

REGISTRATION OF FOREIGNER'S
(FORM ' A ' FOR Employment / Business VISA)
(PLEASE FILL THE FORM IN CAPITAL LETTERS ONLY)

Late Fee (if applicable) Challan No. Date

PERSONAL DETAILS

Name of Foreigner*
(Surname) (Name) (Father's Name)

Gender :*..... Colour of Eyes*:- Height*..... in centimeter

Date of Birth*:- Country of Birth *.....Religion*.....

City of Birth *Nationality*

PASSPORT DETAILS

Passport Number* :-
Date of Issue * :-
Place of Issue * :-
Valid till* :-

VISA DETAILS

Visa Number * :-
Type of Visa * :-
Date of Issue * :-
Place of Issue * :-
Valid Till* :-.....
Number of Entries* :-.....
VISA Endorsement if any.....

ARRIVAL IN INDIA

Arrival Date:*

Mode of Arrival:*.....

Arrival Port in India – State*..... City*.....

Any Endorsement on the Passport / VISA : if Yes –

No. of endorsement - Relation.....

CONTACT DETAILS

Address* in Pune- Flat No..... Building Name*.....

Landmark*..... Area Name*.....

City*..... PIN code*.....

at above address staying since*..... Mobile No*.....

Land Line No..... Two wheeler Vehicle No.....

Four wheeler Vehicle No.....Email ID*.....

OTHER DETAILS

Year Company Name Post

Contract Validity From To Months

PAN No (if Available)..... Salary (Per Year / Month)

Do you have served Naval / Military / Air Force / Government agency.....

REFERENCE CONTACT DETAILS:

Foreigner - 1..... 2.....

Indian - 1..... 2.....

Date of Submission Form :...../...../.....

Signature of the applicant

For Dy. Commissioner of Police
& F.R.O., Special Branch, Pune City.

(P.T.O. for list of Documents required)

List of Documents For E Visa

Sr. No.	Employment Visa	Business Visa
1	Copy of Passport	Copy of Passport
2	Copy of Visa page	Copy of Visa page
3	Copy of arrival stamp page	Copy of arrival stamp page
4	Valid Contract of Employment	Valid Contract of Business
5	Salary Certificate on Company Letterhead	Memorandum of articles
6	A) Letter of Undertaking on Company Letterhead	A) Letter of Undertaking on Company Letterhead
	B) Guarantor's ID Proof (Passport, PAN card)	B) Guarantor's ID Proof (Passport, PAN card)
	C) Guarantor's Residential Proof (Electricity Bill / Index II / Property Tax Copy)	C) Guarantor's Residential Proof (Electricity Bill / Index II / Property Tax Copy)
7	Copy of PAN card (if available)	Copy of PAN card (if available)
8	'C' Form & Notarized Lease agreement (if available)	'C' Form & Notarized Lease agreement (if available)
9	Certificate of Residence	Certificate of Residence

STEPS TO BE FOLLOWED

Step 1. Show your completely filled form & documents at verification counter

Step 2. Fill Registration application at KIOSKS (Computer)

Step 3. Scan all your documents with Scanner

Step 4. Get documents verified at verification counter

Step 5. Collect Acknowledgement from verification officer

Collect your Residential Permit on date given on Acknowledgement at Distribution Counter

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For Office Use Only

Acknowledgement	Rejection
Residential Permit issue date & time: Date - / / 2011 Time –	Reason :
Asst. Police Inspector / Police Sub Inspector FRO, Pune City	Asst. Police Inspector / Police Sub Inspector FRO, Pune City

Certificate of Residence
(FOR REGISTRATION)

To,

Dy. Commissioner of Police /Foreigners Registration Officer,
Special Branch, Pune City,
Office of Commissioner of Police,
Pune City.

Subject – Verification of Residence

This is to certify that Mr.....

.....Nationality: -

is staying in the jurisdiction ofPolice Station, Pune City. His particular and his land lord's particular's are as under.

Passport No. Issued at.....

Issued on.....Valid till

Visa No. Issued at.....

Issued on.....Valid till.....

Is staying at

.....

.....

Name of the landlord and address with telephone / Mobile No.

.....

.....

.....

Stamp of Police Station

(Name of officer)
Sr. Inspector of Police,

..... **Police Station, Pune City .**

(Instruction – This form should be filled in by land lord and signed by the Sr. Inspector of Police, after verification by the staff)

' C ' FORM

(Rule 14 (6) of the Registration of Foreigner's Rules – 1992 & Foreigners Order (Report of Police) 1971 & Section 14 of Foreigner's Act 1946)

1. House Owner's Full Name, Address & Police Station

2. Foreigner's Name (in Capital) & Address in Pune

3. Nationality

4. Passport Particulars

Visa Particulars

1. Number

1. Number

2. Place of Issue

2. Place of Issue

3. Date of Issue

3. Date of Issue

4. Valid Till

4. Valid Till

5. Type of Visa

5. Date & Place of Arrival in India

6. Purpose of Visit

7. Contact person – Name Tel No.

8. Proposed Duration of Stay in Pune

9. Date & Time of Arrival in your House / Hotel

10. Certificate of Registration Permit (if any)-

Date of Issue Valid Till

Issuing Authority

11. Whether Information is given to Police Station about tenant **Yes / No**

If Yes, Police Station Name

Documents required

1 Copy of Passport, Visa page & Residential Permit

2 Address Proof (Electricity Bill / Telephone Bill / Ration Card / Index II / Leave & License Agreement)

Note :- ' C ' Form must be submitted by House Owner / Hotel Owner within 24 hours after arrival of foreigner.

Signature of Foreigner

Hotel Seal

Signature of Landlord

Mobile No. :-

(For Hotels Only)

Ph. / Mobile No. :-

RECOMMANDETION LETTER
(PLEASE FILL THE FORM IN CAPITAL LETTERS ONLY)

A) Name of Foreigner
(Surname) (Name) (Father's Name)

Nationality Mobile No.

B) PASSPORT DETAILS

VISA DETAILS

Passport Number :-

Visa Type & Number :-

Date of Issue :-

Date of Issue :-

Place of Issue :-

Place of Issue :-

Valid till :-

Valid Till :-.....

Number of Entries :-.....

C) Residential Permit Details –

R. P. No. Validity of Last R. P.

At Present applied for extension From To

D) Residential Address

If on Lease, From To

E) Name of Company

Address

..... Contact No.

F) Contract Details –

Joining Year (in India) Post of Employee.....

Contract Validity From To

Salary (in Rs / US \$) per Month / Year

PAN card no.

Gross Income in rupees as per Form 16

Date of submission.....

Signature of the Employer

Date -

Note - Recommendation letter should be submitted on company letterhead.

Date -

To,
The Foreign Registration office,
Office of the Commissioner of Police,
Bund Garden Road,
Pune - 411 001.

Undertaking

I/We take full responsibility for the activities and conduct of Mr./Mrs./Miss.national of.....during his stay in India for the period from up to.....to India, If anything adverse comes to notice during this period, I/we undertake to repatriate him/her at our cost.

GUARANTOR'S PARTICULARS

1. Name:

Residential Premises

.....
.....

2. Proof of Residence: Copy of Passport attached

3. Indian Nationality: Proof: Copy of Passport attached

4. Relationship with the Foreigner. The Foreigner is an employee of (Name of Company)

.....

Contact Tel. No.:

Mobile No.

Fax No .

Email

I am/we are aware that:

(i) Suppressing of material facts and furnishing of false or incorrect information would lead to legal action on the guarantor and cancellation of visa of the concerned foreigner.

(ii) It is the liability of the guarantor along with the foreigner to inform change in foreigner's address, or change/termination of employment of contract/final departure.

Signature

Date

(Name, Designation)