



Telephone Shilpa Sangstha Limited

An State owned company.

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A Symbol of Quality &
Pioneer in Reliable Service

Your Ref :

Our Ref :

Refer to :

14.36.0000.035.002.002.14.17(2)/037

Date: 26.11.2015

OFFICE ORDER

Subject: Visit to China for Pre-Shipment Inspection (PSI)

Ref: M/s Haier Information Technology (Suzhou) Co., Ltd. invitation letter dated: 25.11.15

Pursuant to the letter under reference, management of Telephone Shilpa Sangstha(TSS) Limited is pleased to nominate the following officer to attend the Pre-Shipment Inspection(PSI) of Laptop scheduled to be held in Chongqing, China from 30.11.2015 to 04.12.2015 (Excluding travel time).

1. Mr. Mohammad Lutfor Rahman, Company Secretary.
Passport No. OC0130042

02. The conditions of the above mentioned visit are as follows:

- (A) All expenses will be borne by M/s Haier Information Technology (Suzhou) Co., Ltd., China.
- (B) No expenditure will be borne by Telephone Shilpa Sangstha (TSS) Limited.
- (C) The entire visit including travel time of the participant will be treated as on duty.
- (D) The participant will report in TSS after finishing the PSI.

(Asadul Islam)

Managing Director

Phone:+880-2- 9814747, 01550151061

Distribution (not according to seniority):

1. Director General (Consular), Passport and Immigration, Passport office, Agargaon, Dhaka.
2. Director, Hazrat Shah Jalal International Airport, Dhaka.
3. Assistant Secretary, Consular, Ministry of Foreign Affairs, Dhaka.
4. Assistant Secretary (Admin), Post & Telecommunication Division, Bangladesh Secretariat, Dhaka.
5. M/s Haier Information Technology (Suzhou) Co., Ltd, No. 1, Haier Road, Qingdao, China.
6. Mr. Mohammad Lutfor Rahman , Company Secretary,TSS.
7. Office Copy & TSS Website Copy.

Haier Haier Information Technology (Suzhou) Co., Ltd.

Address: 1# Haier Road, Qingdao, Shandong, China

Tel: 86 13823782649; Email: merry@ithaier.com; Website: www.haier.com

Letter of Invitation

To: whom it may concerns

Dear sirs,

Here we would like to invite Mr. MOHAMMAD LUTFOR/RAHMAN from TSS(Telephone Shilpa Sangtha Limited), Bangladesh to come to our Laptop factory in Chongqing, China for Pre-shipment Inspection for Purchase Order No. FP/835/2014-2015 dated 26.10.2015. The visit period will be arranged start from 30th November to 4th December, 2015. We hereby confirm that all the travelling cost of this trip will be borne by us.

Moreover, he will take one pc of Laptop sample with him back to Bangladesh after training. It's free of charge sample for testing.

The passport details as below,

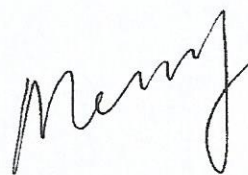
Name : MOHAMMAD LUTFOR/RAHMAN

Sex: Male

Date of Birth: 13 Sep 1957

Passport No.: OC0130042

Signature



Name: Merry Lee

Title: Sales Manager

Date: 25/11/2015