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Direct Recruitment Documents Checklist - Male (Mandatory)

1. Employment contract attested by Ministry of Manpower & Ministry of Foreign Affairs.
2. Registration certificate from Registrar of Companies (RoC) in case of a company **(CR Copy/ CR Card)**.
3. Personal identification number **(Sponsor ID Proof)**.
4. A copy of the memorandum of association **(Commercial Registration Paper-computer paper)**.
5. A copy of the article of association **(Commercial Registration Paper-computer paper)**.
6. If registration number to import manpower is available, a copy of the certificate to import manpower **(Labour Clearance copy with translation)**.
7. Copy of specimen of authorized signatory.
8. Undertaking
9. Insurance
10. Passport copy of the person
11. Visa copy (2 copies)
12. Request letter from the website on the letterhead of the company.
(Organization)
13. Authorized signatory in English on the letterhead of the company

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