



सत्यमेव जयते

**Ministry of External Affairs
(Overseas Employment) & PGE Division**

Certificate of RA Registration

[See Rule10(2)]



With reference to the application dated 09-03-2025 for the grant of certificate under Section 10 of the Emigrant Act, 1983 to commence the business for deployment of Indian workers with foreign employers, FLP GLOBAL SERVICE PRIVATE LIMITED are hereby granted the said certificate having serial no.1 with Recruitment Agent (RA) ID 6393242 with RC Number B-3084/RAJ/COM/100/5/11092/2025 on -.

Business shall be conducted at registered office PLOT NO.-5, FLOOR NO.- 2 KESRI PLAZA, SHRI RAM NAGAR-B JHOTWARA JAIPUR RAJASTHAN 302012 and no other branch office(s).

The certificate is valid upto 15-05-2030 , subject to terms and conditions mentioned overleaf.

(Protector General of Emigrant)

Terms and Conditions

1. That the holder of the certificate shall conduct business under signatures and seal of the director/partner/proprietor and the certificate shall not be transferable
2. That a photocopy of this registration certificate shall be prominently displayed at a conspicuous place in the premises of the business.
3. 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
4. That the holder of the certificate shall not employ sub-agents for the purpose of conducting or carrying on
5. That the holder of the certificate shall not charge more than the prescribed fee from the emigrants and also adhere to prescribed standard wages
6. 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
 - (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
 - (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 kin) of each emigrant recruited by the holder of the certificate
 - (f) copies of employment contracts of each emigrant,
 - (g) demand approval letter, 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 letter of appointment, trade-
 - (i) a register of visas received from the employers, giving separate account of block and individual visas,
 - (j) a register of the 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 emigration number, country of the 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 the token of having made the
 - (k) such other records as may be required to be maintained by the registering authority.
7. That recruiting agent shall not charge the repatriation expenses from the emigrants.
8. The holder of the certificate shall:
 - (a) provide details of employment, including contract conditions, to the intending emigrants before
 - (b) endeavor to ensure proper reception of the emigrants by the employer in the country of employment
 - (c) endeavor to ensure that subsequent to the employment, the employer shall not alter the terms of the employment contract
 - (d) endeavor to ensure that the employer takes timely action for renewal of documents authorizing the stay of the emigrants in the country of employment,
 - (e) facilitate amicable settlement of disputes between the employer and the emigrant,
 - (f) issue only such advertisements that are genuine and factually correct and shall refrain from any inducement or misrepresentation in this regard
 - (g) ensure that the employer observes the terms and conditions of the employment contract
9. 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
- (b) work station for the office personnel
- (c) internet facility, email accounts and 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 detail of jobs, the employer and the contract conditions as well as the recruitment's
- (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 private 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.