

EMPLOYMENT

Documents to be Verified:-

1. Original and valid passport.
2. Confirmed air ticket or CRS printout.
3. Form A2 – Application cum Declaration.
4. Basic Information Form
5. Letter of Appointment or Work Contract from the overseas organization, if available.
6. Valid visa for country of employment, if applicable.

Documents to be kept on Record:-

1. Form A2 – Application cum Declaration
2. Basic Information form, if applicable.

Quantum of exchange:-

Not exceeding US\$ 1 lakh.

Note:-

Exchange can be released for amount upto US\$ 1 lakh without insisting on any supporting documents but on the basis of self-declaration incorporating the basic details of the transaction.

It should be ensured that payment for purchase of foreign exchange is made by the applicant by means of a cheque or demand draft or by debit to his / her bank account.

EMPLOYMENT AND PROCESSING ASSESSMENT FEES FOR OVERSEAS JOB APPLICATIONS.

Documents to be verified:-

1. Original and valid passport.
2. Form A - Application cum Declaration.
3. If the remittance exceeds US\$ 5,000 or its equivalent, Letter / Invoice from the concerned organization giving relevant details such as the processing /assessment fees etc.

Documents to be kept on record:-

1. Form A2 – Application cum Declaration
2. Copy of Letter / Invoice from the concerned organization giving relevant details such as the processing / assessment fees etc.

Quantum of Exchange:-

Actuals based on documentary evidence.