



BISON MANAGEMENT CORP.

POEA ACCREDITATION REQUIREMENTS





INITIAL REGISTRATION





INITIAL REGISTRATION REQUIREMENTS For Clients Accreditation

SPECIAL POWER OR ATTORNEY

  **سفارة جمهورية الفلبين**
Embassy of the Republic of the Philippines


ACKNOWLEDGMENT

BEFORE ME, **ROMULO VICTOR M. ISRAEL, JR.**, Second Secretary and Consul in and for the Philippine Embassy, Riyadh, Kingdom of Saudi Arabia duly commissioned and qualified at the Philippine Embassy on this **13th day of January 2010** personally appeared * **TARIQ B. ABDULKAREEM** * to me the same person(s) who executed the annexed instrument and, being informed by me the contents of said instrument, acknowledged before me that he/she executed the same of his/her own free will and deed.

The said party, together with the two instrumental witnesses, signed at the foot of the instrument. This document together with this acknowledgement is composed of two (2) pages.


For the contents of the attached documents, the Philippine Embassy assumes no responsibility.

IN WITNESS WHEREOF, I have hereunto set my hand on these presents and affixed hereto the seal of the **Philippine Embassy, Riyadh, Kingdom of Saudi Arabia** this **13th day of January 2010**.

 **ROMULO VICTOR M. ISRAEL, JR.**
Consul

Doc. No.: 601
Svc. No.: 001783
O.R. No.: 104510
Series of 2010

E-mail: filembry@sbm.net.sa - Website: www.philembassy-riyadh.org filembry@sbm.net.sa برريد الكتروني: www.philembassy-riyadh.org موقع الانترنت:
11633 الرياض 11633 المملكة العربية السعودية. تلفون: 848 3269 / 848 3268 / 848 3267 / 848 3266 / 848 3265 / 848 3264 / 848 3263 / 848 3262 / 848 3261 / 848 3260 فاكس: 488 3945
P. O. Box 94366, Riyadh 11693 Kingdom of Saudi Arabia - Tel.: 482 3559 / 480 1918 / 482 4254 / 482 3615 / 482 1577 / 482 0507 / 482 1802 - Fax: 488 3945

 **AL SHERA'A AIR CONDITIONING**
شركة الشرايع للمبيات والتجارة للتكييف

P.O.Box: 85278
Riyadh 11691
Kingdom of Saudi Arabia

Tel. : 453 4000
Fax : 453 2919
www.alshera.com.sa
Webmaster@alshera.com.sa

سجل التجاري 10101-11691
رقم التسجيل 10137


SPECIAL POWER OF ATTORNEY




I, **TARIQ B. ABDULKAREEM** OF LEGAL AGE CITIZEN OF SAUDI REPRESENTED IN THE CAPACITY AS GENERAL MANAGER OF AL-SHERA'A FOR MAINTENANCE AND TRADING WITH OFFICE ADDRESSES PO 85278 RIYADH 11691/DO, HEREBY APPOINTEE: BUSINESS ADDRESS **M/S BISON MANAGEMENT CORPORATION, BMH CENTRE, 3963 YAGUE ST., BRDY, STA. KRIZ, MAKATI CITY, PHILIPPINES, (REGARDING MANPOWER REQUEST NO.# 1 DATED 09/01/2010 OF AL-SHERA'A FOR MAINTENANCE AND TRADING COMPANY)** TO DO AND EXECUTE ALL OR ANY OF THE FOLLOWING ACTS DEEDS OR THIS WE FULLY MIGHT DO, OR COULD DO IF PERSONALLY PRESENT:

1. TO REPRESENT OUR COMPANY BEFORE ANY AND ALL GOVERNMENT AND PRIVTE OFFICE/ AGENCY IN THE PHILIPPINES
2. TO ENTER IN ANY AND ALL CONTRACT WITH ANY PERSON CORPORATION, INSTITUTION OR IN ENTELY IN A JOINT VENTURE OR A PARTNER IN THE RECRUITMENT AND HIRING INCLUDING MAKING THE NECESSARY STEPS TO FACILATE THE DEPARTURE OF THE RECRUTED WORKERS.
3. TO SIGN, AUTHENTICATE AND DELEVER ALL DOUCMENTS NECESSARY TO COMPLETE ANY TRANSACTION RELATED TO SUCH RECRUITMENT AND HIRING INCLUDING MAKING THE NECESSARY TO FACILATES THE DEPARTURE OF THE RECRUTED WORKERS.
4. TO BRING SUIT DEPND AND ENTER INTO COMPROMISE IN MY NAME STEAD IN LITIGATION BROUGHT FOR OR AGAINST US (OUR COMPANY) IN ALL MATTERS INVOLVING THE EMPLOYMENT OF THE FILIPINIO CONTRACT WORKERS FOR MY SELF (OUR COMPANY)
5. TO ASSUME JOINTLY AND SOLIDARILY WITH THE UNDERSIGNED (OUR COMPANY) ANY LIABILITY THAT MAY ARISE IN CONNECTION WITH WORKERS RECRUITMENT AND/OR IMPLEMENTATION OF EMPLOYMENT CONTRACT AND OTHER TERMS AND CONDITIONS OF THE APPOINTMENT AS DEFINED AND SPELLED OUT IN ATTACHED AGREEMENT WHICH WE HAVE PREVIOUSLY EXCLUTED.

HEREBY GRANTING ONTO MY/OUR SAID REPRESENTATIVES FULL POWER AND AUTHORITY TO EXCUTE PERFORM WHATSOEVER REQUEST OUT PROPER TO BE DONE IN ABOUT THE PREMISES AS FULLY TO ALL INTENTS AND PURPOSES, AS I MIGHT OIT COULD LAWFULLY DO IF PERSONALLY PRESENT AND CONFIRMING ALL THAT MY APPOINTED LEGAL REPRESENTATIVE ALL HIS SUBTITUTE SHALL LAWFULLY DO OR CAUSE TO BE DONE UNDER AND BY VERTUE OF THIS PRESENTS.

SIGNATURE _____
ID DATE _____
ENDORSEMENT AND AUTHORIZATION _____
WITNESS _____

 **CONTROL No. V5-0054**
O.R. No. 671898
VERIFIED
MUSTICO SM. DELA FUENTE
Labor Attache, POLY-TRADING
Date: 12 JAN 2010





INITIAL REGISTRATION REQUIREMENTS

JOB ORDER/MANPOWER REQUEST

AL SHERA'A AIR CONDITIONING
 شركة الشراة للتكييف والتجارة
 P.O.Box:85278
 Riyadh 11691
 Kingdom of Saudi Arabia
 Tel.: 453 4000
 Fax: 453 2919
 Webmaster@alsheraa.com.sa

MANPOWER REQUEST NO. 1

M/S BISON MANAGEMENT CORPORATION
 BMH CENTRE, 3963 YAGUE ST.,
 BRGY. STA CRUZ, MAKATI CITY
 PHILIPPINES
 Tel. (+632) 758-11-59/60/61/63/64
 Fax. (+632) 729-7116

Dear Ms. Jamaliah M. Zamudio
 MAY WE REQUEST YOUR GOOD OFFICE TO RECRUIT THE FOLLOWING PERSONAL FOR
 JOB OPENING AGAINST OUR BLOCK VISA # 1102292687
 DATE: 19/11/1430 AS PER ATTACHED VISA COPY

CATEGORY	#REQUIRED	SALARY
GENERAL MECHANICAL ENGINEER	1	US\$ 1000

Total: (1 Visa) One Visa Only

BASIC TERMS & CONDITION

CONTRACT DURATION	TWO YEARS
SITE OF EMPLOYMENT	RİYADH
WORKING HOURS	MAXIMUM (8) HOURS A DAY
ACCOMODATION	PROVIDED BY THE COMPANY
FOOD ALLOWENCE	SR(200) TWO HUNDRED SAUDI RIYAL
MEDICAL TREATMENT	PROVIDED BY COMPANY
AIR TICKET	PROVIDED BY COMPANY

OTHER TERMS & CONDITION ARE ACCORDING TO THE APPROVED EMPLOYMENT CONTRACT AND AS PER SAUDI LAW.

BEST REGARDS
 TARIQ B. ABDULKAREEM
 GENERAL MANAGER
 AL-SHERAA FOR MAINTENANCE AND TRADING
 09 Jan 2010

Control No. **Vs-0054**
 O.R No. **671398**
VERIFIED
 JUSTICO SM. DELA FUENTE
 Labor Attach. POLE, RIYADH
 Date: **12 JAN 2010**

RECEIVED 12 JAN 2010





EMPLOYMENT CONTRACT

AL SHERA'A AIR CONDITIONING
شركة الشرق للصيانة والتجارة

PO.Box: 85278
Riyadh 11691
Kingdom of Saudi Arabia

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(To be printed on the company letterhead)

Department of Labor and Employment
Philippine Overseas Employment Administration

وزارة العمل والتوظيف
إدارة القبول للتوظيف عبر البحار

عقد العمل للتوظيف للمهن المختلفة

STANDARD EMPLOYMENT CONTRACT
FOR VARIOUS SKILLS

This employment contract is executed and entered into by and between

A. EMPLOYER: Al-Shera'a Air Conditioning Co.

Address: Riyadh
P.O. Box No. 85278 Riyadh 11691
Tel No. 4534000 Fax No. 4532919

ص. ب. 85278
رقم هاتف: 4534000 فاكس: 4532919

B. Represented in the Philippines by:
Name of Agency: Bison Management Corporation
Address: St. Basil Sta. Cruz, Marikina City
Tel No. (+652) 7581159

اسم مكتب الاستقدام: Bison Management Corporation
العنوان: St. Basil Sta. Cruz, Marikina City
هاتف رقم: (+652) 7581159

C. Employee:
Civil Status: _____
Passport No. _____
Date & place of issue: _____
Address: _____

ج. الموظف:
الجنسية: _____
رقم الجواز: _____
تاريخ ومكان الإصدار: _____

Voluntarily binding themselves to the following terms and conditions:

وإن التزم الطرفان طواعية بالأحكام والشروط التالية:

1. Site of Employment: Riyadh
2. Contract Duration: Two years commencing from Employee's departure from the point of origin to the site of employment.
3. Employee's Position: As per demand letter
4. Basic Monthly Salary: _____
5. Regular Working Hours: Maximum Eight (8) hours per day, six days per week.
6. Overtime Pay:
For work over regular working hours: X 150%
For work on designated rest days and holidays:
As per Saudi Labor Law

موقع العمل: 1- Riyadh
مدة العقد: 2- Two years ابتداء من مغادرة الموظف من نقطة المنشأ إلى موقع التوظيف.
المسمى الوظيفي: 3- As per demand letter
الراتب الشهري الأساسي: _____
الحد الأقصى لساعات (أ) ساعات يومياً
ساعات العمل الإضافية بعد ساعات العمل الرسمية: _____
ساعات العمل الإضافية في أيام فرياً وفترات العطلة حسب نظام العمل
معدل العمل الإضافية: _____
RUSTICO SM. DELA PUENTE
Labor Attaché, POLO RIYADH
Date: 12 JAN 2010

INABA

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Department of Labor and Employment
Philippine Overseas Employment Administration

وزارة العمل والتوظيف
إدارة القبول للتوظيف عبر البحار

عقد العمل للتوظيف للمهن المختلفة

STANDARD EMPLOYMENT CONTRACT
FOR VARIOUS SKILLS

This employment contract is executed and entered into by and between

A. EMPLOYER: Al-Shera'a Air Conditioning Co.

Address: Riyadh
P.O. Box No. 85278 Riyadh 11691
Tel No. 4534000 Fax No. 4532919

ص. ب. 85278
رقم هاتف: 4534000 فاكس: 4532919

B. Represented in the Philippines by:
Name of Agency: Bison Management Corporation
Address: St. Basil Sta. Cruz, Marikina City
Tel No. (+652) 7581159

اسم مكتب الاستقدام: Bison Management Corporation
العنوان: St. Basil Sta. Cruz, Marikina City
هاتف رقم: (+652) 7581159

C. Employee:
Civil Status: _____
Passport No. _____
Date & place of issue: _____
Address: _____

ج. الموظف:
الجنسية: _____
رقم الجواز: _____
تاريخ ومكان الإصدار: _____

Voluntarily binding themselves to the following terms and conditions:

وإن التزم الطرفان طواعية بالأحكام والشروط التالية:

1. Site of Employment: Riyadh
2. Contract Duration: Two years commencing from Employee's departure from the point of origin to the site of employment.
3. Employee's Position: As per demand letter
4. Basic Monthly Salary: _____
5. Regular Working Hours: Maximum Eight (8) hours per day, six days per week.
6. Overtime Pay:
For work over regular working hours: X 150%
For work on designated rest days and holidays:
As per Saudi Labor Law

موقع العمل: 1- Riyadh
مدة العقد: 2- Two years ابتداء من مغادرة الموظف من نقطة المنشأ إلى موقع التوظيف.
المسمى الوظيفي: 3- As per demand letter
الراتب الشهري الأساسي: _____
الحد الأقصى لساعات (أ) ساعات يومياً
ساعات العمل الإضافية بعد ساعات العمل الرسمية: _____
ساعات العمل الإضافية في أيام فرياً وفترات العطلة حسب نظام العمل
معدل العمل الإضافية: _____
RUSTICO SM. DELA PUENTE
Labor Attaché, POLO RIYADH
Date: 12 JAN 2010

INABA



7. Leave with full pay:

- a) Vacation Leave: 21 days per year
- b) Sick leave: As per Saudi Labor Law.
- 8. Free transportation to the site of employment and in the following cases, free return transportation to the port of origin:
 - a) Expiration of contract
 - b) Termination of the contract by the Employer without just cause
 - c) If the Employee is unable to continue to work due to work connected or work aggravated injury or illness
 - d) Force majeure
 - e) In such other cases when contract or employment is terminated through no fault of the Employee.

- 9. Free food or food allowance of SR 200 and free suitable housing.
- 10. Free emergency medical and dental services and facilities including medicine.
- 11. Workmen's compensation benefits for service-connected illness or injuries or death in accordance with the pertinent laws of the Kingdom of Saudi Arabia.
- 12. In the event of death of the Employee during the terms of this agreement, his remains and personal belongings shall be repatriated to the Philippines at the expense of the Employer. In case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the Employee's next of kin and/or by the Philippine Embassy/Consulate nearest the jobsite.

- 13. The Employer shall assist the Employee in remitting a percentage of his salary through the proper banking channel or other means authorized by law.
- 14. Termination: Neither party may unilaterally cancel the contract except for legal, just and valid cause(s):

- a) Termination by Employer - The Employer may terminate this contract on grounds of closure or cessation of the establishment undertaking or due to retrenchment or prevent losses, by serving a written



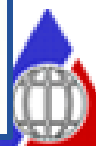
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EMPLOYMENT CONTRACT

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نوتيس إلى الموظف على الأقل واحد (1) شهر قبل التاريخ المقصود أو سداد راتب إتمام/ فصل العمل مصروفات ترحيل الموظف إلى بلد. كما يجوز لصاحب العمل إنهاء هذا العقد لأشياء التالية: سوء التصرف الخطير، العصيان المتعمد للأوامر القانونية لصاحب العمل، لتقصير شديد في الواجبات، غياب المستمر، عدم إطاعة الأوامر، تكسب عن سرور المؤسسة، الإخلال في أمانة نقابية تجارية وثقتهم الموظف العادات والتقاليد والأمانة المعمول بها في المملكة العربية السعودية أو مخالفة لشروط وينود هذا العقد. وفي هذه الحالة يتحمل الموظف مصروفات عودته إلى بلده.

b) Termination by the Employer-
The Employer may terminate this contract by serving one (1) month in advance written notice to the Employer. If no notice is served, the Employee shall shoulder all expenses relative to his repatriation back to his point of origin. The Employer may also terminate this contract without serving any notice to the Employer for any of the following just causes: serious insult by the Employer or his representative; inhuman and unbearable treatment accorded to the Employer by the Employer or his representative; commission of a crime offense by his representative and violation of the terms and conditions of the employment contract by the Employer or his representative. Employer shall pay the repatriation expenses back to the Philippines.

c) Termination due to illness: Either party may terminate contract on the ground of illness, disease or injury suffered by the Employee. The Employer shall shoulder the cost of repatriation.

15. Settlement of Dispute: All claims and complaints relative to the employment and regulation. In case the employee contests the decision of the Employer, the matter shall be settled amicably with the participation of the Labor Attache or any authorized representative of the Philippine Embassy/Consulate nearest the site of employment. In case the amicable settlement fails

16- تسوية نزاع: جميع المطالبات والشكاوى المتعلقة بالوظيفة والأمانة. في حالة طعن الموظف أو قرار صاحب العمل بتحل المسألة ودياً بمشاركة الممثلين في العمل أو أي ممثل من أقرب سفارة أو قنصلية في الموقع الوظيفية. وفي حالة فشل التسوية الودية يعال

16- تسوية نزاع: جميع المطالبات والشكاوى المتعلقة بالوظيفة والأمانة. في حالة طعن الموظف أو قرار صاحب العمل بتحل المسألة ودياً بمشاركة الممثلين في العمل أو أي ممثل من أقرب سفارة أو قنصلية في الموقع الوظيفية. وفي حالة فشل التسوية الودية يعال

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المسألة shall be submitted to the competent or appropriate government body in Saudi Arabia at the option of the complaining party.

16. The Employee shall observe Employer's company rules and abide by the pertinent laws of the Kingdom of Saudi Arabia and respect its customs and traditions.

17. In case the Employee is required by his Employer to perform cross-border assignment in whatever capacity, he shall be covered by work hazard premium pay, which shall not be lower than 100% of the basic salary, and additional insurance coverage in the amount of not less than US\$ 35,000.

18. In the event of accidents, fortuitous events, or acts of violence or terrorism and other similar circumstances causing the discontinuance or non-performance of his duties in the areas outside the Kingdom of Saudi Arabia, the Employee shall be entitled to indemnity pay equivalent to one month's basic salary, cost of repatriation to the point of hire, in addition to all accrued wages and other benefits.

19. In the case of drivers and other personnel, where the discontinuance or non-performance of duties in areas outside the Kingdom of Saudi Arabia is caused by acts of violence or terrorism, and where their safety is in danger, they shall no longer be required to physically turn over their vehicles or equipment as a condition for full entitlement to accrued wages and benefits.

20. Applicable Law: Other terms and conditions of employment which are consistent with the above provisions shall be governed by the pertinent laws of the Kingdom of Saudi Arabia.

21- في حالة طلب صاحب العمل من الموظف تعيينه أو إرساله إلى أماكن خارج حدود المملكة العربية السعودية في أي وظيفة كانت فإيه يشترط على صاحب العمل دفع للموظف مكافأة مخاطرة قيمتها لا تقل عن راتبه الأساسي كالتالي: وإضافة لذلك تغطيته بتأمين بمبلغ لا يقل عن 35 ألف دولار أمريكي.

18- في حالات الحوادث المفاجأة أو تصادفية أو أعمال عنيفة أو إرهابية أو في حالات أخرى مشابهة والتي تسبب في عدم تواصل أو إيقاف الموظف من أداء واجباته في الأماكن خارج حدود المملكة العربية السعودية فإنه يشترط على صاحب العمل أن يدفع للموظف، تعويضاً يعادل راتب أساسي شهر كامل وتحمله أيضاً تكاليف ترحيله إلى الفلبين وذلك إضافة لجميع رواتبه ومستقبلته الأخرى.

19- في حالة توقف الموظفين الآخرين الذين تتركف أعمالهم في الأماكن خارج حدود المملكة العربية السعودية بسبب أعمال إرهابية أو عنيفة وقد يكونوا في حالات خطيرة دون أمان فإنه لا يلزم عليهم إعادة السيارات التي يقرنونها أو المعدات كشرط لاستلام رواتبهم ومستقبلتهم.

21- في حالة طلب صاحب العمل من الموظف تعيينه أو إرساله إلى أماكن خارج حدود المملكة العربية السعودية بسبب أعمال عنيفة أو إرهابية أو في حالات أخرى مشابهة والتي تسبب في عدم تواصل أو إيقاف الموظف من أداء واجباته في الأماكن خارج حدود المملكة العربية السعودية فإنه يشترط على صاحب العمل أن يدفع للموظف، تعويضاً يعادل راتب أساسي شهر كامل وتحمله أيضاً تكاليف ترحيله إلى الفلبين وذلك إضافة لجميع رواتبه ومستقبلته الأخرى.

22- قانون المعمول به: تخضع أحكام وشروط العمل الأخرى التي تتماشى مع النصوص الواردة في لائحة السعودية ذات الصلة.

Zamir

INABA



ADDENDUM TO THE CONTRACT

AL SHERA'A AIR CONDITIONING
شركة الشرايع للخدمات والتجارة

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Kingdom of Saudi Arabia
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مركز العمل
محل العمل
تكمّل القيد الفعلي جزءاً من عقد العمل:

ADDENDUM TO THE CONTRACT

The following provisions shall form part of the Employment Contract:

1. The Employer shall pay the Employee's IQAMA (residence/work permit), exit and re-entry visa fees and such other fees defined in Article 3 of the Royal Decree No. M8 dated 25/7/1415H.
2. In case of reassignment to another position, there should be no reduction in salary but with a corresponding increase in rate if new position is of higher classification.
3. The Filipino driver shall be covered by personal accident insurance and the vehicles they drive to be covered by a comprehensive including third party liability insurance.
4. The insurance coverage so mentioned including the application for driver's license shall be facilitated and corresponding provision/fees shall be paid by the Employer.
5. Meantime that the drivers are still securing their licenses, their salaries and allowances shall continuously be given to them from the time of their arrival at the job site.

1- يتحمل صاحب العمل رسوم الإقامة وتكثيرات الخروج اللهيائي وتكثيرات الفروج والعودة والرسوم الأخرى المذكورة في المادة (3) من المرسوم الملكي رقم (٨٥) وتاريخ ١٤١٥/٠٧/٢٥هـ.

2- في حالة إنباء وظيفة أخرى للموظف يجب أن لا يكون هناك نقصان في الراتب بل يجب أن تكون هناك زيادة مماثلة في الأجر إذا كدت الوظيفة الجديدة أعلى في التصنيف.

3- يجب أن يكون هناك تأمين ضد الحوادث يشمل السائقين الفلبينيين وتأمين شامل على السيارات التي يقودونها وعلى الطرف الثالث.

4- يقوم صاحب العمل بتسهيل ودفع كافة الرسوم الخاصة بالتأمين المذكور أعلاه وكذلك الحصول على رخصة القيادة للسائق.

5- يجب إعطاء السائقين رواتبهم وبدلاتهم بصفة مستمرة من وقت وصولهم إلى موقع الوظيفة ولحين حصولهم على رخص القيادة.

IN WITNESS WHEREOF, we hereby sign this Contract this 11th day of محرم 2010 at _____

من شهر _____ في _____

Signature of Employee توقيع الموظف

Signature of Sponsor توقيع الممثل

Philippine Representative (Licensed Recruitment Agency) ممثل في القيد مكتب الاستقدام المرخص

Witness شاهد

Control No. VS-0054
O.P.N. 674248
Signature of Spicador توقيع الممثل
MARTINO SM. DELA FUENTE
Labor Attache, P.O. BOX BIYADH
Date: 12 JAN 2010

Office of Landuses Center
Date: 12-1-2010

شركة الشرايع للتصليئة والتجارة
مركز العمل

Zamil
INABA





BUSINESS REGISTRATION

المملكة العربية السعودية - الرياض - طابع جبر - رقم الطوية ٢١٣٢٢ - ص.ب ٢١١٤٥ الرمز البريدي ١١٤٨٦ تليفون : ٤٧٣٦٥٥٠ فاكس : ٢٠٦٧٩٠٦
Kingdom of Saudi Arabia - Riyadh - Jarir St. C.C.No. 34322 P.O.Box 26145 P.Code 11486 Tel. 4736550 Fax : 2067906



Kingdom of Saudi Arabia
Ministry of Commerce and Industry

No.: 1010027361
Date: 29/12/1979G

Company Registration Certificate

Commercial Name of the Company : *Al-Sheraa Co. for Maintenance & Trading for its Proprietor Barjas Al-Abdulkarim & Partners*
Company Type : Limited Partnership Nationality : Saudi
Period of the Company : 5 Years. Begins on : 29/12/1979G Expires on : 04/11/1984G
Headquarters : Riyadh, Al Taawon Quarter - Northern Circular Road
P.O.Box : 26258 Postal Code : 11486 Tel. No.: 4534000 Telex : 407083 Fax : 4532919

Activity : Buildings General Contracting, Electrical Works, Electronic Works, Mechanical Works, A/C & Refrigeration Works, Maintenance of Electrical, Electronic & Mechanical Installations and A/C & Refrigeration Works.

Capital : SR. 300000.00

- Directors :**
- 1. Abdullah Barjas Al-Abdulkarim
 - 2. Khalid Barjas Al-Abdulkarim
 - 3. _____
 - 4. _____

Director / Directors Authorities : According to what was stipulated by Company's Contract.

The Commercial Registration office at Riyadh City certifies that the above mentioned company is registered in the Register of Riyadh City. This certificate is valid until 21/04/2012G, according to the receipt No. : 00289081 dated: 03/04/2007G.

Commercial Registration Manager
Name : Abdullah Ali Al-Aqeel
Signature : (Signed)



This certificate bears the official stamp of the Ministry of Commerce - Riyadh.



مكتب الشرق الأوسط للترجمة
صاح المسجل الرئيسي
ترخيص رقم ٤



ADDITIONAL REQUIREMENTS FOR DH

TESDA CERTIFICATE


Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
National Capital Region

January 26, 2010

CERTIFICATION

This is to certify that **JENELYN C. PANGKET** has been assessed and found qualified under the Philippine TVET Qualification and Certification System (PTOCS) in the following units of competency:

UNIT CODE	BASIC COMPETENCIES	UNIT CODE	CORE
50031105	Participate in workplace communication	HCS913301	Clean living room, dining room, bedrooms, toilet and kitchen
50031106	Work in team environment	HCS913302	Wash and iron clothes, linen fabric
50031107	Practice career professionalism	HCS913303	Prepare hot and cold meals/food
50031108	Practice occupational health and safety Procedures	HCS913304	Provide food and beverage service
UNIT CODE COMMON COMPETENCIES			
HCS913201	Maintain an effective relationship with clients and customers		
HCS913202	Manage own performance		

This entitles the holder to a National Certificate (NC) II in **HOUSEHOLD SERVICES** with Certificate No. **10130502000923**.

This temporary certification is being issued while the National Certificate is under process and shall be valid until **31st December 2010**.

Date of assessment: **January 19, 2010**


MA. LOURDES O. VILLANUEVA
OIC, District Director

PaMaMariSan District
Room 2007 2/F Neptali Gonzales Academic Bldg.,
Rizal Technological University (RTU) Boni Avenue, Mandaluyong City
Telephone No.: 534-2010 • Telefax: 533-7539
e-mail:tesda_ncr_pamamarisan@yahoo.com







PDOS CERTIFICATE

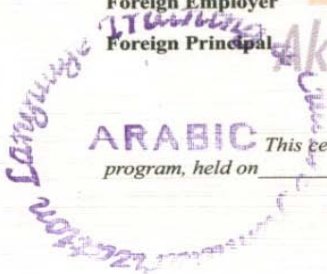
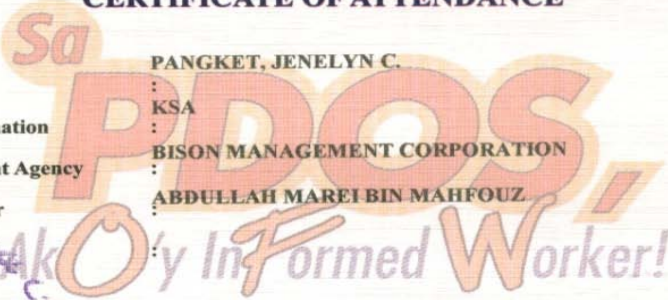


Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
OVERSEAS WORKERS WELFARE ADMINISTRATION



COMPREHENSIVE PRE-DEPARTURE EDUCATION PROGRAM FOR HSWs CERTIFICATE OF ATTENDANCE

Name of OFW : PANGKET, JENELYN C.
Country of Destination : KSA
Local Recruitment Agency : BISON MANAGEMENT CORPORATION
Foreign Employer : ABDULLAH MAREI BIN MAHFOUZ
Foreign Principal :



ARABIC This certificate is issued to the named OFW has completed the prescribed requirement for the above program, held on _____, 200__, with Certificate No. _____

Carmelita S. Dimzon
CARMELITA S. DIMZON, DPA
Administrator





OWWA CERTIFICATE



aware

ADVANCEMENT OF WORKERS AWARENESS
REGARDING EMPLOYMENT

No. 05396

Pre-Departure Orientation Seminar Certificate of Attendance

Name of OFW : *Pangket, Jenelyn C.*
Skill / Occupation : Housemaid
Country of Destination : KSA
Local Recruitment Agency : Bison Agency
Foreign Principal : *[Signature]*
Foreign Employer : Dr. Abdullah Marei Bin Mahfouz
Foreign Employer :

This certifies that the above-named OFW has completed the prescribed requirements for the above program, held on January 25, 2010, with Certificate No. 05396.

[Signature]
BERNARDO N. CUBA
Accredited Trainer

[Signature]
NENITA R. VALENCIA
General Manager





ADDITIONAL REQUIREMENTS FOR DRIVER

COMPREHENSIVE INSURANCE

REPUBLIC OF THE PHILIPPINES)
MAKATI CITY)

ADDENDUM TO THE EMPLOYMENT CONTRACT

I, **JUANITO T. ROSEL** of legal age, married and with postal address at 3963 Yague St. Brgy. Sta. Cruz, Makati City.

That I am the **Director** of **BISON MANAGEMENT CORP.**, a company duly organized by the Philippine Overseas Employment Administration to operate as a licensed Land based Agency.

That I am submitting this affidavit of undertaking for and in behalf of our principal _____ with postal address at _____.

- That the Employment Contract shall include the provision that the Filipino driver shall be covered by the accident insurance and the vehicles they drive to be covered by a comprehensive or third party liability (TPL) insurance.
- That the insurance coverage so mentioned including the application for driver's license shall be facilitated and corresponding provisions/fees shall be paid by the Employer.
- That meantime the drivers are still securing their licenses, the salaries and allowances shall continuously be given to them from the time of the arrival at the job site.
- That the employer shall pay the repatriation cost in case the driver fails the driver's test.

Further, I say not.

IN WITNESS HEREOF, I have hereunto affixed my signature this _____, 2010 in Makati, Philippines.

Driver

JUANITO T. ROSEL
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2009 at the city of _____, Philippines, above named affiant exhibited to me in her Community Tax receipt No. _____ issued on _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2010

Policy No. : JC/48548 رقم الوعد :

This Schedule is an integral part of the attached policy.

THE SCHEDULE

Type of Policy :

Name of the Insured : M/S. ZAHID HEANOR HEAVY TRANSPORT CO. LTD.

Address : P.O. BOX: 8223, JEDDAH

Business or profession : " TRANSPORT CO. "

Insurance period : from noon 22.09.2007 TO 22.09.2008

Specifications of the Insured Vehicle

No. of passengers including Driver	Type of body	Year of Manufacture	Colour of Vehicle	Registration No.	Make of Vehicle
DETAILS AS PER LIST ATTACHED					
عدد الإسطوانات	رقم الشاسي	الحمولة	رقم المحرك	الغرض من الإستعمال	قوة المحرك
No. of Cylinders	Chassis No.	Loading capacity	Engine No.	Use of Vehicle	Horse Power
DETAILS AS PER LIST ATTACHED					

Value of the vehicle : AS PER LIST ATTACHED.

Geographical Area : Kingdom of Saudi Arabia

Limits of Liability :

- Limit of amount of the Company's liability under Clause 3 of section 1 is : 20% of the cost of repairs for towing charges only.
- Limit of amount of the Company's liability under Clause 1 (a) of Section II in respect of any one claim or series of claims arising out of one event is : SR:3,000,000.-
- Limit of amount of the Company's liability under Clause 1 (b) of Section II in respect of any one claim or series of claims arising out of one event is : Amount included under item (2) above.

Provided that the Company's liability under the said both Clauses Nos. 1 (a) and 1 (b) of Section II shall not in the aggregate exceed the sum of

PREMIUM: SR:1,129,746.- + Policy Fee SR:30.- = SR:1,129,776.-.

SPECIAL CONDITIONS and ENDORSEMENTS :

= ANY DRIVER IN THE SERVICES OF THE INSURED HOLDING A VALID SAUDI ARABIAN DRIVING LICENSE.

- EXCESS/Deductible of SR:3,000/- FOR TRUCKS/TRAILERS/FORKLIFTS (EACH & EVERY CLAIM)
- EXCESS/Deductible of SR:1,000/- FOR LONG CHASSIS (DYNA) (EACH & EVERY CLAIM)
- EXCESS/Deductible of SR:500/- FOR PICKUPS/VANS/SEDAN CARS (EACH & EVERY CLAIM).

= THIS POLICY IS SUBJECT TO THE ADDITIONAL EXCLUSION CLAUSES A, B, C, D ATTACHED.

= THIS POLICY IS THE RENEWAL OF POLICY No. JC/42256.

BY:

BULYOK S. NILO
Labor Representative
Jeddah, Saudi Arabia

D. 1 MAR 2008

Signed on behalf of the company at 30th September, 2007.

Kalini

ول يكون جزء لا يتجزأ من وثيقة التأمين المرتبطة

سجل

رقم الوعد :

نوع السيارة

من له :

العنوان :

الوظيفة :

تاريخ من تاريخ :

تاريخ من تاريخ :

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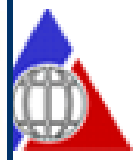
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ADDITIONAL JOB ORDER





REQUIREMENTS FOR ADDITIONAL J.O.

COPY OF PREVIOUS REGISTRATION

MANPOWER REQUEST

VISA TRANSLATION FOR KSA

BUSINESS LICENSE





REVALIDATION OF JOB ORDER





REQUIREMENTS FOR REVALIDATION OF J.O.

CONFIRMATION LETTER FROM EMPLOYER

MANPOWER REQUEST

VISA TRANSLATION

BUSINESS LICENSE





O.E.C. PROCESSING





REQUIREMENTS FOR OEC PROCESSING

COPY OF PASSPORT

INFO SHEET

M1B PHILHEALTH FORM

REQUEST FOR PROCESSING (RFP)

MANDATORY INSURANCE





THE END

THANK YOU....

