

## Demand Letter

(To be printed on letter head of the Foreign Employer. Employers in individual category shall be required to print it on plain paper)

To,

Contact No.:

Email ID:

FE ID(as per eMigrate system): FE\_\_\_\_\_

Dear Sir / Madam,

Your demand \_\_\_\_\_ dated \_\_\_\_\_ has been forwarded to the Recruiting Agent M/s. SHAWN TRAVEL AGENT PVT. LTD. in eMigrate system, as chosen by you for the purpose of recruitment of Indian workers / personnel as per the following details-

Sr. No.	Job Role	No. of Personnel required	Salary Offered
1			
2			
3			
4			
5			

Terms and conditions of demand letter:

- a. Transport facility will be provided to the worker / employee from residence to the workplace.
- b. Paid Leaves (annual / medical etc) will be provided to worker / employee as per the Employment Contract.
- c. Free Food or Food Allowance will be provided to the worker / employee.
- d. Free Accommodation or Accommodation Allowance will be provided to the worker / employee.
- e. Overtime allowance will be provided to the worker / employee as per the Employment Contract.
- f. Visa will be provided to the worker / employee at the cost of Employer.
- g. Weekly off will be provided to the worker / employee.
- h. To and fro air ticket will be provided for joining work and going back after completion of contract.
- i. Adequate Life Insurance will be provided to the worker / employee during the Employment at the cost of Employer.
- j. Adequate Medical facility will be provided to the worker / employee at the cost of Employer.
- k. In case of death of the Worker / Employee, the Employer at his cost shall transport the mortal remains of the worker to India at his / her address, within a reasonable time and will also complete necessary formalities.

1. By submitting demand in eMigrate system of Ministry of Overseas Indian Affairs, Chanakya Puri, New Delhi, India, you agree that you have valid labour quota to import workers from India as per the details given in demand application.
2. By submitting demand in eMigrate system, you agree that, there shall be no misuse of the aforesaid demand letter. The FE and RA shall be responsible to ensure the same as per Indian Laws.
3. By submitting this demand in eMigrate system, you also certify that the same set of demand shall not be given to any other Indian Recruiting Agent by way of online or any other means for recruitment.
4. This demand letter shall not be sent to anyone either through email or post or by any other means except to the Govt. Authorities or to the Authorized Signatory of Recruiting Agency (RA), you have chosen for the recruitment. This letter cannot be further shared with anyone by the selected RA except uploading it on eMigrate system wherever required.
5. FE is required to sign this demand letter and send it to RA so the RA shall sign the same and upload it on eMigrate at the time of acknowledgement of the demand.
6. Designated RA shall be required to verify the copy of the approval of the local govt. uploaded by the FE in this application for recruiting the Indian Worker. Demand submitted by FE shall be approved in the eMigrate system after RA acknowledges the same after due verification.
7. In case FE's submission of demand is disproportionate to the valid quota available to him for recruiting Indian Workers or violating any of the above terms and conditions, eMigrate login account of such FE shall be blocked without any prior notice and further recruitment shall be suspended.

Signature of Authorised Signatory of FE  
(along with the stamp of the organization and date & place)

Signature of Authorised Signatory of RA  
(along with the stamp of the RA and date & place)