



District Employment and Manpower Office (DEMO)

Documents Submitted by the Applicant

1. **Application Tracking no. :** _____

2. **The following information /documents are submitted (please put \checkmark mark)**

- a) Photocopy of deceased passport including the immigration departure page,
- b) Original/attested photocopy of airways bill,
- c) Death certificate from concerned High commission or embassy of Bangladesh (if any),
- d) Heirship certificate (which includes heir name, age and signature/fingerprint) issued by local chairman/commissioner,
- e) 2-passport size photos of authorized cheque receiving person(s); attested jointly by local chairman/commissioner and DEMO official,
- f) 2-passport size photos of each heir; attested jointly by local chairman/commissioner and DEMO official,
- g) Distribution 'Far-az-nama' of one time compensation (Tk. 100,000/ 200,000) / regular salary dues/ insurance/ compensation etc from a renowned advocate in his Letterhead pad,
- h) An 'indemnity bond' of Tk. 300/- on non-judicial stamp from a judicial magistrate/ executive magistrate/notary public of the deceased home district.
- i) A 'power of attorney' (for one time financial assistance & compensation) of Tk. 300/- on non-judicial stamp from a judicial magistrate/ executive magistrate/notary public of the deceased home district.
- j) 'Guardianship certificate' of immature children (if any) from district Judge/family court of the deceased home district

3. **Heirs detailed information (to be verified by DEMO)**

A. a) Name: _____ b) Relationship: _____
 c) Address: _____
 d) Amount (Tk.) : i) Burial: _____, ii) One time: _____, iii) Compensation: _____
 iv) Salary dues: _____ v) Others: _____
 e) Cheque receiver: YES/ NO f) Photo:

B. a) Name: _____ b) Relationship: _____
 c) Address: _____
 d) Amount (Tk.) : i) Burial: _____, ii) One time: _____, iii) Compensation: _____
 iv) Salary dues: _____ v) Others: _____
 e) Cheque receiver: YES/ NO f) Photo:

C. a) Name: _____ b) Relationship: _____
 c) Address: _____
 d) Amount (Tk.) : i) Burial: _____, ii) One time: _____, iii) Compensation: _____
 iv) Salary dues: _____ v) Others: _____
 e) Cheque receiver: YES/ NO f) Photo:

(To add more heirs, please use similar format on the next page)

Date: _____

Applicant's signature