



PASSPORT COLLECTION PROCEDURE

After visa processing, when your passport will be returned by the Republic of Turkey Embassy Dhaka, you will be informed through telephone call and SMS/E-mail (if you opt E-mail/SMS) to collect your processed passport from Reired International Ltd. office.

Passport Collection Time is from 02:00pm – 06:00pm

Following procedure was followed to collect your passport.

Passport can be personally collected by the applicant upon providing the following documents

- original Reired International Ltd. payment receipt (Invoice)

Passport collection on authority letter

1. An authority letter should be signed by the applicant as per his/her NID signatures
2. However, for corporate groups, an authorization letter along with applicant's list on company's letter pad should be signed and seal by the competent authority.
3. Original payment receipt of Reired Int Ltd (Invoice)

Passport collection by blood relation

1. Original Reired International Ltd. payment receipt (Invoice)
2. Any blood relation person can collect the passports on behalf of his/her family without an authorization letter.
3. However, under 18 years of age blood relation is not eligible to collect passports on behalf of his/her family

NOTE:

If original payment receipt is not available, a GD copy with translation and attested by notary public will be required from the applicant's stating the reason of unavailability of original receipt. In addition, if applicant found the original receipt later than he/she will never claim his/her passport again. Further in this case, personal appearance is must for passport collection.

THANK YOU

GENERAL MANAGER OF REIRED INTERNATIONAL LIMITED DHAKA OFFICE