### Instructions for Employer Registration Process on eMigrate Portal

# 1. Advantages of eMigrate portal for the registered employers in the recruitment of Indian manpower

- (i) Online access to 1500+ Indian Recruiting Agents for getting assistance in recruitment of Indian Manpower by raising online demand.
- (ii) Online Permit approval for direct recruitment of Indian manpower for hassle free and legal recruitment in case of the assistance of Indian Recruiting Agent is not required by the employer.
- (iii) Online status of applications/ requests raised by the employer.
- (iv) Online creation of employment contract.
- (v) Online status of travel date of Indian employee from/ to India
- (vi) Assistance from 24 X 7 eMigrate Helpdesk through phone (+911126885021) and email (<a href="mailto:helpdesk@emigrate.gov.in">helpdesk@emigrate.gov.in</a>).

### 2. Registration of Employers

Employers from any location outside India, can register in eMigrate portal through the concerned Indian Mission and get facilitated in the process of recruitment of Indian manpower. After registration, employers can raise demand online through Indian Recruiting Agents or alternatively the employer can apply for Permit for direct recruitment of Indian manpower. Likewise, the Recruiting Agencies from any location outside India, can also get registered. For the detailed process of registration of employers or Recruiting Agencies (from a location outside India), please refer to Appendix A.

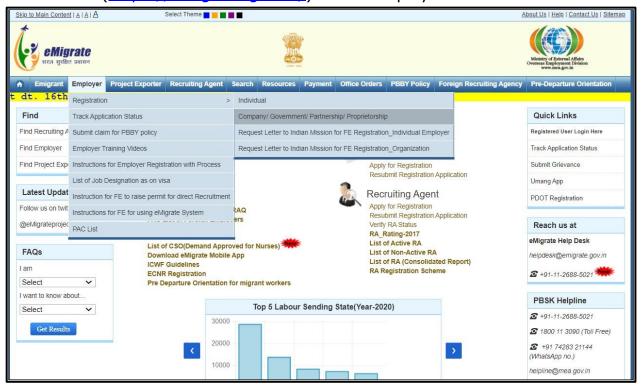
Registration Applications submitted online in eMigrate system by the employers from any location outside India are processed by the jurisdictional Indian Mission (IM).

The registration of the employer shall be valid for 5 years initially.

3. <u>Appendix A – Process for applying for Registration of Employers or</u> Recruiting Agencies (from a location outside India)

#### Step1 -

(i) For employer registration, applicant can click on the Registration option on eMigrate portal (<a href="https://emigrate.gov.in/">https://emigrate.gov.in/</a>) under Employer menu.



(ii) For Recruiting Agencies (outside India) Registration, click on the Registration option on eMigrate portal (<a href="https://emigrate.gov.in/">https://emigrate.gov.in/</a>) under Foreign Recruiting Agency.

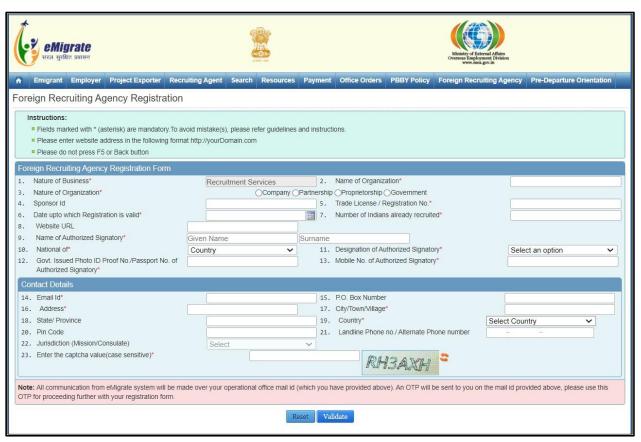


Step 2 -

(i) The screen for Employer Registration is shown below –



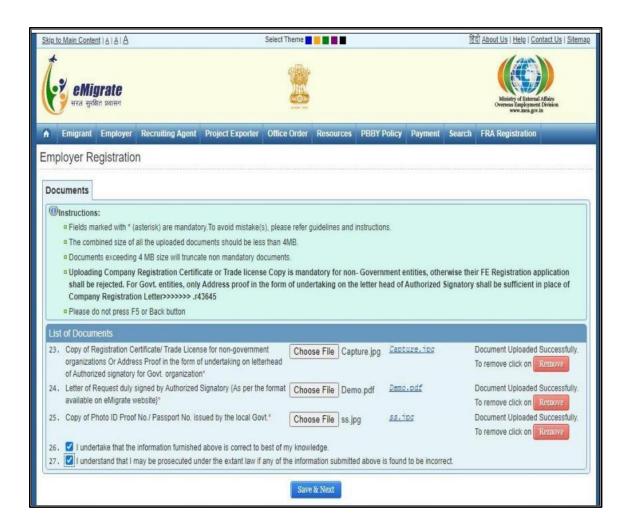
(ii) The screen for Recruiting Agencies (outside India) Registration is shown below-



Step 3 – After the form is filled and the applicant clicks the 'Validate', an OTP is sent on the email id provided by the applicant. Applicant has to fill the OTP as shown below-



Step 4 - After successful email OTP validation, the applicant is required to upload the required document as shown below -



Step 5 – Registration form is submitted on clicking 'Save and Next' and an Application Reference Number is displayed to the applicant. Applicant can also download the PDF document of the details filled by him during registration. An acknowledgment email is also sent to the applicant after successful submission of his application.



Step 6 – Applicant can check the status of his application using 'Track Application Status' on eMigrate portal using the Application Reference No.

Step 7 – Once the application is approved by Indian Mission, the user id and password will be mailed to the registered email id of the employer in seperate mails. The registration of the employer shall be valid for 5 years initially.

#### Request letter to Indian Mission for Foreign Employer (FE) Registration

(For Individual Employers (i.e. Individual person), desiring to employ Indian workers for domestic works. To be filled by the Employer himself/herself in his/ her own handwriting in English Language and uploaded online along with the supporting document at the time applying online through eMigrate System.

•	,
(Name of the Emplo	yer)
National of	and
(	(Name of the country, to which Employer belong)
_	
(Com	plete Address of the Employer & email)
and having Personal Identification N	No,
	(Passport Number/ National Identification No./ Civil Id no.)
issued by	, (a Govt. Authority)
(Name of the Agency who has issue	d the Personal Identification No.to the Authorized Signatory)
hereby apply for registration of mys of India, through Indian Mission in	self as Foreign Employer (FE) in the eMigrate System of Govt.
	untry where Indian Embassy/ Consulate is located)
2. I certify that the information pro	vided in this Request Letter and in online application form is
correct.	
3. I undertake that I shall abide by eMigrate System or the Govt. of Inc	y the rules and regulations as required time to time by the dia.
country before completion of emplo Certificate' or any other documen	ndian worker employed by my, desires to go back to his/her oyment contract for any reason, I shall give the 'No objection nt as required, to the Indian Mission officials and to the tate the exit of the Indian employee.

Signature of the Authorized signatory

(Contd)

Date

5. I undertake that I shall not withhold/ confiscate the passport, visa or the work permit

belonging to the Indian worker, under any circumstances.

6. I undertake that I shall not falsely implicate any Indian worker and/or shall not register any false case with any govt. agency or the police against the Indian worker. 7. I undertake that once FE registration application submitted by me is approved, I shall not apply for the registration of the same organization again under any circumstances. Signature of the Employer Date..... Place..... Name of the Employer (Name of the City and Country) Contact Nos. of Authorized Signatory (Mobile) ..... Landline No..... (One contact no. either mobile or Landline no.is Mandatory) **Important Notes:** 1. This Request letter is required to be downloaded by the Employer from eMigrate website and filled-in completely with required information and signature etc. before start applying online for FE Registration on eMigrate. 2. The completely filled in Request Letter is required to be uploaded by the Employer along with the other supporting document, at the time of online application. 3. Employer is required to mention the date and sign both the pages of this Request letter as indicated. 4. This Request Letter must be filled-in completely and in English Language only. In case the form is not filed completely or filled-in any language other than English, the Indian Mission officer, processing the FE registration application is directed to summarily reject the application for FE Registration. 5. The content of this Request Letter shall not be altered or modified under any circumstance. Application for FE Registration, with altered/ modified Request Letter shall be rejected summarily by the Indian Mission. List of Documents uploaded on eMigrate System along with FE Registration Application, are as under (Please tick box as applicable): 1. Request Letter for FE Registration duly signed by Authorized Signatory/ individual Employer. 2. Copy of Passport / Personal Identification Number / Civil Id issued by Govt. Authority in the name of Authorized Signatory. 3. Copy of Address proof.

#### **Annexure B**

# Request letter for Registration as Foreign Employer (FE)/Foreign Recruiting Agent (FRA) to Indian Mission

(For companies/LLCs/ partnership/ proprietorship/ govt. agencies desiring to employ Indian Manpower. To be printed on the letter head of the organization and filled by Authorized signatory himself/herself in his/ her own handwriting in English Language and uploaded along with other mandatory document at the time of submitting the online application).

1. l,	,
(Name of the Authorized Signa	
National of	and
(Name of the co	untry, to which Authorized signatory belong)
Authorized Signatory of	······,
(Complete Name o	f the Organization, email Id, telephone No.)
	cense No,
· ·	ess of the Company/ organization)
	t Number/ National Identification No./ Civil Id no. rized signatory)
issued by	, (a Govt authority)
•	nal Identification No.to the Authorized Signatory)
hereby apply for registration of above said eMigrate System of Govt. of India, through	organization as Foreign Employer (FE) in the Indian Mission in

(Contd.)

(Name of the city and country where Indian Embassy/ Consulate is located)

- 2. I certify that the information provided in this Request Letter and in online application form is correct.
- 3. I undertake that I shall abide by the rules and regulations as required from time to time by the eMigrate System or the Govt. of India.
- 4. I undertake that in case of any Indian worker employed by our organization, desires to go back to his/ her country before completion of employment contract for any reason, I shall give the 'No objection Certificate' or any other document as required, to the Indian Mission officials or to the government of my country, to facilitate the exit of the worker.
- 6. I undertake that I shall not withhold/ confiscate the passport, visa or the work permit belonging to Indian worker, under any circumstances.
- 7. I undertake that I shall not falsely implicate Indian worker and/ or shall not register any false case with any govt. agency or the police against the Indian worker.
- 8. I undertake that once FE registration application submitted by me is approved, I shall not apply for the registration of the same organization again under any circumstances.

DateS	Signature of the Authorized signatory
Place(Name of the City and Country)	Name of the Organization
	Official Seal/ stamp
	ontact Nos. of Authorized Signatory
(M	lobile)
Lar	ndline No
(One contact no. either m	nobile or Landline no.is Mandatory)
	(Contd.

#### **Important Instructions: -**

- 1. This Request letter is required to be downloaded by the Employer from eMigrate website and filled-in completely with required information and signature etc. before start applying online for FE Registration on eMigrate.
- 2. The completely filled in Request Letter is required to be uploaded by the Employer along with the other supporting document, at the time of online application.
- 3. Authorized Signatory is required to mention the date and sign all three pages of this Request letter as indicated.
- 4. This Request Letter must be filled-in completely and in English Language only. In case the form is not filled completely or filled-in any language other than English, the Indian Mission officer, processing the FE registration application shall summarily reject the application for FE Registration.
- 5. The content of this Request Letter shall not be altered or modified under any circumstance. Application for FE Registration, with altered/ modified Request letter shall be rejected summarily by the Indian Mission.

## List of Documents uploaded on eMigrate System along with FE Registration Application, are as under (Please tick box as applicable)

1. Cop	by of Company Registration Certificate/ Trade License.	
	quest Letter for FE Registration duly signed by the Authorized Signat ganization.	ory of the
•	by of Passport / Personal Identification Number / Civil Id issued athority in the name of Authorized Signatory.	by Govt.
•	by of Address proof on Organization Letterhead.  Bired only in case of Govt. Agency not having Registration Certificate	)

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