DOCUMENT CONTROL POLICY

NEW SUPERSTAR MANPOWER (PRIVATE) LIMITED.

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New Super Star Manpower (Pvt) Ltd. (L.L.No-2517)

(Manpower Suppliers for garment factories)

1. Introduction.

THE COMPANY.

It is with great pleasure and privilege that we introduce New Super Star Manpower (Pvt) Ltd, being a limited liability company in Sri Lanka manage to achieve 4-star grade by the government of Sri Lanka in recognition of the dedicated service in the field of manpower recruitment agency services rendered to the foreign companies by providing the service of skilled, disciplined and hard-working employees. We are registered in Sri Lanka under labor license No.2517 issued by the Sri Lanka Bureau of Foreign Employment (SLBFE) in the year 1999.

2. Policy:

The agency maintains documentation and records to demonstrate compliance with recruitment policy and procedures and applicable legal requirements.

Personal Information

The privacy of individuals is one of our highest priorities. We comply with the personal information protection act and all other related laws and regulations and exercise extreme care when handling customer and other personal information.

3. Procedures

A. Document controller has been appointed as the in-charge of the document management of the agency.

B. Documentation related to Laws and Regulations

All the documents are available at the document control room under safe custody locked and keyed.

C. Candidate/Worker Documents/Information

1. Application form, interview form, copy of the passport, copy of the national identity card etc of a candidate are kept in a file. This file is continuously updated until one year after the worker resigns from the employer. Kept at the document control room. A unique number is assigned to each candidate/worker.

2. Original passport is taken upon the letter of consent is signed by the candidate and it is kept is a safety locker. Access to safety locker is restricted only to document controller and managing director. This safety locker only used for the keeping of original passports

3. Any of the original documents belongs to a worker are not kept at New Super Star Manpower (Pvt) Ltd other than the passport. Passport also is handed over to the worker once the visa is arrived with a duly acknowledgement.

4. All the copies of the documents belong to a worker will keep at NSM until the worker resigns from the employer. The file is continuously updated up to one year after the respective employee resigns from foreign employment, after one year all the documents related to respective resigned employee will be completely destroyed (burned).

Approved & Endorsed By

Managing Director
New Super Star Manpower (Pvt) Ltd

Revised On - 6th April 2026