

## COMPANY LETTER HEAD

(Including Registered Address, Operating Address if different, Contact Details and Company Registration)

Company Registration Number:

Date:

Resolved by the undersigned Board of Directors that our company (**Company Name, Company Registration No:.... Permit No:.....** ) has to be registered as an agency at Xpat Online System of Maldives Immigration to submit application online regarding quota and work permit on behalf of its clients, and company director (**Name, ID Card No....**) has been appointed as a responsible person for all the communications from the agency.

This resolution is duly passed by the Board of Directors of the company on (Date.....), and is signed by the following directors, which meeting the quorum of the Board for this Resolution.

<b>Director Name:</b> .....	<b>Director Name:</b> .....
<b>Designation:</b> .....	<b>Designation:</b> .....
<b>ID card No:</b> .....	<b>ID card No:</b> .....
<b>Signature:</b> .....	<b>Signature:</b> .....
<b>Mobile:</b> .....	<b>Mobile:</b> .....
<b>Email:</b> .....	<b>Email:</b> .....

Company Secretary Name & Signature:

Company Seal:

### Required Documents for Agency Registration

1. Board of Resolution for agency registration (Original)
2. Permit to Operate Employment Agency (Original & Copy)
3. Agency Address details [Attested copy of Rent Agreement, Building owner ID card copy]
4. Document storage policy details
5. Opening times details
6. Connected Foreign Agencies Agreement ( Attested )
7. Colour copy of foreign agency permit/license

**Note:** One of the signed Directors should be present at immigration for verification, while submitting the documents.