

**Procedure for Attestation of DSW Contracts at Embassy of India**  
**(Visa Article 20)**

1. The Work Contracts (for Domestic Sector Worker – Visa Article 20) needs to be submitted at the authorized outsourced agency located at 19th Floor Behbehani Building, Sharq, Kuwait City (Phone 2241 2882 and 2241 3883) (open from 0830 hrs to 1600 hrs Saturday to Thursday), along with all required documents i.e. copies of Passport & Visa of worker, insurance policy of the worker, Civil IDs of Sponsor & Introducer, copy of driving license of worker (in case of driver category) for preparation of the employment contract for employing a domestic sector worker
2. The prescribed format of the employment contract can be downloaded from the Embassy website:  
<https://indembkwt.gov.in/pdf/Employment%20Contract%20-Visa%20No.20.pdf>
3. The outsourced agency prepares contracts and forwards to the Embassy for further formalities and attestation of documents
4. Labour Wing at the Embassy examines/verifies all employment contracts by checking details filled in the contracts, documents, enclosures etc. and submit to competent authority for approval.
5. All approved employment contracts are attested at the Embassy and returned to outsourced agency (Behbehani) for e-migration process. After completion of this process, Employer/Sponsor can collect the attested contract from outsourced agency (Behbehani).
6. On completion, Demand Letter & Power of Attorney (for female workers) and Job ID (for male workers) are generated
7. Sponsor is required to dispatch original contract, original visa, Job ID (Males)/Demand Letter & Power of Attorney (Females) to worker in India. After receiving these documents, Female workers can get Emigration Clearance from PoE (through Approved/Registered Agency only) while Male worker can get clearance directly from PoE.
8. For any query please contact us at [labour.kuwait@mea.gov.in](mailto:labour.kuwait@mea.gov.in) (via Email) or +965-5175 9394 & +965-5515 7738 (via Phone/WhatsApp).