

Document Checklist for the Recruitment of Foreign Workers

A. Documents required while applying for Professional category

1. Notarized qualification certificate
2. A copy of valid passport/voter card
3. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
4. Employer undertaking form [...CLICK HERE...](#)
5. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

B. Documents required while applying Skilled/Unskilled category (Inclusive of Border Town Foreign Workers & Hourly Foreign Workers)

1. A copy of valid passport/voter card of the foreign workers
2. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
3. Letter from the concerned office
4. Employer undertaking form [...CLICK HERE...](#)
5. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

C. Documents required while applying for Furniture/sawmill unit foreign workers

1. Employer Undertaking Declaration form for furniture house [...CLICK HERE...](#)
2. Declaration form for sawmill unit [...CLICK HERE...](#)
3. A copy of valid passport/voter card of the foreign workers
4. Valid business license
5. Employer undertaking form [...CLICK HERE...](#)
6. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

D. Documents required while applying for Short-term foreign workers

1. A copy of valid passport/voter card of the foreign workers
2. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
3. Medical fitness certificate from the country of origin (General medical fitness)
4. Employer undertaking form [...CLICK HERE...](#)
5. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

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E. Documents required for the Renewal of work permit

1. A copy work permit card
2. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency

F. Documents required for the Transfer of foreign workers from one employer/ location to another employer/location

1. Duly filled Transfer of Contract of Employment and Workplace Change form [...CLICK HERE...](#)
 2. A copy of the valid work permit card
 3. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency/ consent letter from the receiving employer for minor renovations (required for few days)
- Please apply by clicking the option '**Request for Transfer**' and **not as 'New Recruitment'** and it must be applied from the receiving employer's account

G. Documents required for Babysitter

i. To be submitted online as attachment

1. A copy of Voter card or passport of the Babysitter
2. Employment status of one parent/ business license for private business entities.
3. A copy of Birth Certificate of the Child (12 years and below)
4. Employer undertaking form [...CLICK HERE...](#)
5. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

ii. To be submitted offline in the respective Regional Office, MoICE

Contract of Employment between employer and Babysitter [...CLICK HERE...](#)

H. Documents required for Home-based Personal Care Worker (HBCW)

1. A copy of Voter card/ passport of the HBCW
2. Employer undertaking and declaration letter for HBCW [...CLICK HERE...](#)
3. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

ii. To be submitted offline in the respective Regional Office, MoICE

Contract of Employment between employer and HBCW [...CLICK HERE...](#)