

Demand Letter for Recruitment

This service is applicable for companies intending to recruit workers from India. The Demand Letter must be submitted in **Form – VI**, addressed to the recruiting agent, clearly specifying the number of persons required, job description, qualifications, eligibility criteria, and salary details.

Documents Required

- **Demand Letter (Form – VI)**
Duly filled and signed Demand Letter addressed to the recruiting agent
- **Employment Contract (Specimen Copy)**
A sample employment contract outlining terms and conditions of employment.
- **Commercial Registration (CR)**
Copy of the sponsoring company's valid Commercial Registration certificate.
- **Authorized Signatory Proof**
Copy of identification (passport/ID) of the authorized signatory signing the Demand Letter.
- **Labour Clearance**
Approval issued by the Ministry of Labour / Ministry of Manpower.
- Affidavit formats are available on the website for reference. Applicants are required to choose the applicable format as per their request and submit the duly completed and signed affidavit along with the supporting documents.

Note

- On the basis of above Permit for recruitment (Form VI) and Demand Letter attestation, recruiting agent obtains permission of the concerned Protector of Emigrants for recruitment.
- This Demand Letter must be attested by the Oman Chamber of Commerce and Industry (OCCI) and the Ministry of Foreign Affairs (MOFA), Sultanate of Oman, prior to submission, if applicable.