



VISA PROCESSING SYSTEM AND THIRD PARTY AGENT'S ENGAGEMENT

Foreword

As described in the Saipem Bid document "SPC-GPS-HR-PAI-028-E-R01 Recruitment and Logistic Services Bangladesh" in article 2.2.2; 2.2.3 and 2.3 we shall so comply within the date line. After receiving the Visa processing documents as require by the host country of work, we shall start processing for Visas instantly.

The Processing Plan

1. If the country of mobilization has an embassy in Bangladesh, we have our own Visa Officer to follow up all process in obtaining the Visas locally.
2. Only if in case, the country of mobilization does not have an embassy/consulate for Visa processing in Bangladesh, we shall process them through the nearest country where the host country is operating visa consular services. In most cases, most countries not having an embassy in Bangladesh are having visa consular services in our bordering country in India.
3. Many of our team members have one year multiple entry India visas. We make sure that at any given point of time round the year, we have at least one or other having Indian valid travel visas. We do keep monitoring and obtain visas for our staff members in case any of their India visa expires. However, it is easy and cheap need at best 2 days to get the visa to travel to India.
4. As such, one of our team members having a valid visa to travel goes to India to the embassy of mobilization and process the visas. He/she stays there as long as it takes to obtain the visas and return without delay to hand them back over to us.
5. In addition, we do have our appointed legitimate Travel/Visa Agent in India (the details are given in the Commercial Package "List of Tenderer's subcontractors"). And we would send them all documents require for visa. We would constantly follow up with them through the whole process until we have the process done successfully.

Involvement of third party Agent

- As indicated above, we prefer obtaining visas through our experienced visa officers on our own if not otherwise impossible or inconvenient in which case it is rare.
- In such cases only we engage our third party Agent based in New Delhi, India, where most of the countries of the world has their embassy/consular services available. The third party agent has all expertise, know-how and logistic supports in getting visas from the embassies as require obtaining visas for the selected candidates, as our clients wish to mobilize, at any location.
- Our third party Agent based in India has successfully obtained visas for us for our candidates for several African and Central Asian countries that are not operating diplomatic missions in Bangladesh. However, they are dependable and working with us through legitimate agreement and transparent relationship for about 10 years already.