

## ANNEXURE-I

APPLICATION FOR CHANGE/SHIFTING OF OFFICE AND OPENING OF  
BRANCH OFFICE

| S.N | Information/Documents  |   |
|-----|--|---|
| 1   | Application for  | <b>Change/shifting of office/ Opening of Branch Office</b><br><b>(strike out whichever is not applicable)</b> |
| 2   | Name of the Recruiting Agency  |   |
| 3   | Registration Certificate (RC) Number   |   |
| 4   | Date of issue of R.C.  |   |
| 5   | Present location of the Office   |   |
| 6   | Reasons for shifting of Office Premises / opening of Branch Office.  |   |
| 7   | Address of the new premises/ Branch Office   |   |
| 8   | Whether the premises are hired/leased or owned.<br><br>An attested copy of the lease deed and latest Rent Receipt, if the premises are hired / leased or proof of ownership if the premises are owned, to be furnished.          |   |
| 9   | Layout plan of the premises duly attested by an approved architect giving details of the covered area, number of rooms, seating arrangement for the staff, space for interview, arrangement for visitors, etc., to be furnished. |   |
| 10  | No objection certificate from the owner of the premises for running overseas recruitment business in the premises, to be furnished.  |   |
| 11  | A certificate from the competent authority establishing that the premises falls in commercial area, to be furnished.   |   |
| 12  | Mention the facilities available / proposed to be made available for Trade Testing etc. with documentary proof.  |   |

|    |   |  |
|----|---|--|
| 13 | Affidavit sworn in before a Magistrate to the effect that no other recruiting agency is functioning from the same premises, to be furnished |  |
| 14 | Indicate the facilities available to conduct the business like telephone, telex, fax, etc. with documentary proof.                          |  |
| 15 | Original RC to be submitted with the application.   |  |

Signature of the authorized signatory of the Agency

Date:

Place: Mumbai

To,  
The Protector of Emigrants  
Emigration office khira nagar  
Santaacruz(west)  
Mumbai- 400 054

Sub: Grant of permission for opening of Branch office, change/shifting of  
Office premises.

Ref: No:-

Dear Sir,

I/We herewith submit the following documents for Grant of permission for opening of Branch office, change/shifting of office premises along with the following documents:-

1. Four (4) Photographs duly attested by Gazatted Officer
2. Four (4) Photographs un attested
3. Copy of Ownership Agreement/Lease deed/Rent Receipt duly attested
4. Copy of Layout plan ( Blue Print) duly attested by Approved Architect
5. No Objection Certificate by Society/Owner/Landlord as per format duly attested.
6. Copy of commercial Certificate/License duly attested
7. Trade Test Certificate by approved Trade Test Center.
8. Affidavit: - No other Recruiting agency is functioning from the same premises.
9. Copy of Telephone, Fax, and Bill duly attested.
10. **Attested copy of I. T. Return for the last three financial years with details of Assets, fixed, and liquid, of the Proprietor/Managing Partner/Managing Director.**
11. **Copy of Pan Card duly attested by Gazatted Officer.**

I/We request you to grant the same and oblige.

Thanking You,

Yours Faithfully,