# Registration

All employers will have to get registered by the Indian Mission. Only registered employers will be able to raise demand / apply for permits for recruiting Indian emigrants. This chapter covers the process of applying for Registration to Indian Mission through the eMigrate system.

## **Applying for Registration**

#### Pre requisites: None

#### Mandatory documents required:

- 1. Copy of specimen employment contract.
- 2. In case of a company and if operational office country is different from incorporation office country, then a copy of certificate of incorporation, if registered outside the country of operation.
- 3. Copy of:
  - <sup>(2)</sup> Registration certificate from Registrar of Companies (RoC) in case of a company.
  - <sup>(2)</sup> Registration certificate from Registrar of Firms (RoF) in case of a partnership.
  - <sup>(2)</sup> Personal identification number in case of individuals.
- 4. In case of a company, a copy of the memorandum of association.
- 5. Letter of Authorization.
- 6. In case of a company, a copy of the article of association.
- 7. If registration number to import manpower is available, a copy of the certificate to import manpower.
- 8. In case of a partnership, a copy of the partnership deed.
- 9. Copy of specimen signature of authorized signatory.

### Process steps:

The following are the steps to apply for Registration through the eMigrate system:

- 1. Open the eMigrate external portal- <u>http://www.eMigrate.gov.in</u> in a web browser.
- 2. Go to **Employer**  $\rightarrow$  **Apply for Registration**.
- 3. Fill the employer Registration form.

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Employer Accreditation Form						
Name of Employer*	Samama Contract	Country*	1		SAUDI ARABIA	
Registration/Personal Identification Number*	RG5632489635418	RG563248963541553652			n*	15/02/2013
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Figure 1: Applying for Registration Screen 1

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3.	Registration	Personal	Identification	RG56324896354155	3652	4.	Date of Regis	tration*		15/02/2013
5.	Registration	Valid Upt	0			6.	WebSite URL			
7.	Type of Busi	ness*		Information and Cor	nmunicatic	• 8.	Total No. of In on date*	idian work	ers employed as	25
9.	Total WorkFo	orce Emp	loyed*	5000						
10.	Type of Orga	nization*		Company OPartne	rship @Prop	rietors	hip ©Individual			
11.	Is there any opending aga	complaint	from Indian worker	OYes ONo						
12.	Whether you number to in	have got	a registration power ?*	©Yes ⊚No						
Оре	erational Off	ice Deta	ils							
13.	Address Line	e 1*		P O Box 286985		14.	Address Line	2		Al Oruba Street

Figure 2: Applying for Registration Screen 2

eMigrate सरल सुरक्षित प्रवासन	Sec. 25							Sandi sentia and intern Minastry of Oversea Indian Affairs www.minai.govin
Emigrant Employer	Project Exporter	Recruiting Agent	Grievance	Insurance	e Search	Others		
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Figure 3: Applying for Registration Screen 3

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29	. Name*	6		Osama Yousaf		Nassar					
30	. Designation	1*		HR Manager	-	31. En	nail*			nassar.osama	a@gmail.com
32	. National of*			SAUDI ARABIA		1					
Re	esidential Ad	dress									
33	. Address Lin	ie 1*		P O Box 177		34. Ad	dress Line	2		Al Nouruba R	oad
35	. City/Town/Vi	illage*		Riyadh		36. Co	untry*			SAUDI ARAE	BIA 👻
37	. Postal/Pin C	Code*		011232		38. La	ndline Num	nber*		966 - 1	- 4556558
39	. Mobile Num	iber									
M	anaging Dire	ctor/ Mar	aging Partner/ Pro	oprietor/ Individua	al Details						
40	. Name*			Isam Al		Othman					
41	. National of*			SAUDI ARABIA		42. En	nail*			imothman@g	mail.com

Figure 4: Applying for Registration Screen 4

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50. Category*		Skilled		👻 51. Exp	ected Vaca	ncies*		250	
52. Work timings		From: 09 •	00 - AN	/ To: 0	5 🔽 0	• 00	PM 💌		
53. Please specify work	ing hours*	8.00		54. De dis	tails of mod putes*	e of settle	ment of	As per l	KSA Labour Laws
Monthly Salary Offere	d								
55. Currency*		Saudi Riyal		56. Am	ount*			1200	
Additional Facilities									
57. Whether Transporta	tion facility is provided	?*				No			
58. Whether free food is	provided? If No, Allow	ance value*				No			Saudi Riyal Per Hour
59. Whether free Accom	odation is provided? If	No, Allowance valu	e*			No			Saudi Riyal Per Hour
60. Whether Overtime al	lowance is payable as	per local labour la	ws? If Yes, All	owance value	* OYes of	No			Saudi Riyal Per Hour
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Figure 5: Applying for Registration Screen 5



Figure 6: Applying for Registration Screen 6

Confirm the data entered or edit to make any changes.

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Figure 7: Applying for Registration Screen 7

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Employer Accreditation Form Employer Accreditation Status	Thanks! for submitting the Employer Accreditation form	
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Figure 8: Applying for Registration Screen 8

4. Submit the signed application form along with the required documents at the respective Indian Mission.

5. As a part of the application processing, a Indian Mission official may visit your premises



- 6. If the application is approved by the Indian Mission, a system generated mail containing the following will be sent to your email id:
  - <sup>(b)</sup> A unique employer id assigned
  - <sup>(2)</sup> Printable confirmation letter with bar code
  - <sup>(2)</sup> Password for accessing eMigrate system eMigrate system



The table below details the description of the fields in the Employer Registration form. The fields are mentioned in the order in which they appear in the form (first left to right, then top to bottom). All fields which are marked '\*' are mandatory fields:

	Field Name	Description
Er	nployer Registration Form	
1	Name of the Employer*	Enter the name of the proprietor if the Employer is sole proprietor else enter the name of Firm/Company.
2	Country*	Enter the Employer's country. The eMigrate system will pop down auto complete options as you type.
3	Registration/Personal	Enter the unique Registration number in case of
	Identification Number*	Company/Firm and Personal ID in case of proprietor.
4	Date of Registration*	Enter the date of Registration.
5	Registration Valid Up to*	Enter the date till when the Registration is valid.
6	Enter the character that you see along side	Enter the text as shown in Captcha image
0	rganization Details	
1	Name of Employer	Display Field. This field is auto populated by eMigrate system.
2	Country	Display Field. This field is auto populated by eMigrate system.
3	Registration/Personal	Display Field. This field is auto populated by eMigrate
	Identification Number	system.
4	Date of Registration*	Display Field. This field is auto populated by eMigrate system.

Table 1: Employer Registration Form Field Reference Table

Field Name	Description
5 Registration Valid Up to*	Display Field. This field is auto populated by eMigrate system.
6 Website URL	Enter the website URL of the Employer
7 Type of Business	Select the type of business of the Employer from the drop down menu.
8 Total no. of Indian workers employed as on date	Enter the total no. of Indian workers employed by the Employer till date.
9 Total workforce Employed	Enter the total no. of workers employed by the Employer till date
10 Type of Organization	Select the type of organization of the Employer from the following options:
11 Is there any complaint from Indian Worker pending against you	Select <b>Yes</b> or <b>No</b> as applicable. If yes is selected then enter the details of the complaint
12 Whether you have got a Registration no. to import manpower	Select <b>Yes</b> or <b>No</b> as applicable. If yes is selected then enter the Registration number.
<b>Operational Office Details</b>	
13-20. Operational Office Address, Email and Contact Details*	Enter the Operational office address, email and contact details in the respective fields.
<b>Incorporation Office Details</b>	
21. Incorporation Office address same as Operational Office	Select <b>Yes</b> or <b>No</b> as applicable
22-28. Incorporation Office Address, Email and Contact Details*	If previous field is selected as <b>No</b> , then Enter the Incorporation office address, email and contact details in the respective fields. If previous field is selected <b>Yes</b> , then eMigrate system auto populates office address, email and contact details in the respective fields.
Authorized Signatory Details	
29. Name*	Enter the Authorized Signatory name
30. Designation*	Select the Signatory's designation from the drop down list.
31. Email*	Enter the Signatory's email address.
32. National of*	drop down list.
Residential Address	
33-39. Residential Address, Email and Contact Details*	Enter the Residential address, email and contact details of Authorized Signatory in the respective fields.
Managing Director/ Managin	g Partner/ Proprietor/ Individual Details

Field Name	Description
40. Name*	Pre-filled in case authorized signatory has selected designation as Managing director/ managing partner/ proprietor/ Individual else enter the name.
41. National of*	Pre-filled in case authorized signatory has selected designation as Managing director/ managing partner/proprietor/ Individual else select the country from the drop down list.
42. Email*	Pre-filled in case authorized signatory has selected designation as Managing director/ managing partner/proprietor/ Individual else enter the email address.
<b>Residential Address</b>	
43-49. Residential Address, Email and Contact Details*	Pre-filled in case authorized signatory has selected designation as Managing director/ managing partner/ proprietor/ Individual else enter the Residential address, email and contact details in the respective fields.
Project Demand Details	
50. Category*	Select the Job Category from the drop down menu.
51. Expected Vacancies*	Enter the number of vacancies in the selected Job Category
52. Work Timings*	Enter the work timings
53. Please specify working hours*	Display field. Emigrate system auto populates this field depending upon the entered work timings.
54. Details of mode of settlement of Disputes*	Enter the details of how disputes(if any) would be settled
Monthly Salary Offered	
55. Currency*	Display field. Emigrate system auto populates this field depending upon the country of employment.
56. Amount*	Enter the amount that would be paid to Emigrant.
Additional Facilities	
57. Whether Transportation facility is provided?*	Select <b>Yes</b> or <b>No</b> as applicable
58. Whether free food is provided? If No, Allowance value*	Select <b>Yes</b> or <b>No</b> as applicable.
59. Whether free accommodation is provided? If No, Allowance value*	Select <b>Yes</b> or <b>No</b> as applicable.
60. Whether overtime allowance is payable as per local labor law? If Yes, Allowance value*	Select <b>Yes</b> or <b>No</b> as applicable.
61. Whether Visa fee is provided?	Select <b>Yes</b> or <b>No</b> as applicable.

Field Name	Description
62. Whether weekly off is provided*	Select <b>Yes</b> or <b>No</b> as applicable.
63. Whether to and fro air fare is provided*	Select <b>Yes</b> or <b>No</b> as applicable.
64. Whether Insurance facility is provided? If Yes, Insurance details*	Select <b>Yes</b> or <b>No</b> as applicable.
65. Whether free medical facility is provided? If Yes, Medical facility Details*	Select <b>Yes</b> or <b>No</b> as applicable.
66. Any Other facility provided? If Yes, give details*	Select <b>Yes</b> or <b>No</b> as applicable.
67. Whether paid leave is provided? If Yes, Leave details*	Select <b>Yes</b> or <b>No</b> as applicable.
68. Have provision in regard to disposal or transportation of dead body of emigrants to India?*	Select this check box as applicable
List of Documents	
69. Copy of article of	Upload the required document as per the mandatory
Association*	documents required list mentioned in this section.
Association*	documents required list mentioned in this section
71. Copy of registration certificate from ROC/ Registrar of firms in operation country/ Proof of Personal Identification Number*	Upload the required document as per the mandatory documents required list mentioned in this section.
72. Copy of Specimen	Upload the required document as per the mandatory
Employment Contract*	documents required list mentioned in this section.
signature of authorized signatory*	Upload the required document as per the mandatory documents required list mentioned in this section.
74. Copy of certificate of incorporation, If registered outside the country of operation	Upload the required document as per the mandatory documents required list mentioned in this section.
75. Copy of Certificate to Import Manpower	Upload the required document as per the mandatory documents required list mentioned in this section
76. Letter of Authorization	Upload the required document as per the mandatory documents required list mentioned in this section.
77. Optional Attachments	Upload the required document as per the mandatory documents required list mentioned in this section.

Field Name	Description
78. More Optional	Select Yes if you want to upload more optional
Attachments?	Documents(if any) else ignore this field.
79. I undertake that in the	
event of any of the	
information/ documents	
furnished above being found	Select this check box
to be false or incorrect in any	
respect, the Registration is	
liable to be canceled.*	
80. I also undertake that I will	
not withhold the passport of	Select this check box
the Indian Emigrant.*	