

## **The Prevention and Suppression of Human Trafficking Rules, 2017**

In exercise of the powers conferred by section 46 of the Prevention and Suppression of Human Trafficking Act 2012 (Act No. 3 of 2012), the Government hereby makes and promulgates the following rules, namely:—

### **Chapter I**

#### **Preliminary**

**1. Title.**— These rules may be called the Prevention and Suppression of Human Trafficking Rules, 2017.

**2. Definitions.**— In these Rules, unless there is anything repugnant in the subject or context, —

- (1) “Act” means the Prevention and Suppression of Human Trafficking Act 2012;
- (2) “rescuing officer” means a police officer or an officer of any government or non-government agency or any person directly rescuing a victim of human-trafficking;
- (3) “National Authority” means the National Anti-Human-Trafficking Authority established under section 42 of Act;
- (4) “tribunal” means the tribunal defined in subsection (5) of section 2 of the Act;
- (5) “schedule” means any schedule to these Rules;
- (6) “fund” means the Anti-Human-Trafficking Fund established under section 42 of the Act;
- (7) “probation officer” means a Probation Officer appointed, or given the charge of such an officer, under the Probation of Offenders Ordinance, 1960 (Ordinance No. XLV of 1960) or any other law in force;
- (8) “non-government organisation” means any non-government organisation approved or registered under any existing law in Bangladesh, in whatever name it might be known;
- (9) “person” means any natural person, company, association, or partnership firm, and includes any statutory or non-statutory bodies and any officers thereof;
- (10) “form” means any Form prescribed in the Schedule to these Rules.
- (11) “human-trafficking victim” or “victim” means any victim of human trafficking under these Rules including the legal guardian or legal representatives of that person; and
- (12) “Monitoring Cell” means the monitoring cell established under sub-section (6) of section 19 of the Act.

### **Chapter II**

#### **Provisions Relating to the Prevention of Human Trafficking**

**3. Collection of information for the purpose of preventing human-trafficking.**— For the purpose of preventing human trafficking, the National Authority shall, in order to be

informed of the nature, breadth, and tendency of unlawful activities and movements concerning human-trafficking, collect necessary information on, among others, the following issues, namely-

- (a) risks of human-trafficking;
- (b) internal and cross-border routes and strategies of human-trafficking;
- (c) unlawful crossing of border and documents used for migration;
- (d) transportation and accommodation network used for trafficking in human beings;
- (e) network of organised human-traffickers, and list, permanent and temporary addresses and the role of masterminds, pimps, and shelter-givers involved in human-trafficking;
- (f) activities and movements of human-traffickers released after serving their punishment as well of the accused persons released upon bail; and
- (g) any house, establishment, or place where victims of human- trafficking are kept or detained.

**4. Registration of persons sent or going to another place for work.—** (1) For the purpose of preventing human trafficking, there shall be a register in every Union Council.

(2) Any person wishing to move to somewhere else within the country or migrate overseas for work, whether of his own volition or at the advice of any other person, or having been influenced by words or proposal of that person, shall apply to the Union Council for registration, providing the following information, namely –

- (a) information relating to the place or the country to which he is moving and the addresses of the office of employment;
- (b) details of the person through or with whom he is so moving;
- (c) information, as far as possible, relating to the work or the purpose for which he is moving out’;
- (d) where applicable, the details of the passport.

(3) For the purpose of monitoring the registration of information under sub-rule (2) and preventing human trafficking locally, there shall be established a local counter-trafficking committee in every Union, Paurashava and Ward of City Corporations, as the case may be.

(4) The Ministry of Home Affairs shall, by a notification and in consultation with the National Authority, determine the constitution and functions of the committees mentioned in sub-rule.

**5. Preservation of information, database, etc.—** (1) For the purpose of preserving the information concerning the rescue, repatriation, rehabilitation, integration, and protection of victims of human-trafficking as well as the information concerning human-trafficking cases, the National Authority shall maintain a database to which every person shall have reasonable access subject to the provision of sub-rule (3).

(2) In addition to the information preserved in the database, the Authority shall create and preserve a file for every victim with a distinct code number, in which information relating to the rescue, repatriation, rehabilitation, integration and protection of the concerned person or victims of human-trafficking shall be preserved.

(3) The information preserved in the database shall be used and displayed without impairing the victim's privacy, security, reputation and dignity.

### **Chapter III**

#### **Rescue, repatriation, and rehabilitation**

**6. Rescue and identification of victims.**— (1) The police and other law-enforcing agencies shall work, on a continuous basis, to identify victims of human-trafficking that may remain both at home and abroad, based on information derived from the mass media or from the victim's relatives, neighbours, friends or colleagues, or from any non-government organisation or any victim of human-trafficking rescued.

(2) As soon as the police and other law-enforcing agencies come to know about any incident of human-trafficking or the location of the victim, they shall commence a drive or initiate measures to rescue the concerned victim and shall always keep the concerned police station, the Monitoring Cell, and the Authority informed about the progress of such rescue process.

**7. Repatriation of victims of human-trafficking.**— (1) For the purpose of fulfilling the objective of section 33 of the Act, the concerned Bangladesh Embassy or Mission shall solicit assistance of the National Authority and, if necessary, the Ministry of Foreign Affairs or the Ministry of the Expatriates' Welfare and Overseas Employment, other government agencies connected with the matter, non-government organisations, and the appropriate authorities of the concerned country in order to identify, rescue, and repatriate victims of human-trafficking who are Bangladeshi citizens.

**8. Recording of personal information and handing over to the police.**— (1) Upon the rescue of the victim of human-trafficking, the rescuing officer shall register the victim's personal information in Form 1 of Schedule A.

(2) In the first eight hours after the rescue, no question can be posed to the victim nor shall he be interrogated, other than the questions and interrogations necessary for recording his personal information.

(3) The time for the recording of information under sub-rule (2) shall be not less than eight hours:

Provided that, before handing over the victim to the police in accordance with sub-rule (4), he may, for the purpose of physical or psychological treatment, be kept in the custody of the rescuer for no more than twelve hours.

(4) If any a victim of human-trafficking is rescued by any rescuing officer other than the police, the rescuing officer shall, with the assistance of the probation officer when necessary, make over the victim to the police, and shall send a copy of the Form mentioned

in sub-rule (1) along with the hand-over note to the police station concerned, the Monitoring Cell and the National Authority.

(5) If a case has not already been filed, the concerned officer shall as soon as possible after rescuing the victim record the complaints and initiate a criminal case for the offence of trafficking, and shall send the information relating thereto to the central monitoring cell and the national Authority.

(6) Upon the rescue of the victim, the provisions of section 36 of the Act shall, as far as possible, have to be followed.

(7) If the rescued victim is a foreign citizen, legal procedures to be followed with regard to him shall be those as provided in sub-section (4) of section 33 of the Act.

**9. Monitoring, database, etc.—** (1) The Monitoring Cell shall closely monitor the investigation and progress of trafficking cases filed under the Act, and shall provide necessary consultation to all concerned officials or to the authorities, when necessary, for the purpose of rendering protection to the informant or the victim of human-trafficking and for making the anti-human-trafficking measures effective.

(2) The Monitoring Cell shall prepare and maintain a separate computer-based database with information received under sun-rule (1) and information obtained from different districts, and the said information may be used by all government agencies.

(3) The Monitoring Cell, in consultation with and with the assistance of the National Authority, shall from time to time arrange for wide publicity of photographs of, and relevant information about, human-traffickers and their detailed particulars as far as they may be available.

(4) The Monitoring Cell shall in each month send a report on activities for the previous month, along with necessary recommendations, to the National Authority.

(5) In regard to matters relating to the administration, maintenance, etc. of the database under section 34 of the Act and these Rules, the Monitoring Cell shall be entitled to all necessary assistance from the National Authority and shall remain obliged to provide for any information sought by it.

(6) The concerned police station shall, in consultation with the Monitoring Cell and the local Counter-trafficking Committee, monitor the activities or movement of any traffickers who are freed after having served out their term of imprisonment under the Act or of the accused who is released upon bail.

**10. Seeking opinion from the special prosecutor about investigation-report.—** (1) Before submitting the investigation report, the Investigating Officer shall obtain opinion of the special prosecutor, appointed under sub-section (2) of section 17 of the Act, on the investigation report, especially on the memorandum of evidence thereof.

(2) The Public or Special Prosecutor of the concerned Tribunal shall give his opinion within seven working days of receiving the investigation report under sub-rule (1).

**11. Things to be done regarding victims of human-trafficking rescued within the country.—**(1) For the purpose of fulfilling the objective of section 36 of the Act, the police or the concerned officer shall undertake measures to help the victim of human-trafficking

rescued from within the country to return to family or integrate into society as soon as possible.

(2) For the purposes of sub-rule (1) and in order to trace the family of the victim or to determine his appropriate custody, the police may, by filling out Form 2 of Schedule A, obtain assistance from the social welfare officer or probation officer, concerned local government body, local counter-trafficking committee and any non-government organisation.

(3) If social-integration of a victim under sub rule (1) is not possible or if he refuses to return to his family, the victim shall, after taking his will into consideration and by following the appropriate procedure and with the help of the concerned social welfare or probation officer, be placed in the custody of any government or non-government shelter home or any appropriate person.

(4) If it is not impossible to send the victim of human-trafficking to the custody of any government or non-government shelter home or any appropriate person under the provisions of sub-rule (3), the concerned police officer shall, within twenty-four hours, apply to the Tribunal or the competent magistrate under section 22 of the Act for an order of custody of the said victim:

Provided that the victim shall, at all times including the time when presenting him before the Tribunal or Magistrate, be kept separate from the accused persons, and be treated sympathetically and humanely.

(5) Any person or the responsible officer of any shelter home taking custody of the victim of human trafficking under sub rule (1) shall record the information relating to the receipt of the victim and his personal information in Form 1 of Schedule A, and shall send a copy thereof to the concerned police station and the National Authority within 3 (three) working days.

(6) No government or non-government shelter home or rehabilitation centre shall refuse a request to accept any victim of human-trafficking except for a reasonable cause to be shown in writing.

**12. Procedures to be followed in regard to Bangladeshi victims rescued abroad.—**(1) If any Bangladeshi citizen is rescued in a foreign country as a victim of human trafficking under section 41, to be read with section 33, of the Act, the Standard Operating Procedures provided in Schedule B shall have to be followed in dealing with matters relating to his return, repatriation, integration into family, and rehabilitation:

Provided that if there is any treaty or standard operating procedure signed between Bangladesh and any other country, that treaty or procedure shall have to be followed.

(2) In matters relating to the return or repatriation, integration into family, and rehabilitation of Bangladeshi victims rescued from a foreign country under sub-rule (1), provisions of rule 11, as far as possible, shall have to be followed.

**13. Procedures to be followed in regard to foreign victims rescued in Bangladesh.—**While repatriating or rehabilitating any foreign victim of human-trafficking rescued in Bangladesh or reintegrating him into his family or society, the provisions of sub-section (4) of section 33 of the Act and the Standard Operating Procedure provided in Schedule B

shall have to be followed subject to their being not incompatible with any treaty or standard operating procedure, if any, between Bangladesh and any other country.

**14. Providing information to the victim and the protection of victim's privacy.**— (1) Beginning from the filing of a case and until the submission of investigation report, the authorities of the police station concerned shall, at least once in a month, inform the victim or his representatives about the measures taken against the human-traffickers and the progress of the case by using Form 3 of Schedule A.

(2) Beginning from the time the investigation report is submitted and until the judgment in the concerned case or appeal, as the case may be, is delivered, the concerned Special Prosecutor shall, at least once in a month, inform the victim or his representatives about the progress of the case and the next following measures to be taken, by using Form 3 of Schedule A.

(3) In intimating the victim or his representatives any information under sub-rules (1) and (2), the Police or the Special Prosecutor, as the case may be, may receive assistance from any non-government organisation.

(4) Following the lodgment of a case, the police shall ensure the security of the informant or complainant of the case, witnesses, the victim, and the members of family or the representatives of the victim pursuant to an application made through Form 4 of Schedule A, and shall keep the name, photo, and address of the victim confidential.

(5) No information about the victim of human-trafficking may be disclosed, transmitted, or given to any other person except with the permission of the Tribunal.

**15. Duties of the rescuing officer and non-government organisations.**— (1) After the rescue of a victim of human trafficking, the rescuing officer or the investigating officer or the non-government organisation involved with the rescue, shall—

(a) during the first meeting with him, inform the said victim about his right to protection, medical care and other services, right to compensation, provision of legal aid, and the option to stay in any government or non-government shelter home or rehabilitation centre, and about other benefits to which he might be legally entitled by using Form 5 of Schedule A;

(b) pursuant to any request from the victim of human-trafficking, present an application to the Tribunal for a protection order under section 22(1) of the Act;

(c) concerning the victims of human trafficking who are in need of security or protection, furnish Form 6 of Schedule A or a Case Management Intake Form to the National Authority;

(d) when necessary, undertake measures to check the health of the victim and send a report of such health checkup to the police station concerned; and

(e) arrange for psycho-social counseling and treatment in order to mitigate trauma or mental breakdown of the victim.

## Chapter IV

### **Regulation of, and responsibilities and the standard of services provided by Non-Government Organisations**

**16. Non-government organisation and the operation of shelter homes or rehabilitation centres.**— (1) Any non-government organisation willing to undertake programmes relating to the rescue of victims of human trafficking, assistance to them, or their repatriation and social-integration shall have to obtain licence from the National Authority.

(2) To obtain a licence, the non-government organisation shall, upon payment of the fee as may be determined by the Authority, make an application in Form 7 of Schedule A, and the application shall be accompanied by the following documents, namely—

- (a) an annual report of activities;
- (b) a brief annual report of accounts;
- (c) a copy, if any, of the registration-document, permission, or licence, as the case may be, obtained under any other law;
- (d) a declaration stating that there is no complaints, by the residents of shelter homes or rehabilitation centres, of human rights violations against the application non-government organisation;
- (e) a guarantee that the standards to be determined by the National Authority shall be maintained and complied with; and
- (f) any other document as may be required by the National Authority.

(3) Upon being satisfied about the documents furnished under sub-rule (2), the National Authority shall, in the manner to be determined by it, issue a licence to the said applicant organisation.

**17. Grant of licence, duration, renewal, revocation, etc. of licence.**— (1) The National Authority, upon the scrutiny of the application received under rule 16, may either accept the application or reject it.

(2) The validity of a licence issued under rule 16 shall be of two years, and shall be renewable after every two years, subject to fulfilling such conditions and the payment of such fees as may be determined by the Authority.

(3) In case of failure to apply for the renewal of the licence before it expires, the non-government organisation may apply for the renewal of the licence upon payment of the late-fee to be fixed by the National Authority.

(4) The National Authority may grant or reject an application for the renewal of licence within such time and in such a manner as may be determined by it.

(5) If any non-government organisation is aggrieved by any order of the National Authority, it may appeal against such order to the Government and the decision of the Government in that regard shall be final.

(6) In case a licence is lost, burnt, or damaged, a duplicate thereof may be obtained by following such procedures and upon payment of such fees as may be determined by the National Authority.

**18. Services to be provided by non-government organisations, obligations, etc.—** (1)

Any non-government organisation providing services to the victim of trafficking shall extend to the victims following types of assistance, namely:—

- (a) free legal assistance, physical or psychological medical treatment, and psycho-social counseling for free;
- b) free assistance to the victim in submitting necessary documents to different offices and in availing of any other benefits;
- (c) accompanying and ensuring the security of the victim or witnesses while staying in or travelling from the shelter home or the rehabilitation centre for purposes relating to the criminal case or medical treatment;
- (d) filing of application to the police or the Tribunal for protective and security measures when any victim of human-trafficking or witness of the concerned case faces any threat or risk; and
- (e) helping the victims of human-trafficking staying in the shelter home or the rehabilitation centre to reintegrate into their family or society, providing them earning-oriented training, and placing them in any business or employment.

(2) While providing services to women and children victims, welfare of them shall have to be ensured and, especially, appropriate arrangements should be made for the amusement, rest, travel and study of the children.

(3) The officers of the non-government organization or the shelter home who are engaged in providing services to the victims of human-trafficking must have appropriate training for conducting such activities, and the victims shall always be treated with humanity, courtesy and compassion.

(4) While sending any victim of human trafficking residing in the shelter home or the rehabilitation centre back to his family, or while providing him training or placing him in any business or employment, written consent of the said victim shall have to be obtained.

(5) No victim can be kept in the shelter home or the rehabilitation centre against his will or for a longer period than necessary, and a report regarding the victim who was sent in custody by an order of the court shall have to be submitted to the Tribunal or the concerned Magistrate once in a month.

(6) The authorities of the non-government organisation or shelter home shall keep confidential all personal information, photo, or identity of each victim who is receiving their service, nor shall they disclose any offence or cruelty committed against him, and shall inform each victim, once in every month, about the latest status of the concerned criminal case and the measures to be taken for their interest.

**19. Principles applicable to services and programmes of non-government organisations.—** The principles to be observed while undertaking and implementing any



programmes for the victims of human-trafficking and providing services to residents of shelter homes or rehabilitation centres shall be as follows, namely:—

- (a) the respect for human dignity;
- (b) non-discrimination;
- (c) the highest level of protection of the victims of human-trafficking and, with regard to children, ensuring the protection of their best interest and welfare;
- (d) improvement of the overall standard of life of victims of human-trafficking;
- (e) participation of the victim in decision-making regarding any issues concerning him including rehabilitation, and reflection of the victim's consent in such decisions.

**20. Standard of services and condition of shelter homes run by non-government organisations.**— (1) The shelter homes and the rehabilitation centres run by any non-government organisation shall have the following facilities, namely: —

- (a) reasonably comfortable rooms;
- (b) a decent and crowd-free environment;
- (c) enough electric fans in every bedroom;
- (d) provisions for adequate light and ventilations for air; and
- (e) hygienic toilets in enough numbers.

(2) The non-government organisation shall ensure that the residents of every shelter home or rehabilitation centre are examined by a registered physician at least once in a month.

(3) The non-government organisation, for the purpose of ensuring essential health-services and medical treatment, shall adopt its own policy or method with the previous approval of the National Authority.

(4) The non-government organisation shall make arrangements for appropriate recreation, amusement, and psycho-social and legal counseling for the residents of shelter homes or rehabilitation centres operated by it.

(5) It shall be ensured that the residents of every shelter home or rehabilitation centre are provided with balanced diet of standard quality, and are supplied reasonable quantity of daily essentials and toiletries.

(6) As and when necessary, the National Authority may from time to time issue directions to non-government organisations to follow the minimum international standards of care with regard to the services to which the victims residing in shelter homes and rehabilitation centres are entitled and the facilities to be extended to them, in accordance with the Children Act, 2013 (Act No. 24 of 2013), Rules made thereunder, or any other applicable law.

**21. Report of non-government organisations.**— The non-government organisations implementing any programmes of rescuing, repatriating, and socially integrating victims of human-trafficking and operating, for that purpose, any shelter home or rehabilitation centre shall in September of each year send the National Authority a report for the

preceding year, containing the details of their programmes and activities, especially the details of services provided to the victims of human-trafficking and witnesses and the particulars of the standard and condition of such shelter homes or centres.

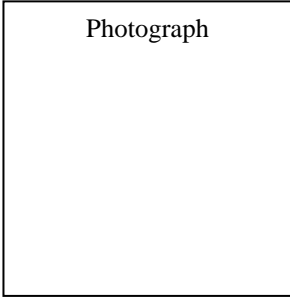
**Schedule A**  
**Form No. 1**  
**PERSONAL DATA FORM**

*[see rule 8(1)]*

**Instructions**

After the victim is rescued or admitted to any appropriate care or custody, this Form has to be filled out and sent to the National Anti-Human-Trafficking Authority and, in case of a foreign citizen, to the appropriate authority of the victim's home country.

1. Family name: \_\_\_\_\_  
Given names: \_\_\_\_\_  
Other names: \_\_\_\_\_
2. Father's name: \_\_\_\_\_
3. Mother's name: \_\_\_\_\_
4. Guardian's name: \_\_\_\_\_
5. Native language: \_\_\_\_\_
6. Age: \_\_\_\_\_
7. Date of birth: \_\_\_\_\_
8. Is the victim a child? (Yes/No): \_\_\_\_\_
9. Gender (Male/Female): \_\_\_\_\_
10. Nationality: \_\_\_\_\_
11. Permanent address:  
\_\_\_\_\_  
\_\_\_\_\_



12. Is the victim pregnant? (Yes/No): \_\_\_\_\_
13. Whether the victim is accompanied by child (Yes/No): \_\_\_\_\_
14. Educational qualification: \_\_\_\_\_
15. Religion: \_\_\_\_\_
16. Height: \_\_\_\_\_
17. Distinguishing mark: \_\_\_\_\_
18. Date of entry into the country of rescue: \_\_\_\_\_
19. Victim's current or latest address in the country of rescue:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
20. Phone or mobile phone: \_\_\_\_\_
21. Relatives or friends in the country of rescue, if any (names, address, phone):  
\_\_\_\_\_

- 
- 
22. The likely reason for which the person became a victim of human-trafficking:
- Run away: \_\_\_\_\_
  - Family problems or violence: \_\_\_\_\_
  - Dowry or conjugal feud, or child marriage: \_\_\_\_\_
  - Eviction from home: \_\_\_\_\_
  - Forced labour: \_\_\_\_\_ ; Type of labour: \_\_\_\_\_
  - Migration fraud or exploitation (please describe the type):  
\_\_\_\_\_
  - Others (please describe): \_\_\_\_\_

23. Victim's problem (tick one or more):
- Victim of domestic or cross-border trafficking: \_\_\_\_\_
  - Describe victim's trafficking destination, means of trafficking, and the trafficker:  
\_\_\_\_\_  
\_\_\_\_\_
  - Whether the victim is also raped or not?: \_\_\_\_\_
  - Whether the victim is rescued from a brothel?: \_\_\_\_\_

**Juridical or legal information**

24. Place of rescue: \_\_\_\_\_  
Date of rescue: \_\_\_\_\_  
Date of referral to the court or tribunal: \_\_\_\_\_
25. Rescuing organisation or agency: \_\_\_\_\_
26. Concerned police station: \_\_\_\_\_
27. Particulars of the case; General Diary (GD) or FIR (first information report) number & dates):  
\_\_\_\_\_  
\_\_\_\_\_
28. The first court of the case & date: \_\_\_\_\_
29. If the case is in progress, its details: \_\_\_\_\_

Signature of the Recorder  
(with name and contact details)

**Form No. 2**  
**INFORMATION FOR FAMILY TRACING**

*[see rule 11(2)]*

**Instructions**

After collecting family information, this form has to be sent to the National Anti-Human-Trafficking Authority and, in case of a foreign victim, to the appropriate authority of the victim's country.

*Note: This form is revisable if the victim provides further information. In that case, this Form has to be resent.*

1. Date of collecting the information: \_\_\_\_\_
2. Victim's family name: \_\_\_\_\_  
Victim's given names: \_\_\_\_\_  
Other names: \_\_\_\_\_
3. Date of birth: \_\_\_\_\_, Age: \_\_\_\_\_
4. Gender: \_\_\_\_\_
5. Marital status: \_\_\_\_\_  
If married or divorced, spouse's or ex-spouse's name: \_\_\_\_\_
6. Current or last address in the victim's home country (details of any important place or individual, phone number, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Phone or mobile Phone: \_\_\_\_\_
8. Date of last contact with primary family member or caretaker in the country:  
\_\_\_\_\_
9. Reasons for separation from the family or other persons with whom the victim used to live in his or her home country:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Family member or other primary contact in home country (if known):
  - (a) Family member's name: \_\_\_\_\_  
Given names: \_\_\_\_\_
  - (b) Relationship (with the victim): \_\_\_\_\_
  - (c) Occupation: \_\_\_\_\_

(d) Country: \_\_\_\_\_; (e) State or district: \_\_\_\_\_

(f) Municipality (if any): \_\_\_\_\_

(g) Police station: \_\_\_\_\_

(h) Union or area: \_\_\_\_\_; (i) Post office:

\_\_\_\_\_

(j) Name and address of contact's work-place or office, if any:

\_\_\_\_\_

(k) Phone or mobile phone numbers, if any:

\_\_\_\_\_

11. Does the victim wish to return to his or her parents or family?

Yes

or

No

12. If the victim does not wish to return to his or her parents or family, explain why?:

\_\_\_\_\_

\_\_\_\_\_

13. Information about the person with whom the victim wishes to stay, when she or he does not wish to return to parents:

\_\_\_\_\_

\_\_\_\_\_

(a) Name: \_\_\_\_\_

Given name: \_\_\_\_\_

(b) Relationship: \_\_\_\_\_

(c) Occupation: \_\_\_\_\_

(d) Country: \_\_\_\_\_; State or district: \_\_\_\_\_

(e) Municipality (if any): \_\_\_\_\_

(f) Police station: \_\_\_\_\_

(g) Union or area: \_\_\_\_\_

(h) Post Office: \_\_\_\_\_

(i) Name and address of contact's work-place or office, if any:

\_\_\_\_\_

\_\_\_\_\_

(j) Phone or mobile phone numbers, if any: \_\_\_\_\_

14. Other contacts in home country (if known):

(a) name of the person to contact: \_\_\_\_\_

Given names: \_\_\_\_\_

(b) Relationship: \_\_\_\_\_

- (c) Occupation: \_\_\_\_\_
- (d) Country: \_\_\_\_\_; State or district: \_\_\_\_\_
- (e) Municipality (if any): \_\_\_\_\_
- (f) Police station: \_\_\_\_\_
- (g) Union or area: \_\_\_\_\_
- (h) Post office: \_\_\_\_\_
- (i) Name and address of work-place or office, if any:  
\_\_\_\_\_  
\_\_\_\_\_

(j) Contact's phone numbers, if any:  
\_\_\_\_\_

15. Additional information to identify the location of the family or other persons with whom the victim used to live (include any other information available):

- Notable buildings or institutions in the community (*masjid*, temple, government buildings, markets, etc.). \_\_\_\_\_  
\_\_\_\_\_
- Details of school the victim attended (name, names of teachers, uniforms, etc.)  
\_\_\_\_\_
- Transportation routes, border crossings, etc. (so far as remembered)  
\_\_\_\_\_
- Names of community leaders, community personalities, etc.  
\_\_\_\_\_
- Signs, symbols, or cultural features distinctive of the community (flags, slogans, local dress, local history, name of local ethnic groups, etc).  
\_\_\_\_\_
- Notable geographical features or constructions near the community (mountains, lakes, dam-sites, large highways, etc.).  
\_\_\_\_\_
- Linguistic information (accent, vocabulary, local dialect, informal vocabularies, etc.): \_\_\_\_\_

16. Geographical information as to the family Location. (If the victim provides drawings or other visual information that may assist in locating her or his family, put that information in the box below.)

**Note:** To send all pages of this Family Tracing Form.

**Form No. 3****UP-TO-DATE REPORT OF THE MEASURES TAKEN AGAINST THE  
TRAFFICKER***[see Rule 14(1) and 14(1)]*

Date: \_\_\_\_\_

To (concerned victim)

\_\_\_\_\_  
\_\_\_\_\_

Case number: \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_,

The measures taken, and the progress of the case, against the offender who committed the heinous offence of human trafficking against you as well as against the accomplices in the past ..... days and .....months are provided below for your kind information:

Sl. No.	Name of the trafficker or the accomplices	Measures taken	Latest status of the case	Next date of the case and measures to be taken

The above information is true and correct to the best of my knowledge. Should you wish to know further in this regard, you may contact the office of the undersigned.

Name and signature  
(Designation and Seal)



**Form No. 4**

**APPLICATION FOR SECURITY MEASURES**

*[see Rule 14(4)]*

1. Name of the applicant: .....

Applicant is child/female/male/other (please tick)

Father's name: .....

Mother's name: .....

Present address: .....

.....

Permanent address: .....

.....

Fax, e-mail, telephone, & phone number (if any): .....

.....

Age: .....

Occupation: .....

2. Case No.: .....

3. Tribunal and the District : .....

4. What type of protection is being sought and against whom it is sought:

.....

.....

5. Name of the person assisting the applicant (if applicable): .....

.....

6. Date of application: .....

Signature of the applicant

Signature on behalf of the applicant

**Form No. 5**

**NOTICE OF ASSISTANCE/COOPERATION OBTAINABLE BY VICTIMS**

*[see Rule 15(a)]*

To (victim of human-trafficking)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case No. \_\_\_\_\_

As a victim of human-trafficking, you are entitled to or may receive under the law compensation, legal aid, and other facilities from the following persons or agencies, namely:

Serial No.	Person or institution from whom or which assistance may be obtained	Right to compensation	Legal aid	Other facilities

*The above information is true and correct to the best of my knowledge.*

Date:

Name and signature  
(Designation and seal)

**Form No. 6**  
**CASE MANAGEMENT INTAKE FORM**  
*[see rule 15(c)]*

To be completed by the Rescue Officer, Investigating Officer and Private Agency for a victim if protection needed.

Index/Code No  (for office use only)

Victim's name				
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Is the victim a child?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the victim is a child, is his/her birth registered?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date of birth of the victim, if known:	dd/mm/yyyy			
Victim's actual or approximate age (when date of birth is not known)				
Name and address of the informant				
Relationship of the informant with the victim				
Victim's mother's name and occupation				
Is the victim's mother alive?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Victim's father's name and occupation				
Is the victim's father alive?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Name of the Union	
Village or Ward	
Any other significant place or phone numbers or names of persons	

Further description of the victim (please tick):  
 Victim with disability; victim's father/mother is/are disabled; Working person; Working child;  
 others (please describe): .....

Describe the reasons for giving information. Give details of the situation and location of the victim and how she or he was brought into the present situation.

Victim's status before trafficking: (Tick the most important one)	Was living with both parents	<input type="checkbox"/>	Was living with mother/father only	<input type="checkbox"/>
	Was living with someone other than any relatives	<input type="checkbox"/>	Was living with an adult sibling/other member(s) of the family	<input type="checkbox"/>
	Was living in an orphanage/elsewhere	<input type="checkbox"/>	Others (Please describe)	<input type="checkbox"/>

Current family status (Tick one)	Parents alive	<input type="checkbox"/>	Orphan (mother/father/both parents deceased)	<input type="checkbox"/>
	Separated from parent(s)/family	<input type="checkbox"/>	Others (Please describe)	<input type="checkbox"/>
	Living in an orphanage		Living in an institution	

Victim's current/pre-trafficking problem (Tick as appropriate)	Physically abused / victim of domestic violence	<input type="checkbox"/>	sexually abused	<input type="checkbox"/>
	Early marriage/suffered the problem of dowry	<input type="checkbox"/>	Subjected to serious neglect	<input type="checkbox"/>
	Was subjected to migration fraud	<input type="checkbox"/>	Other problems (please specify):	<input type="checkbox"/>

What action has been agreed to be taken by the social worker, the informant, or law-enforcing agency?	
Name of the person recording information and address	

**For office use only**

Name of the social worker or member of law-enforcing agency empowered to verify the information	
Date of verification of the information	

**Form No. 7**  
**NATIONAL ANTI-HUMAN-TRAFFICKING AUTHORITY**  
**APPLICATION FOR LICENCE TO ESTABLISH OR OPERATE A SHELTER**  
**HOME OR REHABILITATION CENTRE**  
*[see rule 16(2)]*

Date of application: .....

Application No.: .....

- 1. Name of the applicant or the organisation:
- 2. If the applicant is a person, his/her father's and mother's names:  
.....  
.....
- (a) Present address:  
.....
- (b) Permanent address:  
.....
- 3. Address of the applicant organisation (including phone and fax numbers, and e-mail):  
.....  
.....
- 4. Name and address of the appropriate representative of the applicant organisation (including phone and fax numbers, and e-mail address):  
.....  
.....
- 5. The place where the shelter home/rehabilitation centre shall be established:  
.....
- 6. Description of the proposed shelter home/rehabilitation centre (attach a sample photo):  
.....
- 7. Number of people to be accommodated in the proposed shelter home/rehabilitation centre, and whether it has separate facilities for women and children (if yes, give a brief description thereof):  
.....  
.....
- 8. Brief description of the services to be rendered:  
.....
- 9. Description of any licence taken under any other law (attach a copy):  
.....
- 10. Experience and recognitions of the applicant (separate sheets may be attached):

.....  
11. Whether there is any allegation of human rights violation against the applicant, or whether any legal proceedings were drawn against him/her/it:  
.....

12. List of documents and reports or statements attached in accordance with rule 17(2):  
1) .....; 2) ....., 3) .....

I/we affirm that the above information is true according to my/our belief and knowledge, and I/we shall abide by the conditions of the licence and shall at all times endeavour to protect rights, welfare and interests of the residents of the shelter home/rehabilitation centre.

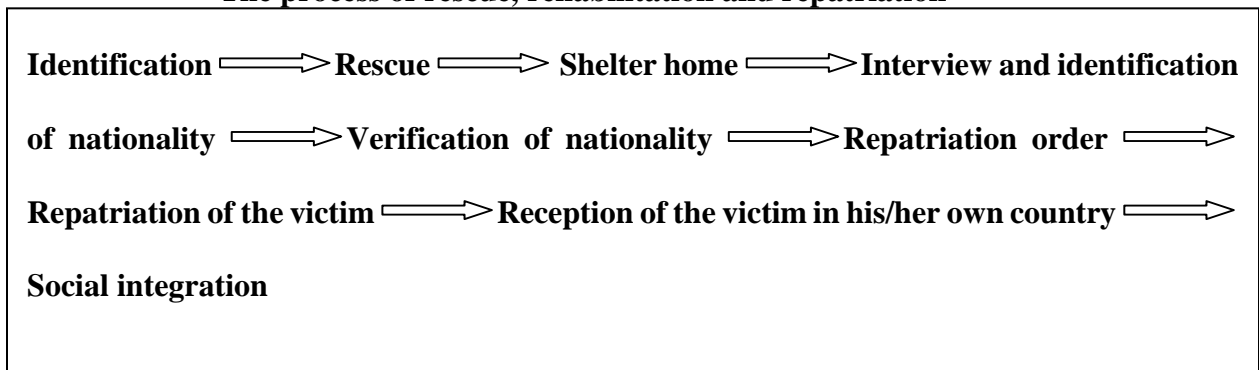
Signature of the applicant and date  
(With official seal)

**Schedule B**  
*[see rule 12(1)]*

**STANDARD OPERATING PROCEDURE  
 FOR  
 THE RESCUE, REHABILITATION, AND REPATRIATION OF THE VICTIMS  
 OF HUMAN-TRAFFICKING**

While conducting the rescue, rehabilitation and repatriation of the victims of human trafficking, the following programmes and procedures shall be followed under any recognised Standard Operating Procedure:

**The process of rescue, rehabilitation and repatriation**



**1. Identification of the victim.** – (a) The trafficked persons may be identified in different ways:

- Identification of victims when the human-traffickers are detained along with the victims by the law-enforcing agencies (Police, RAB, Border Guards or Bangladesh (BGB), Coast Guard, and other agencies) or by any non-government organisation (NGO); or
- On the basis of information received from reliable sources like media, social welfare officer, prison authorities, social worker, Child Welfare Committee (CWC), and so on;
- On the basis of information gathered from the victim’s statement; or
- With the assistance of any NGO or INTERPOL; or
- On the basis of information given by the relatives, neighbours, or colleagues of the person trafficked.

(b) Immediately after identifying the victim, the identifying officer or person shall send the collected primary information to the National Anti-Human-Trafficking Authority. If any person other than the police collects such information, that information shall be communicated, as soon as possible, to the nearest police station and also to the concerned counter-trafficking committee and the Authority.

**Time-frame:** The identification of victim is a continuing process; information shall be collected as soon as possible after the identification of the victim.



**Necessary documents:** Case Management Intake Form.

**2. Rescue of the victim.** – Since the human-traffickers move to places rapidly, the law enforcing agencies or the concerned NGO shall, promptly after they receive any information about incident of trafficking or are communicated regarding such an incident, take measures to rescue the trafficked person at the earliest. This might take a few hours to several days. The Police or any Immigration Officers, other law enforcing agencies, NGOs, and the locals have the first call to try to rescue the victim by employing all means. The focal or designated person of the concerned law-enforcing agency will have the National Anti-Human-Trafficking Authority constantly informed and updated about the progresses in the process.

**Time-frame:** 1-5 working days after the identification of the victim. If more time is required in special circumstances, the officer-in-charge of the concerned police station and the Authority must be informed, within seven days, about the latest status of the rescue process

**Responsible authorities:** The officer-in-charge of the concerned police station, Border Guards (BGB), and the National Anti-Human-Trafficking Authority.

**Necessary documents:** The general, updated Report Form used by the police officer.

**3. Documentation:** — (a) At this stage, the designated police officer shall file a case in the police station in accordance with the Act and the Rules. Information in this regard shall have to be shared with the Human Trafficking Monitoring Cell at the Police Headquarters and the National Anti-Human-Trafficking Authority.

(b) Concerning the matter, the Authority shall open a file and allocate a distinct code number for each victim. While allocating such code number, the information received from the police station, NGOs, or the concerned foreign country shall be taken into consideration.

**Time-frame:** 24 hours.

**Responsible authorities:** The Officer-in-Charge of the concerned police station and the National Anti-Human-Trafficking Authority.

**Necessary documents:** Personal Information Form.

**4. Placement of the victim in a safe place and the collection of information:**— (a) Immediately after the documentation, the concerned police officer shall make arrangements to place the victim in a safe place in accordance with the law. The Officer-in-Charge of the concerned police station and all others concerned shall ensure that —

- the person rescued has been produced before the court within 24 hours and that he or she has been sent to a government or non-government shelter home as per the law or an order of the court.

**Time-frame:** 24 hours.

**Responsible authorities:** Police, probation officer and NGOs.

- the information sent to the Authority is up-to-date and that all information regarding the case has been recorded.

**Time frame:** 2-5 days.

**Responsible authorities:** The officer-in-charge of the police station, Probation Officer, the National Anti-Human-Trafficking Authority, and the authorities of the concerned government or non-government shelter home.

**Necessary documents:** Case Management Intake Form, Personal Information Form, First Information Report (FIR), and the order of the court.

(b) The authorities of the shelter home shall receive the victim from the police or on the basis of the court's order, and shall collect all necessary information including information relating to his or her family for the purpose of identifying the victim's nationality or his or her identity.

**Time-frame:** Approximately one month. (If more time is required, the concerned police station and the National Anti-Human-Trafficking Authority must be informed).

**Responsible authorities:** Shelter home authorities.

**Necessary documents:** Personal Information Form and the Family Tracing Form.

**5. The National Anti-Human-Trafficking Authority to share information with the appropriate authorities of the foreign country concerned:** (a) Acting within the framework of any the existing bilateral cooperation treaty with the concerned country or protocol or any regional treaty, the Authority shall share with concerned countries various information given by the victim through letters, faxes and emails, and shall request them to trace the nationality and family of the concerned victim.

(b) Having done this, the Authority shall issue a 'Final Confirmation Letter'<sup>1</sup> for the repatriation of the concerned foreign victim, and shall accordingly inform the concerned Bangladesh Embassy or High Commission, Embassy or border security forces of the concerned foreign country and the concerned NGO through letter, fax or emails.

**Time-frame:** Two weeks (approximately).

**Responsible authorities:** The National Anti-Human-Trafficking Authority.

**Necessary documents:** Personal Information Form, Family Tracing Form, a copy of the order of the court, and the police report including the forwarding note.

**6. Clearance for the repatriation of foreign victim:**— (a) For the purpose of identifying the nationality and tracing the family of the foreign victim, the National Anti-Human-Trafficking Authority shall communicate with the foreign ministry of the foreign country concerned through the Ministry of Foreign Affairs. Upon receiving any recognition letter from the foreign ministry of that country, the Ministry of Foreign Affairs shall inform the National Anti-Human-Trafficking Authority about such letter.

(b) In order to repatriate the foreign victim to his or her home country, the Authority shall undertake measures to obtain visas form the immigration authorities and to obtain necessary travel documents and the 'repatriation order' from the High Commission or embassy of the concerned foreign country.

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<sup>1</sup> Final Release Letter or Final Non-objection Note.

**Time-frame:** One week.

**Responsible authorities:** The National Anti-Human-Trafficking Authority, the Ministry of Foreign Affairs, and the immigration authorities in Bangladesh.

**Necessary documents:** A request letter or a request form addressing the immigration authorities requesting visas, and a letter of request or a request form addressed to the High Commission or Embassy of the concerned country to obtain travel documents.

**7. Administrative procedure for the repatriation of foreign victims:**— (a) The National Anti-Human-Trafficking Authority and other authorities concerned shall, after receiving the ‘Confirmation Letter’ of nationality-identification from the concerned foreign authorities, call for repatriation, and visas or travel documents for the foreign victim, initiate the following administrative procedures for repatriation:

- to check if the trial or court proceeding or the final report of investigation by the Police has duly become complete;
- to determine the mode of transport and route to be used from among air, water and land transports and routes;
- to determine the border or airport through which to process the repatriation;
- to designate the officer who will be in charge of providing security or protection during the process of repatriation;
- to hand-over or return the foreign victim working in coordination with different concerned agencies (such as Border Guards (BGB), immigration authorities, airport and land-port authorities, social welfare officer or probation officer, NGOs and the appropriate authorities of the concerned foreign country), and to keep a copy of the ‘Hand-over Note’.

(b) The shelter homes shall issue a separate ‘Release Order’ for every foreign victim.

(c) A copy of the release letter issued by the National Anti-Human-Trafficking Authority shall be sent to the Ministry of Foreign Affairs, the concerned Probation Officer, Border Guards (BGB), immigration authorities, Civil Aviation Authorities, the shelter home authorities, NGOs, and the concerned airlines.

**Time-frame:** Not more than one week.

**Necessary documents:** Release Letter, Release Order issued by the shelter home, Hand-over Note, and the Inquiry Form.

**Responsible authorities:** The National Anti-Human-Trafficking Authority, the shelter home authority, and other concerned agencies.

**8. Repatriation of Bangladeshi victims:**— (a) If the National Anti-Human-Trafficking Authority receives any information regarding any Bangladeshi citizen who has been trafficked to any other country or information about the origin of the victim’s family from any non-government organisation or any agency of a foreign country or from the Ministry of Foreign Affairs, it shall communicate such information to the Monitoring Cell at the Police Headquarters and to the Special Branch of the Police so that the Police can trace the nationality and be sure about the family-origin of such victim.

(b) The National Anti-Human-Trafficking Authority shall, upon being certain about the identity and nationality of the Bangladeshi victim, communicate to the appropriate authorities of the concerned foreign country, the Bangladesh Embassy or Mission in the concerned country, the Ministry of Foreign Affairs and other appropriate ministries the necessary information, and shall undertake measures to get such Bangladeshi victim repatriated in cooperation with them.

**Time-frame:** 45-60 days.

**Responsible authorities:** The Special Branch of the Police, the Police Headquarters, the National Anti-Human-Trafficking Authority, the Ministry of Foreign Affairs, and other concerned ministries.

**Necessary documents:** Family Tracing Form including the Forwarding Letter.

**9. Reception of Bangladeshi victims rescued abroad:**— (a) The rescued Bangladeshi victim shall be received by the Border Guards (BGB), Social Welfare Officer or Probation Officer, concerned non-government organisation, the Police, any other designated representative, and the family of the rescued victim.

(b) After receiving the Bangladeshi victim, the relevant documents shall be sent forward to the country where she or he was rescued from.

(c) When necessary, arrangements must be made to keep the rescued Bangladeshi victim temporarily in any shelter home in Bangladesh or abroad.

(d) Necessary psychological, financial and other assistance must be provided to the received Bangladeshi victim so that the process of his social integration can be initiated.

**Time-frame:** One day to stay in the temporary shelter home. One week to three months for social integration. (The Probation officer shall keep the Authority informed by providing up-to-date information about the concerned victim).

**Responsible authorities:** Probation Officer or the person specifically given charge by the Government, the National Anti-Human-Trafficking Authority, concerned non-government organisation, and the authorities of the Shelter Home.

**10. Social integration of Bangladeshi victims rescued:**— (a) After the rescue of any Bangladeshi victim from within the country or upon the repatriation of such victim following his rescue abroad, the process of his social integration shall have to be commenced.

(b) If it is not possible to return such victim to his family, the Ministry of Social Welfare, concerned non-government organisation, and the National Anti-Human-Trafficking Authority shall, in addition to training and employing the victim or providing him with psychological, financial and other assistance under the Act and the Rules, take other welfare measures in order to integrate him into society.