



सत्यमेव जयते

**Government of India
Ministry of Overseas Indian Affairs**

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.

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY



[Handwritten Signature]
उत्प्रवासी महासंरक्षी
Protector General of Emigrants

PARTICULARS OF THE AGENCY

1. Registration Certificate Number P-0773/mum/PER/1000+/S/9199/2016
2. Name of the Agency M/s. Matson Human Resources
3. Office Address of the Agency I, Mini Rose Apartments, C.S.T. Road, Kalina, Santa Cruz (East), Mumbai-400098.
4. Nature of Agency Proprietorship (Company / Proprietorship firm/ Partnership firm)
5. Name of RC Holder Mr. Aaron Abraham
6. Date of birth of the RC Holder 02.02.1993
7. Nationality of the RC Holder Indian
8. Position in the Agency Proprietor
9. Telephone Number of the Agency 022 26658416

10. Fax Number of the Agency 022 26650973
11. Email address of the Agency matsonindia@brn.com
12. Date of issue of RC 05.02.2016
13. Period of validity 05 (Five) Years from 05.02.2016 To 05.02.2021
14. Date of expiry of validity 05.02.2021
15. Limit of workers to be recruited 1000+ workers

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY



[Signature]
उत्प्रवासी महासंरक्षी
Protector General of Emigrants

CERTIFICATE NO. B -

10007/15/9198/2016

0773/mum/

उत्त्रवासी महासंरक्षी

Form - Protector General of Emigrants

GOVERNMENT OF INDIA
MINISTRY OF OVERSEAS INDIAN AFFAIRS

CERTIFICATE

[See rule 10 (2)]

With reference to the application dated 28.01.2015
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. Matson Human Resources
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 1, Mori
Rose Apartments, CST Road, Kalina,
Santa Cruz East, Mumbai
-400098,



- (ii) that this certificate is valid for a period of 05 years or
till the completion of the recruitment of 10007 (0000
taawad pley) workers, whichever is earlier. In the event of
the recruitment of the specified number getting completed
before the specific period, the holder of the certificate can
be permitted to continue recruitment upto 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 regi-
stering authority with an endorsement of having authorized
the recruiting agent to carry on the business at additional
premises, if any, shall be displayed at a 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 Registering Authority

- 6
- (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, alongwith 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

- 7
- (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 attorney and correspondence 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 emigrant.
- (xii) 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 with the capacity of sitting for at least thirty persons, a room for the purpose of conducting interview and an office space equipped with furniture, photocopier, telephone with Subscriber Trunk Dialing and International Subscriber Dialing facility, fax, computer and other office amenities as may be specified by the registering authority by order in writing;

rtal
ing
ate,
e of
to
ies
ers
e in
rity

ess
the
the
ent,

he

its
he

9

Terms and Conditions of Registration Certificate
See Rule 10 (2)

- 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;
- (ix) (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;
- (x) (e) facilitate amicable settlement of disputes between the employer and the emigrant;
- (xi) (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;
- (xii) (h) ensure that the employer observes the terms and conditions of the employment contract.
- iii) 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 trunk dialing and international dialing facility, fax, computers and writing;

10

(b) work stations for the office personnel:

- other office amenities as may be 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 employer 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.



Date and Place:

31/5/16
Signature
उत्प्रवासी महासंरक्षी
Protector General of Emigrants

Signature, name and seal of the Registering Authority.

(ix)

(x)

(xi)

(xii)

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 and the recruitments made in the past with such particulars as the registering authority may require 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, the year of registration and date of its expiry;

(f) arrangements for skill testing for the trades for which he recruits the intending emigrants.

Date and Place



N. Datta

उत्तरवासी महासंरक्षी

Signature, name and seal of the

Registering Authority.