

# DIVE H.R. CONSULTANCY TRAVEL & TRADE LINKS

REG.NO.B-0162/KER/PART/1000+/5/8776/2011



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.

*M. Mathew*  
SIGNATURE, NAME AND SEAL OF  
THE REGISTERING AUTHORITY

Protector General of Emigrants  
Ministry of Overseas Indian Affairs,  
Government of India,  
New Delhi

### PARTICULARS OF THE AGENCY

- Registration Certificate Number B-0162/Kerala/PART/1000+/5/8776/2011
- Name of the Agency M/s Dive H.R. Consultancy Travel & Trade Links
- Office Address of the Agency Central Towers, TC No. 36-1198-15/18, Eenjakkal Jn., Bypass Highway Road, Vallakadavu, Trivandrum - 695008, Kerala.
- Nature of Agency Partnership Firm (Company / Proprietorship firm) Partnership firm
- Name of RC Holder Mr. Raju Mathew
- Date of birth of the RC Holder 29-11-1953
- Nationality of the RC Holder Indian
- Position in the Agency Managing Partner
- Telephone Number of the Agency 0471-2503070

- Fax Number of the Agency 0471-2503079
- Email address of the Agency divehrc consultancy@gmail.com
- Date of issue of RC 24-08-2012
- Period of validity FIVE Years from 24-08-2012 To 02-08-2017
- Date of expiry of validity 02-08-2017
- Limit of workers to be recruited 1000+ (Unlimited)

*M. Mathew*  
SIGNATURE, NAME AND SEAL OF  
THE REGISTERING AUTHORITY

Protector General of Emigrants  
Ministry of Overseas Indian Affairs,  
Government of India,  
New Delhi

CERTIFICATE NO. B-  
0162  
PART/1000+/5/8776/2011  
Form - V  
GOVERNMENT OF INDIA  
MINISTRY OF OVERSEAS INDIAN AFFAIRS  
CERTIFICATE  
[See rule 10 (2)]

With reference to the application dated 6-9-2011 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 Dive H.R. Consultancy Travel & Trade Links is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely:

- that the business shall be conducted at Central Towers, TC No. 36-1198-15/18 Eenjakkal Jn., Bypass Highway Road, Vallakadavu, Trivandrum - 695008, Kerala

that this certificate is valid for a period of 5 years or till the completion of the recruitment of 1000+ 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 6;

- 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;
- 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 registering 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;
- 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

- that the holder of the certificate shall not employ sub-agents for the purpose of conducting or carrying on his business;
- that the holder of the certificate shall not charge more than the prescribed fee from the emigrants and also adhere to prescribed standard wages;
- that the holder of the certificate shall maintain the following permanent records at his place of business:

- 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,
- a Register and record of the amounts and Pre-paid Ticket Advices, alongwith their photocopies received from the employers, identified demand-wise,
- a Register containing details of expenses incurred on the recruitment of emigrants demand-wise supported by documents,
- Individual folders for each employer whose demands of labour, the holder of the certificate has processed, proposed to process or is processing

- 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,

- copies of employment contracts of each emigrant as authenticated by the Protector of Emigrants,
- original demand, power of attorney and correspondence with the employers,
- 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,
- a Register of visas received from the employers, giving separate account of block and individual visas,
- 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,

- such other records as may be required to be maintained by the registering authority.
- that the holder of the certificate shall furnish return of the preceding month in Form IV by the 10th of the succeeding month;
- that copies of advertisements for recruitment of the emigrants shall be filed with the Protector of Emigrants, and
- that recruiting agent shall not charge the repatriation expenses from the emigrant.
- the holder of the certificate shall maintain -
  - 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;

- work stations for the office personnel;
- 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;
- adequate and duly trained staff;
- 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;
- arrangements for skill testing for the trades for which he recruits the intending emigrants.

Date and Place: \_\_\_\_\_  
Signature, name and seal of the  
Registering Authority,  
Protector General of Emigrants  
Ministry of Overseas Indian Affairs,

SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS / BRANCH OFFICE / RECRUITMENT CENTRE/CHANGE OF DIRECTOR/PARTNER ETC. / ENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED ELSEWHERE.

SPACE FOR RECORDING OF COMPLAINTS AGAINST THE RECRUITING AGENT.

S. No.	Particulars of Complaint	Present Status