

Ref: KFG/HR/2018/0226

Office Circular

Kazi Farms

Date: June 2, 2018

Subject: Regarding loss of Identity Card (Management & Non- Management Employees).

This is to inform all employees of Kazi Farms Group that re-issue of identity card will cost Tk. 50 in case of loss or damage and this amount will be deducted from employee's salary. This is as per Bangladesh Labor Rule 2015, Sec: 19(6). Also please note that, the cost of reissuing identity card arising due to employee transfer, non- functioning of ID card chip and change of identity card for promotion purpose etc. will be borne by the company.

This is to be effective immediately.

Director

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Kezz Gorlink

Garlin Hoven

Kazi Farms Group

CC:

Concerned Employees

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Office copy

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