



# Telephone Shilpa Sangstha Limited

A Symbol of Quality &  
Pioneer in Reliable Service

**An State owned company.**

Tongi, Gazipur-1710, Bangladesh. Phone : 9814747, 9802701-703

Fax : 880-2-9812700, Web Site : www.tss.com.bd

E-mail : mdtss@btcl.net.bd / info@tss.com.bd

Your Ref :

Our Ref :

Refer to :

14.36.0000.007.25.005.13.713

Date: 22.08.2016

## OFFICE ORDER

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

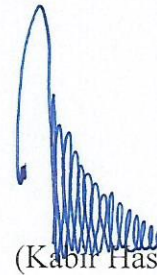
Ref: M/s Haier Information Technology (Suzhou) Co., Ltd. invitation letter dated: 17.08.16

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 23.08.2016 to 26.08.2016 (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.

  
(Kabir Hasan) 22.8.2016

General Manager(Admin. & Service)

Phone:+880-2- 9803105, 01550151072

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](mailto:merry@ithaier.com); Website: [www.haier.com](http://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/847/2016-2017 dated 14.07.2016. The visit period will be arranged start from 23<sup>rd</sup> August to 26<sup>th</sup> August, 2016. We hereby confirm that all the travelling cost of this trip will be borne by us.

The passport details as below,

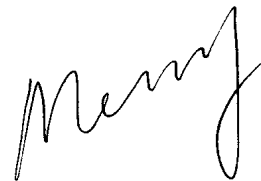
Name : MOHAMMAD LUTFOR/RAHMAN

Sex: Male

Date of Birth: 13 Sep 1957

Passport No.: OC0130042

Signature



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Name: Merry Lee

Title: Sales Manager

Date: 17/08/2016