

Registration

All employers will have to get registered by the Indian Mission. Only registered employers will be able to raise demand / apply for permit 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

Process steps:

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

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

Screen-1

For Individual Employer

The screenshot shows the eMigrate website interface. At the top, there is a navigation bar with the following tabs: Emigrant, Employer, Project Exporter, Recruiting Agent, Search, Resources, Payment, Office Orders, and PBBY Policy. The 'Employer' tab is selected, and a sub-menu is open showing 'Registration' and 'Individual'. The 'Registration' tab is highlighted with a red box, and an arrow points to the 'Individual' sub-tab, which is also highlighted with a red box. Below the navigation bar, there is a table with the following columns: Find, Track Application Status, and Company/ Government/ Partnership/ Proprietorship. The table contains the following rows:

Find	Track Application Status	Company/ Government/ Partnership/ Proprietorship
Find Recruiting Agent	Submit claim for PBBY policy	Request Letter to Indian Mission for FE Registration_Individual Employer
Find Employer	Employer Training Videos	Request Letter to Indian Mission for FE Registration_Organization
Find Project Exporter	Instructions for Employers -Applying for Registration	
	List of Job Designation as on visa	

Below the table, there is a 'Latest Updates' section with the following items:

- Instructions for FE for using eMigrate System
- PAC List

There are also several 'What's New' notifications:

- ECNR Registration
- Download eMigrate Mobile App
- ICWF Guidelines
- List of Active RA
- List of Non-Active RA
- List of RA (Consolidated Report)
- RA Registration Scheme

On the right side of the page, there is a 'Quick Links' section with the following links:

- Registered User Login Here
- Track Application Status
- Submit Grievance
- Umang App
- PDOT Registration

Below the 'Quick Links' section, there is a 'Reach us at' section with the following contact information:

- eMigrate Help Desk
- helpdesk@emigrate.gov.in
- 011 26887772

At the bottom of the page, there is a 'CountryWise Top 5 Employer Registered (Year-2017)' table with the following data:

Country	Top 5 Employer Registered (Year-2017)
20000	
15000	

For Employer of Company/Proprietorship/Partnership/Government

The screenshot shows the eMigrate website interface. The top navigation bar includes links for Emigrant, Employer, Project Exporter, Recruiting Agent, Search, Resources, Payment, Office Orders, and PBBY Policy. The 'Employer' section is expanded, showing options for Registration, Find, Find Recruiting, Find Employer, Find Project Exj, Latest Update, and Follow us on twi. The 'Registration' dropdown menu is open, highlighting 'Individual' and 'Company/ Government/ Partnership/ Proprietorship'. The 'Company/ Government/ Partnership/ Proprietorship' option is selected, leading to a registration form.

Fill the form and click on “Validate” button.

Screen-2

For Individual Employer

Employer Registration

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

Employer's Details

1. Name* 2. National of* Country

3. Number of persons already employed* 4. Sponsor Id

5. Govt. Issued Photo ID Proof No./Passport No. of the Employer* 6. Mobile No.*

7. Website URL

Contact Details

8. Email* 9. P.O. Box Number

10. Address* 11. City/Town/Village*

12. State/ Province* 13. Country* Select Country

14. Pin Code 15. Landline Phone no./ Alternate Phone number

16. Jurisdiction (Mission/Consulate)* Select

17. Enter the captcha value(case sensitive)* X2KGSV

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.

For Employer of Company/Proprietorship/Partnership/Government

Employer Registration

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

Employer's Details

1. Nature of Business*	Select an option	2. Name of Organization*	
3. Nature of Organization*	<input type="radio"/> Company <input type="radio"/> Partnership <input type="radio"/> Proprietorship <input type="radio"/> Government	5. Trade License / Registration No.*	
4. Sponsor Id		7. Number of persons already employed*	
6. Date upto which Registration is valid*			
8. Website URL			
9. Name of Authorized Signatory*	Given Name <input type="text"/>	Surname <input type="text"/>	
10. National of*	Country <input type="text"/>	11. Designation of Authorized Signatory*	Select an option
12. Govt. Issued Photo ID Proof No./Passport No. of Authorized Signatory*		13. Mobile No. for contact in emergency*	

Contact Details

14. Email Id*	<input type="text"/>	15. P.O. Box Number	<input type="text"/>
16. Address*	<input type="text"/>	17. City/Town/Village*	<input type="text"/>
18. State/ Province*	<input type="text"/>	19. Country*	Select Country
20. Pin Code	<input type="text"/>	21. Landline Phone no./ Alternate Phone number	<input type="text"/>
22. Jurisdiction (Mission/Consulate)*	Select		
23. Enter the captcha value(case sensitive)*	<input type="text"/>		

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.

Screen-3

Provide OTP in Screen-3 which has been send to the e-mail id filled in the



सर्वो सुखित प्रवासन

संघी सर्वोपदेशन
Ministry of Overseas Indian Affairs
www.moia.gov.in

Home Emigrant Employer Project Exporter Recruiting Agent Search Resources Mortal Remains Office Orders PBBY Policy Payment

Email verification

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 **neeraj@demo.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*

Screen-4

Read all the Terms and Conditions properly For Individual Employer

Employer Registration

Documents

Instructions:

- Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.
- The combined size of all the uploaded documents should be less than 4MB.
- Documents exceeding 4 MB size will truncate non mandatory documents.
- Please do not press F5 or Back button

List of Documents

- Request Letter for FE registration duly signed by Individual Employer (As per the format available on eMigrate website)*
- Copy of Photo ID Proof issued by the Govt. / Passport*
- Address Proof

I undertake that the information furnished above is correct to best of my knowledge.

I understand that I may be prosecuted under the extant law if any of the information submitted above is found to be incorrect.

For Employer of Company/Proprietorship/Partnership/Government

Employer Registration

Documents

Instructions:

- Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.
- The combined size of all the uploaded documents should be less than 4MB.
- Documents exceeding 4 MB size will truncate non mandatory documents.
- Uploading Company Registration Certificate or Trade license Copy is mandatory for non- Government entities, otherwise their FE Registration application shall be rejected. For Govt. entities, only Address proof in the form of undertaking on the letter head of Authorized Signatory shall be sufficient in place of Company Registration Letter>>>>>>> .r43645
- Please do not press F5 or Back button

List of Documents

- Copy of Registration Certificate/ Trade License for non-government organizations Or Address Proof in the form of undertaking on letterhead of Authorized signatory for Govt. organization*
- Letter of Request duly signed by Authorized Signatory (As per the format available on eMigrate website)*
- Copy of Photo ID Proof No./ Passport No. issued by the local Govt.*

I undertake that the information furnished above is correct to best of my knowledge.


I understand that I may be prosecuted under the extant law if any of the information submitted above is found to be incorrect.

Screen-5

Employer Registered Successfully

Employer Registration Form

Employer Registration Status

Thanks! for submitting the Employer Registration form
Your Application Reference Number (ARN) is **PT5973720**
Use **PT5973720** 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 
The details along with the application form have been sent to your mail ID.

- As a part of the application processing, a Indian Mission/Consulate Official may seek clarification, if needed:
- If the application is approved by the Indian Mission, a system generated mail containing the following will be sent to your email id:
 1. A unique employer id assigned
 2. Printable confirmation letter with bar code
 3. Password for accessing eMigrate system eMigrate system

If your application is rejected by the Indian Mission, a system generated email will be sent to your email id informing of the rejection.

Employer Registration Form

(For Individual Employer)

Field Name	Description
1. Name *	Enter the name of the proprietor if the Employer is sole proprietor else enter the name of Company.

2. National of*	Select country from drop-down.
3. Number of persons already employed*	Enter number of emigrants employed from India
4. Sponsor Id	Enter sponsor id
5.Govt. issued Photo ID proof no./ passport no. of employer*	Enter Photo id proof/ passport no. of issued by government
6. Mobile no.*	Enter mobile number
7.Website URL	Enter web address of employer
8.Email*	Enter email id so as to receive OTP for authentication
9.P.O box number	Enter PO box number
10. Address *	Enter contact address
11.City/town/Village*	Enter City/town/village of employer
12.State/Province*	Enter the state/ province of applicant employer
13.Country*	Select country of employment from the drop-down
14.Pin Code	Enter pin code
15.Landline Phone no./ Alternate phone number	Enter landline phone number
16.Jurisdiction(Mission/Consulate)*	Select jurisdiction of country of employment
17.Enter the captcha value(case sensitive)*	Enter captcha

(For Company/ Partnership/Proprietorship/Government type Employer)

Field Name	Description
1. Nature of business*	Select from drop-down the nature of business
2. Name of Organisation*	Enter name of organization

3. Nature of Organisation*	Enter the nature of organization
4. Sponsor ID	Enter sponsor id
5. Trade license/Registration no.*	Enter license/registration no.
6. Date upto which Registration is valid*	Choose date upto which registration is valid
7. Number of persons already employed*	Enter no. of persons already employed
8. Website URL	Enter web address of employer
9. Name of Authorised Signatory*	Enter name of authorized signatory
10.National of*	Select country of authorized signatory
11.Designation of authorized Signatory*	Select designation of authorized signatory
12.Govt. issued photo id proof/ passport no. of authorized signatory*	Enter passport no. or photo id proof
13.Mobile no. for contact , in emergency*	Enter mobile no. for emergency contact
14.Email id*	Enter contact email id
15.PO box number	Enter PO box number
16.Address*	Enter address
17. City/town/ village*	Enter city/town/ village
18.State/province*	Enter state/ province
19.Country*	Select country of employer
20.Pin Code	Enter pincode

21.Landline phone no. / alternate phone number	Enter landline no.
22.Jurisdiction(mission/consulate)*	Select jurisdiction
23.Enter the captcha value(case sensitive)*	Enter captcha