

EXTENSION FORM FOR EMPLOYMENT VISA

(PLEASE FILL THE FORM IN CAPITAL LETTERS ONLY. INCOMPLETE FORM WILL NOT BE ACCEPTED)

Name of Foreigner.....
(Surname) (Name) (Father's Name)
Residential Permit No. Nationality
Date of last extension
At present applied for Extension From To
Late Fee (if applicable) Challan No. Date

PASSPORT DETAILS

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

VISA DETAILS

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

CONTACT DETAILS

Address in Pune- Flat No..... Building Name.....
Landmark..... Area Name.....
City..... PIN code.....
On above address staying since..... Mobile No.....
Land Line No..... Two wheeler Vehicle No.....
Four wheeler Vehicle No..... Email ID.....
Contact PersonPhone No.
Bank Name Branch Name*
Account No

LANDLORD DETAILS

Name* Address*
..... Landline* / Mobile.....
Lease Period From To

Employment Visa

Year Company Name Post/Rank
.....
Contract Validity from To Months
PAN No. Salary (Per Year / Month)
Income in Form No. 16

Signature of the applicant

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

List of Documents For E Visa

Sr. No.	Document	Yes	No
1	One File		
2	Two A-4 Size Green Plain Envelopes.		
3	Copy of Residential Permit		
4	Copy of Passport		
5	Copy of Visa page		
6	Valid Contract of Employment		
7	Recommendation Letter on Company Letterhead		
8	Salary Certificate on Company Letterhead		
9	A) Letter of Undertaking on Company Letterhead		
	B) Guarantor's ID Roof (Passport, PAN card)		
	C) Guarantor's Residential Roof (Electricity Bill / Index II / Property Tax Copy)		
10	Copy of PAN card & Bank Statement		
11	Copy of Form No. 16 (Income Tax Returns- Upto Assessment Year 2011-2012) & TDS Challan & Form No. 26 A.S. – from April 2011		
12	Notarized original Indemnity Bond on 100 Rs. Stamp signed by Indian person / Guarantor		
13	'C' Form & Notarized Lease agreement		
14	Verification Certificate		

STEPS TO BE FOLLOWED

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

Step 2. Fill Extension application on KIOSKS (Computer)

Step 3. Scan your all documents at Scanner

Step 4. Submit document at verification counter

Step 5. Collect Acknowledgement from verification officer

Get the forwarding date of Extension of visa proposal to FRRO, Mumbai. After approval of extension of visa from FRRO, Mumbai, you will be communicated accordingly and then endorsement will be given on your Passport & Residential permit at FRO, Pune.

Note – If extension of R.P. applied for within visa validity extension will be granted by FRO, Pune city & you will get endorsement at FRO, Pune city.

.....

Note –

1. Fill Passport Number carefully.
2. Write name, Registration Number, Nationality on File.
3. Incomplete form will not be accepted.
4. All documents mentioned above are compulsory.

Verification Certificate
(for extension)

(To be filled by foreigner)

1. Name.....
(Surname) (Name) (Father's Name)
 2. Passport No. Visa No.
 3. Residential Permit No..... Nationality
 4. Address in Pune.....
.....Contact No.....
- Date - Signature of Foreigner

For Police Station use only

(To be filled by Police Station)

This is certified that, Mr. / Ms. / Mast.
is staying at abovementioned address & it is under jurisdiction of Police
Station.

There is no offence/N.C./Application enquiry registered/ pending against said foreigner at
this police station.

Date: Police Station seal Sr. Inspector of Police

Note:- This Report should be hand over to the foreigner in sealed envelope.

For Office (FRO) use only

There is nothing adverse against the said foreigner in Pune city, as per computer data
check.

Date

Checked By

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. Last Validity of 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/Rank 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 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 and an employee of (Name of Company)

.....

Contact Tel. No.: .

Mobile No.

Fax No .

Email

I /we aware that:

- (i) Suppressing of material facts and furnishing of false or incorrect information would lead of legal action on the guarantor's and cancellation of visa of the concerned foreigner.
- (ii) It is the liability of the guarantor's along with the foreigner to inform change in foreigner's address, or change/termination of employment of contract/final departure.

Signature

Date

(Name, Designation)

INDEMNITY BOND

To
The President of India,

Whereas (Name of Foreigner)Nationality..... entered India and whereas the President of India (Which expression shall include his successor assigns) has, at the request of the undersigned to the said (Name of Foreigner) being permitted to extend their stay in India on such recommendations and Indemnity as in hereinafter contained.

I/Mr./Mrs./Miss Address
.....

..... find
(Name of Foreigner) as fit and proper person to be permitted to stay here in India fromup toAnd in the event of his being so permitted, to extend here in India.

And in the consideration therefore we hereby jointly and severally agree to provide or cause to be provided to the Government of India, suitable maintenance for the said(Name of Foreigner)And in event of our failing to provide or cause to be provided such maintenance as aforesaid, we hereby jointly and severally agree to pay to The Government of India the cost and expenses of maintenance of the said (Name of Foreigner)so long as he/she shall be resident of India such cost and expenses as may be incurred on his/her burial and further in the event of the said(Name of Foreigner) Being required by The Government of India to leave India to pay the Government of India the cost of passage and traveling expenses.

AND it is further hereby agreed:

- 1) That the authority to determine the cost in each shall rest with the Government of India and that it shall be binding upon us to pay such costs as may be determined without question.
- 2) That this indemnity shall be binding upon us :

Place:

Date: