

Applying for Emigration Clearance for ECR Countries (For ECR passport holders – Employer Not Registered on eMigrate system)

An emigrant, having an ECR passport and departing to any of the Notified Country, has to apply online on the eMigrate system (<http://emigrate.gov.in>). After the emigrant applies, the application will be processed online by the jurisdiction PoE office. Once the application is approved, the emigrant will get an electronic emigration clearance. Also a confirmation email and SMS will be sent on the emigrant's email ID and Mobile number respectively.

Mandatory documents required:

1. Copy of VISA
2. Copy of first page and last page of passport
3. Emigrant photograph
4. Copy of Aadhar Card (Mandatory in case UID is entered in the emigrant registration form)
5. Copy of PBBY policy
6. Copy of Rs 20 lakhs life insurance policy (Mandatory in case destination country is Libya)
7. Employment Contract
8. Proof of Educational Certificate (Mandatory if female, age is less than 30 years and passport is ECNR)
9. Other documents, as applicable as per the jurisdiction PoE office.

Process steps:

1. Open the eMigrate system public website – <http://emigrate.gov.in>
2. Go to **Emigrant -> Apply for Emigration Clearance for ECR Countries -> Employer Not Registered on eMigrate system.**
3. The first screen of the emigrant registration form opens. Enter the following:
 - I. Name of the Employer
 - II. Select the Employment Country from the given list
 - III. Emigrant's Passport Number
 - IV. Text as shown in the captcha image

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eMigrate
सरल सुरक्षित प्रवासन

भारत सरकार
Ministry of Overseas Indian Affairs
www.moiia.gov.in

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

Emigrant Registration Form

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

Employer Details

Name of Employer* Country*

Emigrant Passport Number*

Enter the text below

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Figure 1: Emigrant Registration Form- Direct Recruitment _Screen1

It may be the case that employer details are already present in the system (if some other emigrant has entered the same employer details in the past). In such a case, the system displays the employer details whose name sounds similar to the entered employer name.

You can select a row and click **Next** to proceed further and update the selected Employer details if required.

If you feel none of the search results contain the required Employer's information or if no search results are displayed, click **Next** to proceed further and enter the Employer details.

4. Fill the rest of the emigrant registration form consisting of:
 - I. **Employment Details**

Emigrant Registration Form

Employment Details | Passport Details | Visa and Insurance Details | Personal Details | Travel Details | Contact Details | List of Documents

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

Organisation Details

1. Name Of Employer: Bader Al Mullah Sons
 2. Country: KUWAIT
 3. Registration Number/Personal Identification Number: [Text Field]
 4. Date of Registration: [Text Field]
 5. Type of Business*: Activities of extraterritorial organiz [Dropdown]
 6. Website URL: [Text Field]
 7. Type of organisation*: Company Individual Partnership Proprietorship

Operational Office Details

8. Address Line 1*: Sample Address
 9. Address Line 2: [Text Field]
 10. City/Town/Village*: Sample City
 11. Country: KUWAIT
 12. Postal/Pin code: [Text Field]
 13. Email: [Text Field]
 14. Phone Number*: 965 - 10 - 25635415
 15. Fax Number: [Text Field]

Director Details

16. Name*: Sample Name | Sample Surname
 17. Designation: Other [Dropdown]

Previous | Reset | Save & Next

Figure 2: Emigrant Registration Form- Direct Recruitment _Screen2

Emigrant Registration Form

Employment Details | Passport Details | Visa and Insurance Details | Personal Details | Travel Details | Contact Details | List of Documents

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

Job Details

18. Job Category*: Semi-skilled [Dropdown]
 19. Experience Level: Middle [Dropdown]
 20. Job Designation*: Steel Fixer [Dropdown]
 21. Period of Contract(in months)*: 24
 22. Daily Working Hours*: 9
 23. Age Limit: No age limit [Dropdown]
 24. Probation Period (in months): [Text Field]
 25. Details of Mode Settlement of Disputes*: As per Local Labour law
 26. Gender Preference: Male Female No preference
 27. Does the Demand letter contain the salary amount or salary range*: Salary Amount Salary Range
 28. Currency*: Saudi Riyal
 29. Salary amount/ Salary range*: 1200

Additional Facilities

30. Whether Transportation facility is provided? Yes No
 31. Whether leave benefits are provided as per local labour law? Yes No
 32. Whether free food is provided? If No, Allowance value* [Text Field] SAR
 33. Whether free Accommodation is provided? If No, Allowance value* [Text Field] SAR
 34. Whether Overtime allowance is payable as per local labour laws? If Yes, Allowance value* [Text Field] SAR
 35. Whether Visa fee is provided? Yes No
 36. Whether weekly off is provided? Yes No
 37. Whether To and fro airfare is Provided? Yes No
 38. Whether Insurance facility is provided? If Yes, Insurance details Yes No
 39. Whether free Medical facility is provided? If Yes, Medical facility details Yes No
 40. Any Other facility provided? If Yes, give details Yes No
 41. Whether Paid leave is provided? If Yes, Leave details Yes No
 42. Have provision in regard to disposal or transportation of dead body of emigrants to India ?*

Previous | Reset | Save & Next

Figure 3: Emigrant Registration Form- Direct Recruitment _Screen3

After filling employment details on both the screens, click **Save & Next** to move to next screen.

II. Passport Details

Emigrant Registration Form

Employment Details | **Passport Details** | Visa and Insurance Details | Personal Details | Travel Details | Contact Details | List of Documents

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

Passport Details

42. Name(As on Passport)*	SATHYARAJ	CHINNARAJ
43. Passport Type (ECR/ECNR)*	ECR	44. Date of Expiry*
45. Place of Issue*	Jaipur	27/03/2015
47. Date of Birth*	01/01/1989	46. Date of Issue*
49. Fathers Name*	SUSHIL	24/03/2005
		48. Gender*
		<input checked="" type="radio"/> Male <input type="radio"/> Female

Address

50. Address Line 1*	Village Dulpura	51. Address Line 2	
52. City/Town/Village*	Jhunjhunu	53. State/UT*	RAJASTHAN
54. District*	JHUNJHUNU	55. Country*	INDIA
56. Postal/Pin Code*	211009		

Previous Clear Save & Next

Figure 4: Emigrant Registration Form- Direct Recruitment_Screen4

After filling passport details, click **Save & Next** to move to next screen.

III. Visa and Insurance Details

Emigrant Registration Form

Employment Details | Passport Details | **Visa and Insurance Details** | Personal Details | Travel Details | Contact Details | List of Documents

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

Visa Details

58. Destination Country*	SAUDI ARABIA	60. Re-enter Visa Number*	Z123456789
59. Visa Number*	Z123456789	62. Date of Expiry*	20/04/2014
61. Date of Issue*	21/10/2013	64. Visa Type*	Entry
63. Place of Issue*	KSA		

Insurance Details

65. Policy Number	26160042118100000232	66. Insurance Agency	LIC
67. Effective from	02/06/2011	68. Sum Insured for (in Rs.Lakhs)	5

Previous Clear Save & Next

Figure 5: Emigrant Registration Form- Direct Recruitment_Screen5

After filling visa and insurance details, click **Save & Next** to move to next screen.

IV. Personal Details

Emigrant Registration Form

Employment Details | Passport Details | Visa and Insurance Details | **Personal Details** | Travel Details | Contact Details | List of Documents

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

Personal Details

69. Marital Status* 70. Educational Qualification*

71. Place of Birth*

Number of Dependents

72. Spouse 73. Parents

74. Children 75. Siblings

76. Total Number of Dependents

Address

77. NRI/PIO/OCI Status 78. UID

79. Whether Present Address is same as in Passport?* Yes No

80. Address Line 1* 81. Address Line 2

82. City/Town/Village* 83. State/UT*

84. District* 85. Country

86. Postal/Pin Code*

Phone Number

87. Landline Number

88. Mobile Number

89. Email

Figure 6: Emigrant Registration Form- Direct Recruitment_Screen6

After filling personal details, click **Save & Next** to move to next screen.

V. Travel Details

Emigrant Registration Form

Employment Details | Passport Details | Visa and Insurance Details | Personal Details | **Travel Details** | Contact Details | List of Documents

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

Travel Details

90. Purpose of Travel

91. Date Of Boarding 92. Port Of Departure

93. Flight Number 94. Port Of Final Destination

Figure 7: Emigrant Registration Form- Direct Recruitment_Screen7

After filling travel details, click **Save & Next** to move to next screen.

VI. Contact Details

Emigrant Registration Form

Employment Details | Passport Details | Visa and Insurance Details | Personal Details | Travel Details | **Contact Details** | List of Documents

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

Details of Contact Person in Emergency (in India)

95. Name*

96. Relationship* 97. Others

98. Address*

Phone Number

100. Landline Number 101. Mobile Number

102. Email

Details of Contact Person in Destination Country

103. Name*

104. Relationship* 105. Others

106. Address*

Phone Number

108. Landline Number 109. Mobile Number

110. Email

Figure 8: Emigrant Registration Form- Direct Recruitment_Screen8

After filling contact details, click **Save & Next** to move to next screen.

5. Upload the required documents.

Emigrant Registration Form

Employment Details | Passport Details | Visa and Insurance Details | Personal Details | Travel Details | Contact Details | **List of Documents**

Instructions:
 Fields marked with * are mandatory

List Of Documents

Demand Letter*	<input type="button" value="Upload"/>
VISA letter/Copy*	<input type="button" value="Upload"/>
Copy of first page and last page of passport*	<input type="button" value="Upload"/>
Emigrant Photograph*	<input type="button" value="Upload"/>
Proof of Educational Certificate	<input type="button" value="Upload"/>
Copy of Aadhar Card	<input type="button" value="Upload"/>
Copy of PBBY Policy*	<input type="button" value="Upload"/>
Copy of Rs 20 lakhs life insurance policy	<input type="button" value="Upload"/>
Employment Contract*	<input type="button" value="Upload"/>
Other Documents	<input type="button" value="Upload"/>

More Optional Attachments? Yes No

Figure 9: Emigrant Registration Form- Direct Recruitment_Screen9

6. For payment of emigrant registration fee, there are two options:
 - I. Click **Online Payment** to make payment through credit card / debit card / net banking.



Figure 10: Emigrant Registration Form- Direct Recruitment_Screen10

On successful payment, the confirmation page appears.

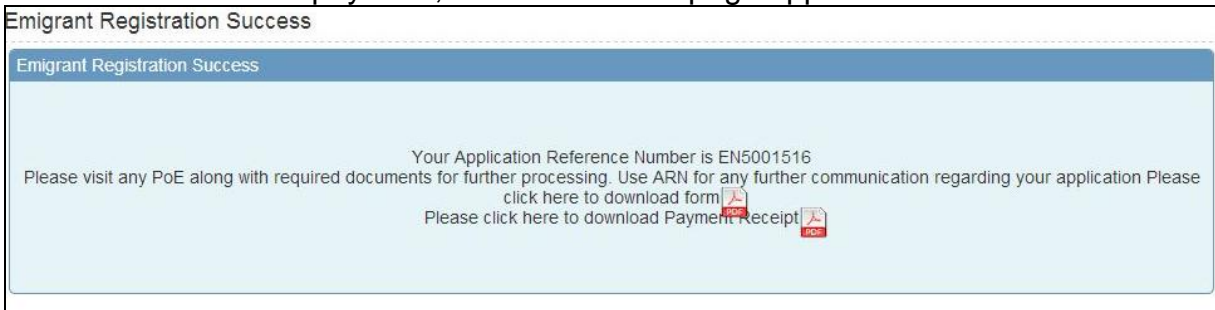


Figure 11: Emigrant Registration Form- Direct Recruitment_Screen11

OR

- II. Click **Challan** to make payment by cash through a bank challan. The eMigrate system generates the bank challan.

On successful generation of challan, the confirmation page appears.

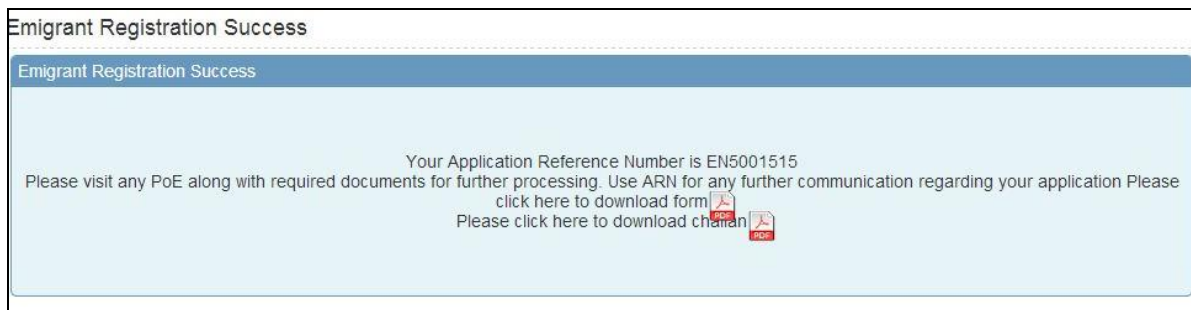


Figure 12: Emigrant Registration Form- Direct Recruitment_Screen12

7. The confirmation page shows the following:
 - I. Application Reference Number (ARN) generated by the system.
 - II. Option to download pdf file of application form filled.
 - III. Option to download pdf file of payment receipt / bank challan

Make a note of the ARN. Application processing status can be tracked using this number. The eMigrate system also sends an email containing the above details to the emigrant's email ID.

The following table details the description of the fields in the Emigrant Registration form. The fields are mentioned in the order in which they appear in the form (top to bottom). All fields which are marked '*' are mandatory fields:

Table 1: Emigrant Registration Form Field Reference Table

Field Name	Description
1. Name of Employer*	Enter the complete name of the employer.
2. Country*	Select the employment country from the given list.
3. Emigrant Passport Number*	Enter the emigrant's passport number.
4. Enter the text below*	Enter the text as shown in the captcha image.
Employment Details	
If you have selected any Employer detail from the Employer search results, then fields under this tab are pre-filled. You can edit the operational office and authorised signatory details, if there is any deviation in what is mentioned in the documents and what the system displays.	
Otherwise if you have not selected any Employer detail from the search results, or no search results are obtained, then fill the fields under this tab.	
5. Registration Number / Personal Identification Number	If the Employer Registration Number / Personal Identification Number is mentioned in any of the employer documents, then enter the same.
6. Date of Registration	If the date of registration is mentioned in any of the employer documents, then enter the same.
7. Type of Business*	Select the type of business of the Employer from the drop down menu.
8. Type of Organization*	Select the type of organization of the Employer from the following options: <ul style="list-style-type: none"> • Company • Firm • Proprietorship • Individual <p>If the type of organization is not mentioned in any of the employer documents, then select this field as Company.</p>
9. Website URL	Enter the website URL of the Employer.
Operational Office Details	
10. Available Addresses	If you have selected any Employer detail from the Employer search results, then a drop down menu appears if there are more than 1 operation office details of the Employer in the system.
You can select any option in the menu or can enter new details as per what is mentioned in the Employer documents.	
11. Address (Line 1)*	Enter the address line 1 of the Employer's office, as per what is mentioned in the Employer documents.
12. Address (Line 2)	Enter the address line 2 of the Employer's office, as per what is mentioned in the Employer documents.

13. City*	Enter the city of the Employer's office, as per what is mentioned in the Employer documents.
14. Country	Display field. This field is auto populated by the eMigrate system.
15. Postal / Pin Code	Enter the pin code of the Employer's office, as per what is mentioned in the Employer documents.
16. Email	Enter Employer's Email, as per what is mentioned in the Employer documents.
17. Phone Number*	Enter Employer's phone number, as per what is mentioned in the Employer documents.
18. Fax Number	Enter Employer's fax number, as per what is mentioned in the Employer documents.
Director Details	
19. Available Authorized Signatories	If you have selected any Employer detail from the Employer search results, then a drop down menu appears if there are more than 1 authorised signatory details of the Employer in the system. You can select any option in the menu or can enter new details as per what is mentioned in the Employer documents.
20. Name*	Enter the authorised signatory name.
21. Designation	Select the signatory's designation from the drop down list.
Attestation Details	
22. Attestation Number	Enter the attestation details of Indian Mission attestation
23. Attestation Date	
24. Valid Upto	
Demand Details	
25. Job Category*	Select the job category from the following options: <ul style="list-style-type: none"> • Unskilled • Semi-skilled • Skilled • Others
26. Experience Level	Select the experience level required from the following options: <ul style="list-style-type: none"> • Senior • Middle • Junior
27. Job Designation*	Enter the Job Designation
28. Contract Period (in months)*	Enter the employment contract period in months, as per what is mentioned in the Demand Letter or Sample Employment Contract.
29. Daily Working Hours*	Enter the daily working hours, as per what is mentioned in the Demand Letter or Sample Employment Contract.
30. Age Limit	Select the age limit requirement of the Employer, as per what is mentioned in the Demand Letter or Sample Employment Contract, from the following options: <ul style="list-style-type: none"> • No Age Limit • Below 60 • Below 50 • Below 40
31. Probation Period (in months)	Enter the probation period in months, as per what is mentioned in the Demand Letter or Sample Employment Contract.

32. Details of Mode of Settlement of Disputes*	Enter the details of mode of settlement of disputes
33. Gender Preference	Select the gender preference of the Employer, as per what is mentioned in the Demand Letter or Sample Employment Contract, from the following options: <ul style="list-style-type: none"> • No Preference • Male • Female
34. Does the specimen employment contract contain the salary amount or salary range?	Select any one of the following options: <ul style="list-style-type: none"> • Salary Amount • Salary Range
35. Salary Amount / Salary Range*	In case Salary Amount is selected in the above field, enter the salary amount in the text box. Otherwise In case Salary Range is selected in the above field, enter the minimum and maximum salary in the respective textbox.
36. Currency	Display field. The eMigrate system displays the currency of the Employer's country.
Facilities Provided by Employer in addition to Monthly Salary	
37. Whether free food is provided?*	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
38. If No, Allowance Value	If the above field is selected as No , then enter the food allowance value as per what is mentioned in the Demand Letter or Sample Employment Contract.
39. Whether free accomodation is provided?*	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
40. If No, Allowance Value	If the above field is selected as No , then enter the house rent allowance value as per what is mentioned in the Demand Letter or Sample Employment Contract.
41. Whether overtime allowance is payable as per local labour law?*	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
42. Whether visa fee is provided by the employer?	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
43. Whether leave benefits are provided as per local labour law?*	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
44. Whether paid leave is provided?	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
45. If Yes, then Leave Details	If the above field is selected as Yes , then enter the leave details.
46. Whether To and fro airfare is provided?*	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.

47. Whether Insurance facility is provided?	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
48. If Yes, then Insurance Details	If the above field is selected as Yes , then enter the insurance details.
49. Whether free medical facility is provided?	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
50. If Yes, Medical facility Details	If the above field is selected as Yes , then enter the medical facility details.
51. Whether transportation facility is provided?	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
52. Details of mode of settlement of disputes*	Enter the details of mode of settlement of disputes as per what is mentioned in the Demand letter or Sample Employment Contract.
53. Have provision in regard to disposal or transportation of dead body of emigrants to India?*	Select Yes or No as per what is mentioned in the Demand Letter or Sample Employment Contract.
Passport Details	
54. Given Name	Enter the emigrant's given name as per what is mentioned in the passport.
55. Surname	Enter the emigrant's surname as per what is mentioned in the passport.
56. Passport Type	Enter the emigrant's passport type as per what is mentioned in the passport.
57. Date of Expiry	Enter the emigrant's passport expiry date as per what is mentioned in the passport.
58. Date of Issue	Enter the emigrant's passport issue date as per what is mentioned in the passport.
59. Place of Issue	Enter the place of issue of the emigrant's passport as per what is mentioned in the passport.
60. Date of Birth	Enter the emigrant's date of birth as per what is mentioned in the passport.
61. Gender	Enter the emigrant's gender as per what is mentioned in the passport.
62. Father's Name	Enter the emigrant's father's name as per what is mentioned in the passport.
Address as per passport	
62. Address Line 1	Enter the emigrant's address line 1 as per what is mentioned in the passport.
63. Address Line 2	Enter the emigrant's address line 2 as per what is mentioned in the passport.
64. City / Town / Village	Enter the emigrant's city / town / village as per what is mentioned in the passport.
65. State / UT	Select the emigrant's state as per what is mentioned in the passport from the drop down menu.
66. District	Enter the emigrant's district as per what is mentioned in the passport.
67. Country	Display field. The eMigrate system auto populates India in this field.

68. Postal / Pin Code	Enter the emigrant's pin code as per what is mentioned in the passport.
Visa Details	
69. Destination Country	Enter the VISA details of the Emigrant.
70. Visa Number	
71. Date of Issue	
72. Date of Expiry	
73. Place of Issue	
74. Visa Type	
75. Designation as on VISA	
Insurance Details	
The following details have to be filled only if the emigrant has a ECR type of passport.	
76. Policy Number*	Enter the emigrant's PBBY number.
77. Insurance Agency*	Select the insurance agency name from the drop down menu.
78. Effective from*	Select the date from which PBBY insurance policy is valid.
79. Sum Insured For*	Enter the sum for which the emigrant is insured for.
Personal Details	
80. Marital Status*	Select the marital status of the emigrant from the drop down menu options: <ul style="list-style-type: none"> • Single • Married • Separated • Divorced
81. Educational Qualification	Display field. The eMigrate system auto selects Below 10th Std for ECR passport holders.
82. Place of Birth*	Enter the emigrant's place of birth.
Number of Dependants	
83. Spouse	Enter the number as appropriate.
84. Parents	Enter the number as appropriate.
85. Children	Enter the number as appropriate.
86. Siblings	Enter the number as appropriate.
87. Total Number of Dependants	Display field. The eMigrate system displays the summation of the above four fields.
88. NRI / PIO / OCI Status	Blank field.
89. UID	Enter the Aadhar card number of the emigrant if available.
Address in India	
90. Whether Present Address is Same as in Passport?	Select any of the following options: <ul style="list-style-type: none"> • Yes • No
91. Emigrant's Present Address Details	If the previous field is selected as Yes , the eMigrate system displays the fields from the values entered in the previous screen. If the previous field is selected as No , enter the emigrant's present address details.
Phone Number	
92. Landline	Enter the emigrant's landline number.
93. Mobile	Enter the emigrant's mobile number.
94. Email	Enter the emigrant's email id.
Travel Details	
95. Purpose of Travel	Display field. The eMigrate system displays Employment .
96. Destination Country	Display field. The eMigrate system displays the field.

97. Date of Boarding	Enter the date when emigrant will board the flight to destination country.
98. Port of Departure	Enter the departure city name.
99. Port of Final Destination	Enter the destination city / country name.
100. Flight Number	Enter the emigrant's flight number.
Details of contact person in emergency (in India)	
101. Name*	Enter the contact person's name.
102. Relationship*	Select the contact person's relationship with the emigrant from the drop down menu.
103. Others	Enter the contact person's relationship with the emigrant if Others is chosen in the field above.
104. Address*	Enter the contact person's address.
Phone Number	
105. Landline	Enter the contact person's landline number.
106. Mobile	Enter the contact person's mobile number.
107. Email	Enter the contact person's email id.
Details of Contact Person in Destination Country	
108. Name*	By default system displays the Employer's Name. If you want to enter some other value, delete the default value and enter the concerned contact person's name.
109. Relationship*	By default Employer is selected. If you have changed the above field, then select the appropriate option.
110. Others	Enter the contact person's relationship with the emigrant if Others is chosen in the field above.
111. Address*	By default system displays the Employer's operational office address. If you want to enter some other value, delete the default value and enter the concerned contact person's address.
Phone Number	
112. Landline	Enter the contact person's landline number.
113. Mobile	Enter the contact person's mobile number.
114. Email	Enter the contact person's email id.
Documents	
115. Upload	Upload the required documents as per the mandatory documents required list mentioned in this section.