

## **Document Checklist for the Recruitment of Foreign Workers**

### **A. Documents required to attach while applying for Professional category**

1. Notarized qualification certificate
2. A copy of valid passport/voter card
3. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
4. Employer undertaking form
5. Requisition letter from the employer if it's routed through Foreign Workers Recruitment Agent (FWRA)

### **B. Documents required to attach while applying for Skilled/Unskilled category**

1. A copy of valid passport/voter card
2. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
3. Letter from the concerned office
4. Employer undertaking form
5. Requisition letter from the employer if the application is routed through FWRA

### **C. Documents required to attach while applying for Furniture unit**

1. Undertaking letter duly signed by both the employer and DoL, after site verification (before the employers apply for the foreign workers site verification needs to be done)
2. Employer undertaking form
3. A copy of valid passport/voter card
4. Valid business license

### **D. Documents required to attach while applying for Short-term foreign workers**

1. A copy of valid passport/voter card
2. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
3. Medical fitness certificate from the country of origin (General medical fitness)
4. Employer undertaking form
5. Requisition letter from the employer if the application is routed through FWRA

### **E. Documents required to attach for the Renewal of work permit**

1. A copy work permit card
2. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
3. Requisition letter from the employer if the application is routed through the FWRA

### **F. Documents required to attach for the Transfer of foreign workers from one employer to another employer**

1. Duly filled Transfer of Contract of Employment and Workplace Change form

2. A copy of the valid work permit card
3. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency for receiving employer
4. Attach requisition letter from the employer if the application is routed through FWRA
5. Please apply by clicking the option **Transfer foreign workers** and **not as new recruitment**

## **G. Documents required for Foreign Child Caregiver (FCC)**

### **I. To be submitted online as attachment**

1. Voter card or passport if an FCC is 18 years old and above;
2. Birth certificate if an FCC is below 18 years old;
3. If the FCC is below 18 years, signed legal statement by the parent/legal guardian including information that the FCC is not a school attending individual (Download the form “Statement of School Non-Attendance” from <https://www.molhr.gov.bt/wp-content/uploads/2022/12/Statement-of-School-Non-Attendance.docx> ).

### **II. To be submitted in Hard Copy** (3 legal stamps required)

**Contract of Employment** (download from <https://www.molhr.gov.bt/wp-content/uploads/2022/12/Contract-of-Employment-between-Employer-and-Foreign-Child-Caregiver.docx>):

- a. to be signed between the parent/legal guardian, employer, and the DOL focal officer, if the FCC is below 18 years;
- b. to be signed between the FCC, employer and the DOL focal officer if the FCC is above 18 years.