

CERTIFICATE NO. B - **549/KER/Com**
10004/05/8760/2001
 Form - V

GOVERNMENT OF INDIA
MINISTRY OF OVERSEAS INDIAN AFFAIRS
CERTIFICATE
 [See rule 10 (2)]

With reference to the application dated **11-08-2011**
 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. **NORKA-ROOTS**
 is hereby granted the said certificate effective from the date
 of issue of this certificate, subject to the following terms and
 conditions, namely:-

- (i) that the business shall be conducted at **Norka**
Roots centre Plaza, Vazhuthacaud,
P.O. Thiruvananthapuram, Kerala

- (ii) that this certificate is valid for a period of **0.5** years or
 till the completion of the recruitment of **1000+** (Unlimited)
 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 8;
- (iii) that the holder of the certificate shall conduct business
 under signatures and seal of the director/partner/proprietor
 and the certificate shall not be transferable;
- (iv) that a photocopy of this registration certificate shall be
 prominently displayed at a conspicuous place in the pre
 mises of the business. Also, a copy attested by the regis
 tering 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;
- (v) 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;

- (vi) that the holder of the certificate shall not employ
 sub-agents for the purpose of conducting or carrying on
 his business;
- (vii) that the holder of the certificate shall not charge more
 than the prescribed fee from the emigrants and also
 adhere to prescribed standard wages;
- (viii) that the holder of the certificate shall maintain the
 following permanent records at his place of business;
- (a) 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,
- (b) a Register and record of the amounts and Pre-paid
 Ticket Advices, alongwith their photocopies
 received from the employers, identified demand -
 wise,
- (c) a Register containing details of expenses incurred
 on the recruitment of emigrants demand-wise
 supported by documents,
- (d) individual folders for each employer whose demands
 of labour, the holder of the certificate has
 processed, proposed to process or is processing,

- (e) 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,
- (f) copies of employment contracts of each emigrant
 as authenticated by the Protector of Emigrants,
- (g) original demand, power of attorney and correspon
 dence with the employers,
- (h) 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,
- (i) a Register of visas received from the employers,
 giving separate account of block and individual
 visas,
- (j) 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,

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

(xii) Rule 10 (xv) inserted vide GSR 511(E)
dt. 9/7/2009 w.e.f. 9/7/2009.

M. N. P.
- 509124
Protector General of Emigrants
Ministry of Overseas Indian Affairs,
Government of India

Date and Place :

Signature, name and seal of the
Registering Authority.

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

PARTICULARS OF THE AGENCY

- Registration Certificate Number : B-549/KER/Com/1000/05/8760/2011
- Name of the Agency : M/s. NORKA-ROOTS
- Office Address of the Agency : Norka-Roots,
Centre Plaza, Vazhuthacaud,
P.O. Thiruvananthapuram, Kerala
- Nature of Agency : Public Sector Undertaking
(Company/Proprietorship firm/
Partnership firm)
- Name of RC Holder : Shri. Noyal Thomas
- Date of birth of the RC Holder : 30-07-1963
- Nationality of the RC Holder : Indian
- Position in the Agency : Director and CEO
- Telephone Number of the Agency : 0471-2332416, 2332452

- Fax Number of the Agency : 0471-2326263
- Email address of the Agency : Mail@norka-roots.net
- Date of issue of RC : 30-09-2011
- Period of validity : 05 Years
from 30-09-2011 to 29-09-2016
- Date of expiry of validity : 29-09-2016
- Limit of workers to be recruited : 1000+ (Unlimited)

M. N. P.
- 20171244
Protector General of Emigrants
Ministry of Overseas Indian Affairs,
Government of India,
SIGNATURE AND SEAL OF
THE REGISTERING AUTHORITY