

# EXTENSION FORM FOR BUSINESS 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.....  
At above address staying since..... Mobile No.....  
Land Line No..... Two wheeler Vehicle No.....  
Four wheeler Vehicle No ..... E-mail ID .....  
Contact Person .....Phone No. ....  
Bank Name ..... Branch Name\* .....  
Account No .....

## LANDLORD DETAILS

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

## Business Visa

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

Signature of the applicant

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

## List of Documents For Business 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	Details Regarding Business		
7	Memorandum of Articles		
8	Balance Sheet of Company		
9	A) Letter of Undertaking on Company Letterhead		
	B) Guarantors ID Roof (Passport, PAN card)		
	C) Guarantors Residential Roof (Electricity Bill / Index II / Property Tax Copy)		
10	Copy of PAN card & Bank Statement		
11	Copy of Income Tax Returns		
12	Notarized original Indemnity Bond on 100 Rs. Stamp sign by Indian person		
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.

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**Note –**

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



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 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)

IDEMNITY BOND

To  
The President of India,

Whereas (Name of Foreigner) .....Nationality..... entered to 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 persons to be permitted to stay here in India from .....up to .....And 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 is 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: Pune

Date: