

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. I, ,
(Name of the Authorized Signatory)

National of and
(Name of the country, to which Authorized signatory belong)

Authorized Signatory of ,
(Complete Name of the Organization, email Id, telephone No.)

.....
having Company Registration No./ Trade License No.....,

having registered office at ,
(Complete Address of the Company/ organization)

and having Personal Identification No ,
(Passport Number/ National Identification No./ Civil Id no. of Authorized signatory)

issued by....., (a Govt authority)
(Name of the Agency who has issued the Personal Identification No.to the Authorized Signatory)

hereby apply for registration of above said organization as Foreign Employer (FE) in the eMigrate System of Govt. of India, through Indian Mission in

(Contd.)

Date

Signature of the Authorized signatory

.....
(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.

Date.....

Signature of the Authorized signatory

Place.....

Name of the Organization

(Name of the City and Country)

Official Seal/ stamp

Contact Nos. of Authorized Signatory

(Mobile)

Landline No.....

(One contact no. either mobile or Landline no.is Mandatory)

(Contd.)

Date

Signature of the Authorized signatory

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. Copy of Company Registration Certificate/ Trade License. ☐
 2. Request Letter for FE Registration duly signed by the Authorized Signatory of the organization. ☐
 3. Copy of Passport / Personal Identification Number / Civil Id issued by Govt. Authority in the name of Authorized Signatory. ☐
 4. Copy of Address proof on Organization Letterhead. ☐
(Required only in case of Govt. Agency not having Registration Certificate)
-

Date

Signature of the Authorized signatory