables in front of the exit doors. Approach one of them and show them the form. They will enter the declaration in their book and will stamp the form, placing ref. numbers, seal and signature.
- c. Give the stamped form to Mr. Syed M. Babar, on your first day at the School.

**5. Travel and Entry Form for Immigration**

When you land at Dhaka airport the cabin crew will give you two forms. One is the card for immigration and the second is a declaration for customs for luggage brought on the aircraft.

- a. Fill out the landing card and use as your Bangladesh address:  
**C/o. International School Dhaka, Plot 80, Block E, Bashundhara R/A, Dhaka-1229, Bangladesh.**
- b. For the employer's name and address use:  
**STS Educational Group Ltd, House 8/A, Rd 143, Gulshan-1, Dhaka-1212.**
- c. The baggage declaration form is necessary but if you are a foreigner the airport customs will generally wave you through the normal customs check without opening your bags. Unfortunately, you will get a thorough customs inspection of your shipment that arrives unaccompanied, hence the need to have the unaccompanied baggage form stamped on your way out. (See section 4)

**6. Air Tickets**

We will have either a paper ticket or an e-ticket confirmed and sent to you as soon as we know you have a visa and we have your signed contract in hand. You do not need to purchase a ticket.

**Please inform our HR Officer ([hr@isdbd.org](mailto:hr@isdbd.org)) or Mr. Syed M. Babar, Business Manager, ([babar@isdbd.org](mailto:babar@isdbd.org)) International School Dhaka of your preferred departure time and city in order to reach Dhaka on August 3rd or 4<sup>th</sup>, 2014 for the new staff orientation programme which begins on Tuesday, August 5<sup>th</sup>, 2014. Please do not plan an earlier arrival as transport and accommodation will not be available due to Eid Celebrations. We have a great orientation programme planned for you.**

If you have any questions about your travel, please contact our Business Manager, Mr. Syed M. Babar Mobile number +8801199868782. You will be met at the airport by a Member of the Leadership Team and taken directly to your apartment, which will be cleaned, furnished and ready for you.

## 7. **Baggage**

Your total allowance is **as per your contract**. This sum should cover packing, shipping, insurance and customs clearance. Any charges over the allowance will be charged to you. Note that you will have to pay the shipping company and will be reimbursed on arrival in Dhaka on presentation of receipts. You should aim to use 2/3 of the allowance to ship the goods, leaving about 1/3 for customs and clearing charges in Dhaka. Remember electrical items attract duties even if the items are used. **Keep a packing list with valuations for insurance purposes. Insure the shipment for the full value, but try to pay the charges separately and keep the receipt.**

### **Ship to Address:**

You should ship your goods addressed to:

**Mr. / Ms. ....**

**International School Dhaka**

**Plot 80, Block E**

**Bashundhara R/A, Dhaka 1229**

**Bangladesh**

**Phone: (8802) 8401101-7**

**Fax: (8802) 8401622**

### **How to Ship:**

Please ship your goods “**Door to Port**”. Our agents will clear your goods from either the port or the airport and bill the school directly. The school utilizes the services of **Homebound Packers & Shippers Ltd.** in Dhaka and your chosen shipping company should contact Homebound as follows:

**Mr. Henry Jacob**

**Sr. Executive Director**

**Homebound Packers & Shippers Ltd.**

**SWA 26, Gulshan Avenue South, Gulshan, Dhaka 1212, Bangladesh**

**Tel: (880 2) 8811021-2, 9894745-50**

**Mob: 01199-862516**

**Fax: (880 2) 8823519 & 8823416**

**Email: [henry.jacob@homeboundbd.com](mailto:henry.jacob@homeboundbd.com)**

Prior contact with Homebound will facilitate delivery of your belongings.

*Note: Bangladesh Customs levy duties on all items/goods with the exception of personal use computers and educational text books. There are no custom duties on these items.*

*It is advised you hand –carry small electrical items (if any) with you to avoid unnecessary charges. Homebound can advise you on this issue, as can our existing staff members.*

*Remember that the two copies of Baggage Declaration Form for your unaccompanied baggage need to be completed and stamped by customs on arrival at Dhaka airport (see section 4 above). Please note that all shipments By Air / or by Sea are to be consigned in your personal names, and these should be marked in the shipping invoices as “USED PERSONAL EFFECTS.” and of “NO COMMERCIAL VALUE”*

*Please note that your unaccompanied goods may not be delivered until October, dependent on their point of origin, method of transport and customs inspection.*

#### **8. Personal Photos**

Please send at least 10 passport-sized photos of yourself and of your family members if they are joining you in Bangladesh. We will need them for work permit applications and International School Dhaka ID Cards.

#### **9. Return of Signed Contract and other Documents**

- a. **If you have access to a reliable postal system then post your contract and documents to our mail drop in the UK** and the packet will be delivered to Bangladesh using the school courier system:

**Syed M. Babar  
C/o Dhaka bag  
Knightsbridge Schools International  
124/128 Barlby Road  
Unit 43  
London  
W10 6BL, UK.**

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- b. If you do not have a good postal service and need to send your documents by courier then send them by DHL or FEDEX direct to the school at:

Syed M. Babar  
Business Manager  
International School Dhaka  
Plot 80, Block E  
Bashundhara R/A, Dhaka-1229  
Bangladesh. Tel: 880 2 8401101-7 Fax: 880 2 8401622  
Mob # 01199868782

#### **10. Other Issues**

**Email contact:**

- a. Business Manager: Syed M. Babar : ([babar@isdbd.org](mailto:babar@isdbd.org))  
b. HR Officer: Farzana Ahmed : ([hr@isdbd.org](mailto:hr@isdbd.org))

#### **11. Vaccinations and Travel Insurance**

In general we do not reimburse travel insurance and vaccinations. However the school does have access to the Apollo Hospital in Dhaka and we advise that you consult your doctor and get your vaccinations in Dhaka after arrival. Tetanus, Typhoid and Hepatitis A and B are recommended.

The vaccinations are inexpensive in Bangladesh as they are heavily subsidised by WHO and the Government.

#### **12. Start-Up Kits**

We provide a “start up” kit of basic sheets, towels crockery etc, but you may like to pack some of these items in your accompanied luggage to use until your unaccompanied baggage arrives. You will also arrive to find some food and beverages in your fridge so that you can prepare breakfast on the first day and a second meal later. Your apartment will also be furnished with the first two bottles of drinking water, which can later be replaced as needed, through a convenient system of ordering and billing. We will provide you with a SIM card, and recommend that you have an unlocked phone – if you do not, they can be obtained relatively cheaply in Dhaka. Please email our HR Officer, Farzana Ahmed ([farzana.ahmed@isdbd.org](mailto:farzana.ahmed@isdbd.org)) with your cell phone details so that an appropriate SIM card will be available immediately upon arrival in Dhaka. We will provide a cash advance of the Taka equivalent of US\$1,000, which is repayable over the first year of your contract.

Yours sincerely,

**Craig Salmon**  
Chief Executive Officer

C.C: 1) Business Manager-ISD

„ 2) HR Officer – ISD.