

Kazi Farms Group  
Kazi Farms Limited

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Ref: KFG/HR/2015/372

Inter Office Memo

Sub: Regarding workers passport handover in HRD, Head Office

Date: April 19, 2015

This is to inform all concerned that as per Management decision all Bangladeshi workers/employees working at Buraimi Model Poultry Farm, Oman are being instructed to report in HRD, Head Office and hand over their passport right after their arrival in Bangladesh.

Furthermore, they will have to collect their passport from HRD, Head Office before departure from Bangladesh for joining back in Oman after his/her leave. Hence, all concerned are requested to follow the above with immediate effect.

Kazy Galum

Director

Kazi Farms Group

Copy to:

1. All concerned employees

2. Office copy

Nayanpur Hatchery & Farms :

Nayanpur, Chawkpara,

Sreepur, Gazipur.

Sylhet Hatchery:

Zaman Cottage

Mazar Road, Sylhet.

Chittagong Hatchery : Barabkondu, Sitakundu Chittagong.

Feed Mill:

Salandar, Thakurgoan.