

**High Commission of India
Kuala Lumpur**



Checklist for eMigrate application for hiring of workers from India.

1. **Foreign Employer (FE) Registration Form** (company seal required during submission)
2. **Malaysia Identity Card (IC) and Malaysia Passport** copy of the **director of the company**
3. **Individual Business Profile (SSM)** / company's profile (**Trade License / Memorandum & article, Form 9, Form 24, Form 49**)
4. In case the director authorizes a representative for signing the contract on behalf of the Company, his/her **Malaysia IC copy** along with **authorization letter on company letter** head by the Director of the company.
5. Valid approval letter issue by **Malaysia Government (KDN)** approval for hiring of foreign workers in Bahasa (Copy) and **English translation of KDN's Approval by the Court Interpreter (Original to be seen and returned)** – (One copy)
6. **SOCSO** registration proof for the company.
7. **Indian Recruiting Agency (IRA)** Registration Certificate
8. Employment Contract in the prescribed format on company letter head (Attached). (To have company seal, **Public Notary and attestation by Ministry of Foreign Affairs, Govt. of Malaysia**)
9. **Letter of Demand for Indian Foreign Worker**, (To have company seal and attestation by Ministry of Foreign Affairs, Govt. of Malaysia).
10. Register on the website **www.emigrate.gov.in** and upload above documents
11. **Kindly schedule an appointment** through the following link:
<https://appointment.hcicl.gov.in/appointment/options>

Please ensure you bring hard copies of the aforementioned documents to the High Commission of India at the address below for attestation:

**Wisma HRIH Lotus
Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak,
53000 Kuala Lumpur,
Federal Territory of Kuala Lumpur
Phone: 03-4024 8000**

Request letter to Indian Mission for Foreign Employer (FE) Registration

(For Individual Employers (i.e. Individual person), desiring to employ Indian workers for domestic works. To be filled by the Employer himself/herself in his/ her own handwriting in English Language and uploaded online along with the supporting document at the time applying online through eMigrate System.

1. I, ,
(Name of the Employer)

National of and
(Name of the country, to which Employer belong)

having residential address at
(Complete Address of the Employer & email)

and having Personal Identification No ,
(Passport Number/ National Identification No./ Civil Id no.)

issued by....., (a Govt. Authority)
(Name of the Agency who has issued the Personal Identification No.to the Authorized Signatory)

hereby apply for registration of myself as Foreign Employer (FE) in the eMigrate System of Govt. of India, through Indian Mission in

.....
(Name of the city and country where Indian Embassy/ Consulate is located)

2. I certify that the information provided in this Request Letter and in online application form is correct.

3. I undertake that I shall abide by the rules and regulations as required time to time by the eMigrate System or the Govt. of India.

4. I undertake that in case of any Indian worker employed by my, desires to go back to his/ her country before completion of employment contract for any reason, I shall give the 'No objection Certificate' or any other document as required, to the Indian Mission officials and to the government of my country, to facilitate the exit of the Indian employee.

5. I undertake that I shall not withhold/ confiscate the passport, visa or the work permit belonging to the Indian worker, under any circumstances.

(Contd)

Date

Signature of the Authorized signatory

6. I undertake that I shall not falsely implicate any Indian worker and/ or shall not register any false case with any govt. agency or the police against the Indian worker.

7. I undertake that once FE registration application submitted by me is approved, I shall not apply for the registration of the same organization again under any circumstances.

Date.....

Signature of the Employer

Place.....

Name of the Employer

(Name of the City and Country)

Contact Nos. of Authorized Signatory

(Mobile)

Landline No.....

(One contact no. either mobile or Landline no. is Mandatory)

Important Notes:

1. This Request letter is required to be downloaded by the Employer from eMigrate website and filled-in completely with required information and signature etc. before start applying online for FE Registration on eMigrate.
2. The completely filled in Request Letter is required to be uploaded by the Employer along with the other supporting document, at the time of online application.
3. Employer is required to mention the date and sign both the pages of this Request letter as indicated.
4. This Request Letter must be filled-in completely and in English Language only. In case the form is not filled completely or filled-in any language other than English, the Indian Mission officer, processing the FE registration application is directed to summarily reject the application for FE Registration.
5. The content of this Request Letter shall not be altered or modified under any circumstance. Application for FE Registration, with altered/ modified Request Letter shall be rejected summarily by the Indian Mission.

List of Documents uploaded on eMigrate System along with FE Registration Application, are as under (Please tick box as applicable):

1. Request Letter for FE Registration duly signed by Authorized Signatory/ individual Employer. ☐
2. Copy of Passport / Personal Identification Number / Civil Id issued by Govt. Authority in the name of Authorized Signatory. ☐
3. Copy of Address proof. ☐

Annexure B

Request letter for Registration as Foreign Employer (FE)/Foreign Recruiting Agent (FRA) to Indian Mission

(For companies/ LLCs/ partnership/ proprietorship/ govt. agencies desiring to employ Indian Manpower. To be printed on the letter head of the organization and filled by Authorized signatory himself/herself in his/ her own handwriting in English Language and uploaded along with other mandatory document at the time of submitting the online application).

1. I, ,
(Name of the Authorized Signatory)

National of and
(Name of the country, to which Authorized signatory belong)

Authorized Signatory of ,
(Complete Name of the Organization, email Id, telephone No.)

.....
having Company Registration No./ Trade License No.....,

having registered office at ,
(Complete Address of the Company/ organization)

and having Personal Identification No ,
(Passport Number/ National Identification No./ Civil Id no.
of Authorized signatory)

issued by....., (a Govt authority)
(Name of the Agency who has issued the Personal Identification No.to the Authorized Signatory)

hereby apply for registration of above said organization as Foreign Employer (FE) in the eMigrate System of Govt. of India, through Indian Mission in

(Contd.)

Date

Signature of the Authorized signatory

.....
(Name of the city and country where Indian Embassy/ Consulate is located)

2. I certify that the information provided in this Request Letter and in online application form is correct.
3. I undertake that I shall abide by the rules and regulations as required from time to time by the eMigrate System or the Govt. of India.
4. I undertake that in case of any Indian worker employed by our organization, desires to go back to his/ her country before completion of employment contract for any reason, I shall give the 'No objection Certificate' or any other document as required, to the Indian Mission officials or to the government of my country, to facilitate the exit of the worker.
6. I undertake that I shall not withhold/ confiscate the passport, visa or the work permit belonging to Indian worker, under any circumstances.
7. I undertake that I shall not falsely implicate Indian worker and/ or shall not register any false case with any govt. agency or the police against the Indian worker.
8. I undertake that once FE registration application submitted by me is approved, I shall not apply for the registration of the same organization again under any circumstances.

Date.....

Signature of the Authorized signatory

Place.....

Name of the Organization

(Name of the City and Country)

Official Seal/ stamp

Contact Nos. of Authorized Signatory

(Mobile)

Landline No.....

(One contact no. either mobile or Landline no.is Mandatory)

(Contd.)

Date

Signature of the Authorized signatory

Annexure

Important Instructions: -

1. This Request letter is required to be downloaded by the Employer from eMigrate website and filled-in completely with required information and signature etc. before start applying online for FE Registration on eMigrate.
2. The completely filled in Request Letter is required to be uploaded by the Employer along with the other supporting document, at the time of online application.
3. Authorized Signatory is required to mention the date and sign all three pages of this Request letter as indicated.
4. This Request Letter must be filled-in completely and in English Language only. In case the form is not filled completely or filled-in any language other than English, the Indian Mission officer, processing the FE registration application shall summarily reject the application for FE Registration.
5. The content of this Request Letter shall not be altered or modified under any circumstance. Application for FE Registration, with altered/ modified Request letter shall be rejected summarily by the Indian Mission.

List of Documents uploaded on eMigrate System along with FE Registration Application, are as under (Please tick box as applicable)

1. Copy of Company Registration Certificate/ Trade License. ☐
 2. Request Letter for FE Registration duly signed by the Authorized Signatory of the organization. ☐
 3. Copy of Passport / Personal Identification Number / Civil Id issued by Govt. Authority in the name of Authorized Signatory. ☐
 4. Copy of Address proof on Organization Letterhead. ☐
(Required only in case of Govt. Agency not having Registration Certificate)
-

Date

Signature of the Authorized signatory

(On Company Letterhead)

Date :

High Commission of India,
Level 1, Wisma HIRH Lotus 442,
Jalan Pahang Setapak 53000
Wilayah Persekutuan,
Kuala Lumpur,
Malaysia

Dear Sir/Madam,

Reference: Approval from Ministry of Home Affairs File No. _____
dated _____ for permit to hire a total of _____ foreign
workers. The approval is valid from _____ to _____ in
(sector)_____.

Demand
request

In view of the above, we wish to submit a letter of demand for (number) _____
workers subject to the approval of valid calling VISA and work permit(s) by the
Malaysian Authority.

2. I/We, hereby, appoint (Indian Recruiting Agency Name& Address)_____

PoA

to be our true and lawful attorney and recruiting agent in India for the purpose of
handling all the affairs associated with recruiting of workers for employment with our
company, to sign all necessary documents and employment contracts required by the
laws and regulations of India, to arrange for passport and for visa endorsement with the
High Commission/Embassy concerned to make arrangement for the workers' passage
to the job site. The power of attorney shall remain valid till the workers arrive at our
company in Malaysia. This power of attorney is non-transferable and irrevocable. In
witness whereof we have executed this document on (date) _____.

*All dates in dd-mm-yyyy format

3. I/We, the undersigned, hereby undertake to comply with the following:

(a) To strictly implement the terms mentioned in the Contract of Employment attested by the High Commission of India, Kuala Lumpur and that under no circumstances will amend it or enter into any separate contract of Employment with the Indian employees before or after their taking employment with this company

(b) To repatriate any Indian employee of my/our company as a result of termination of work contract as per the signed agreement in the work contract after settling all their outstanding dues, in addition to returning the Indian passport to the employee after processing CheckOut Memo (COM).

(c) I/We understand that eMigrate system is mandatory requirement for employing Indian workers from India and I/we would abide by the provisions thereof.

(d) I/We am/are aware of the fact that the passport of an Indian National should always be kept in the custody of the Indian passport holder. In case the Indian passport is kept in the custody of the company for renewal of work permit of the Indian employee, I/we would be personally responsible for safe custody of the Indian passport. I/We also understand that no eMigrate services may be provided by the High Commission of India to the company, if the passport is reported damaged or lost from the custody of the company.

(f) If Indian worker lodges complaints against the company / employer about unauthorized keeping of his/her passport other than for renewal of his/her work permit, I/We undertake to submit the Indian passport to the High Commission of India, Kuala Lumpur within 5 days from date of receipt of the complaint. In case of non-submission / delayed submission of passports by company / employer, the High Commission may debar the company / employer(s) for hiring the workers from India and suitable action will be taken against the company/ employer(s).

(g) all conditions of Employer's undertaking for the employment of foreign workers issued and enforced by the Government of Malaysia from time to time, during the period of employment of foreign workers as follows:

- (i) Bear the cost of levy for foreign workers in accordance with the Fees Act 1951 [Act 209];
- (ii) Signing a service contract in accordance with the Employment Act 1955 [Act 265] according to the service contract format as in the attachment;
- (iii) Pay wages, overtime allowance, granted holidays and rest days as well as other benefits provided under the Employment Act 1955 [Act 265];
- (iv) Comply with any provisions by the government in relation to the minimum wage provided under the National Wages Consultative Council Act 2011 [Act 732];
- (v) Provide accommodation and basic facilities in accordance with the Workers' Minimum Standards of Housing and Amenities Act 1990 [Act 446];
- (vi) Should not hold and keep foreign workers passport in accordance with the Passport Act 1966 [Act 150];**
- (vii) Do not hire any illegal immigrants in accordance with the Immigration Act 1959/63 [Act 155];
- (viii) Responsible for solving the medical expenses of a foreign workers, if not settled by the foreign workers;
- (ix) Repatriate foreign workers who have been diagnosed with a dangerous disease, infectious disease or no longer able to work;
- (x) To obtain the **Check Out Memo** (COM) from the Immigration Department of Malaysia before deporting the foreign workers to the country of origin; and
- (xi) Comply with other provisions relating to the employment of foreign workers as may be decided by the Government from time to time.

We certainly understand that if we fail to comply, we -

- (a) Could face legal action under any of the laws and regulations as stated above; and / or
- (b) Could face any administrative action including blacklisted from hiring foreign workers in future.

Authorized signature of Director(s):

Name(s):

Designation(s):

NRIC No.:

Name of the Company:

Office contact number:

Company registration number:

Address:

Date:

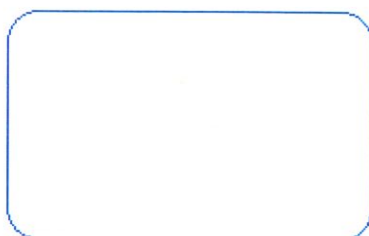
Place:

Witness signature:

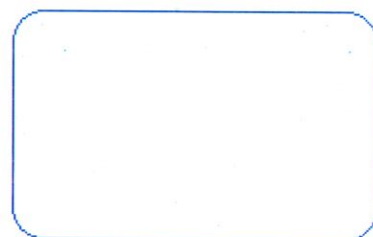
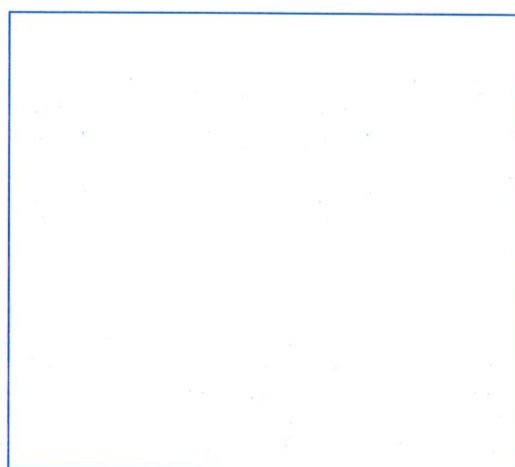
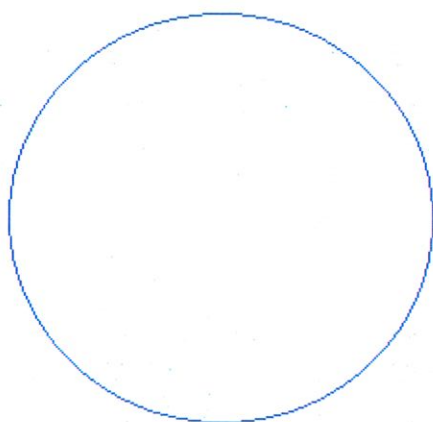
Witness Name:

NRIC No. of witness:

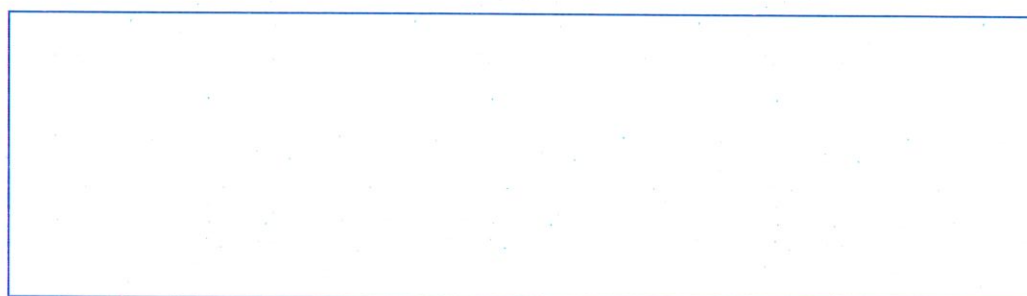
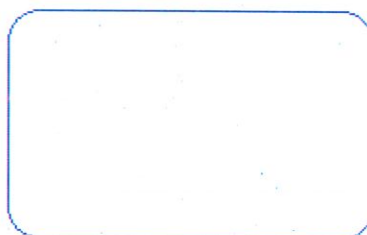
Contact number of witness:



Seal of the Company / Firm / Organization (↑)



Seal of Notary Public and certified by the Ministry of Foreign Affairs (Wisma Putra) (↑)



Seals of High Commission of India, Kuala Lumpur (↑)