Government Of India
Ministry Of External Affairs
Overseas Employment Division
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REGISTRATION CERTIFICATE
ISSUED UNDER SECTION 11 OF THE EMIGRATION ACT,1983

THIS REGISTRATION CERTIFICATE IS ISSUED UNDER THE PROVISION OF SECTION 11 OF THE EMIGRATION ACT,1983 TO THE AGENCY WHOSE PARTICULARS HAVE BEEN GIVEN IN THE CERTIFICATE TO COMMENCE OR CARRY ON THE BUSINESS OF RECRUITMENT FOR DEPLOYMENT OF INDIAN WORKERS WITH FOREIGN EMPLOYERS WITH EFFECT FROM THE DATE OF ISSUE OF THE CERTIFICATE AND SUBJECT TO THE TERMS AND CONDITIONS STIPULATED IN THE CERTIFICATE

PARTICULARS OF THE AGENCY

1. Registration Certificate Number	B-0935/DEL/COM/100/5/9339/2018
2. Name Of the Agency	M/s M/s AL ARABIA HR CONSULTANCY PVT. LTD.
3. Office Address Of the Agency	158/B-II/9 VILLAGE MEHRAULI KISHANGARH NEW DELHI, City:- DELHI, District:- SOUTH DELHI, State:- DELHI, Country:- INDIA, Postal Code:- 110070
Branch Address (if any)	
4. Nature of Agency	Company
5. Name Of RC Holder	SITHARA P NAMBIAR
6. Date Of Birth Of the RC Holder	02 October 1988
7. Nationality Of the RC Holder	INDIA
8. Position In the Agency	
9. Telephone Number Of the Agency	91-9958196968
10. Email Address Of The Agency	alarabiahrc@gmail.com
11. Date Of Issue Of RC	26 July 2023
12. Date Of Expiry Of RC	20 July 2028
13. Limit of Workers	1000+

Protector General of Emigrants(PGoE)
OE and PGE Division
Ministry Of External Affairs(MEA)
Government of India
New Delhi

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FORM-V

Issue Date: 26/07/2023

Certificate No: B-0935/DEL/COM/100/5/9339/2018

CERTIFICATE

[Refer Rule 10(2)]

With reference to the application dated 16-03-2023 (DD-MM-YYYY) for grant of a Certificate under Section 10 of the Emigration Act, 1983 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, M/s M/s AL ARABIA HR CONSULTANCY PVT. LTD. is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely:-

(i) that the business shall be conducted at address:- 158/B-II/9 VILLAGE MEHRAULI KISHANGARH , NEW DELHI, City:- DELHI, District:- SOUTH DELHI, State:- DELHI, Country:- INDIA, Postal Code:- 110070
(ii) that this certificate is valid for a period of 5 (Five) years or till the completion of the recruitment of 1000+ , workers, whichever is earlier. In the event of the recruitment of the specified number getting completed before the specified period, the holder of the certificate can be permitted to continue recruitment up to the expiry of the certificate on production of evidence of actual demand and on furnishing additional security under sub-rule (2) of rule 8;
(iii) that the holder of the certificate shall conduct business under signatures and seal of the director / partners / proprietor and the certificate shall not be transferable;
[(iv) that a photocopy of this registration certificate shall be prominently displayed at a conspicuous place in the premises of the business. Also, a copy attested by the registering authority with an endorsement of having authorised the recruiting agent to carry on the business at additional premises, if any, shall be displayed at conspicuous place in the business premises of such Branch Office. Original Certificate shall be produced on demand by the emigration authorities / law-enforcing authorities and employers;]
(v) that the holder of the certificate shall normally conduct the business from the place indicated in the application for registration. For opening a recruitment centre at a place other than the place indicated in the Application, the holder of the certificate has to obtain the prior approval of the registering authority;
(vi) that the holder of the certificate shall not employ sub-agents for the purpose of conducting or carrying on his business;
(vii) that the holder of the certificate shall not charge more than the prescribed fee from the emigrants and also adhere to prescribed standard wages;
(viii) that the holder of the certificate shall maintain the following permanent records at his place of business:-

(a) a Register of receipt of charges from emigrants recruited, in the form of an original acquittance Roll containing the signature of each emigrant from whom the charge has been received. Each such Register shall be with reference to a demand for recruitment,
(b) a register and record of the amounts and Pre-paid Ticket Advices, along with their photocopies received from the employers, identified demand-wise,
(c) a register containing details of expenses incurred on the recruitment of emigrants demand-wise supported by documents,
(d) individual folders for each employer whose demands of labour, the holder of the certificate has processed, proposed to process or is processing,
(e) bio-data (giving full particulars including name, address, age, skill, experience and name and address of next of kin) of each emigrant recruited by the holder of the certificate,
(f) copies of employment contracts of each emigrant as authenticated by the Protector of Emigrants,

(g) original demand, power of attorneys and correspondences with the employers,
(h) all documents, relating to recruitment of emigrants, including office copies of all advertisements issued, letters of interviews and correspondence with the applicants, original award sheets leading to the selection, names and addresses of persons involved in the selection process, copies of letters of appointments, trade-testing particulars, etc.,
(i) a register of visas received from the employers, giving separate account of block and individual visas,
(j) a register of claims for compensation for injury or death made by the emigrants or their dependents, recruited by the holder of the certificate giving the name, address of the emigrant, emigration number, country of employment, nature of injury or death, as the case may be, date of accident, name, address of the recipients, name and address of the employer and the receipt in original in token of having made the payment of compensation be pasted,
(k) such other records as may be required to be maintained by the registering authority.

(ix) that the holder of the certificate shall furnish return of the preceding month in form IV by the 10th of the succeeding month;
(x) that copies of advertisements for recruitment of the emigrants shall be filed with the Protector of emigrants; and
(xi) that recruiting agent shall not charge the repatriation expenses from the emigrants;
[(xii) the holder of the certificate shall:-
(a) provide details of employment, including contract conditions, to the intending emigrants before recruitment;
(b) endeavour to ensure proper reception of the emigrant by the employer in the country of employment;
(c) endeavour to ensure that subsequent to the employment, the employer shall not alter the terms of the employment contract;
(d) endeavour to ensure that the employer takes timely action for renewal of documents authorising the stay of the emigrant in the country of employment;
(e) facilitate amicable settlement of disputes between the employer and the emigrant;
(f) issue receipt for the payments received from the emigrant;
(g) issue only such advertisements that are genuine and factually correct and shall refrain from any inducement or misrepresentation in this regard;
(h) ensure that the employer observes the terms and conditions of the employment contract.]

[(xiii) The holder of the certificate shall maintain:-

(a) Office premises of not less than fifty square meters of built-up area, having a waiting hall for at least thirty persons, a room for the purpose of conducting interview and an office space equipped with furniture, photocopier, telephone with subscribers truck dialing and international dialing facility, fax, computers and other office amenities as maybe specified by the registering authority by order in writing;
(b) Work stations for the office personnel;
(c) Internet facility, email accounts and a web portal containing detailed information about the recruiting agent, the validity status of the registration certificate, the services offered, the cost of services, the mode of payment of service charges, the remedies available to emigrants for redressal of grievances, vacancies available along with the details of the jobs, the employers and the contract conditions as well as the recruitments made in the past with such particulars as the registering authority may specify by order in writing;
(d) adequate and duly trained staff;
(e) a signboard, to be displayed in front of the business premises or so fixed that it is conspicuously visible to the public from outside the office premises indicating the name and the registration number of the recruiting agent and the year of registration;
(f) arrangements for skill testing for the trades for which he recruits the intending emigrants.]

Protector General of Emigrants
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This is a computer generated Registration/Renewal certificate with reference to the Application Reference Number PT7048469: no signature is required. Authenticity of this certificate can be verified from emigrate.gov.in-->Recruiting Agent-->Verify RA Status