

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 (helpdesk@emigrate.gov.in).

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

Step1 –

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

The screenshot displays the eMigrate portal interface. At the top, there is a navigation bar with the eMigrate logo and the Ministry of External Affairs logo. Below this is a menu with categories: Emigrant, Employer, Project Exporter, Recruiting Agent, Search, Resources, Payment, Office Orders, PBBY Policy, Foreign Recruiting Agency, and Pre-Departure Orientation. The 'Employer' menu is expanded, showing options like 'Registration', 'Track Application Status', 'Submit claim for PBBY policy', 'Employer Training Videos', and 'Instructions for Employer Registration with Process'. A search bar is visible with a dropdown menu showing 'Individual' and 'Company/ Government/ Partnership/ Proprietorship'. On the right side, there are 'Quick Links' for 'Registered User Login Here', 'Track Application Status', 'Submit Grievance', 'Umang App', and 'PDOT Registration'. Below the search bar, there are sections for 'Latest Update', 'FAQs', and 'Recruiting Agent'. A bar chart titled 'Top 5 Labour Sending State (Year-2020)' is also present, showing the number of workers sent from different states. The chart data is as follows:

State	Number of Workers (Approximate)
State 1	28000
State 2	15000
State 3	10000
State 4	8000
State 5	7000

- (ii) For Recruiting Agencies (outside India) Registration, click on the Registration option on eMigrate portal (<https://emigrate.gov.in/>) 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-

Instructions:

- Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.
- Please enter website address in the following format <http://yourDomain.com>
- Please do not press F5 or Back button

Foreign Recruiting Agency Registration Form

1. Nature of Business* 2. Name of Organization*

3. Nature of Organization* Company Partnership Proprietorship Government

4. Sponsor Id

5. Trade License / Registration No.*

6. Date upto which Registration is valid*

7. Number of Indians already recruited*

8. Website URL

9. Name of Authorized Signatory*
 Given Name Surname

10. National of*

11. Designation of Authorized Signatory*

12. Govt. Issued Photo ID Proof No./Passport No. of Authorized Signatory*

13. Mobile No. of Authorized Signatory*

Contact Details

14. Email Id*

15. P.O. Box Number

16. Address*

17. City/Town/Village*

18. State/ Province

19. Country*

20. Pin Code

21. Landline Phone no./ Alternate Phone number

22. Jurisdiction (Mission/Consulate)

23. Enter the captcha value(case sensitive)*

Note: All communication from eMigrate system will be made over your operational office mail id (which you have provided above). An OTP will be sent to you on the mail id provided above, please use this OTP for proceeding further with your registration form.

[Reset](#) [Validate](#)

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-

Instructions:

- Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.
- Please do not press F5 or Back button

OTP

We have sent a mail to your email Id **abc@xyz.com** . It contains an OTP. Please check your mail and enter the same below. Also check your Spam/Junk folder before making more attempt.

Enter OTP*

[Validate OTP](#)

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

The screenshot displays the eMigrate portal interface. At the top, there are navigation links: "Skip to Main Content", "Select Theme" (with color options), and "हिंदी About Us | Help | Contact Us | Sitemap". The header features the eMigrate logo with the tagline "सरल सुरक्षित प्रवासन", the Indian national emblem, and the Ministry of External Affairs Overseas Employment Division logo with the website "www.mea.gov.in". A blue navigation bar contains menu items: "Emigrant", "Employer", "Recruiting Agent", "Project Exporter", "Office Order", "Resources", "PBBY Policy", "Payment", "Search", and "FRA Registration". The main content area is titled "Employer Registration Form" and contains a section for "Employer Registration Status". The status message reads: "Thanks! for submitting the Employer Registration form", "Your Application Reference Number (ARN) is PT5015260", "Use PT5015260 ARN for any further communication regarding your application. Thanks! for submitting the Employer Registration form", "You may view/download the form by clicking the PDF icon" (with a PDF icon), and "The details along with the application form have been sent to your mail ID."

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 separate 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.

1. I,..... ,
(Name of the Employer)

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

having residential address at
(Complete Address of the Employer & email)

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

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 myself as Foreign Employer (FE) in the eMigrate System of Govt. of India, through Indian Mission in

.....
(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 time to time by the eMigrate System or the Govt. of India.

4. I undertake that in case of any Indian worker employed by my, 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 and to the government of my country, to facilitate the exit of the Indian employee.

5. I undertake that I shall not withhold/ confiscate the passport, visa or the work permit belonging to the Indian worker, under any circumstances.

(Contd)

Date

Signature of the Authorized signatory

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.

Date.....

Signature of the Employer

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 filled 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. 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 City and Country)

Name of the Organization

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