



## **GUIDELINES FOR SUBMITTING THE APPLICATION FORM FOR RESIDENTIAL PERMIT**

Before going to fill the Registration Form/Application online, the applicants must read / go through the following Instructions.

1) Before filling the details, please ensure that the furnished information is true /genuine because once the data is submitted, you cannot change /edit the entered data.

2) The Red-Marked fields are mandatory.

3) The applicant can visit FRO Office, Hyderabad after 24 hours of applying online, along with passport, visa/ PIO, relevant documents in original, two sets of xerox copies of the same and [6] passport size photos to collect Residential Permit from 1400 hours to 1600 hours except for those applicants, whose 14 days is expiring less than 24 hrs. on a working day ( Saturday is not a working day).

4) If the applicant approaches FRO, Hyderabad after 14 days of arrival and he has already applied online for registration, it will be treated as late registration and he has to pay late fee of 30 US\$ at SBH Treasury Branch, Gunfoundry, Hyderabad and thereafter he should visit the Office of FRO, Hyderabad with challan counter slip for collection of Residential Permit. If the 14th day from arrival falls on a holiday and consecutive days are also holidays it will be treated as registration within time limit.

5) In case you are supposed to pay late fees, as per VISA rules and you are entering dummy challan number in challan particulars, your file will not be processed.

6) If any fields are not pertaining to you. Please enter as NA (Not Applicable).

7) Before printing out the filled form, the system will automatically generate a unique application number, please note it down and keep it safely.

8) If you do not have a printer attached to the computer, you can always go to the printout page again by entering the unique application number.

### **GENERAL GUIDELINES:**

1) Foreigners are required to comply with the purpose for which a visa was initially applied, and also to abide by conditions, endorsed on the visa. If the visa is valid for more than 180 days, then every foreigner entering India or resident in India shall present in person before the Registration Officer at the place of his stay within the specified period mentioned on visa except certain visa categories requiring registration within the specified time. Such registration shall be not necessary in the case of a foreigner entering India on a visa valid for a period of not more than [180] days and who does not remain in India beyond the said period.

2) All those foreigners arriving on authority of Tourist Visa with maximum period of 6 months need not require to be registered.

3) Every foreigner shall furnish accurate information, to the satisfaction of the Registration Officer.

4) A foreigner is not required to register himself/herself on each visit as long as he/she is visiting on the same visa on which he/she is registered earlier. However, the registered foreigner needs to report to FRRO/FRO, if re-enters India on a fresh visa.

5) Penalty for late Registration:

Though no fee is required to be paid for registration, yet a penalty in Indian currency equivalent to US\$ 30 in case of late registration is charged.

6) Requirements at the time of Registration:

Every foreigner at the time of Registration, shall furnish, such information in registration report, as may be in his possession for the purpose of satisfying the Registration Officer and shall, on being required, shall sign the registration report in the presence of the said officer and shall thereupon be entitled to receive from the said officer a certificate of registration in Part III of Form A:

7) Report of absence from Registered Address:

If at any time a foreigner proposes to be absent from one's registered address for a continuous period of eight weeks or more or one is changing his registered address then the foreigner is required to inform in person or through an authorized representative or by registered post to his Registration Officer of his intention to leave either temporarily or permanently the jurisdiction of the Registration Officer. In case of return, the foreigner should inform the Registration Officer of the date of return and in the case the foreigner is moving away, the change of address. Any changes made subsequently should also be intimated to the Registration Officer.

8) Change of registered address and other changes: Every foreigner is required to furnish to the FRO, Hyderabad particulars of any circumstances/changes affecting in any manner the accuracy of the particulars recorded in his certificate of registration immediately after the change/circumstance has occurred, and generally shall provide to the Registration Officer all information as may be necessary for maintaining the accuracy of the certificate.

9) Surrender of certificates of registration on departure. Every foreigner who is about to depart finally from India shall surrender his certificate of registration either to the Registration Officer of the place where he is registered or of the place from where he intends to depart or to the Immigration Officer at the Port/Check post of exit at the time of final departure from India. If the certificate is surrendered other than to the Immigration Officer of the port or check post of exit, a receipt indicating such surrender of the document may be obtained and shown to the Immigration Officer at the time of final departure.

10) Whenever you are leaving country in cases multiple entry visa, you should be in a position to submit a copy of Residential Permit at the counter of Immigration. Immigration officials may also ask for original for purpose of verification.

11) Whenever a residential permit holder wishes to return to his/her country permanently, he/she invariably enter his/her details in the exit form available online, failing to do so will deny him further access to the application form/online registration, in case he/she arrives at Hyderabad.

12) In case of residential permit holders having double/multiple entry permission, they can use this same online application number/ permit number (issued at FRO- Hyderabad, AP. India) for all future transactions. They need not fill another online application form till their permit expires.

For more details please visit [www.immigrationindia.nic.in](http://www.immigrationindia.nic.in)