To

The Embassy of India

No.24, Al-Hidhab Street, Abdoun, Amman (Jordan)

Postal Address: P.O. Box 2168, Amman 11183, Jordan

Subject: - Attestation of documents regarding recruitment of workers from India

Dear Sir,

We…. M/s …… is (brief profile of the company i.e. city where it is based, for how long, and the service/product it is dealing with). We desire to appoint following number of Indian workers in the company.

(1) Title/Category: Nos

(2) Title/Category: Nos

(3) ……

(4) ……

2. We submit herewith following documents for Embassy’s endorsement:

(1) Power of Attorney in favor of ….

(2) Demand Letter

(3) Work Contract(s): No.

The copy of valid license of Indian Recruiting Agent, copy of Visa in r/o incoming workers, copy of our company’s registration letter etc. are enclosed for reference of Embassy.

3. As on date, there are --- Indian workers working in the company. All of them have been registered ‘online’ with Embassy at its website: <https://indembassy-amman.gov.in/>. We hereby undertake to comply with all the work condition in letter and spirit as an Employer. We are aware of the implications, including legal, if the company is found to have violated the conditions enumerated in the “work contract”.

4. The following person will be the liaison officer who may be contacted, and who will present to the Embassy for any information/details on the Indian workers as and when sought by the Embassy: (Name, designation, e-mail and mobile no. of the Liaison officer)

5. The Embassy is requested to sign the documents at the earliest possible.

Yours Sincerely,

(…….)

Designation…

Contact details: