Recruitment of Indian Male Workers (ECR Passport Holders) through E-Migrate
Producers for Direct Recruitment for 1-10 Workers

Before recruitment, kindly check the Job Designation & Minimum Wage Criteria.
To obtain the PDF File, click the following link:
https://emigrate.gov.in/ext/showMRWCountryWiseReport.action

1. **REGISTRATION**
   * **www.emigrate.gov.in**
   * Go to Employer
   ➤ **Registration (Before you click on "Registration" kindly download: <u>Request Letter to the Indian Mission for FE Registration-Organisation/individual</u>).**
     - Fill in the form and keep it aside, as you need to upload it at the last stage of registration. *(use the following link for form)*
   ➤ For Individual :
     https://emigrate.gov.in/#/emigrate/employer/registration/individual
   ➤ For Companies or Government Authorities :
     https://emigrate.gov.in/#/emigrate/employer/registration/company
   * Then Click **Apply for registration**
   * Fill **Employer Registration form:-** Name of the Employer (<u>Company's name</u>) > C.R (Trade License Number in case of company/ Emirates ID No in case of Individual) > Country (UAE) > Jurisdiction (Mission/Consulate) **Consulate General of India** > Date of Registration (<u>Company registration date</u>) > Registration valid up to (<u>Expiry date of license</u>) > Email (<u>company's email ID</u>) > Fill in the Captcha > Validate
   * An OPT (one time password) will come through the email > Enter OPT >Validate OPT
   * A form will pop up. Fill in the information **(<u>Organization Details:-</u>** Type of business (Select from the options) > Total number of Indian workers employed as on date> Total workforce employed > Type of organization (Select under the <u>options</u>) > Is there any complaint from Indian worker pending against you? Yes/No > whether you have got a registration number to import manpower? Yes/ No**)**
   * **<u>Operational office details:-</u>(**P. O. Box Number > Address line > City/Town/Village > Phone Number (0097- 12345-67890) <u>in the given order</u> > Email and Fax no.**)**
   * <u>New page</u>: **Incorporation office details:-** same as operational office Yes/ No **(**Click <u>yes</u> if applicable and system will update the same address, If <u>No</u>, kindly fill in new information.**) >** Save & Next
   * **<u>Authorized signatory details & Contact details:-</u>** Name > Designation >National of > Email > Passport number >Personal identification number >Residential Address >Managing Director/Partner/Proprietor/Individual Details > Save and next
   * **List of documents:-**
     ➤ Copy of local government approval for recruiting Indian workers (<u>Quota page/Establishment card if the company is in Free Zone or a Government authority</u>)
     ➤ Copy of *all the pages of* registration certificate/ trade license
     ➤ Copy of specimen signature of authorized signatory/ individual employer (<u>MOL card where the signatory Authority name is mentioned/ Establishment card</u>)
     ➤ Letter of authorization in respect of Authorized Signatory ON THE ORGANIZATION LETTER HEAD (Board resolution in case of Company or Partnership)
     ➤ Request letter for FE Registration duly signed by Authorized Signatory/Individual Employer *ON THE ORGANIZATION LETTER HEAD*
     ➤ Copy of passport and *copy of Visa/ Emirates ID* issued by Govt. Authority in the name Authorized Signatory. Copy of all these can be uploaded in a single pdf file.
     ➤ Copy of Address proof (DEWA/SEWA/FEWA Authority papers)
     ➤ More optional attachments Yes/ No
     ➤ Save and next.

     Once registration is over, FE will receive <u>The Application Reference No.</u> starting with <u>PT#</u> in Foreign Employer Registration Form. After getting PT No. wait for <u>Log in ID</u> and <u>Password</u> which will come through the registered Email ID within one week.

*In case you face any technical errors, OTP issues and other technical support etc. kindly contact: eMigrate Helpdesk-0091-11-26885021 or email at **helpdesk@emigrate.gov.in***