



DEPARTMENT OF JUSTICE

FEDERATED STATES OF MICRONESIA
NATIONAL REGISTRAR OF CORPORATIONS

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RECRUITMENT REGISTRATION FORM

Please read carefully the RECRUITMENT REGISTRATION FORM prior to filling this out and submitting the application. Note that additional information or documentation is required as indicated in the bottom of the form.

Part I. Company name and details:

Name of company: _____

Address abroad: _____

Address in FSM: _____

Telephone: _____

Email: _____

Mobile: _____

Annual income: _____

Company owner: _____

Telephone: _____

Email: _____

Mobile: _____

Part II. Type of company: (corporation, partnership, sole proprietorship)

If corporation or partnership, please provide copy of the articles of incorporation or articles of partnership. Also enclose Certificate of Good Standing issued by the jurisdiction where it is registered in the past 6 months: _____

Year of incorporation: _____

Name/s of incorporator/s: _____

Company owner: _____

Address: _____

Company website: _____

Have you recruited FSM citizens before? _____

How many were recruited? _____ When? _____

Part III. Recruiter's agent

Recruiter's local agent in FSM: _____

Address of local agent: _____

Telephone: _____

Mobile: _____

Please provide copy of employment contract or agreement between the Recruiter and the

Part IV. Work information

Name of employer abroad: _____

Address: _____

Telephone: _____

Email: _____

Mobile: _____

Contact information at jobsite in case of emergency—

Name of contact person: _____

Employer abroad: _____ Telephone: _____
Email: _____
Mobile: _____

Part V. Employment information

Jobsite location: _____
Type of industry or work: _____
Type of skills required: _____
Average monthly salary of workers: _____
Expected travel date: _____
Duration of employment: _____
Are workers expected to renew their contracts after expiry? _____
Are workers allowed to change employer during or after the term of employment contracts? _____
Are workers allowed to keep their travel and identity document (e.g., passports and licenses)? _____

Part VI. Employment protection and benefits

Are workers provided with clean living quarters? _____
Are workers provided with medical insurance coverage? _____
Are workers provided with at least one day off every week? _____
Are workers provided with safety training? _____
Are workers provided with proper tools and safety equipment? _____
Are workers entitled to transportation and repatriation expenses benefits from and back to FSM? _____

Part VII. Other information required:

- ___ Copy of business license of employer
- ___ Copy of Employment contract
- ___ Complete list of recruits (following registration)
- ___ Certificate of Good Standing issued in the past 6 months
- ___ Surety bond required