FORM-C Introduction

- Whenever a Foreigner stays in any **Hotel, Dharamshala, Guest House , Individuals , Hospitals** etc. it is the duty of the Accommodator to keep the records of their stay which includes their personal information, Passport, VISA details etc.

- For this Government of India under IVFRT project, has developed an online Application for catering all the information related to any foreigner who visits India and stays in a Hotel, Dharamshala, Guest House etc. This Software Application has been named as **Form C.**

- For foreigner who is having stay more than 180 days are required to register themselves with the concerned FRRO/FRO where **Form-C** entered by various accommodators is also **checked before providing services**.

- This helps in identifying legal arrival of foreigner guest for Government records. The Form C data has to **be filled and periodically submitted** to the Concerned FRRO/FRO by Hotel, Guest House, Dharamshala etc.

Users and their Roles

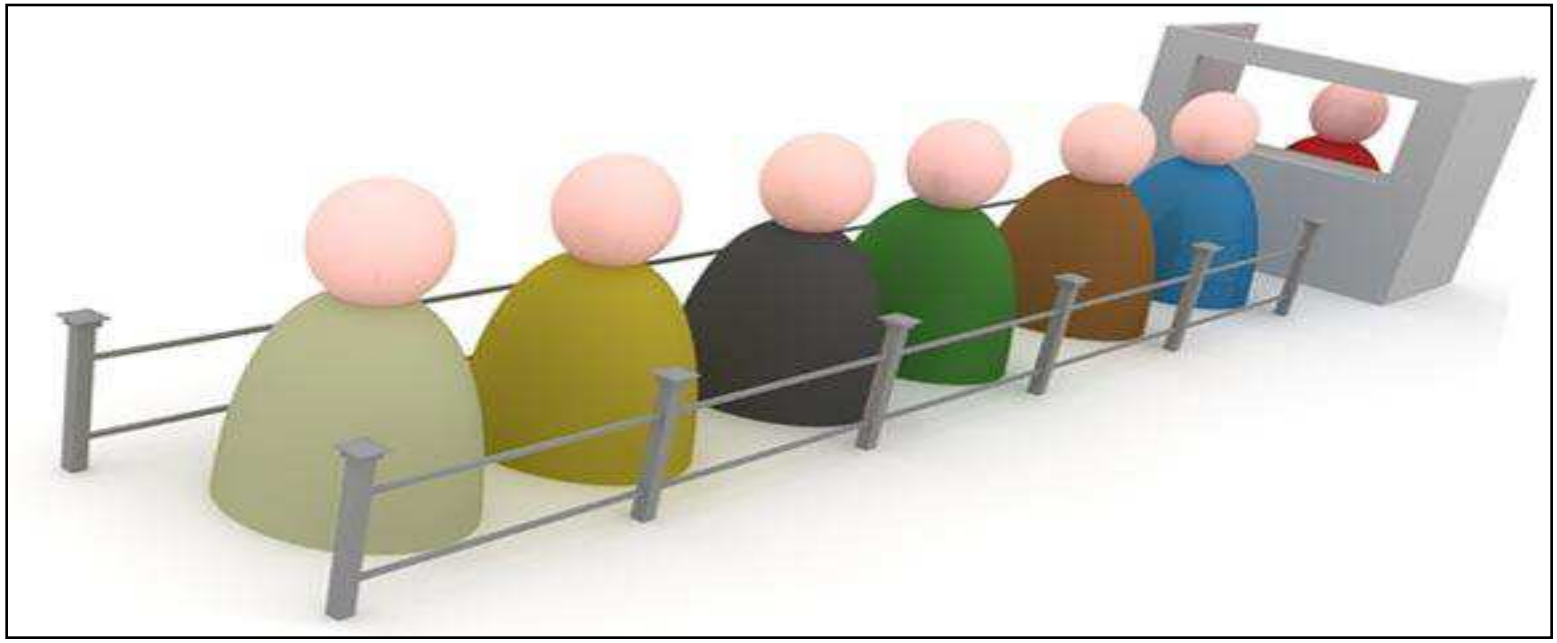
User	Roles
Foreigner	All foreigners visiting India needs to get registered with the concerned FRRO/FRO. Each Hotel, Dharamshala, Guest House etc which accommodates any foreigner needs to get registered with the Concerned FRRO/FRO and fill Form C data.
Accommodating Place	Any Hotel, Dharamshala, Guest House etc which accommodates a foreigner
Accommodator	The accommodator is the approved user i.e. owner/staff of the Hotel, Dharamshala, Guest House etc who: ✓Registers the accommodating place with concerned FRRO/FRO ✓Logins to the Form C Application using the user Id and Password approved by FRRO/FRO official ✓Fill the Form C data and send the same in the form of periodical reports whenever required.
Subordinate	The Hotel, Dharamshala, Guest House etc Staff assigned for filling Form C data by the Accommodator

Form-C Registration URLs

boi.gov.in

or

http://indianfrro.gov.in/frro/FormC



Procedure for Using Online Form-C System

The hotel / Dharmasala etc. should have a valid user-id for entering the Form C data , For obtaining a valid user-id, the hosts must first register themselves using the online user registration form available under sign-up link

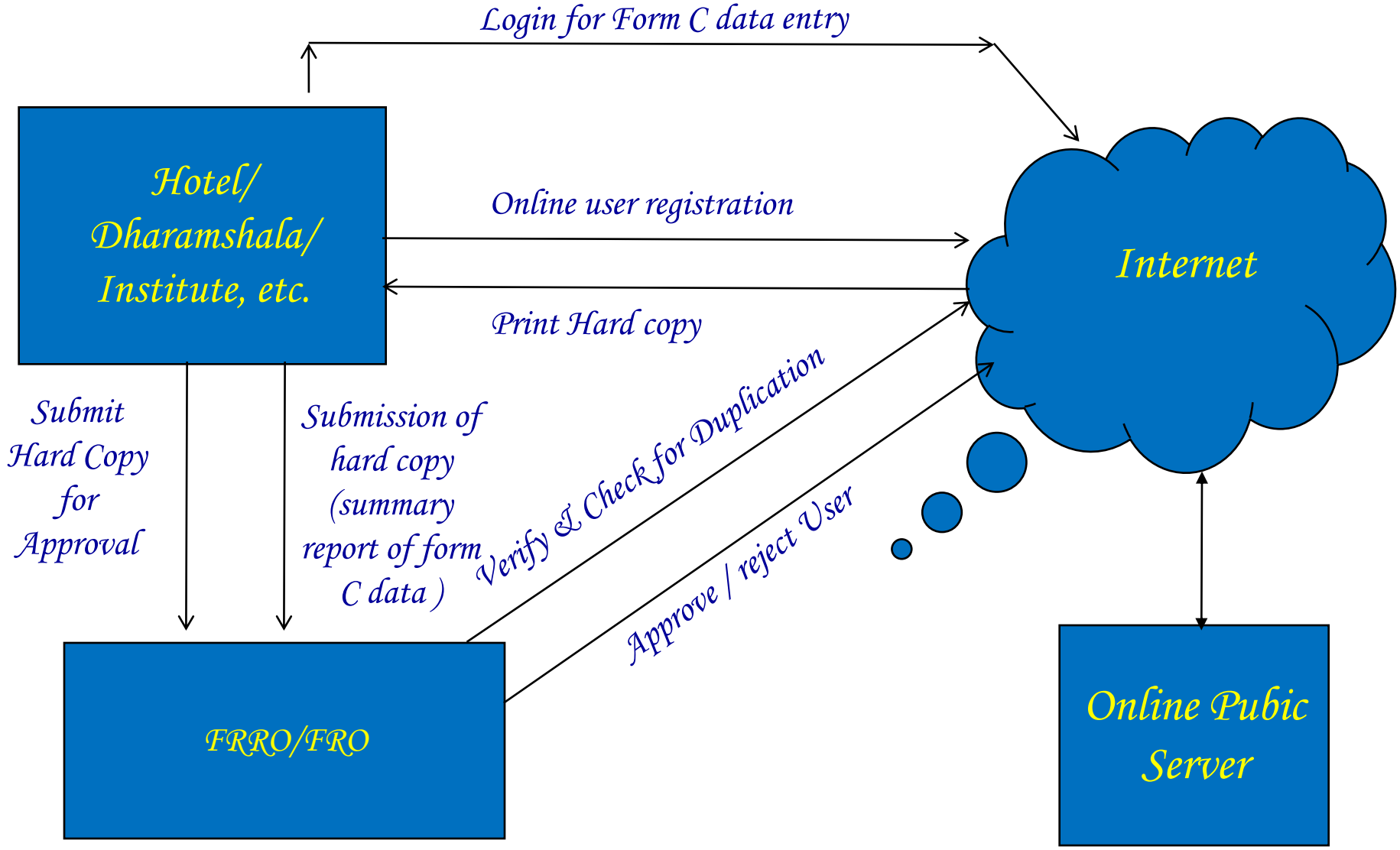
After completing sign-up/registration a pdf will be generated containing the details of the registrant. A signed hardcopy of the pdf should be submitted to concerned FRRO/FRO for approval.

The concerned authority in FRRO/FROs office scrutinizes the details of the pdf (hardcopy) submitted and if all are in order, the user-id will be approved.

The host can now start entering the Form C data using the approved user-id.

After completing the entry of guest into the online system, a summary report can be generated and the same should be submitted periodically to concerned FRRO/FRO.

FORM – C WORKFLOW DIAGRAM



Software capabilities

- ✓ The user-id will be unique across the complete system
- ✓ A unique id number for each Hotel/ Dharamshala/ Institute/ Guest House is generated internally during User registration.
- ✓ Once user registration form is filled and submitted, modification will not be permitted.
- ✓ Filling up of User registration form and approval will be on online system.
- ✓ Only one user will be provided to each Hotel/ Dharamshala/ Institute/ Guest House etc. Uniqueness will be checked by FRRO/ FRO concern.
- ✓ Provision is available for change password and modify profiles

C-FORM Process Flow

Office of FRRO/FRO

Hotels / Guest House etc.

Submit Hard Copy of request form.

3. Submit Hard Copy of Summary Report

Hotels / Guest House etc.

2. Approval / Rejection of request

4. C-Form Check while rendering FRRO/FRO Services

1. Online Application for User ID Creation

3. C-FORM Entry On Foreigners arrival at Hotel/GuestHoue/ Dharamshala

C-FRO

C-FORM

S-FORM

IVFRT SYSTEM

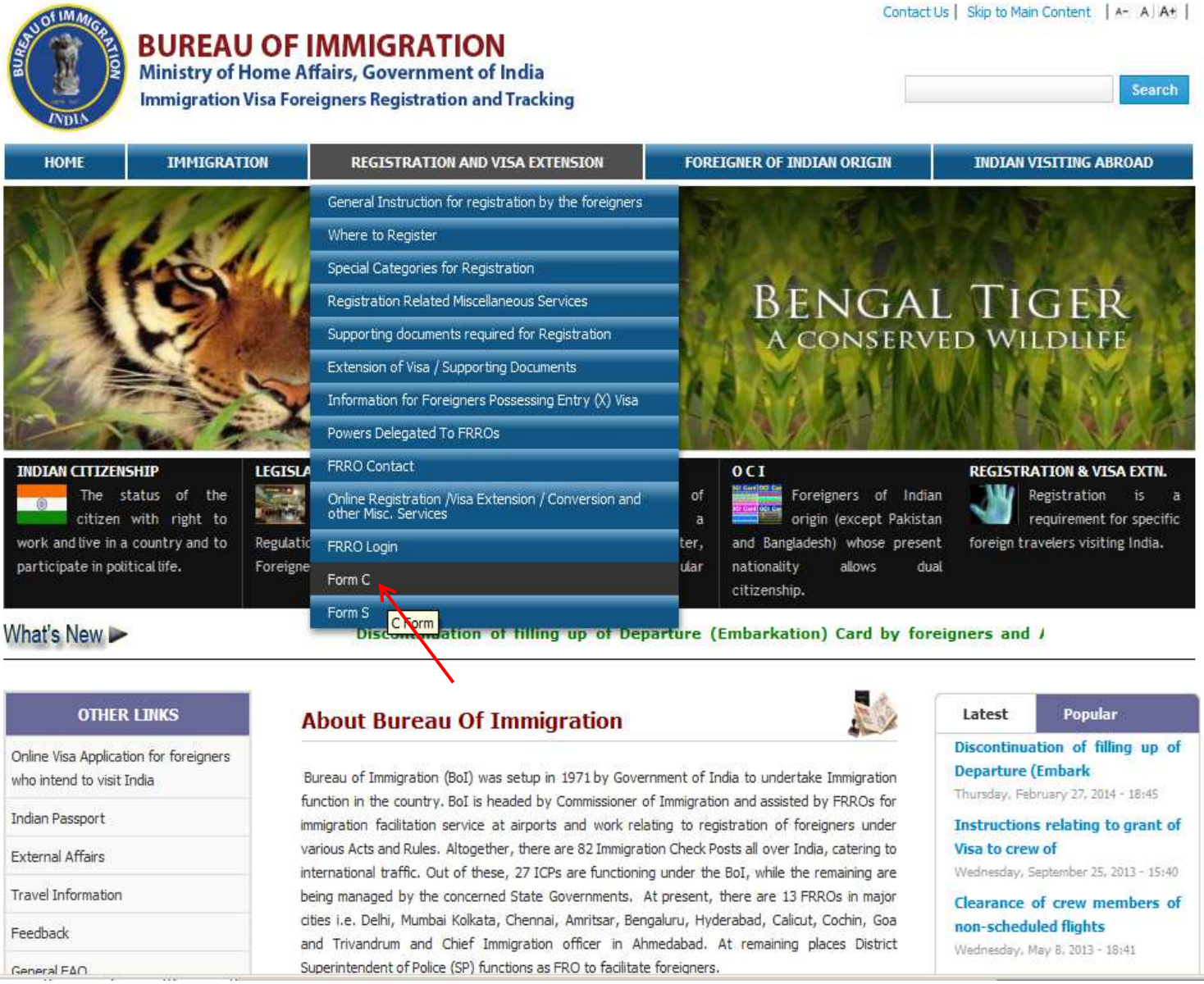
Hotel Reception

1. **Sign Up** process of the first time registration for Form C by the Accommodator

- ✓ Open the URL for Form C Registration
- ✓ Click on the Sign Up Link

- ✓ Fill the details, submit the form and take print out
- ✓ Submit the Hard Copy of form to concerned FRRO/FRO for approval

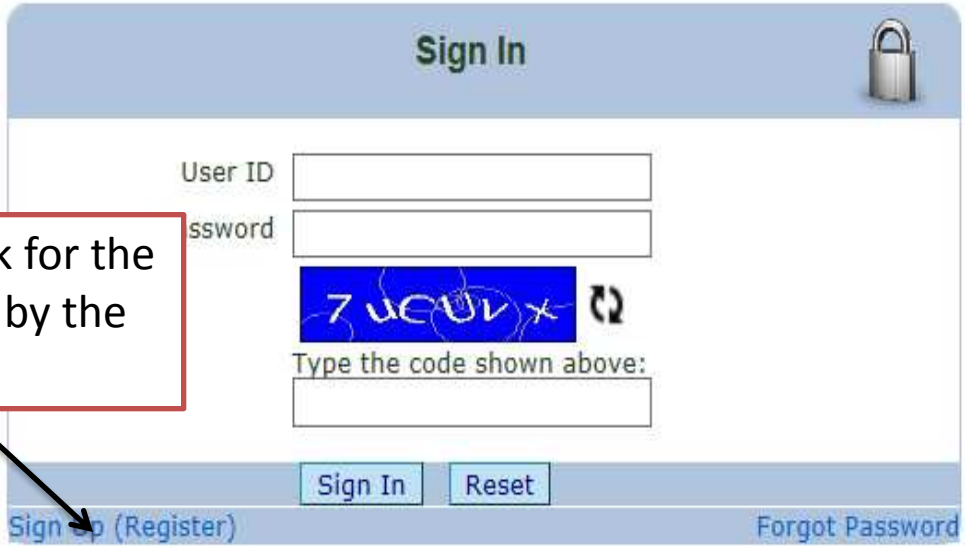
boi.gov.in


Contact Us | Skip to Main Content | A- A A+ |
BUREAU OF IMMIGRATION
Ministry of Home Affairs, Government of India
Immigration Visa Foreigners Registration and Tracking
Search
HOME
IMMIGRATION
REGISTRATION AND VISA EXTENSION
FOREIGNER OF INDIAN ORIGIN
INDIAN VISITING ABROAD
General Instruction for registration by the foreigners
Where to Register
Special Categories for Registration
Registration Related Miscellaneous Services
Supporting documents required for Registration
Extension of Visa / Supporting Documents
Information for Foreigners Possessing Entry (X) Visa
Powers Delegated To FRROs
FRRO Contact
Online Registration /Visa Extension / Conversion and other Misc. Services
FRRO Login
Form C
Form S
C Form
BENGAL TIGER
A CONSERVED WILDLIFE
INDIAN CITIZENSHIP
The status of the citizen with right to work and live in a country and to participate in political life.
O C I
Foreigners of Indian origin (except Pakistan and Bangladesh) whose present nationality allows dual citizenship.
REGISTRATION & VISA EXTN.
Registration is a requirement for specific foreign travelers visiting India.
What's New
OTHER LINKS
Online Visa Application for foreigners who intend to visit India
Indian Passport
External Affairs
Travel Information
Feedback
About Bureau Of Immigration
Bureau of Immigration (BoI) was setup in 1971 by Government of India to undertake Immigration function in the country. BoI is headed by Commissioner of Immigration and assisted by FRROs for immigration facilitation service at airports and work relating to registration of foreigners under various Acts and Rules. Altogether, there are 82 Immigration Check Posts all over India, catering to international traffic. Out of these, 27 ICPs are functioning under the BoI, while the remaining are being managed by the concerned State Governments. At present, there are 13 FRROs in major cities i.e. Delhi, Mumbai Kolkata, Chennai, Amritsar, Bengaluru, Hyderabad, Calicut, Cochin, Goa and Trivandrum and Chief Immigration officer in Ahmedabad. At remaining places District Superintendent of Police (SP) functions as FRO to facilitate foreigners.
Latest
Popular
Discontinuation of filling up of Departure (Embark
Thursday, February 27, 2014 - 18:45
Instructions relating to grant of Visa to crew of
Wednesday, September 25, 2013 - 15:40
Clearance of crew members of non-scheduled flights
Wednesday, May 8, 2013 - 18:41
boi.gov.in/content/form-c

Online Form 'C'

Exit

http://indianfrro.gov.in/frro/FormC



Click on "Sign Up" link for the first time registration by the Accommodator

Click on Sign Up Link

http://indianfrro.gov.in/frro/FormC

User Registration for Form 'C' and Form 'S'

06 Mar 2014 Thu 18:17:23 PM

Home

- Sign Up (Registration)
- Reprint User Registration Form
- Edit User Registration Form

Instructions

1. Use **Sign Up (Registration)** Option to fill User Registration Form for FORM C and Print.
2. Use **Reprint User Registration Form** Option to Reprint the User Registration Form for FORM C .
3. User Cannot Reprint the User Registration Form for FORM C,If User is already Approved.
4. Use **Edit User Registration Form** Option for Correction of User Registration Form before the Approval of FRRO/FRO.

User Registration for Form 'C' and Form 'S'

03 Jun 2014 Tue 00:14:38 AM

Login

Individual Registration

Help

User ID *
User ID is case sensitive

Password *
min 8 chars,use at least one special character (/ . [~ ! @ ' # $ % ^ & * ? _ ~ - , {}] + /)\ "),number,lowercase, uppercase letter

Confirm Password *

If you forget your password we will identify you with this information

Security Question * Select
In case you forget password, we will identify you by this

Your Answer *

Name *

Gender * Select

Date of Birth *

Designation *

Email ID *
For Correspondence, New Password

Mobile *
Minimum One contact number is Mandatory

Phone Number *

Nationality * INDIA

Hotel / Guest House / Dharamshala / Institute / Individual House etc. Details

Name *

Capacity *

Address *

State * Select

City/District * Select

Accomodation Type * Select

Accomodation Grade * Select

Email ID :

Mobile :
Minimum One contact number is Mandatory

Phone Number :

Hotel / Guest House / Dharamshala / Institute / Individual House etc. Owner's Details

Name *	Address *	State *	City/Dist. *	Email-ID	Phone No.	Mobile
		Select	Select			

Minimum One contact number is Mandatory

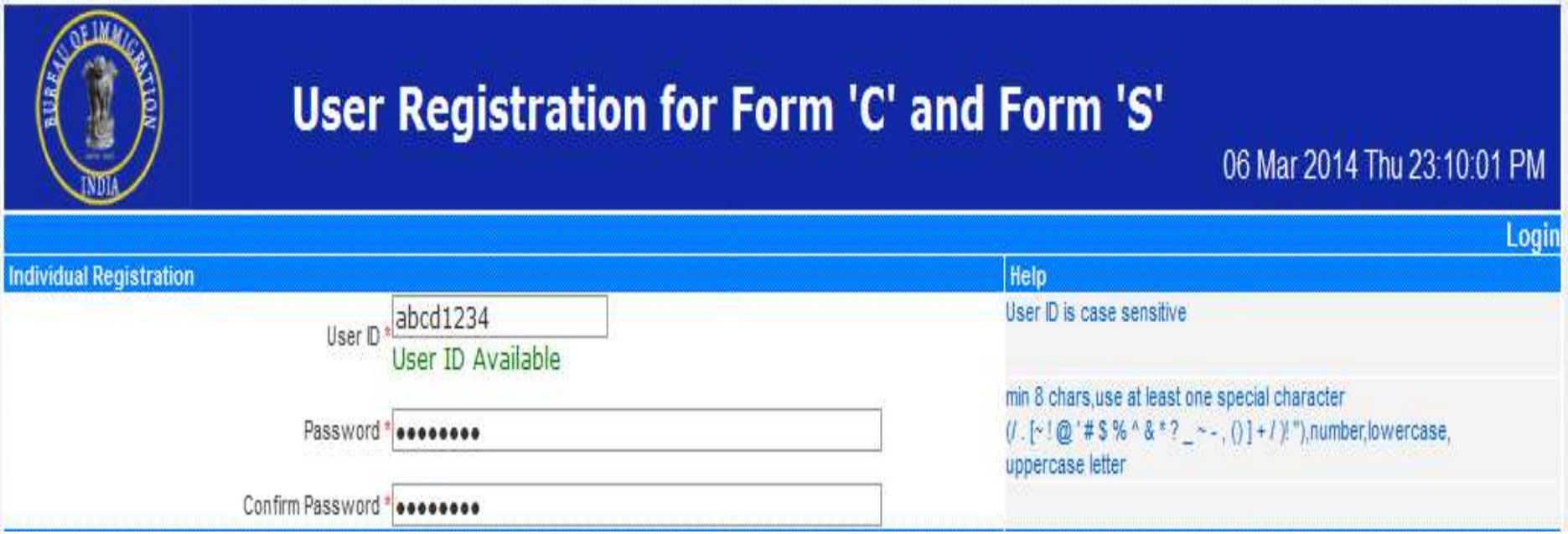
Add Delete

48cqRe

Type the code shown above:

Submit Reset

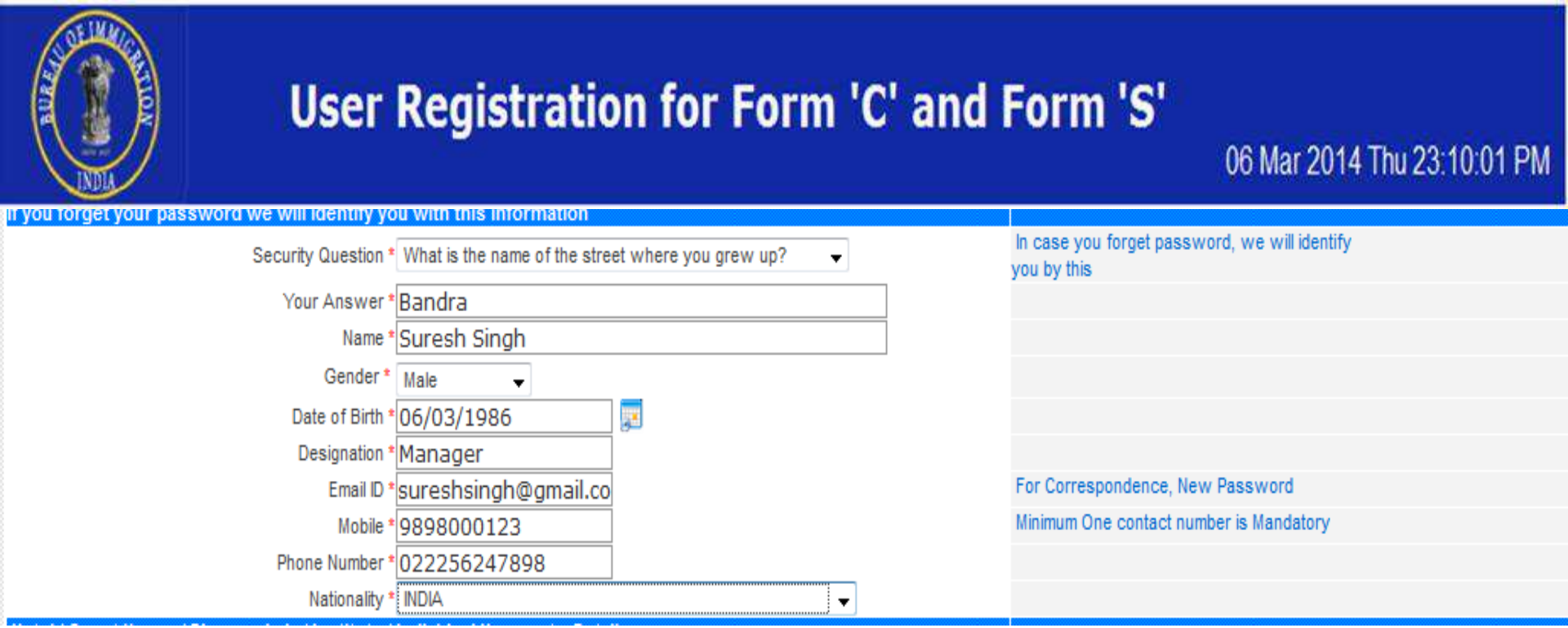
Fields marked * are Mandatory



Section 1 (userID and Password)

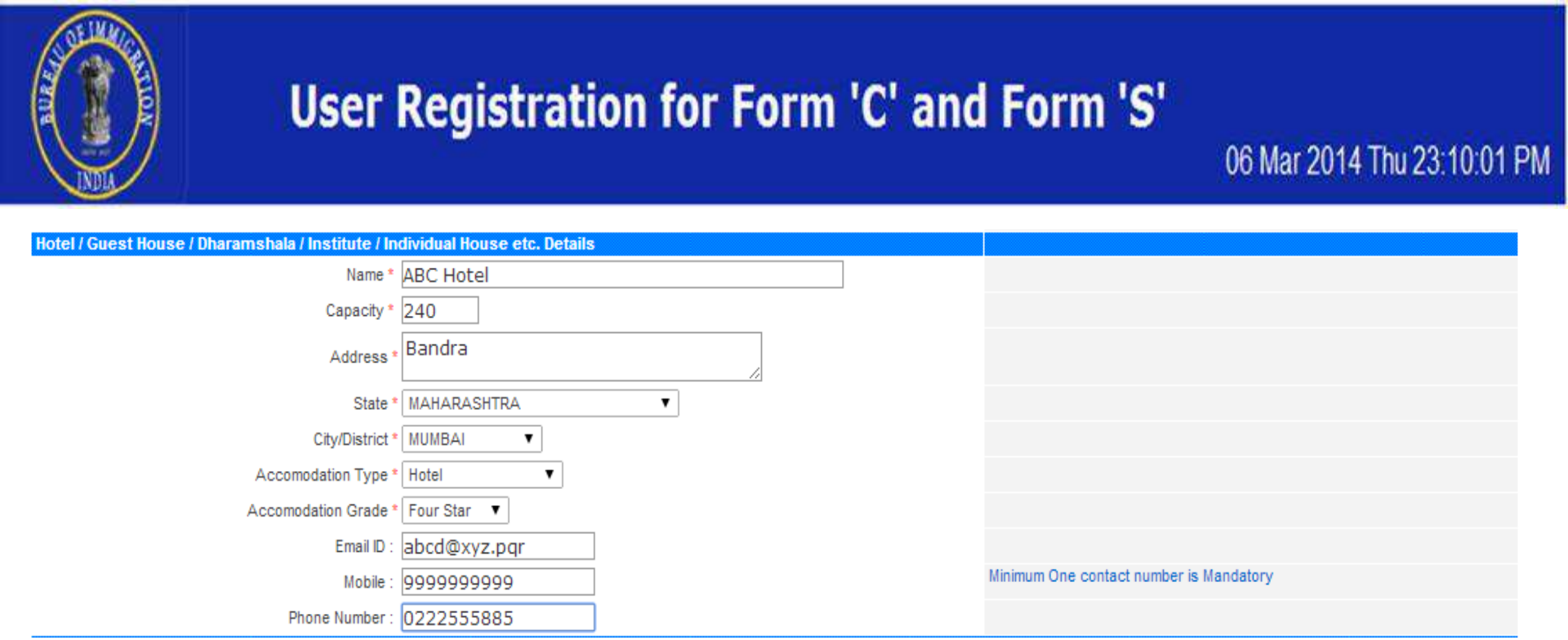
❑Decide a user id for your accommodation its availability will be checked automatically while moving to password field. If User ID Available message comes you can proceed else if message is User ID already Exists then change user ID and try again.

❑Enter Password and note it down for future usage.
❑ re-enter the password to confirm.



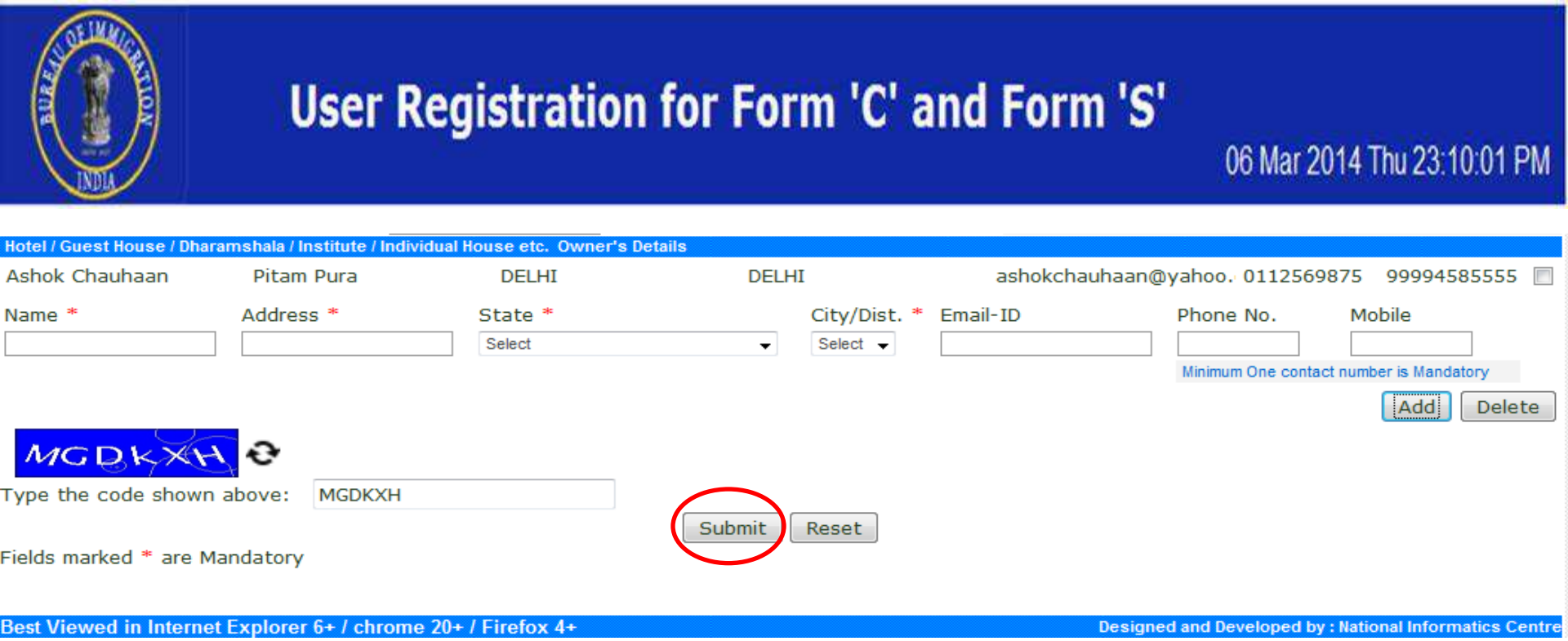
Section 2 (Information about Hotel manager)

- ❑ Select security question and remember the answer this will be required to reset your password in case you forget.
- ❑Enter Name, Gender, DOB, Designation and email-ID of the Manager.
- ❑ Now Enter mobile no. and Phone no. of the Manager



Section 3 (Accommodation Details (Hotels/ Individual Houses / Dharamshala)

- ❑ Select security question and remember the answer this will be required to reset your password in case you forget.
- ❑Enter Name, Gender, DOB, Designation and email-ID of the Manager.
- ❑ Now Enter mobile no. and Phone no. of the Manager



Section 4 (Information about Hotel Owner)

- ❑ Enter the Owner's Name, Address,Email-ID , Phone No
- ❑ Use Add or Delete button to add more owners or delete exiting owner
- ❑ Now enter exact captcha code and submit

User Registration for Form 'C' and Form 'S'

User Registration

User Registered, Kindly You must Take a Printout of the Application,

Right click here and choose save target as to Save the Application and take a Printout.

After closing the browser and using back button you will not be able to take Printout again.

Request Form for User Registration

(Form C)

User Details

User ID	abcd1234		
Name	Suresh Singh		
Gender	Male	Date of birth	06/03/1986
Designation	Manager	Email id	sureshsingh@gamil.com
Mobile	9898000123	Phone no	022256247898
Nationality	INDIA		

Hotel / Guest House / Dharamshala / Institute / Individual House / etc. Details

Name	ABCDHotel		
Capacity	150		
Address	Bandra(west)		
State	MAHARASHTRA	City/District	MUMBAI
Accomodation type	Hotel		
Accomodation grade	Five Star		
Email id	abcd@gmail.com		
Mobile	9004585456		
Phone no	022225889989		

Owner's Details

Name	Ashok Chauhaan		
Address	Pitam Pura		
State	DELHI	City/District	DELHI
Email id	chauhaan@yahoo.co.in		
Mobile	999458555		
Phone no	0112569875		

Signature of the Applicant

Date----------

Place----------

Name and Signature of Hotel / Guest House / Dharamshala / Institute / Individual House / etc.

Date----------

Place----------

Registration office address

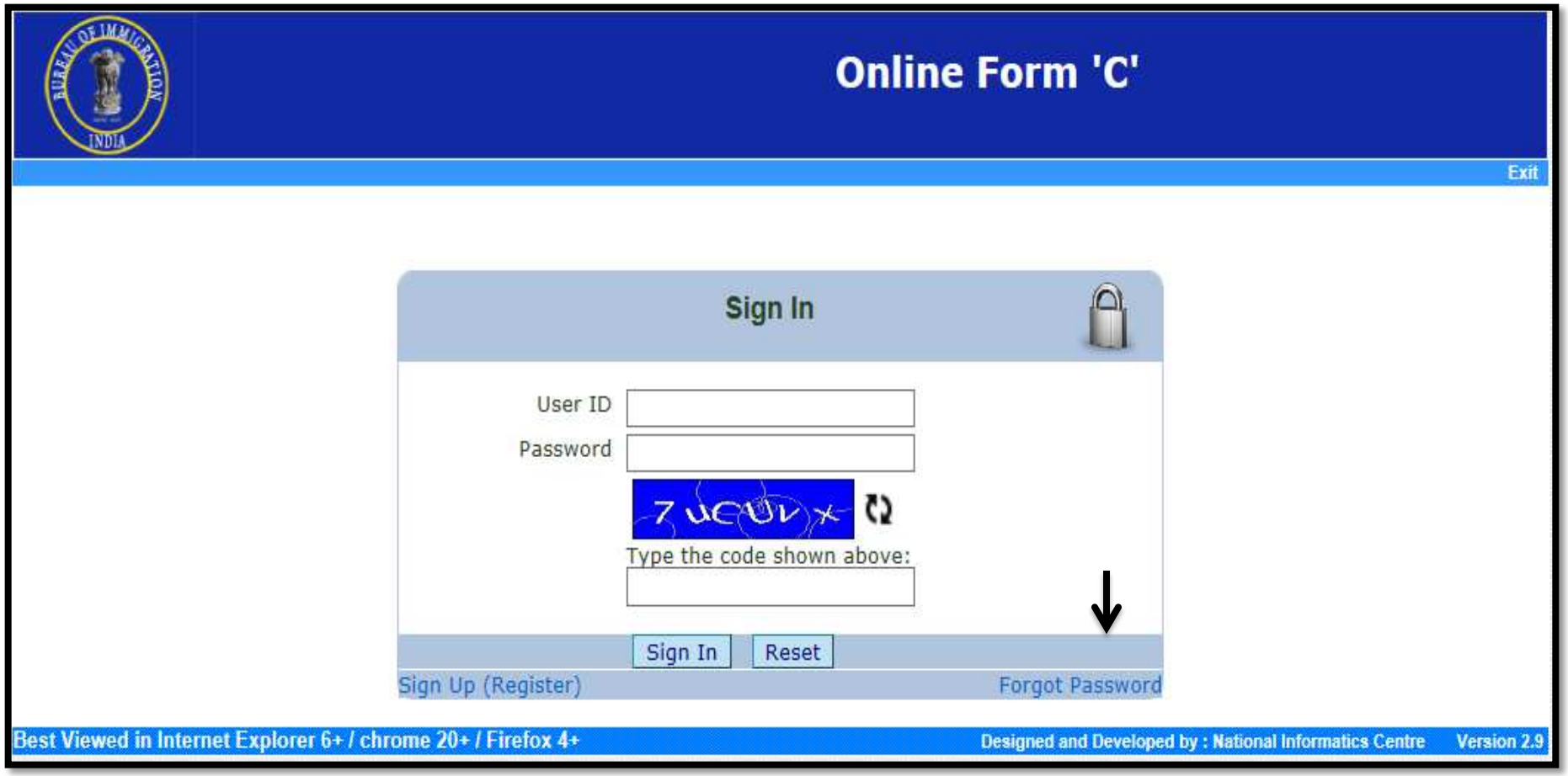
Office Name	:	FRRO Mumbai
Address	:	Office of the FRRO, 3rd Floor, Special Branch Building, Badruddin Tayabji Lane, Behind St. Xaviers College Mumbai - 400001
City/ District	:	MUMBAI
State	:	MAHARASHTRA
Pin Code	:	0
Phone Number	:	022-22621169

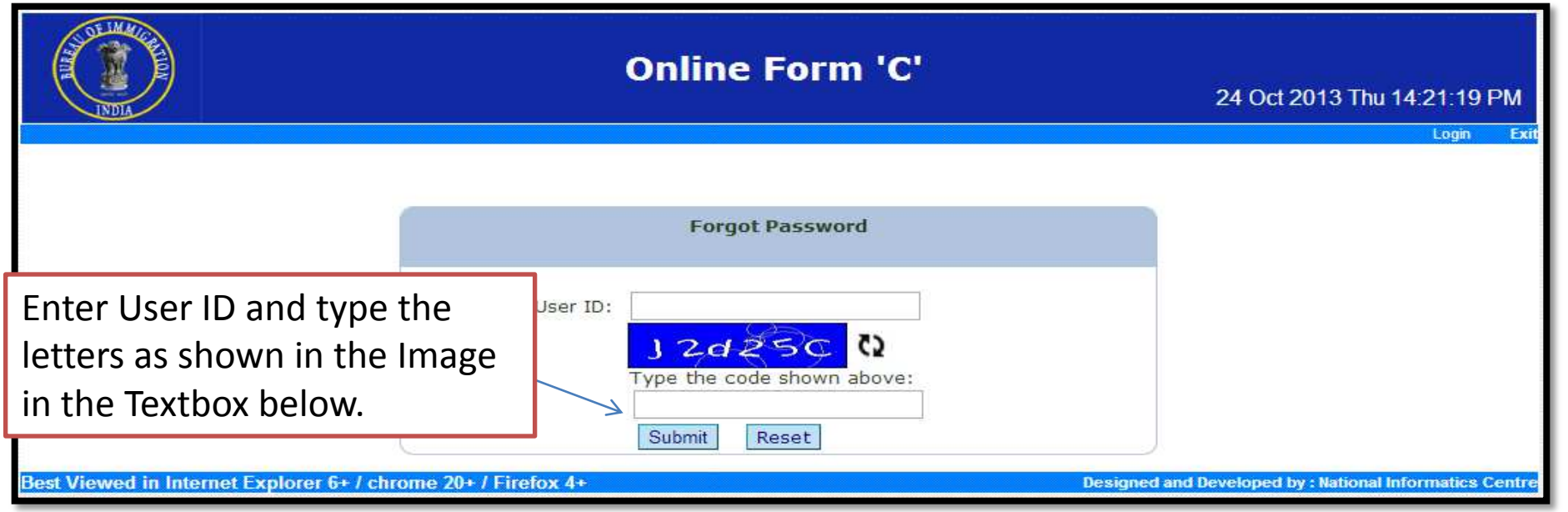
Approved Hotels / Dharamshala / Individual Houses can now sign in with exactly same userid and password filled while registering /sign-up for Form-C

2. **Sign In** process

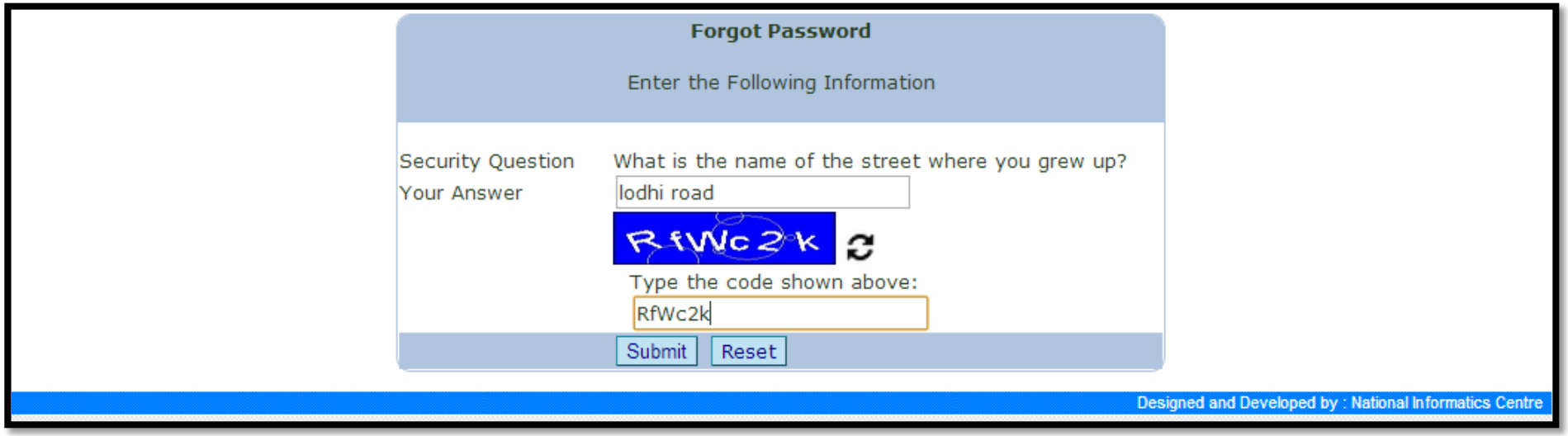
Enter the URL http://indianfrro.gov.in/frro/FormC and fill user id and password. Click on “Sign In” button.

- ✓ Open the URL for Form C Registration
- ✓ Click on the Sign In Link
- ✓ Fill the Form C data for the foreigners
- ✓ After completing the entry of guest data into the online system, a summary report can be generated and must be submitted periodically to concerned FRRO/FRO.
- ✓ Forgot Password link can be used to get the password through email after entering the security question answer filled during sign up process.

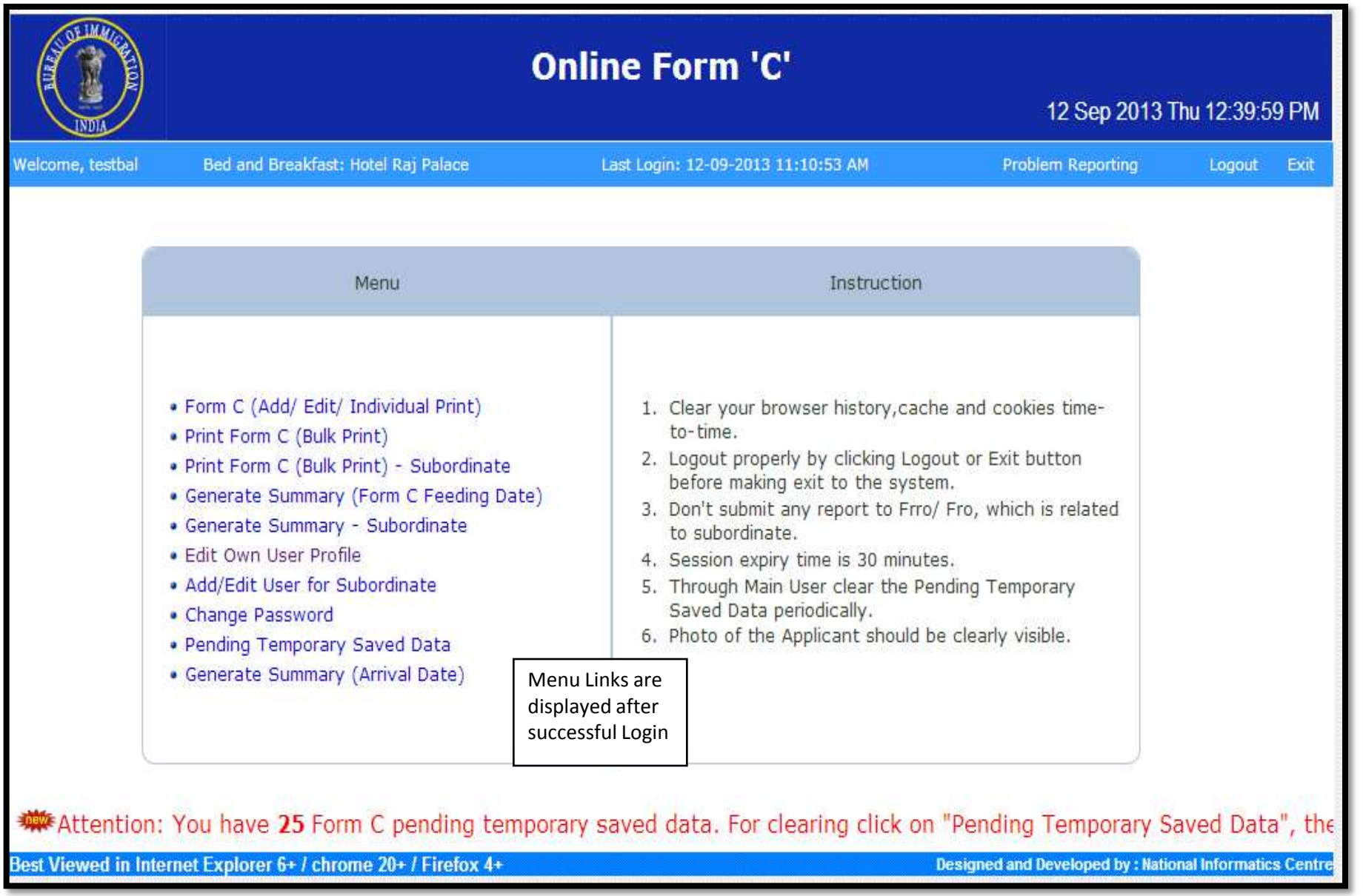

Online Form 'C'
Exit
Sign In
User ID
Password
Type the code shown above:
Sign In
Reset
Sign Up (Register)
Forgot Password
Best Viewed in Internet Explorer 6+ / chrome 20+ / Firefox 4+
Designed and Developed by : National Informatics Centre
Version 2.9



Enter User ID and type the letters as shown in the Image in the Textbox below.



✓Security question automatically appears on screen, which was chosen at the time of registration.
✓Enter- the answer to the Security Question selected at the time of registration.
✓Press Button-“Submit” to reset and get the Password through email.


Online Form 'C'
12 Sep 2013 Thu 12:39:59 PM
Welcome, testbal
Bed and Breakfast: Hotel Raj Palace
Last Login: 12-09-2013 11:10:53 AM
Problem Reporting
Logout
Exit
Menu
Instruction
Form C (Add/ Edit/ Individual Print)
Print Form C (Bulk Print)
Print Form C (Bulk Print) - Subordinate
Generate Summary (Form C Feeding Date)
Generate Summary - Subordinate
Edit Own User Profile
Add/Edit User for Subordinate
Change Password
Pending Temporary Saved Data
Generate Summary (Arrival Date)
1. Clear your browser history,cache and cookies time-to-time.
2. Logout properly by clicking Logout or Exit button before making exit to the system.
3. Don't submit any report to Frro/ Fro, which is related to subordinate.
4. Session expiry time is 30 minutes.
5. Through Main User clear the Pending Temporary Saved Data periodically.
6. Photo of the Applicant should be clearly visible.
Menu Links are displayed after successful Login
new Attention: You have 25 Form C pending temporary saved data. For clearing click on "Pending Temporary Saved Data", the
Best Viewed in Internet Explorer 6+ / chrome 20+ / Firefox 4+
Designed and Developed by : National Informatics Centre

1. Form-C(Add/Edit/Individual Print)

- ✓ The Accommodator can add Form C data for a Foreigner or Edit the temporary saved data and take the individual printout of the Form C.
- ✓ Form C Information will be saved, if you click **Save and Continue** button to submit the form.
- ✓ Partial information will be saved, if you click **Save and Exit** button. You can continue entering the remaining information later using the Application ID.
- ✓ If you click **Save and Continue** button, the form will be submitted and No further changes can be made.
- ✓ If you click **Logout** without doing either of that, your information will be lost.

Online Form 'C'
ARRIVAL REPORT OF FOREIGNER IN HOTEL

Menu Logout Exit

If you have already filled the form, please type your Application ID: Go Re-Print

Your Information will be saved unless you click **Save and Print** button to Submit the form , Partial information will be saved, if you click **Save and Exit** button. You can continue entering the remaining information later using the Application ID, if you click **Save and Print** button, the form will be submitted and No further changes can be made. If you click **Logout** without doing either of that, your information will be lost.

Accomodation Details (Hotel/Dharam Shala/Guest House/Lodge/ Individual House/ Institute etc.)

Name : **Hyatt Hotel**

Address : **D-3/121, CGO Complex**

State : **DELHI**

City/District : **DELHI**

Star Rating : **Five Star**

Phone No : **9999999999**

Mobile No : **9999999999**

Photo

Personal Details

Photo: Browse... Upload File

Help:
Kindly click upload after selecting the photograph
Maximum photo size limit is 50 KB

Surname: Nishant — As per the passport

Given Name *: Sharma

Sex *: Male

Date of Birth Date Format *: Date of birth in DD/MM/YYYY

Date of Birth *: 15/09/1985 — Date of Birth (As per the passport)

If MM/YYYY is chosen, then Date is set as 01/MM/YYYY
If YYYY is chosen, then Date is set as 01/01/YYYY
If AGE is chosen, then Date of birth is set as 01/01/2010 - (Age - (Current year - 2010))

Age *: 25 (Age as on 2010)

Nationality *: AFGHANISTAN

Address in country where residing permanently

Address in country where residing permanently *: kraken street — As per the passport

City *: Suburbia — City where residing permanently

Country *: NETHERLANDS

Address/Reference in India

Address/reference in India *: CGO Complex — For Address/Reference in India

State *: DELHI

City/District *: NEW DELHI

Pin Code *: 110056

Passport Details

Passport No *: 123456789

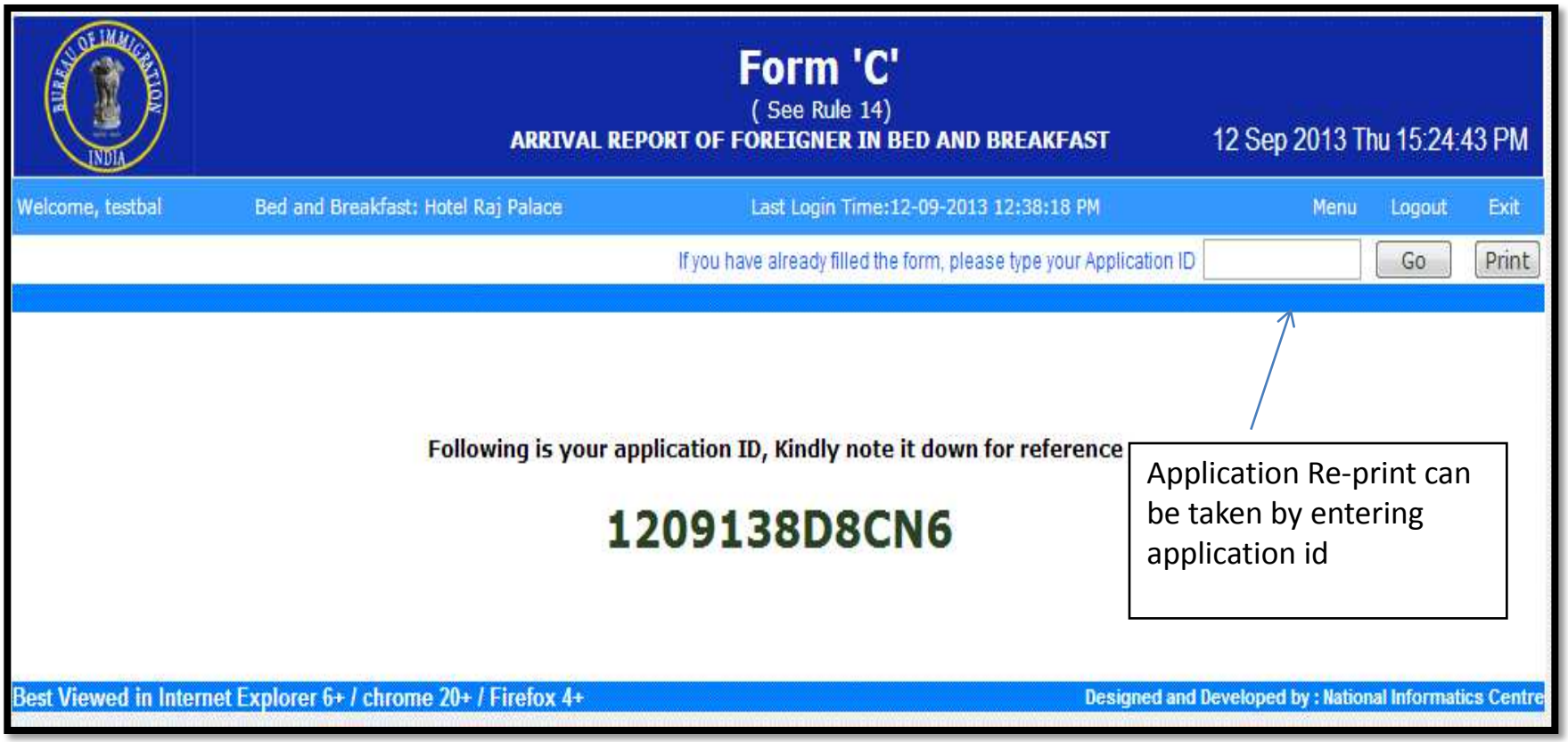
Place of issue *: Suburbia

Date of issue *: 15/09/2004 — DD/MM/YYYY

		01/01/YYYY
Age *	25 (Age as on 2010)	If AGE is chosen, then Date of birth is set as 01/01/(2010 - (Age - (Current year - 2010)))
Nationality *	AFGHANISTAN	
Address in country where residing permanently		
Address in country where residing permanently *	kraken street	As per the passport
City *	Suburbia	City where residing permanently
Country *	NETHERLANDS	
Address/Reference in India		
Address/reference in India *	CGO Complex	For Address/Reference in India
State *	DELHI	
City/District *	NEW DELHI	
Pin Code *	110056	
Passport Details		
Passport No *	123456789	
Place of issue *	Suburbia	
Date of issue *	15/09/2004	DD/MM/YYYY
Valid till *	15/09/2015	DD/MM/YYYY
Visa Details		
Visa No *	987654321	
Place of issue *	Suburbia	
Date of issue *	15/09/2011	DD/MM/YYYY
Valid till *	26/11/2011	DD/MM/YYYY
Type of visa *	ATTENDANT MEDICAL	
Arrival Information		
Arrived from Country *	BELGIUM	
Arrived from City *	Street	
Arrived from Place *	Place	
Date of Arrival in India *	22/09/2011	DD/MM/YYYY
Date of Arrival in Hotel *	22/09/2011	DD/MM/YYYY
Time of Arrival in Hotel *	06:30	HH:MM
Intended duration of stay in hotel *	4	No. of Days
Other Details		
Whether employed in India *	(•) Yes ( ) No	Choose Yes or No
Purpose of Visit *	Meeting friends/relatives	Choose Appopriate options
Next Destination *	(•) Inside India ( ) Outside India	
State	KERALA	
City/District	QUILON	
Place	none	
Contact Phone No (In India)	656566565656	
Mobile No (In India)		
Contact Phone No (Permanently residing Country)	656565656	
Mobile No (Permanently residing Country)		

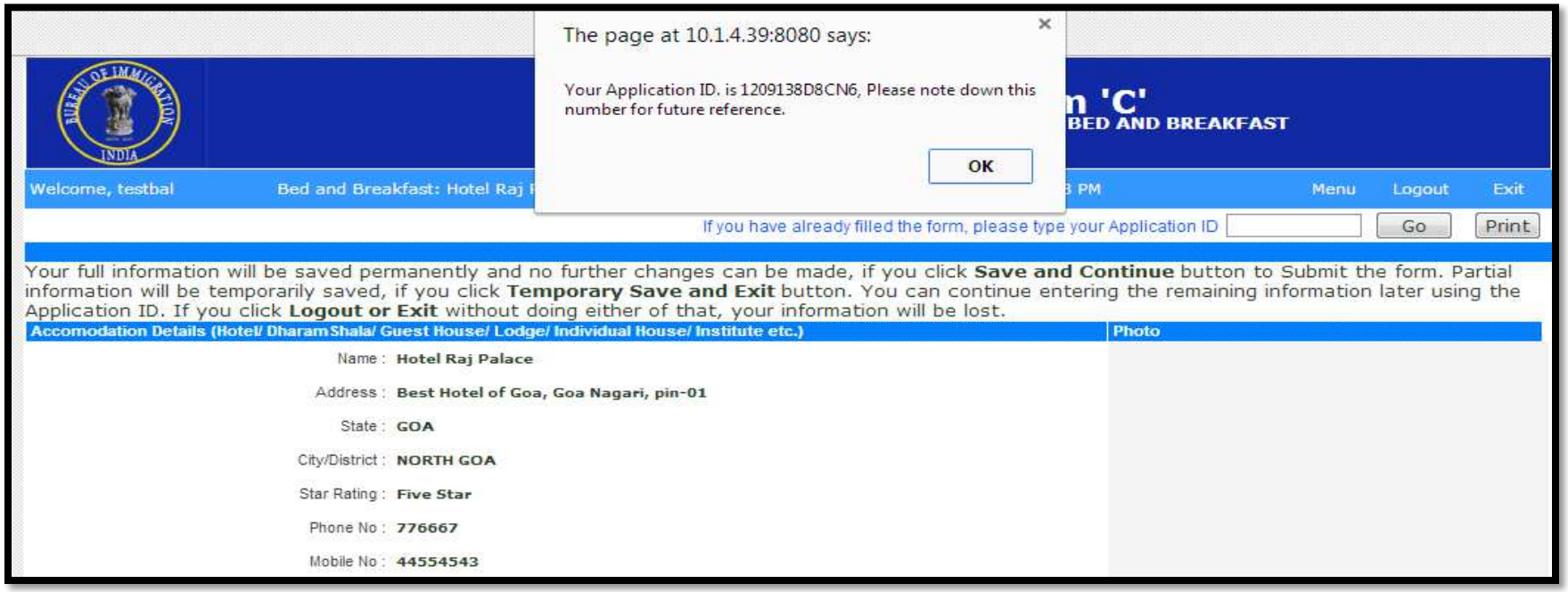
Save and Exit | Save and Continue

If Clicked on save and Exit



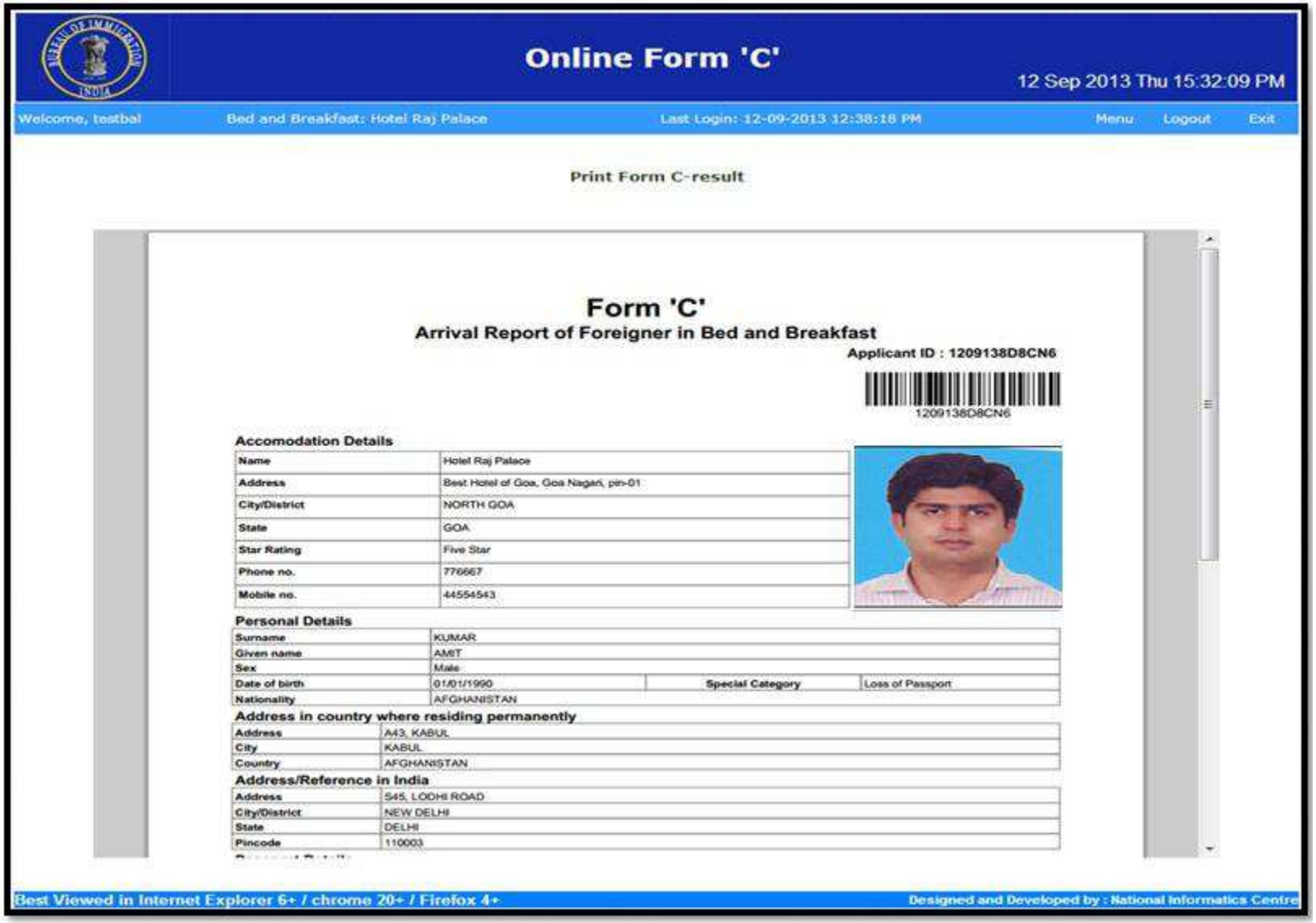
Partial information will be saved, if you click **Save and Exit** button. You can continue entering the remaining information later using the Application ID.

If Clicked on save and Continue



If you click **Save and Continue** button, the form will be submitted and No further changes can be made

Complete Form-C Sample



Online Form 'C'

12 Sep 2013 Thu 15:32:09 PM

Welcome, testbal | Bed and Breakfast: Hotel Raj Palace | Last Login: 12-09-2013 12:38:18 PM | Menu | Logout | Exit

Print Form C-result

Form 'C'

Arrival Report of Foreigner in Bed and Breakfast

Applicant ID : 1209138D8CN6

1209138D8CN6

Accomodation Details

Name	Hotel Raj Palace
Address	Best Hotel of Goa, Goa Nagari, pin-01
City/District	NORTH GOA
State	GOA
Star Rating	Five Star
Phone no.	776667
Mobile no.	44554543

Personal Details

Surname	KUMAR		
Given name	AMIT		
Sex	Male		
Date of birth	01/01/1990	Special Category	Loss of Passport
Nationality	AFGHANISTAN		

Address in country where residing permanently

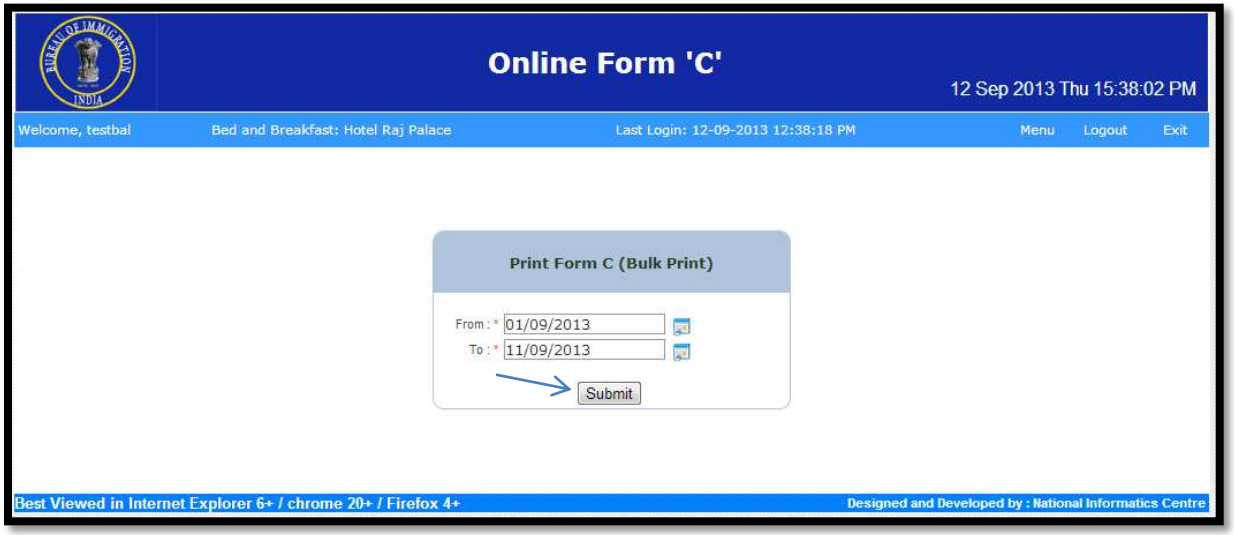
Address	A43, KABUL
City	KABUL
Country	AFGHANISTAN

Address/Reference in India

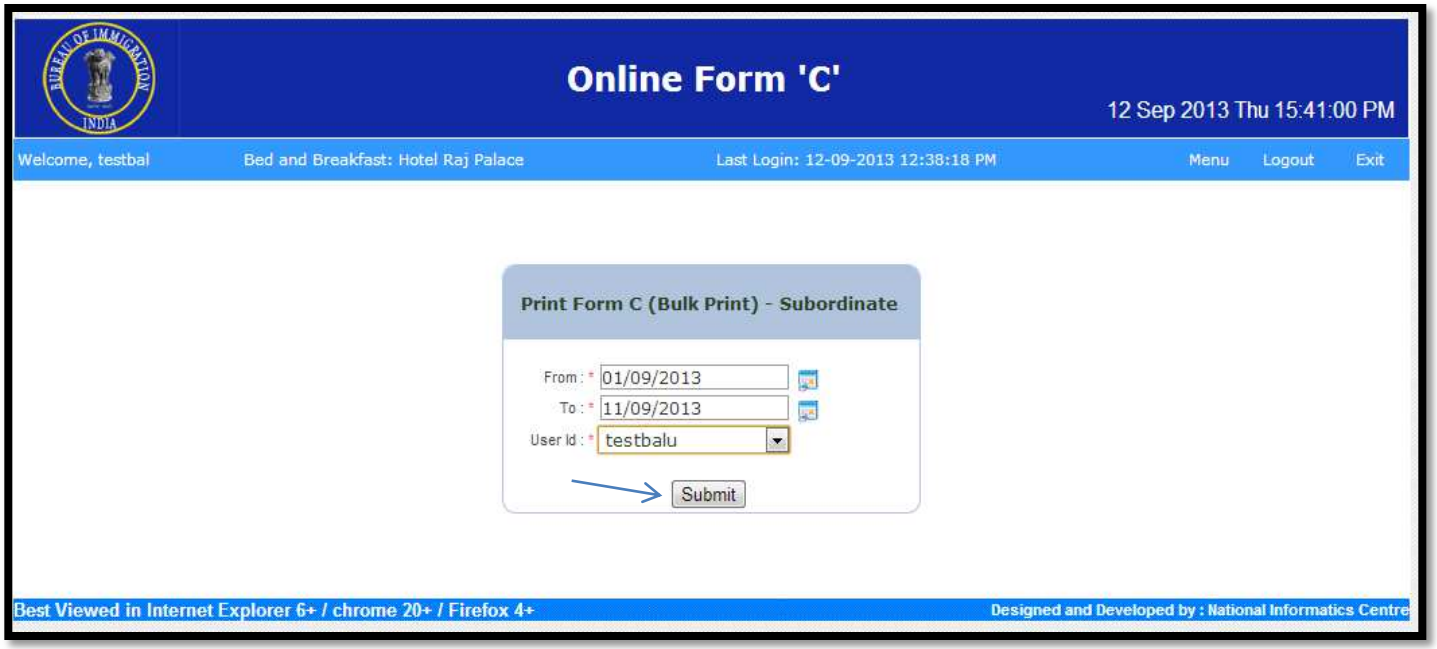
Address	S45, LODHI ROAD
City/District	NEW DELHI
State	DELHI
Pincode	110003

Best Viewed in Internet Explorer 6+ / chrome 20+ / Firefox 4+ | Designed and Developed by : National Informatics Centre

2. Print Form C(Bulk Print)

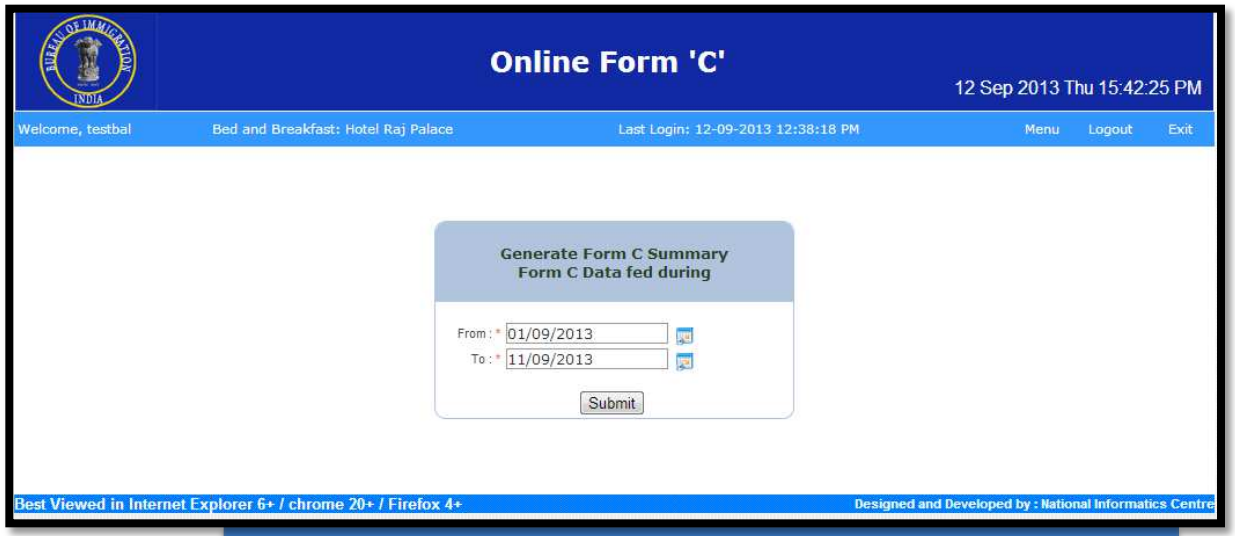


3. Print Form C(Bulk Print): Subordinate

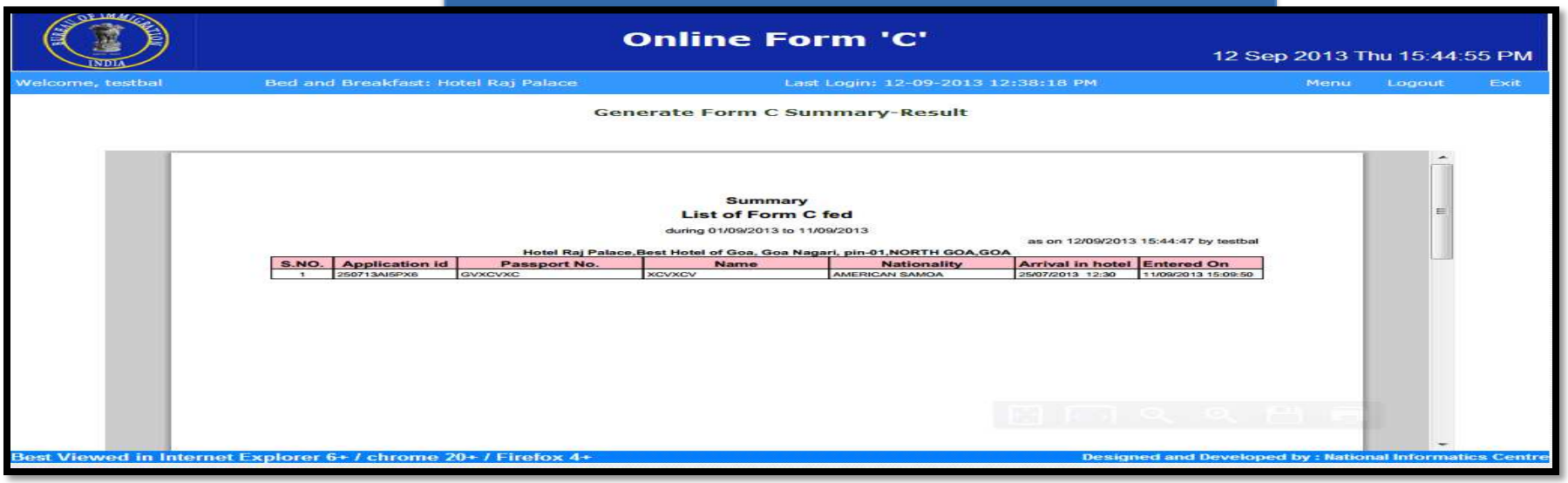


Enter the Date Range and User Id and Press Button-“Submit” to view the list of Foreigners who stayed at the accommodating place in this Date Range whose Form C was filled by the Subordinate selected in User Id from dropdown

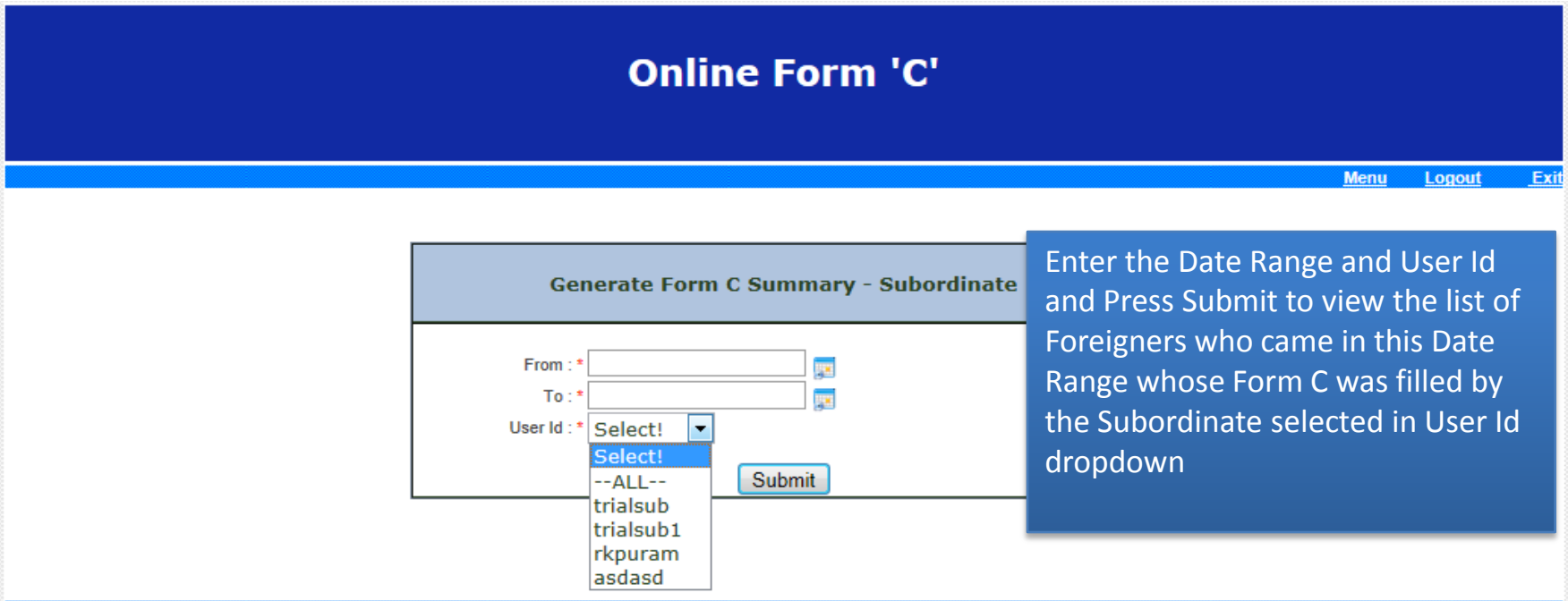
4. Generate Summary(Form C feeding date)

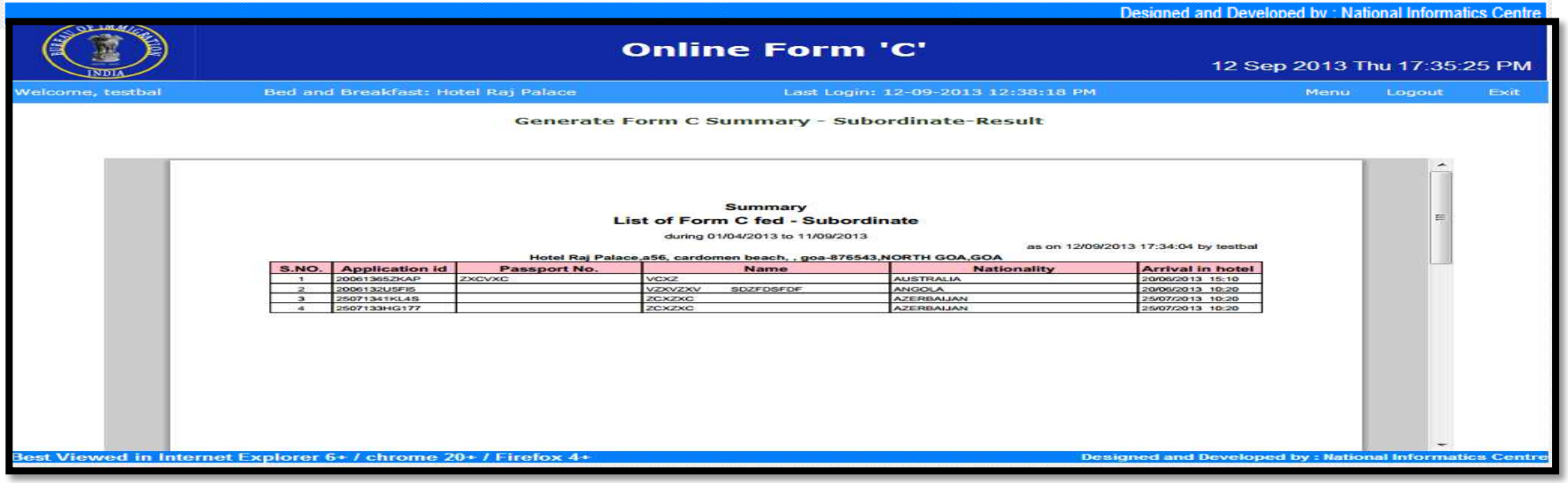


Enter the Date Range and Press Submit to view the list of Foreigners who came to stay at the Accommodating place in this Date Range

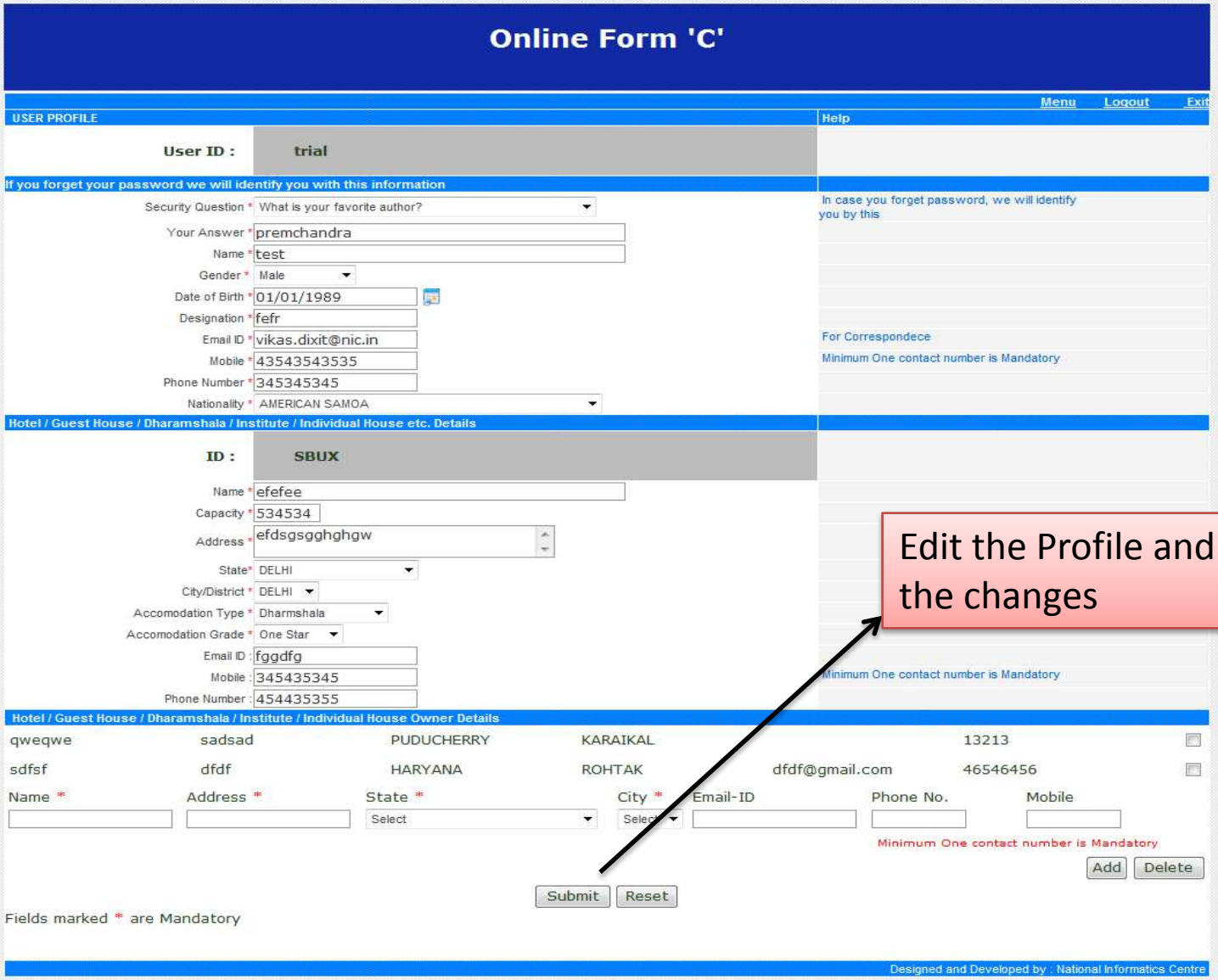


5. Generate Form C Summary(Subordinate)

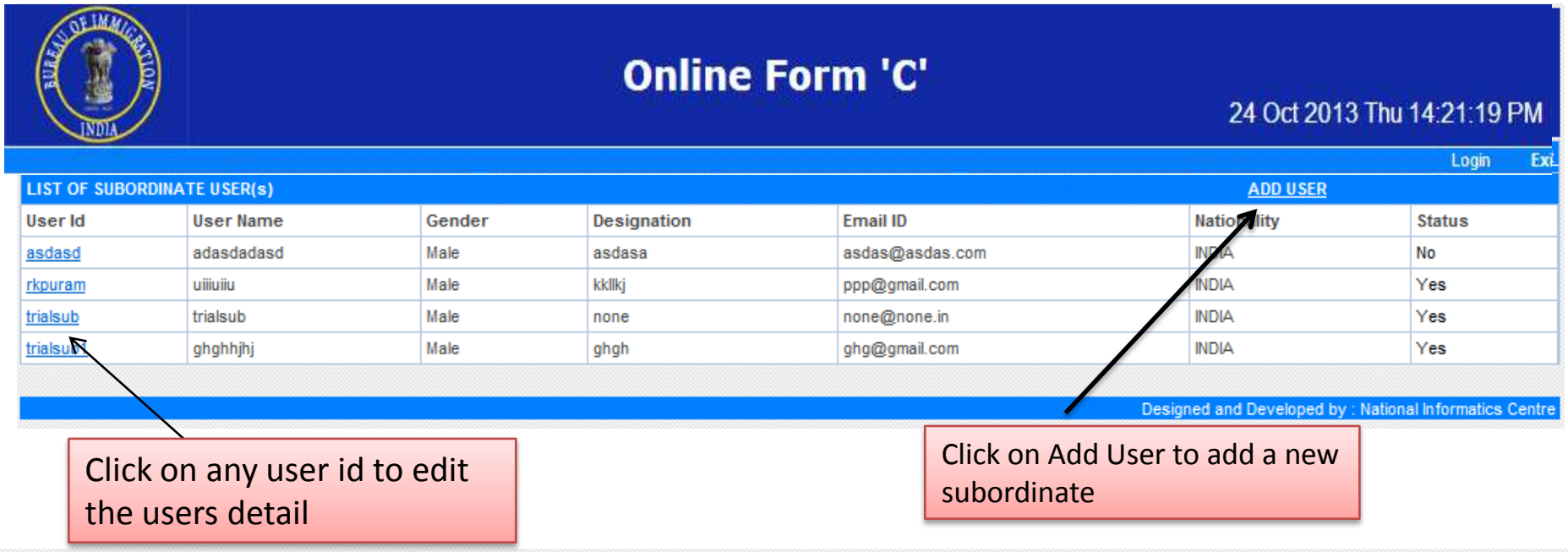




6. Edit own User Profile

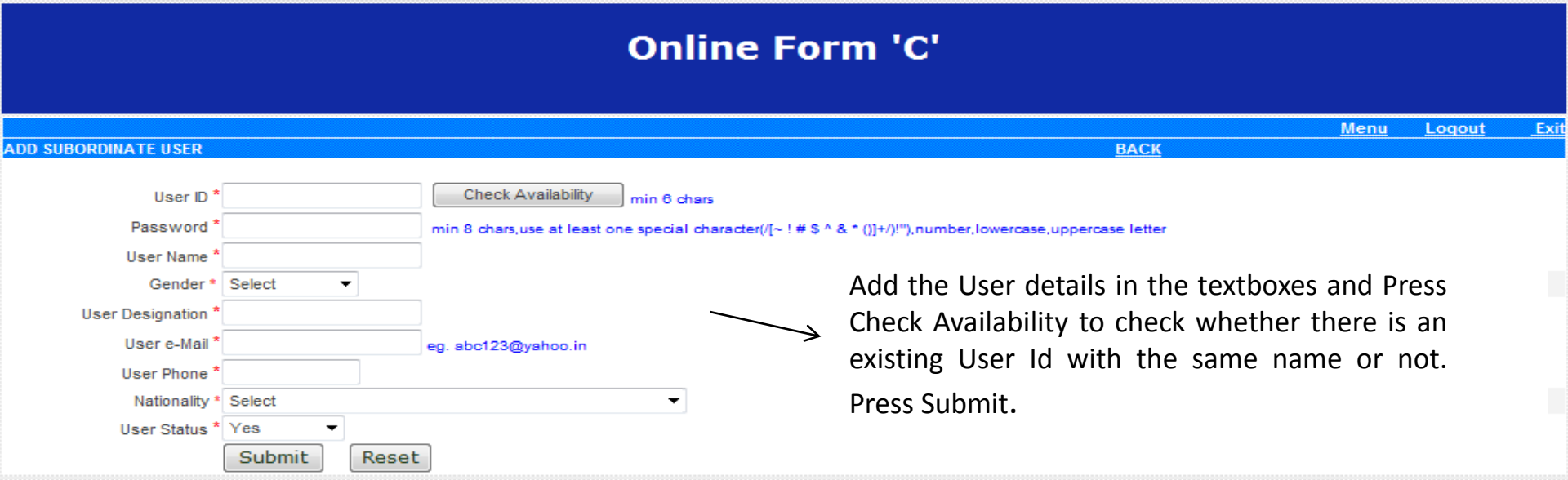


7. Add/Edit Users For Subordinate



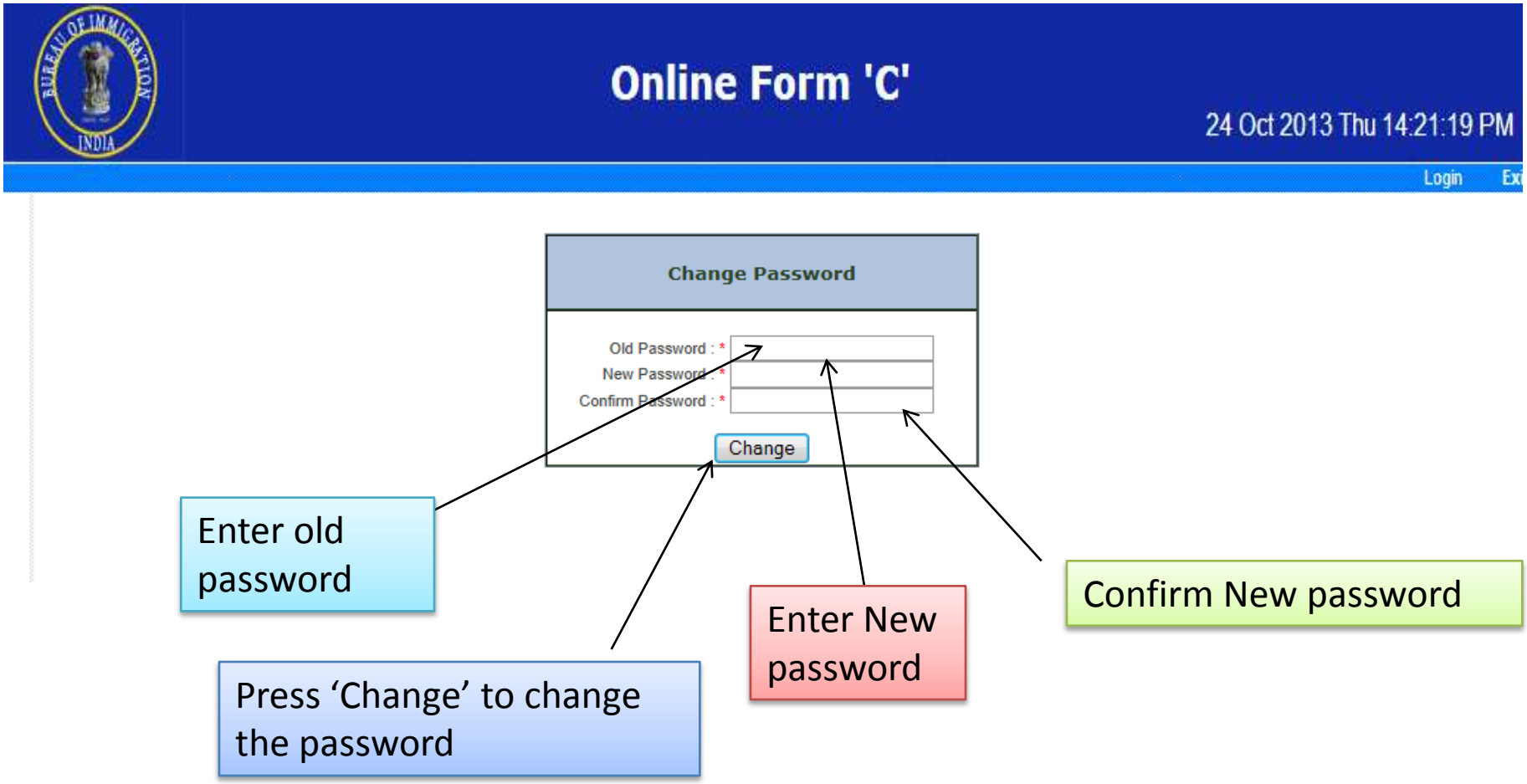
Click on any user id to edit the users detail

Click on Add User to add a new subordinate



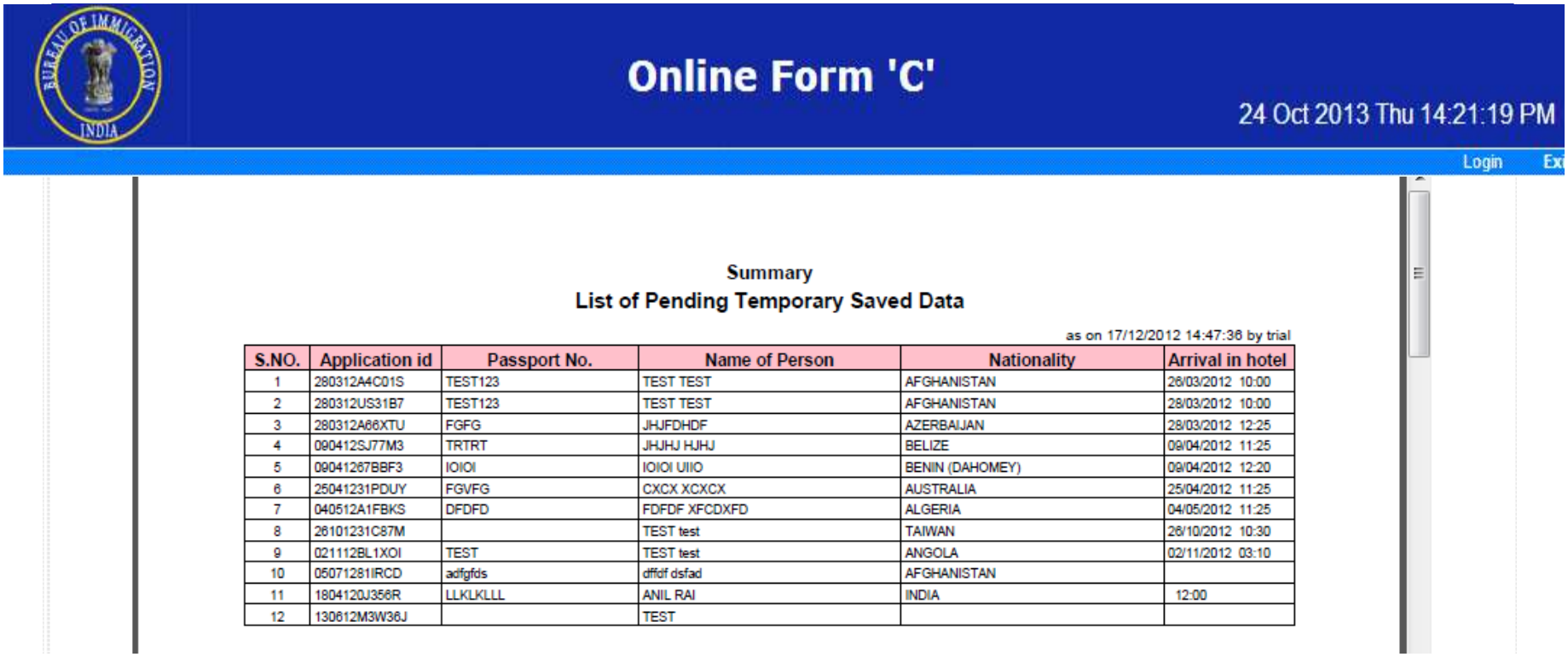
Add the User details in the textboxes and Press Check Availability to check whether there is an existing User Id with the same name or not. Press Submit.

8. Change Password



Note: Password cannot be same as of last three used passwords

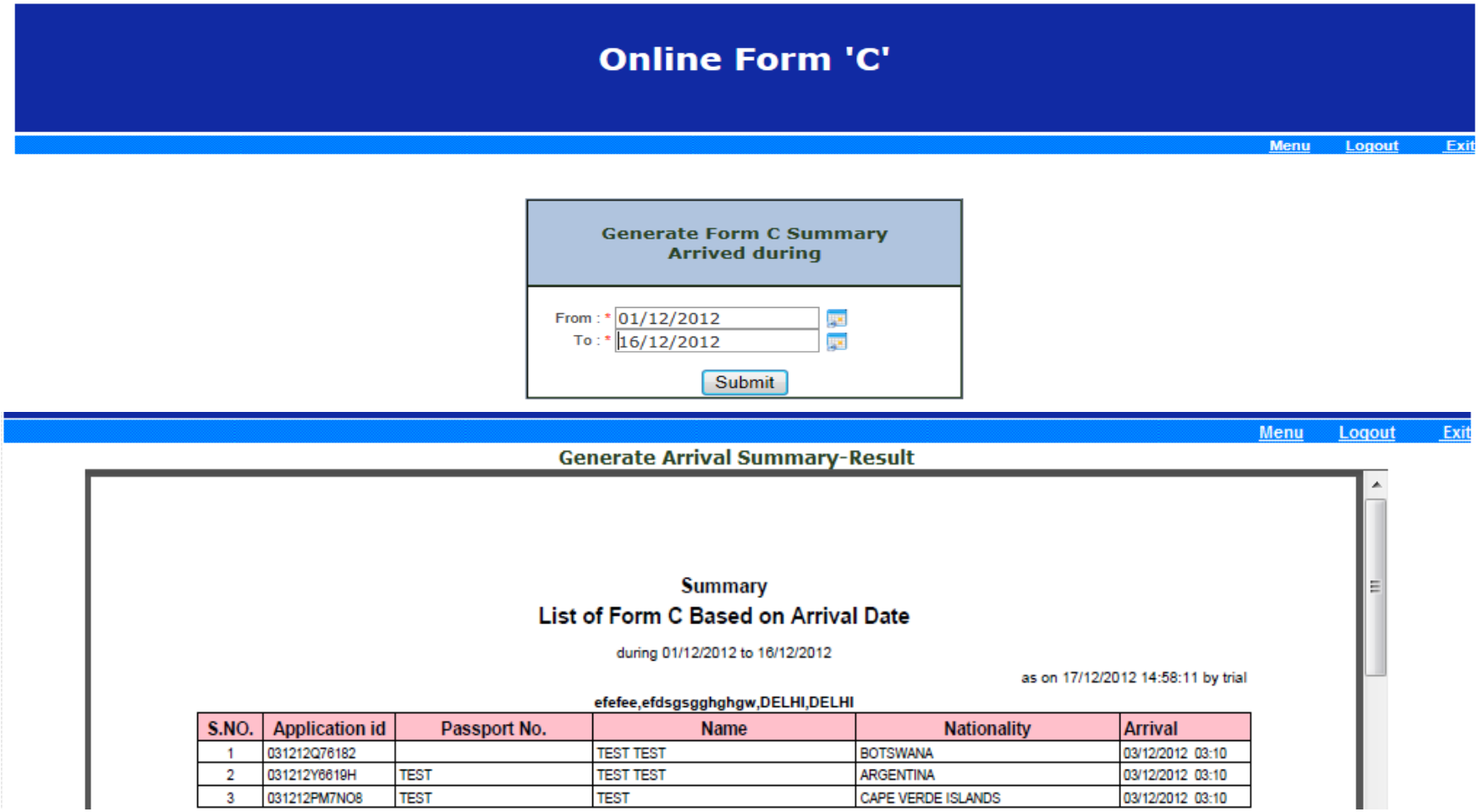
9. Pending Temporary saved data



S.NO.	Application id	Passport No.	Name of Person	Nationality	Arrival in hotel
1	280312A4C01S	TEST123	TEST TEST	AFGHANISTAN	26/03/2012 10:00
2	280312US31B7	TEST123	TEST TEST	AFGHANISTAN	28/03/2012 10:00
3	280312A66XTU	FGFG	JHJFDHDF	AZERBAIJAN	28/03/2012 12:25
4	090412SJ77M3	TRTRT	JHJHJ HJHJ	BELIZE	09/04/2012 11:25
5	09041267BBF3	IOIOI	IOIOI UIIO	BENIN (DAHOMEY)	09/04/2012 12:20
6	25041231PDUY	FGVFG	CXCX XCXCX	AUSTRALIA	25/04/2012 11:25
7	040512A1FBKS	DFDFD	FDFDF XFCDXFD	ALGERIA	04/05/2012 11:25
8	26101231C87M		TEST test	TAIWAN	26/10/2012 10:30
9	021112BL1XOI	TEST	TEST test	ANGOLA	02/11/2012 03:10
10	05071281IRCD	adfgfds	dffdf dsfad	AFGHANISTAN	
11	1804120J356R	LLKLKLLL	ANIL RAI	INDIA	12:00
12	130612M3W36J		TEST		

This option allows the Accommodator to view the list of all temporary saved data for the form C and the data submitted by the Subordinates which has to be finalized.

10. Generate Summary(Arrival Date)



The Accommodator can generate arrival summary of the foreigners arrived in the accommodating place for form C during two particular dates i.e. ‘from’ and ‘To’.

Thank You!

Step by step procedure to use Form C system.

Step-1 How to create user id and password to access Form-C system

- To use Form-C system hotel has to register in system by filling-up online request form.
- How to get online request form?

  Visit website **boi.gov.in** and click **Form C** OR directly visit **http://indianfrro.gov.in/frro/FormC**
  Click on **Sign Up** link.
  Fill the details in - '**User Registration for Form C and From S**' page as given below -

  - **Individual Registration**:

1. User Id: Enter user id consisting of alpha-numeric characters only. Check its availability if not available give different user id.
2. Password: min 8 chars, use at least one special character (/.[~!@'#$%^&*?_~-,()]+/)"),number, lowercase, uppercase letter.
3. Confirm Password: Enter exactly same password as above.

  - **Security Questions :**

1. Security Question: choose one of the security questions from options available.
2. Your Answer: specify your secret answer to the above question and remember it.
3. Name: Enter your full name in the provided space.
4. Gender :Choose your gender
5. DOB: Select date of birth using calendar icon (format dd/mm/yyyy)
6. Designation : Mention your designation in the hotel
7. Email Id: Enter your valid email id
8. Mobile: Enter your mobile no.
9. Phone No: Enter your phone no.
10. Nationality: Select your Nationality from drop down option.

  - **Hotel/Guest House / Dharmashala /Institute/ Individual House etc. Details :**

1. Name : Enter Name of the Accommodation
2. Capacity: Number of guest it can accommodate.
3. Address: Location of the accommodation.
4. State : Select state (_____)
5. City/Districts: Select Concerned FRO (This binds the accommodation under the jurisdiction of concerned FRO)
6. Accommodation type: Select appropriate **accommodation type**.
7. Accommodation grade: Select appropriate **accommodation grade** else select others.
8. Email Id: Enter registered email id of the accommodation.
9. Mobile: Accommodation mobile no.
10. Phone No: Accommodation Phone No

  - **Hotel/Guest House / Dharmashala /Institute/ Individual House Owner Details :**

1. Name: Full name of the owner of the accommodation.
2. Address: Address for communication.
3. State: Select state City: Mention city to which owner belong.
4. Email-id : Email Id of the owner,
5. Phone No: Owner's phone no.
6. Mobile: Owner's Mobile no.

- Next Click on **Add** button to add owner , you can add multiple owner by filling details once again and clicking the same Add button
- Type the code shown: Now **enter the exact characters** shown inside the screen and click on **submit.**
- After Submitting the form you will get **User Registration for Form C** page with the following message, "**User registered**, kindly take the printout of the Application, right **click here** and choose target to save the application and take a printout".
- The Printout is the requisition form which should be duly signed and submitted at the address of the concerned FRRO mentioned in the printout.
- The requisition form will be verified by FRRO against the details furnished by hotel keeper and the status of requisition as approved or rejected will be communicated by FRRO.
- Once UserId is approved by the FRRO, the hotel keeper can sign in using the same on the website : **http://indianfrro.gov.in/frro/FormC**

Step-2 How to enter foreigners' arrival details and Submission of Form C

- After approval of hotel keeper's request form by FRRO office, the hotel keeper can start filling the Form C data of the foreigner in the website **http://indianfrro.gov.in/frro/FormC**
- Click on **Sign In** button on the screen enter the approved user-id & password.
- After successful login hotel keeper get **Menu Screen** i.e. –

1. **Form C** (Add/Edit/Individual Print) – To fill the data of the foreigner arrived in the hotel (refer page 3 for details)
2. Print Form C (Bulk Print) –: To take detailed print of foreigners' data entered during specified dates.
3. Print Form C (Bulk Print) – subordinate -: To take detailed print of foreigners' data entered by all or selected subordinate during specified dates.
4. **Generate Summary (Form C Feeding Date)** –: To generate reports of the foreigners' Form C Summary data entered in the hotel during specified feeding periods (i.e. daily, weekly, monthly, quarterly, half yearly & yearly) based on from date & to date selection.
5. Generate Summary – Subordinate -: To take a print of summary report of foreigners' data during specified feeding dates and selected subordinate.
6. Edit Own User Profile – To edit details about hotel keepers, hotel and hotel owner.
7. **Add/Edit User for Subordinate –** To add/edit additional subordinate staff (if needed) under hotel keeper for filling up foreigner's data on arrival.
8. Change Password – Facility to manage hotel keeper's password.
9. **Pending Temporary Saved Data** –: Daily Report for hotel keeper to submit & finalize the arrival data entered by the subordinates (if any) under hotel keeper.
10. Generate Summary (Arrival Date) –: To generate report of foreigners based on selected arrival date in the hotel.

Form C (Add/Edit/Individual Print) – **Step by step how to fill-up online form of Form C.**

- When hotel keeper click at Form C (Add/Edit/Individual Print) of the Menu, hotel keeper gets the screen as "Online Form 'C' ARRIVAL REPORT OF FOREIGNER IN HOTEL".
- On the screen hotel keeper have to fill-up information of the foreigner.
- In the section of "Accommodation details" hotel information is populated as per the request form filled by the hotel keepers previously.
- In the section Personal details – Given name, Sex, DOB, Age, Special category, Nationality are mandatory fields.
  - For inserting photo of the foreigner – you have to save a photo in .jpg format in your computer and size of the photo should be less than 50 KB.
- In the section of Address in country where residing permanently - Permanent address, city, country are mandatory fields.
- In the section of Address / Reference in India - Address / Reference in India, State, city/district and Pin code are mandatory fields.
- In the section of Passport details - foreigners Passport number, place of issue, date of issue and passport valid date are mandatory fields.
- In the section of Visa details - foreigners Visa number, place of issue, date of issue and Visa valid date, Type of visa are mandatory fields.
- In the section of Arrival Information – Arrived from Country, Arrived from City, Arrived from Place, Date of Arrival in India, Date of Arrival in Hotel, Time of Arrival in Hotel, Intended duration of stay in Hotel are mandatory fields.
- In the section of other details - Whether employed in India, Purpose of Visit and Next Destination of the foreigner are mandatory fields.
- After filling-up above mentioned details of the foreigner –
  - Your information will be saved if you click **Save and Continue** button to submit the form.
  - Partial information will be saved, if you click **Save and Exit** button, you can continue entering the remaining information later using the Application ID which will generated on the screen.

Important Note -

- If you click **Save and continue button,** the form will be submitted and no further changes can be made.
- If you click **Logout** without doing **Save and Continue or Save and Exit**, your information will be lost.
- **The data of the foreigners filled by the subordinate should be finalized by the Hotel keeper.**

Add/Edit User for Subordinate - **Further creation of user by hotel keeper**

- **Add/Edit User for Subordinate :** A Hotel keeper can further create users using this link
  - **Click on ADD USER fill following details :**
    1. **User Id**
    2. **Password**
    3. **User Name**
    4. **Gender**
    5. **User Designation**
    6. **User email**
    7. **User Phone**
    8. **Nationality**
    9. **User Status**

    All fields are mandatory.

    Now, click on Submit button, 'A New User Created' message is displayed on the screen.

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