



EMBASSY OF INDIA  
BAHRAIN

## eMIGRATE REGISTRATION PROCESS

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

### For Direct Recruitment:

#### 1st Step

- Employer should register in eMigrate Website (<https://emigrate.gov.in/ext/>) and obtain User ID and Password (for using Emigrate to recruit directly)
- To obtain User ID & Password employer should upload all required documents and submit the hard copies in the Embassy.

(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 (by Employer & Employee) 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 Registered Recruiting Agents of India)

- 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, Ministry of Foreign Affairs (MOFA) and the Embassy of India.
- After attestation Raise Demand and upload the above mentioned four documents to eMigrate website for further processing.
- After processing, a DM Number will be provided to the employer which is to be given to the Recruiting Agent 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

INDIVIDUAL ESTABLISHMENTS (PROPRIETORSHIP)	FOR RECRUITMENT OF DOMESTIC WORKER (MALE)
<ul style="list-style-type: none"> <li>• CR Copy or Land Registration Copy</li> <li>• CPR copy of Sponsor / Authorized Person with Smart card Details</li> <li>• Passport Copy of Sponsor / Authorized person (with Resident Permit page for all Nationals other than Bahraini Nationals.</li> <li>• FE Registration Request (3 pages on Letter head) [format to be download from Emigrate website]</li> <li>• Authorization Letter (Sign Verification on Letter Head)</li> <li>• Visa Copy &amp; Passport Copy of Employee</li> <li>• Original Employment Contract on Govt. Legal paper duly signed &amp; stamped by Employer (as per format available on Embassy website) <a href="https://eoi.gov.in/bahrain/?pdf4578?000">https://eoi.gov.in/bahrain/?pdf4578?000</a></li> <li>• Copy of Employment Contract, signed by the Employee.</li> <li>• Profile of the Company / Establishment printed on their Letter Head and containing its Name, date of Registration, Company Activities, Number of Total Staff, Number of Indian Staff and whether it has lodged any labour case against employees at Indian Mission etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Work Permit Copy (LMRA)</li> <li>• NOC from Immigration (Visa Copy) CPR &amp; Passport Copy of Sponsor / Authorized person</li> <li>• Copy of Resident Permit page for all Nationals other than Bahraini Nationals.</li> <li>• Smart Card Details</li> <li>• FE Registration Request (2 pages) [format to be downloaded from Emigrate website]</li> <li>• Authorization Letter (Sign Verification)</li> <li>• Original Employment Contract on Govt. Legal Paper duly signed by Employer [as per format available on Embassy website] <a href="http://eoi.gov.in/bahrain/?pdf4578?000">http://eoi.gov.in/bahrain/?pdf4578?000</a></li> <li>• Copy of Employment Contract, signed by the Employee</li> <li>• Passport Copy of the Employee.</li> </ul>
COMPANY (WLUSPC/PARTNERSHIP COMPANIES)	FOR RECRUITMENT OF DOMESTIC WORKER (MALE)
<ul style="list-style-type: none"> <li>• CR Copy</li> <li>• CPR copy of Sponsor / Authorized Person with Smart Card Details</li> <li>• Passport Copy of Sponsor / Authorized Person (with Resident Permit page for all Nationals other than Bahraini Nationals)</li> <li>• FE Registration Request (3 pages) (on Letter Head) [format to be downloaded from Emigrate Website]</li> <li>• Authorization Letter (for Sign Verification on Letter Head)</li> <li>• Visa Copy &amp; Passport Copy of employee</li> <li>• Original Employment Contract on Govt. Legal paper duly Signed &amp; Stamped by Employer (as per format available on Embassy website) <a href="https://eoi.gov.in/bahrain/?pdf4578?000">https://eoi.gov.in/bahrain/?pdf4578?000</a></li> <li>• Copy of Employment Contract, signed by the employee.</li> <li>• Profile of the Company / Establishment printed on their Letter Head and containing its Name, Date of Registration, Company Activities, Number of Total Staff, Number of Indian Staff and whether it has lodged any labour complaints against employees at Indian Mission etc.</li> <li>• MOA (Memorandum of Association) - WLL</li> <li>• AOA (Article of Association) - SPC</li> <li>• MOA (Memorandum of Association) - Partnership Co.,</li> <li>• MOA (Memorandum of Association) - Simple Commandite Company</li> </ul>	<ul style="list-style-type: none"> <li>• CR Copy (Land Registration)</li> <li>• CPR &amp; Passport Copy (Sponsor / Authorized person)</li> <li>• Smart Card Details</li> <li>• FE Registration Request (3pages) (to be downloaded from Emigrate Website)</li> <li>• Authorization Letter (for Sign Verification on Letter Head)</li> <li>• Visa &amp; Passport copy of Employee</li> <li>• Original Employment Contract on Govt. Legal Paper duly signed &amp; stamped by Employer (as per format available on Embassy Website) <a href="https://eoi.gov.in/bahrain/?pdf4578?000">https://eoi.gov.in/bahrain/?pdf4578?000</a></li> <li>• Copy of Employment Contract, signed by the Employee</li> <li>• Minimum Salary BD 120 per month</li> <li>• Insurance for Health Safety from Bahrain</li> <li>• Undertaking of the Employee</li> </ul> <p style="text-align: center;"><b>GENERAL / SPECIAL REQUIREMENTS</b></p> <p style="text-align: center;"><b>MORTGAGE CR-UNDERTAKING</b> <b>SEQUESTER CR- CLEARANCE FROM COURT</b> <b>FISHERMAN -UNDERTAKING FROM EMPLOYEE</b></p>
<b>FOR RECRUITMENT OF HOUSEMAID</b>	
<ul style="list-style-type: none"> <li>• Work Permit Copy (LMRA)</li> <li>• NOC from Immigration (Visa)</li> <li>• Passport Copy of the Sponsor with Resident Permit page for all Nationals other than Bahraini Nationals.</li> <li>• CPR Copy with Smart Card Details of Sponsor</li> <li>• Passport copy of the Housemaid.</li> <li>• FE Registration Request (2pages) [format to be downloaded from Emigrate Website]</li> <li>• Authorization Letter (for Sign Verification)</li> <li>• Employment Contract duly signed by Employer and other forms (format available at <a href="https://eoi.gov.in/bahrain/?pdf6527?000">https://eoi.gov.in/bahrain/?pdf6527?000</a>)</li> <li>• Minimum age of Housemaid should be 30years and above. A Mobile phone with SIM card should be given to the housemaid.</li> <li>• Security Deposit US\$ 2500 /- with SBI</li> <li>• 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)</li> </ul>	<p>All documents in original signed by Employer to be submitted in the Embassy between 8.30 am to 12.00 noon. MOA &amp; AOA in English duly signed &amp; stamped by authorized translator along with the company stamp and sponsor's signature to be uploaded.</p>