

FORM I

{(See Rule 7(1))}

FORM OF APPLICATION FOR REGISTRATION OF A RECRUITING AGENT

1. Name of the Applicant:
2. Address and Telephone number:
3. Status (Company/Partnership firm/sole proprietor):
4. Date of setting up of the establishment:
5. Name, designation and address of the Managing Director/Managing Partner/Proprietor (as the case may be):
6. Educational qualification of the Proprietor/Managing Partner/Managing Director(Attach copy):
7. Name and address of the Bankers:
8. Financial Status:
 - (i) Net Worth (Assets minus liabilities):
 - (ii) Permanent Account Number (PAN) of the applicant:
 - (iii) Permanent Account Number (PAN) of the Proprietor/Partners/Directors of the company/firm (if the applicant is a company/firm):
 - (iv) Income-Tax paid during each of the last 3 years.
 - (v) Income-tax paid during each of the last 3 years by the Proprietor/Directors/Partners.
9. Nature of business and turnover during each of the last five years:
10. Experience, if any, in recruitment of Manpower for overseas employment, if so:-
 - (a) Whether the applicant was registered earlier as Recruiting Agent and if so, the details:
 - (b) Whether any Director/Partners/Proprietor had been associated with any recruiting agent in the past if so, give details:
11. If previously in the business of recruitment, total number of workers deployed abroad year wise, country wise and category wise during the last five years:
12. Whether there has been any complaints against the recruiting agent in respect of workers recruited, during the last five years; if so, details thereof:
13. Whether there is any criminal or civil case pending in any court against the applicant or any Director (Partner, Proprietor) if so, details thereof:
14. Whether any Director/Partner/Proprietor have been convicted if so, details thereof:
15. Whether any Certificate issued under the Emigration Act, 1983 was cancelled; if so, details thereof:
16. (a) Name of the countries where the applicant proposes to concentrate his efforts to deploy Indian workers:
(b) Number of workers proposed to be recruited annually:
(c) Plans for market development:
17. Period for which registration is applied for, if less than ten years:
18. Address of the premises where the applicant proposes to conduct business of recruitment:
19. The size of the premises and whether it is easily accessible to the public:
20. Whether the business premises is owned, on hire or on lease; if hired/leased - name and address of the owner:

UNDERTAKING

- (a) I undertake that in the event of any of the information furnished above being found to be false or incorrect in any respect, the Certificate is liable to be cancelled;
- (b) I undertake to furnish the proof of being in possession of the office premises comprising built-up area of minimum of 50 square meter and the facilities as specified under rule 10 within one month of receiving the eligibility letter under section 11(2) from the registering Authority.

Date:

Place:

Signature of the applicant
(with seal)

FORM II
AFFIDAVIT

I, son of Shri aged.....resident
of do hereby solemnly affirm and declare as under:

1. That I the Company / firm own(s) fixed assets of the value of rupees.....
2. That I the Company / firm hold(s) bank deposits of rupees.....
3. That I the Company / firm have made the following other investments:-
 - (a)
 - (b)
 - (c)
 - (d)
4. That I the Company / firm have the following liabilities:
 - (a)
 - (b)
 - (c)

VERIFICATION

I do hereby solemnly affirm and declare that the contents of paras 1 to 4 above are true to the best of my knowledge and that nothing has been concealed.

Verified at on

.....

DEPONENT

Attested before Metropolitan Magistrate/Judicial Magistrate
[/Executive Magistrate or Notary Public]

Name.....
Signature.....
and Seal