

**(Internet Explorer Version -8 &above)**

**[www.emigrate.gov.in](http://www.emigrate.gov.in)**

**Company Registration Documents Checklist (Mandatory) - If recruiting through Agency in India**

1. Article of Association (Computer papers)
2. Memorandum of Association (Computer papers)
3. Chamber of Commerce (CR card)
4. Authorized Signatory Copy
5. ID card copy of the signatory/ Sponsor
6. Agency License Copy
7. Labour Clearance copy with English translation
8. Demand Letter
9. Power of attorney
10. Specimen Employment Contract
11. Request letter from the website on the letterhead of the company.  
(Organization)
12. Authorized signatory in English and in the letterhead of the company

**Submit the application form (PDF FE Registration Form) along with the checklist documents in the Embassy for approval.**