

**PROCEDURE FOR ATTESTATION OF POWER OF ATTORNEY (POA)
AND DEMAND LETTER FOR PAKISTANI LABOR RECRUITMENT BY
ROMANIAN COMPANIES**

Process of Attestation

1. The Romanian entity/company will submit Power of Attorney (PoA) and Demand Letter to the Consular Section of the Embassy of Pakistan, Bucharest along with all the required documents directly, duly notarized and attested by the Romanian Chamber of Commerce and Industry as well as the Ministry of Foreign Affairs of Romania. PoA and Demand letters are to be submitted as separate documents on Letter Head of the company. These documents have to be prepared in both English and Romanian languages.
2. Power of Attorney (PoA) and Labor Demand Letter has to be addressed by the owner of the Romanian company to the Overseas Employment Promoter in Pakistan.
3. The Embassy of Pakistan, Bucharest will not process any PoA and Labor Demand Letter submitted by any recruitment company/ consultant/ consultancy firm in Romania acting on its own behalf or that of a Romanian company.
4. Once the PoA and Labor Demand Letter is submitted, the Embassy of Pakistan, Bucharest will scrutinize the required documents and convey if there is any unfulfilled documentary requirement to the Romanian company within 03 working days of submission of PoA and Labor Demand Letter.
5. While submitting the PoA and Labor Demand letter along with required documents, the employer will also submit the Certificate issued by the employment agency in whose territorial jurisdiction the employer has its headquarters with regard to the vacancy available to the vacant work communicated by the employer according to Romania's legal provisions as well as a certificate from relevant Romanian authorities confirming that the employer was not punished or sanctioned for undeclared work; illegal employment or violation of any individual labor contract in the past.
6. The Labor Demand letter not mentioning the minimum requirements as reflected in the Mission's sample Demand letter will not be entertained for attestation purposes of signatures of Ministry of Foreign Affairs of Romania.

7. Once the PoA and Demand Letter along with the required documents are found in order and the concerned Romanian company interested in hiring labor from Pakistan is informed of the same, the owner of that company or its employed representative duly authorized by the owner/Board of Governors of the company, whoever has actually signed the PoA and Labor Demand letter, will be required to personally appear at the Embassy for attestation of signatures of the Ministry of Foreign Affairs of Romania, as per the appointment date and time.

Timeframe

The indicative timeframe for completion of the above procedure is seven (07) working days subject to fulfillment of all conditions and documentary requirements as mentioned above.

Charges for Attestation:

US \$30 per document to be deposited in the following bank account of the Embassy of the Islamic Republic of Pakistan, Bucharest:

Title of Account: Embassy of Pakistan
Account No. RO02 UGBI 0000 0120 3789 2USD
Bank: Garanti Bank, Calea Dorobanti, Bucharest

For details on labor recruitment process from Pakistan, kindly visit the following official website of Bureau of Emigration & Overseas Employment, Government of Pakistan:

<https://beoe.gov.pk/>

DRAFT DEMAND LETTER

Date:

To:

M/s.....(mention the name of authorized OEP in Pakistan along with its valid license number; complete address in Pakistan; and contact details)

Subject: Demand letter for the recruitment of (mention name of workers) workers from Pakistan in (mention sector)

Dear Sir/ Madam,

We hereby appoint your company to recruit and collect relevant CV's with Medical of Pakistani _____workers for employment with our company and to liaise with relevant authorities in Pakistan concerning this recruitment.

No.	Job Description	No. of Persons Required	Net Salary (Minimum of Euro 500/-)
1.			

Mandatory Terms & Conditions for Recruitment

1.	Age	
2.	Salary	Minimum of Euro 500/- per month
3.	Increment	Based on performance
4.	Allowances	Based on performance
5.	Period of contract	2 years and extendable on mutual agreement
6.	Accommodation	Provided by the employer
7.	Food ticket per working day	Provided by the employer
8.	Medical facilities	As per Romanian labour law
9.	Payment of insurance premium	Paid by the employer
10.	Annual Medical Examination	Paid by the employer
11.	Joining tickets for Romania from Pakistan	Paid by the employer
12.	Return tickets (both on completion of contracts; or termination of the contract at any stage)	Paid by the employer
13.	Normal working hours	08 hours per day/ 5 days per week
14.	Overtime allowance	As per Romanian labor law
15.	Payment of Salary Tax and Levy	Paid by the employer

16.	Death compensation allowance	As per the Romanian labor law
17.	Annual leave and holidays	As per Romanian labor law
18.	Transport from accommodation to workplace and back	Provided by the employer
19.	Repatriation of terminated workers	Paid by the employer
20.	Repatriation of sick, disabled workers	Paid by the employer
21.	Repatriation of dead bodies	Paid by the employer
22.	Safety clothes and equipment of protection	Provided by the employer
23.	Worker termination notice by employer	One month advance notice
24.	Place of work	Address of work site in Romania

Kindly arrange to recruit the above mentioned categories at the earliest.

Thanking you.

Yours faithfully,

(Name of the Employer)
(Designation)