

## AGENCY RELATION FORMAT

Company Registration  
Number:

Date:

Resolved that the following Account Holder of xpat system of Ministry of Economic Development is to be associated to our Recruiting Agency (Permit Number -----) to submit applications online regarding quota and and employment approval on behalf of this Agency.

Name:

ID card No:

Designation:

Record card No:

This resolution is duly passed by the Board of Directors of the company on (Date""), and is signed by the following directors, which meeting the quorum of the Board for this Resolution.

Director Name:

Director Name:

Designation:

Designation:

ID card No:

ID card No:

Signature:

Signature:

Mobile:

Mobile:

Email:

Email:

Company Secretary

Company Seal:

Name:

Signature:
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### Required Documents for Companies

1. Board of Resolution (Original )
2. Company Registration (Original & Copy)
3. Directors ID card Original & Copy (Minimum 2 Directors /( PP Color Copy Foreigners only )
4. Memorandum of Association Original & Copy (M O.A )
5. Articles of Association Original & Copy (A.O.A )
6. Job Reference Letter ( if Account Holder is not a Director )
7. Address change Letter from Economic Ministry ( if Letter Head Address Differ from Registered Address )

### Note:

one of the signed Directors should be present at Ministry of Economic Development for verification, while submitting the