

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:
 - ⌚ Registration certificate from Registrar of Companies (RoC) in case of a company.
 - ⌚ Registration certificate from Registrar of Firms (RoF) in case of a partnership.
 - ⌚ 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- <http://www.eMigrate.gov.in> in a web browser.
2. Go to **Employer** → **Apply for Registration**.
3. Fill the employer Registration form.

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eMigrate भारत सुरक्षित प्रवासन

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

Emigrant | Employer | Project Exporter | Recruiting Agent | Grievance | Insurance | Search | Others

Employer Accreditation

Instructions:
Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.

Employer Accreditation Form

Name of Employer*	Samama Contracting	Country*	SAUDI ARABIA
Registration/Personal Identification Number*	RG563248963541553652	Date of Registration*	15/02/2013
Registration Valid Upto			
Enter the captcha value(case sensitive)*	ef24E	ef24E	

Clear Validate

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Figure 1: Applying for Registration Screen 1

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Employer Accreditation

Organization Details | Contact Details | Details of Managers | Projected Demand Details | Documents

Instructions:
Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.

Organization Details

1. Name of Employer*	Samama Contracting	2. Country*	SAUDI ARABIA
3. Registration/Personal Identification Number*	RG563248963541553652	4. Date of Registration*	15/02/2013
5. Registration Valid Upto		6. WebSite URL	
7. Type of Business*	Information and Communicatc	8. Total No. of Indian workers employed as on date*	25
9. Total WorkForce Employed*	5000		
10. Type of Organization*	<input checked="" type="radio"/> Company <input type="radio"/> Partnership <input type="radio"/> Proprietorship <input type="radio"/> Individual		
11. Is there any complaint from Indian worker pending against you?*	<input type="radio"/> Yes <input checked="" type="radio"/> No		
12. Whether you have got a registration number to import manpower?*	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Operational Office Details

13. Address Line 1*	P O Box 286985	14. Address Line 2	Al Oruba Street
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Figure 2: Applying for Registration Screen 2

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Employer Accreditation

Organization Details | **Contact Details** | Details of Managers | Projected Demand Details | Documents

Instructions:
Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.

Operational Office Details

21. Incorporation Office Address same as Operational Office? Yes No

22. Address Line 1: P O Box 286985

23. Address Line 2: Al Oruba Street

24. City/Town/Village: Riyadh

25. Country: SAUDI ARABIA

26. Postal/Pin Code: 011232

27. Phone Number: 966 -1 -4904525

28. Fax Number: -

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Figure 3: Applying for Registration Screen 3

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Employer Accreditation

Organization Details | Contact Details | **Details of Managers** | Projected Demand Details | Documents

Instructions:
Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.

Authorised Signatory Details

29. Name*: Osama Yousaf Nassar

30. Designation*: HR Manager

31. Email*: nassar.osama@gmail.com

32. National of*: SAUDI ARABIA

Residential Address

33. Address Line 1*: P O Box 177

34. Address Line 2: Al Nouruba Road

35. City/Town/Village*: Riyadh

36. Country*: SAUDI ARABIA

37. Postal/Pin Code*: 011232

38. Landline Number*: 966 -1 -4566558

39. Mobile Number: -

Managing Director/ Managing Partner/ Proprietor/ Individual Details

40. Name*: Isam Al Othman

41. National of*: SAUDI ARABIA

42. Email*: imothman@gmail.com

Figure 4: Applying for Registration Screen 4

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Employer Accreditation

Organization Details | Contact Details | Details of Managers | **Projected Demand Details** | Documents

Instructions:
Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.

Projected Demand Details

50. Category*: Skilled

51. Expected Vacancies*: 250

52. Work timings: From: 09:00 AM To: 05:00 PM

53. Please specify working hours*: 8.00

54. Details of mode of settlement of disputes*: As per KSA Labour Laws

Monthly Salary Offered

55. Currency*: Saudi Riyal

56. Amount*: 1200

Additional Facilities

57. Whether Transportation facility is provided?*: Yes No

58. Whether free food is provided? If No, Allowance value*: Yes No Saudi Riyal Per Hour

59. Whether free Accommodation is provided? If No, Allowance value*: Yes No Saudi Riyal Per Hour

60. Whether Overtime allowance is payable as per local labour laws? If Yes, Allowance value*: Yes No Saudi Riyal Per Hour

61. Whether Visa fee is provided?*: Yes No

Figure 5: Applying for Registration Screen 5

Figure 6: Applying for Registration Screen 6


Confirm the data entered or edit to make any changes.

Figure 7: Applying for Registration Screen 7

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

	<ul style="list-style-type: none"> ⌚ If some further clarifications/inputs are required from you, the Indian Mission can send back the application for re-submission. In such a case, you will receive a system generated mail containing instructions for re-submitting the application along with the required documents.
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6. If the application is approved by the Indian Mission, a system generated mail containing the following will be sent to your email id:

- ⌚ A unique employer id assigned
- ⌚ Printable confirmation letter with bar code
- ⌚ Password for accessing eMigrate system eMigrate system

	<ul style="list-style-type: none"> ⌚ If your application is rejected by the Indian Mission, a system generated email will be sent to your email id informing of the rejection.
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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:

Table 1: Employer Registration Form Field Reference Table

Field Name	Description
Employer 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 Identification Number*	Enter the unique Registration number in case of 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
Organization 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 Identification Number	Display Field. This field is auto populated by eMigrate system.
4 Date of Registration*	Display Field. This field is auto populated by eMigrate system.

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: <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> Proprietorship <input type="radio"/> Individual
11 Is there any complaint from Indian Worker pending against you	Select Yes or No 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 Yes or No as applicable. If yes is selected then enter the Registration number.
Operational Office Details	
13-20. Operational Office Address, Email and Contact Details*	Enter the Operational office address, email and contact details in the respective fields.
Incorporation Office Details	
21. Incorporation Office address same as Operational Office	Select Yes or No as applicable
22-28. Incorporation Office Address, Email and Contact Details*	If previous field is selected as No , then Enter the Incorporation office address, email and contact details in the respective fields. If previous field is selected Yes , 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*	Select the country to which Employer belong from the 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/ Managing 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.
Residential Address	
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 Yes or No as applicable
58. Whether free food is provided? If No, Allowance value*	Select Yes or No as applicable.
59. Whether free accommodation is provided? If No, Allowance value*	Select Yes or No as applicable.
60. Whether overtime allowance is payable as per local labor law? If Yes, Allowance value*	Select Yes or No as applicable.
61. Whether Visa fee is provided?	Select Yes or No as applicable.

Field Name	Description
62. Whether weekly off is provided*	Select Yes or No as applicable.
63. Whether to and fro air fare is provided*	Select Yes or No as applicable.
64. Whether Insurance facility is provided? If Yes, Insurance details*	Select Yes or No as applicable.
65. Whether free medical facility is provided? If Yes, Medical facility Details*	Select Yes or No as applicable.
66. Any Other facility provided? If Yes, give details*	Select Yes or No as applicable.
67. Whether paid leave is provided? If Yes, Leave details*	Select Yes or No 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 Association*	Upload the required document as per the mandatory documents required list mentioned in this section.
70. Copy of Memorandum of Association*	Upload the required document as per the mandatory 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 Employment Contract*	Upload the required document as per the mandatory documents required list mentioned in this section.
73. Copy of specimen 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 Attachments?	Select Yes if you want to upload more optional Documents(if any) else ignore this field.
79. I undertake that in the event of any of the information/ documents furnished above being found to be false or incorrect in any respect, the Registration is liable to be canceled.*	Select this check box
80. I also undertake that I will not withhold the passport of the Indian Emigrant.*	Select this check box