

## **Requirements for attestation of Employment Contract for HOUSEMAIDS**

1. The housemaid should not be below 30 years of age.
2. Agreement Application Form (format given in the next two pages)
3. NOC (visa)
4. Work Permit issued by the Ministry of Labour in the name of the employer
5. CPR copy of the employer
6. Passport copy of the employer
7. Passport copy of the employee
8. If the employer himself/herself is an employee of some company/firm/organization, he/she should be drawing a minimum salary of Bahraini Dinars 1000 per month (Please attach salary slip along with bank statement for the last three months).
9. If the employer is a businessman, copy of the CR and also the latest bank statement.
10. A security Deposit of USD 2,500/- to be maintained with the State Bank of India. This amount will be made available to the employer after the cancellation of visa prior to departure of the employee and after getting a statement from her, stating that she has been paid her salary and that she has not been harassed in any way. The employee should come to the Embassy and give the statement (format attached) in the presence of an Embassy official. It is also advisable to bring the employee to Embassy for giving the statement, even if she is proceeding to India on vacation or for any other reason.
11. A mobile phone with SIM card, at the cost of the employer should be given to the housemaid and other domestic employees.

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**EMBASSY OF INDIA**

**BAHRAIN**

PHONE NO. : 17 712785

**AGREEMENT OF EMPLOYMENT**

**Fees Collected: BD. 4.000**

**Receipt No. ....**

TO BE SUBMITTED IN DUPLICATE ALONGWITH A COPY EACH OF THE N.O.C. COMMERCIAL REGISTRATION OF THE FIRM WORK PERMIT AND CPR CARD OF THE SPONSOR.

BY THIS AGREEMENT MADE BETWEEN

- a) Name of Sponsor/Establishment (as given in NOC) : .....  
.....(Employer)
- b) Father's name (in case of individual sponsor) : .....
- c) Profession and occupation : .....
- d) Sponsor's address and Tel. No. : .....
- e) Nationality : .....

AND

- a) Mr/Mrs/Miss : ..... (Employee)
- b) Father's/Husband's name : .....
- c) Date of birth : .....
- d) Residential address in India : .....
- e) Educational/Professional Qualifications : .....

**I/We (Employer) hereby employ Mr/Mrs/Miss.....**

..... as .....  
on the following conditions: (Profession as given in Work Permit)

- 1) The salary (pay and allowances) of the employee will be BD. ....  
(Bahrain Dinars ..... )

per month. After arrival of the employee in Bahrain, the wages agreed to in this column as well as other conditions in this agreement will not be changed or substituted in any other form.

- 2) The worker recruited on the basis of this agreement will not be employed for any job other than the category specified in this agreement.
- 3) Leave benefits, working hours, overtime allowance, occupational safety, social security provisions including compensation for injury, death and settlement of disputes and other matters not listed in this contract shall be governed under the Labour Law of the Kingdom of Bahrain.
- 4) The duration of the contract shall be TWO years.
- 5) Free air passage shall be provided by the employer from India to Bahrain and back to India on termination of the contract including any premature termination.

(P.T.O.)

- 6) The employee shall be provided free accommodation/food or an allowance of BD. .... per month will be given in lieu of food/accommodation.
- 7) The employee shall be provided with free medical treatment as per the local laws.
- 8) The employee shall be provided with free transport by the employer from his residence to his place of work and back.
- 9) The contract shall commence on the date of employee immigrating to Bahrain.
- 10) The place of employment shall be Bahrain.
- 11) The agreement can be terminated by either party by giving one month notice or salary in lieu thereof.
- 12) The employee shall not be repatriated on the ground that he does not possess the required skill.
- 13) The employee shall not be allowed to work in any other agency or concern.
- 14) After expiry of this contract the service of the employee will not be procured without entering into a fresh contract or extending the existing contract on mutually agreed terms.
- 15) Death or disability of the employee will be reported to the Embassy and the next of kin within 48 hours of its occurrence and in case of death, the dead body will be transported to India if so desired by the legal heirs of the deceased at Employer's cost.
- 16) The contract will not be substituted after the arrival of the employee in Bahrain.
- 17) In case of any dispute the provisions of the agreement would be interpreted and enforceable under the labour laws of the Kingdom of Bahrain.
- 18) FOR DRIVERS ONLY :

Mr. .... will be paid the salary as indicated in this contract on his arrival in Bahrain irrespective of the fact whether he possesses a Bahraini Driving License or not and employer shall incur all expenses for obtaining his Bahraini Driving Licence from the local authorities.

- 19) FOR TAILORS ONLY:

Mr. .... will be paid the salary as indicated in (1) above and under no circumstance he will be asked to accept any other agreement (e.g. rate contract etc.) for salary.

(Signature of the Employer)  
Name & Seal of the Employer

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**FOR OFFICIAL USE ONLY**

No.BAH/CON/

Date :

# State Bank of India

Kingdom of Bahrain

## Pay In Slip

For Embassy of India (Bank Guarantee for recruitment of Indian personnel)

[CUSTOMER ID : 027002021]

**AMOUNT OF DEPOSIT : USD. 2,500/- (US Dollars Two Thousand Five Hundred only)**

Name of Depositor	:	
CPR Number	:	
Name of Indian National to be recruited	:	
Passport Number of Indian national	:	
To be recruited as	:	HOUSEMAID
Signature of Depositor	:	
Date of Deposit	:	

**Forwarded for acceptance of deposit and issuance of Term Deposit advice for USD 2,500/- in the name and style of EMBASSY OF INDIA A/c \_\_\_\_\_ (Name of Depositor) for 24 months, at prevailing rate of interest, on auto roll over basis.**

Signature of the authorised official of the Indian Embassy :

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### FOR OFFICE USE

Amount received and credited to Term Deposit Account Number \_\_\_\_\_

Signature of Cashier

Signature of Verifying officer

**Note : The Pay in Slip is to be submitted in triplicate**

**Embassy of India, Bahrain**  
**REGISTRATION FORM FOR HOUSEMAIDS**  
(to be completed within three weeks of the date of arrival)

Full Name as given in the passport			Please affix a latest photograph of the housemaid	
Date of Birth				
Passport details (Please attach copy of passport and Residence Permit)	Passport Number	:		
	Date of Issue	:		
	Place of Issue	:		

1.	Name of Father	:	
2	Name of Husband	:	
3	Complete address with Phone Number(s) in India	:	
4	Date of arrival in Bahrain	:	
5	Full Name of sponsor, address and phone Number(s)	:	
6	CPR Number of housemaid ( copy to be attached)	:	
7	Name, address & telephone numbers(s) of recruitment agent in India	:	
8	Name, address & telephone numbers(s) of recruitment agent in Bahrain	:	
9	Bank Account No. and Name of Bank	:	
10	Insurance Number	:	
11	Embassy of India Attestation Number and date	:	
12	Mobile Number of the housemaid	:	

Date:

(Signature of the housemaid)

**Statement to be given by the Housemaid before departure from Bahrain**  
(in the presence of an Embassy official only)

Name	:	
Passport Number	:	
CPR Number	:	
Date of arrival in Bahrain	:	
Proposed date of departure from Bahrain	:	
Name of the Sponsor	:	
Contact phone Number	:	
Were you getting salary as per the contract signed and attested by the Embassy?	:	
If you were not getting salary as per the contract , how much you were paid?	:	
Were you, in any way, harassed by the sponsor or his family members? Please specify, if the answer is 'YES'.	:	
Why are you leaving Bahrain before the expiry of the contract period?	:	
Whether your Resident Permit / Visa has already been cancelled or not?	:	
Do you have any complaint against the sponsor? Please specify.	:	

I have understood the above. The statement given above is true, correct and complete to the best of my knowledge and belief and I have not concealed anything. This statement is signed by me in full conscience and also without any force or compulsion or under threat from anybody.

Signature : \_\_\_\_\_

Thumb Impression : \_\_\_\_\_

Date : \_\_\_\_\_