

eMIGRATE REGISTRATION PROCESS

Web Site: <https://emigrate.gov.in>

For Direct Recruitment:

1st Step

- Employer should register in eMigrate WebSite (<https://emigrate.gov.in>) and obtain User ID and Password (for using Emigrate to recruit Directly)
(Please see Page 2 for required documents)

2nd Step - After getting User ID and Password

- Employer should obtain attestation of visa document from Indian Embassy's Attestation Service Counter
- Employer to Login with User ID and Password using one of the quick links provided at the website ([Registered User Login Here](#))
- Go...to....Services
- Go...to....Direct Recruitment Through Indian Mission Attestation
- Employer to complete details online in eMigrate - specify Job Designation, Salary, etc., and to upload the attested Visa Document
- Employer will get Job ID and Job Code which are auto generated by the eMigrate System
- Go...to....Services
- Go...to....Generate Individual Employment Contract...
- Using the Job ID, Employer can Generate the Employment Contract, Print, Sign and Stamp the Employment Contract and send it to the emigrant (employee)

3rd Step

- Emigrant (employee) should make a PBBY Insurance Online
- Emigrant to apply for Emigration Clearance online using Job ID and Job Code by uploading required documents, i.e., copy of passport, PBBY Policy, signed employment contract, photograph and also choose desired POE Office
- POE shall process the applications for emigration clearance online and Emigrant shall not be required to Visit POE Office with hard copies of the documents.

For Bulk Emigration Clearance (Recruitment through Recruiting Agents):

- The employer should prepare ...
Power Of Attorney, Demand Letter, Specimen Employment Contract, copy of Agent's Valid License and get them attested by Bahrain Chamber of Commerce, the Ministry of Foreign Affairs (MOFA) and the Embassy of India
- After attestation : Raise Demand and upload the above-mentioned 4 documents to eMigrate website
- Bring Raised demand documents to the Embassy for further processing
- After processing, the Embassy will provide DM Number to the employer which is supposed to be given to the Recruiting Agent in India for further processing in India.
- The eMigrate process on Employer's part is completed on providing DM Number to the Recruiting Agent in India.

DOCUMENTS REQUIRED FOR eMIGRATION REGISTRATION

SMALL ESTABLISHMENTS/ GARDENS	INDIVIDUAL (DOMESTIC VISA)
<ul style="list-style-type: none"> • CR Copy or Land Registration Copy • CPR Copy of sponsor/ authorized person • FE Registration Request (3 pages) (on Letter Head) [format to be downloaded from Emigrate Site] • Authorization Letter (Sign Verification on Letter Head) • Visa Document • Original Employment Contract on Govt. Legal Paper duly signed & stamped by Employer (as per format available on Embassy website http://eoi.gov.in/bahrain/?pdf4578?000) • Copy of Employment Contract, signed by the employee • Passport Copy of employee 	<ul style="list-style-type: none"> • Work Permit Copy (LMRA) • NOC from Immigration (Visa) • CPR Copy of sponsor/authorized person • Smart Card Details • FE Registration Request (2 pages) (to be downloaded from Emigrate Site) • Authorization Letter (Sign Verification on Letter Head) • Visa Document • Original Employment Contract on Govt. Legal Paper duly signed & stamped by Employer (as per format available on Embassy website http://eoi.gov.in/bahrain/?pdf4578?000) • Copy of Employment Contract, signed by the employee • Passport Copy of employee & employer
WLL/SPC/PARTNERSHIP COMPANIES	FOR RECRUITMENT OF FISHERMAN
<ul style="list-style-type: none"> • CR Copy • Passport Copy (For Indian Partner / Authorized) • CPR Copy (sponsor/ authorized person) • FE Registration Request (3 pages) (Letter Head) (to be downloaded from Emigrate Site) • Authorization Letter (Sign Verification on Letter Head) • Visa Document • Original Employment Contract on Govt. Legal Paper duly signed & stamped by Employer (as per format available on Embassy website http://eoi.gov.in/bahrain/?pdf4578) • Copy of Employment Contract, signed by the employee • Passport Copy of employee • MOA (MEMORANDUM OF ASSOCIATION) - WLL • AOA (ARTICLE OF ASSOCIATION) – SPC • MOA (MEMORANDUM OF ASSOCIATION) (PARTNERSHIP CO.) • MOA (MEMORANDUM OF ASSOCIATION) (Simple Commandite Company) 	<ul style="list-style-type: none"> • CR Copy (Land Registration) • CPR Copy (sponsor/ authorized person) • FE Registration Request (3 pages) (to be downloaded from Emigrate Site) • Authorization Letter (Sign Verification on Letter Head) • Visa Document • Original Employment Contract on Govt. Legal Paper duly signed & stamped by Employer (as per format available on Embassy website http://eoi.gov.in/bahrain/?pdf4578?000) • Copy of Employment Contract, signed by the employee • Passport Copy of employee • Minimum Salary BD 120 per month • Insurance for Health Safety from Bahrain • Undertaking of the Employee
FOR RECRUITMENT OF HOUSEMAID	GENERAL / SPECIAL REQUIREMENTS
<ul style="list-style-type: none"> • Work Permit Copy (LMRA) • NOC from Immigration (Visa) • CPR Copy (sponsor/ authorized person) • FE Registration Request (2 pages) (to be downloaded from Emigrate Site) • Authorization Letter (Sign Verification on Letter Head) • Visa Document • Original Employment Contract on Govt. Legal Paper duly signed & stamped by Employer and other forms (formats available at http://eoi.gov.in/bahrain/?pdf6527?000) • Passport Copy of employee & employer • Security Deposit US\$ 2500/- with SBI • Salary Certificate / Bank Statement for 3 Months (If working, Sponsor should be getting Minimum Salary of BD 1000/- per month Or minimum bank balance of BD 10,000/- if doing business) 	<ul style="list-style-type: none"> • MORTGAGE CR – UNDERTAKING • SEQUESTER CR – CLEARANCE FROM COURT • FISHERMAN – UNDERTAKING FROM EMPLOYEE <p data-bbox="868 1697 1461 1771">COMMON REQUIREMENTS IN RESPECT OF A COMPANY / ESTABLISHMENT</p> <ul style="list-style-type: none"> • Profile of the Company / Establishment printed on their Letter Head and containing its Name, Date of Registration, Number of Total Staff, Number of Indian Staff; and whether it has lodged any labour case against employees at Indian Mission, etc.