

## Do's and Don'ts

### Pre-Departure

#### Do's

1. Deal ONLY with a registered Recruiting Agent (RA).
2. Check on the [eMigrate](#) portal whether the RA is registered with Protector General of Emigrants (PGE).
3. See the original Registration Certificate issued by the PGE.
4. Contact the office of [PGE/Protector Emigrants \(PoE\)](#) in case of doubt regarding the status of RA.
5. Verify from the eMigrate portal that the prospective employer do not figure in the 'Foreign employers on the [Prior Approval Category \(PAC\)List](#), which is a watch list of foreign employers who are barred from recruiting from India for violation of the provisions of Emigration Act.
6. Understand the contents of the Employment Contract, which details the terms of the employment including entitlements and obligations of both the worker and the employer.
7. Seek the assistance of someone knowledgeable, other than the RA, to explain the contents of Employment Contract if it is in a language not known to you.
8. Insist that Employment Contract is prepared in Arabic and English and verify that the contents of both versions are same.
9. Upon receipt of visa, check whether the visa details viz. type of visa, job title, details of the employer/sponsor, etc. tally with those mentioned in the Employment contract.
10. **Exercise caution against RA misleading you about the type of job, working conditions, allowances, etc. and verify the same from a known contact and in case of doubt seek advice from [Indian Embassy/Consulate](#).**
11. Be vigilant against overcharging by RA. No amount other than a service charge not exceeding 45 days' wages, subject to a maximum Rs.20,000/- needs to be paid to RA, because as per the Saudi Labour Law, all expenses towards recruitment including visa fee, air ticket, etc. are to be borne by the employer.
12. Make payment to the RA ONLY by Demand Draft or Cheque and obtain a receipt.
13. Lodge any complaint against overcharging or cheating by RA, on the eMigrate portal.
14. Open an N.R.E. Account in one of the Banks in India to enable you to send funds to India.
15. Obtain and keep with you a copy of the Employment Contract signed by the employer and you, duly attested by the RA, before you depart from India.
16. Ensure that your passport is valid for a minimum of six months from the date of travel.
17. **Acquaint yourself with the local labour laws, working and living conditions, by visiting the websites of the [Indian Embassy, Riyadh/Consulate, Jeddah](#) and [Saudi Ministry of Labour](#).**
18. Carry a mobile phone (preferably, an inexpensive smart phone), which can be used with the free mobile SIM provided at the airport by the Saudi Ministry of Labour, in

- case of emergency for contacting the sponsor/RA/Embassy/family, etc. upon arrival.
19. Keep with you the address and contact details (telephone/mobile numbers) of your Sponsor and RA as well as the Indian Embassy/Consulate before you leave for Saudi Arabia.
  20. Keep with your family in India copies of your passport, visa, and employment Contract, as well as name and phone numbers of RA and sponsor.
  21. Ensure that your baggage do not contain any prohibited/banned items such as narcotic drugs, alcohol, food items containing pork, khas khas, khat leaves, gutkha, pan masala, religious literature related to a religion other than Islam, obscene material, etc. Please refer to [Customs Advisory in page 15-16](#).
  22. Ensure that medicines, if any, carried by you, DO NOT belong to the [list of medicines/substances banned in Saudi Arabia](#), and is for only for personal use, in reasonable quantity, and in its original packing, accompanied by authentic prescription/medical report/undertaking/authority along with their Arabic translation, etc. and in compliance with the Saudi Food and Drug Administration (SFDA)'s guidelines, as detailed in [Customs Advisory](#) on page 15-16.
  23. **Do not bring taweez/amulets, black/coloured dhaaga or such articles, or indulge in activities that could be construed as black magic. Sorcery and witchcraft are banned in the Kingdom and punishable with severe penalties including death.**
  24. If you have to take a parcel for someone, open it and check thoroughly that it does not contain any of the prohibited items mentioned above.
  25. Personally check contents of all your bags/packages once again before checking in.

#### **Don'ts**

1. Do not deal with RAs non-registered or whose registration is cancelled/not renewed.
2. Do not travel if the job category on the visa is different from the employment contract.
3. Do not accept visa for establishments/jobs where [employment of foreigners is prohibited](#).
4. Do not carry items prohibited/forbidden in Saudi Arabia.
5. ***Do not store any prohibited/obscene material on your mobile phone/laptop, etc.***
6. Do not carry any medicine other than for personal use and without authentic medical prescription or which is forbidden in the Kingdom
7. DO NOT accept any parcel from anyone including RA/friends and relatives without opening and personally checking the contents.
8. Do not return to the Kingdom on any type of visa including Employment, Haj and Umrah visas if any criminal case is pending against you, or if you had earlier been deported from the Kingdom. In case of doubt seek advice from [Embassy/Consulate](#).

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## Arrival

### Do's

- (1) On arrival, first go to immigration counter where finger prints will be taken which will be linked to your visa.
- (2) Then collect your baggage and go for Customs checking where your baggage will be X-rayed for any prohibited items. Customs checking and rules are very strict. Co-operate with the Customs staff.
- (3) Collect the free mobile SIM given by Ministry of Labour from Saudi Telecom Company (STC) counter at the as this will be useful for contacting sponsor, RA, family members, Saudi authorities, Indian Mission, etc. in case of any difficulty on arrival.
- (4) Call the sponsor/RA if you are unable to find the sponsor or his representative at the airport.
- (5) If you are unable contact the sponsor/RA, call Saudi Ministry of Labour (Toll free helpline no. 19911) to register a complaint.
- (6) Contact the IWRC Helpline of the [Indian Embassy, Riyadh](#) (if you are in Riyadh or Dammam Airports) or the [Consulate in Jeddah](#) (if you are in Jeddah Airport) *and* seek advice/assistance.
- (7) Register yourself with the Indian Embassy/Consulate by sending SMS/Whatsapp or email giving your name, passport number, mobile number, visa number, location, sponsor's name, address and contact number to the Embassy: mobile No. (+966-544205063 /Email: [sscw@indianembassy.org.sa](mailto:sscw@indianembassy.org.sa))/or Consulate: Mobile No.+966-55612230/E-mail: [iwrc@cgijeddah.com](mailto:iwrc@cgijeddah.com). Any subsequent changes to the contact details, as and when they occur may also be communicated to the Embassy/Consulate.

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## After Arrival

### Do's

1. Strictly follow the local rules, regulations and customs.
2. Understand your rights and obligations as per the labour contract.
3. **Do understand that a worker is expected to work with the sponsor for the entire duration of the contract, usually two years, before become eligible for leave or final exit.** Requests for premature return even on family emergency, health reasons, etc. **are not entertained** by the sponsor. **In exceptional cases where they agree to release the worker prematurely, sponsors invariably demand to be compensated for the recruitment expenditure incurred by them.**
4. **Be aware that the Kingdom follows the Hijri calendar, which is about 11 days shorter than Gregorian calendar. The expiry dates of visa, iqama, exit/re-entry visa, etc., may be cross-checked well in time in order ensure their renewal on time and to avoid inadvertent overstay, etc. resulting in extreme inconvenience.**
5. **Contact the Ministry of Labour (toll free helpline no. 19911) to your register complaint in case if any labour problem such as (a)the employer not providing you the residence permit (Iqama) within 90 days of arrival, or(b) dispute with the sponsor, harassment/non-payment of salaries, violation of the terms of labour contract, refusal to grant leave/exit on completion of the contract, etc.**
6. Make sure to take copies of any new documents and keep copies of the same with you as well as send them to your family.
7. **Exercise extreme caution while using internet and social media** so as not to break the local/cyber laws – e.g. browsing/forwarding of objectionable material/contents from any prohibited sites on the internet; sharing/'liking' of pictures/posts on the social media, of a religious nature could be construed as blasphemous, offensive to religious/social sensitivities, critical of political system, etc. - **as such acts could lead to arrest, criminal case, punishment and deportation.**
8. **Do give sufficient notice (preferably 60 days in advance of the expiry of the contract) of your intention to leave the Kingdom on completion of the contract), if you wish to return to India. Otherwise, it is likely that the existing contract could be got renewed for a similar term.**
9. **If your contract is not going to be renewed, you must ask the sponsor to send you back to upon completion of the contract - Overstays of visa is illegal resulting in punishment including fine, imprisonment and deportation.**

### Don'ts

1. Do not work with anybody other than your sponsor even with the consent of your sponsor as it is illegal and violations are punished with detention and deportation.
2. **Do not strike work, resort to agitations, or form trade unions or associations as these activities are illegal in the Kingdom resulting in arrest, imprisonment and deportation.**
3. Do not sign on any blank paper /or any document without knowing the contents.
4. Do not give copies of passport or Iqama to a third person as they could be misused.
5. Do not make/sell/consume alcoholic drinks - Alcohol is forbidden in the Kingdom.
6. Do not involve in drug consumption/peddling– punishments are severe including jail and death.
7. **Do not share/'like' any pictures/ posts on social media which may be construed as blasphemous, offensive to religious/ social sensitivities, critical of the political system, etc.**
8. **Do not attempt to take photos/video** of government buildings, industrial areas, airports, police checkpoints, etc. or such sensitive installations as this could lead to arrest, jail and deportation. As photography is a sensitive subject in the Kingdom, also avoid taking

pictures/video of streets, public places, etc. and people, especially women, without permission, as well as posting such photos/video on the social media.

**9. Do not circulate videos of grievances relating to working conditions, etc. in the Kingdom, on the social media as this could be counter-productive since circulation of such videos which are perceived to be tarnishing the reputation of the employer as well as the image of the host country or violating the cyber/privacy laws, etc. are dealt with sternly.**

10. Do not overstay your exit/re-entry visa while on leave in India- you could be barred from returning. If any delay of return journey is anticipated, the sponsor needs to be contacted for completing the necessary formalities in this respect.
11. Do not overstay your visa in the Kingdom if the sponsor is not willing to renew the employment contract.

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## Financial Do's and Don'ts

### Do's

1. Apply for a credit card only if you necessarily need it as there is high interest rate on credit dues.
2. Do ensure that credit card dues are paid on time and in full since interest rates are very high on outstanding dues.
3. Exercise caution against online fraud while using debit/credit cards for online shopping, etc.
4. Report loss or theft of debit/credit cards to the Bank and police immediately.
5. Before issuing cheques, ensure that you have adequate balance in the Bank to avoid bouncing of cheques.
6. Always try to save a part of your salary or income.
7. Use only authorised banking channels for sending money to India.
8. Do settle your credit card balances and cancel your credit card/debit before processing final exit.
9. Avoid getting into debt personally – Under Sharia law non-payment of debt is considered a crime and sufficient reason for imprisonment.
10. Keep careful account of employers funds/goods which pass through your hands – you can be held personally responsible for company debts/losses arising out of your negligence.

### Don'ts

1. Do not draw cash from credit cards, since that could prove to be expensive, owing to the upfront fee and subsequently, outstanding balance getting charged a higher interest.
2. Do not use credit cards to finance investments or repayment of loan instalments as the interest on credit cards is higher.
3. Do not leave the country on exit visa without settling the credit card balance and closing the account.
4. Do not take loans from private persons in the Kingdom (blank signed stamp paper, signed cheque/title deeds for property in India is often taken as guarantee) - consequence of non-payment of the loan could be disastrous for yourself and family.
5. In no case your passport/iqama should be given as guarantee for loans, etc.
6. Do not sign on any blank paper /or any document without knowing the contents.
7. Do not give copies of passport or Iqama to a third person as they could be misused.
8. Do not use hundi/illegal channels for sending money home.

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