

**“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 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/partners/directors :
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 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 50 square metre 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 APPLICANT  
(WITH SEAL)

Check List of Documents to be attached

1	Demand Draft for Rs.25,000/- in favour of 'Pay and Accounts Officer, Ministry of Overseas Indian Affairs , New Delhi ' payable at New Delhi, under rule 7(i).
2	Three Passport-size photographs of Proprietor/Managing Partner/Managing Director, duly attested on the back side by a Gazetted Officer of the State / Central Government.
3	Statement showing the name/Age and Residential Address of Proprietor/ All Partners/All Directors along with designation and business activities undertaken during the last five years.
4	Specimen signature of the Proprietor/Managing Partner/Managing Director duly attested by a Gazetted Officer.
5	Copy of the Certificate of Educational Qualification as per rule 7(2)(i).
6	A statement showing the assets and liabilities of the proprietor if the applicant is sole proprietor, and of the managing partner or the managing director if the applicant is a firm or a company, as the case may be, under rule 7(2)(ii).
7	Income tax returns for the last three consecutive years, under rule 7(2)(iii).
8	A copy of PAN card.
9	IN CASE OF PARTNERSHIP FIRM -
	(a)Resolution taken by all the partners authorizing one of the partners to act as Managing Partner and to sign papers on behalf of the firm.
	(b)Copy of partnership deed (which must provide for recruitment of workers for overseas employment).
	(c)True extracts from the Registrar of firms in support of registration of the partnership deed.
	(d) A copy of the Balance Sheet as at the close of the previous financial year.
10	IN CASE OF COMPANY -
	(a) A resolution passed to authorize one of the Directors to act as Managing Director and to sign papers on behalf of the Company,
	(b)A copy each of the memorandum of Association and Articles of Association (which must provide for recruitment of workers for overseas employment as one of its objectives).
	(c)A copy of the certificate of registering the company.
	(d) A copy of the Balance sheet as at the close of the previous financial year."