

Producer Recruitment Form

Attach a PP size color
photograph here

For Office Use Only

Employee ID

Code:

IDRA Code:

Application For (Designation):

Personal Information (ব্যক্তিগত তথ্য)

Name in English (বড় অক্ষরে):
(NID অনুযায়ী)

নাম (বাংলা):

Father's Name:

পিতার নাম (বাংলা):

Mother's Name:

মাতার নাম (বাংলা):

Spouse Name:

স্বামী/স্ত্রীর নাম (বাংলা):

Date of Birth:

Sex: ☐ Male ☐ Female ☐ Others.

Marital Status: ☐ Single ☐ Married ☐ Others.

☐ NID

☐ Birth Certificate

☐ Passport

ID No.:

Mobile No (WhatsApp mandatory):

Emergency Contact No.:

Email ID:

Religion:

Blood Group:

Present Address (বর্তমান ঠিকানা):

Vill/Area/Road:

Post office & Code:

Union/Ward No.:

Thana:

District:

Division:

গ্রাম/মহল্লা/রাস্তা:

পোস্ট অফিস ও কোড:

ইউনিয়ন/ওয়ার্ড:

থানা:

জেলা:

বিভাগ:

Permanent Address (স্থায়ী ঠিকানা):

☐ Same as above.

Vill/Area/Road:

Post office & Code:

Union/Ward No.:

Thana:

District:

Division:

গ্রাম/মহল্লা/রাস্তা:

পোস্ট অফিস ও কোড:

ইউনিয়ন/ওয়ার্ড:

থানা:

জেলা:

বিভাগ:

Nationality: ☐ Bangladeshi ☐ Other:

Highest Education: ☐ Graduation ☐ Post-Graduation ☐ Others:

(উপরোক্ত তথ্য সমূহ সংশ্লিষ্ট স্থানে বাংলা এবং ইংরেজিতে উভয় ভাষায় পূরণ করা বাধ্যতামূলক)

Declaration

I confirm that, to the best of my knowledge, the information provided above is true and accurate. I understand that providing false or misleading information may result in disciplinary action, including termination of my agreement. I consent to the company storing and using the information I have submitted for official purposes.

I further acknowledge that if any information is found to be false or incorrect, the company reserves the right to terminate my agreement without assigning any reason, and I shall be liable to return all dues and company property as instructed.

If appointed, I agree to abide by all rules, regulations, and terms and conditions of the company. I declare that I have read and understood this declaration and submit it with my full consent.

❖ The information provided by you, will be kept confidential by the company.

Date:

Applicant's Signature
(Sign inside the box)

Recommendation

I confirm that I have thoroughly verified the qualifications of the applicant and recommend him/her for the position of The applicant is a genuine individual who will personally carry out all duties and responsibilities under his/her own code/portfolio. I take full responsibility for this recommendation.

S/He will be working under Office Name: Office Code:

Line Manager

Name: Designation: Code:

AGM/DGM/GM

Signature & Date

Name: Designation: Code:

Business Executive

Signature & Date

Name: Designation: Code:

Comments (if any) :

Referral Applicable:

☐ Yes ☐ No

Signature & Date

Document Verification

Name: Designation: Employee ID

Comments (if any) :

Signature & Date

Approved by

Name: Designation: Employee ID

Comments (if any):

Signature & Date

Required Document List

1. Copy of NID/Birth Certificate/Passport***
2. Copy/copies of all educational certificates***
3. 2 copies passport size photograph***
4. Copy/copies of training certificates. (if any)
5. Copy of job experience letter(s)
6. In case of previous working experience in any insurance or any other Company***
 - a) Copy of Release Letter
 - b) Copy of financial settlement certificate (if applicable)
 - c) Copy of previously issued IDRA license/certificate
7. Copy of a blank bank cheque leaf***
8. Nominee NID/Birth Certificate/Passport***
9. Nominee Photograph***
10. IDRA Certificate application form with 2 copy photographs. (For RM to ASM)***
11. Resume of the applicant. (Mandatory for RM to GM)***
12. TIN Certificate

Notes:

1. All documents should have been duly attested by the 9th or above grade Gazette Officer/Upzilla Chairman/ Ward Commissioner/Union Parishad Chairman.
2. IDRA license/certificate fees & VAT will be deducted from your earned commission/override.

*** Mandatory Requirements