

Business Visa India

Documents Checklist • FRRO Registration • Visa Extension

OFFICIAL CLIENT REFERENCE GUIDE — 2026 EDITION

This checklist by **Fargo Worldwide** is a ready reference for foreign nationals applying for a **Business Visa to India**, and for those already in India who need to complete **FRRO registration** or apply for a **visa extension** through the e-FRRO portal (indianfrro.gov.in). Use it to organise your file before submission so your application moves smoothly through the Indian Mission or the Foreigners Regional Registration Office (FRRO / FRO). Tick each item once you have a clear, legible copy ready.

1,000+ Clients Served	6+ Years Visa Expertise	25+ Countries Served	4.9/5 ★ Google & Facebook
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Visa Type	Business Visa (B-Visa) — Regular / Paper or e-Business Visa
Purpose	Business meetings, exploring trade, setting up ventures, exhibitions, contract negotiation
Validity	6 months to 5 years (single / double / multiple entry)
Stay per Visit	30 / 90 / 160 / 180 days as endorsed on the visa
FRRO Registration	Mandatory if stay exceeds 160 / 180 days, or as endorsed on the visa
Apply Within	14 days of arrival for Regular / Paper Business Visa (24 hours for Pakistani nationals)
Portal	indianfrro.gov.in (e-FRRO) — fully digital
Extension	Regular Business Visa is extendable; e-Business Visa is NOT extendable

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DOCUMENTS CHECKLIST FOR BUSINESS VISA*For applying at the Indian Mission / Embassy / VFS abroad*

Submit the following documents along with your online Indian Visa application form. All business letters must be on official company letterhead, in English, signed, stamped, and addressed to the Embassy / High Commission / Consulate of India.

A. Personal & Identity Documents

- **Original passport** with minimum 6 months validity beyond intended stay and at least 2 blank pages.
- Photocopy of the passport bio-data page (and any previous visa page).
- Two recent **passport-size colour photographs** (2" x 2", white background, front view, no spectacles).
- Completed and signed **Indian Visa Online Application Form** from indianvisaonline.gov.in.
- Copy of any **previous Indian visa**, if applicable.
- Proof of **current residential address** (utility bill, lease, or driver's licence).
- Proof of **nationality / residence status** if applying outside country of citizenship.

B. Business-Purpose Documents

- **Invitation Letter** from the Indian host company on letterhead — stating purpose of visit, duration, places to be visited, applicant's passport details, and the host's contact details.
- **Covering / Introduction Letter** from the applicant's foreign company on letterhead — explaining nature of business, designation of the applicant, and confirmation of financial responsibility.
- **Certificate of Incorporation / Trade Licence** of the foreign (sending) company.
- **Certificate of Incorporation** of the Indian (host) company.
- **Indian Company PAN card**.
- **Business card** of the applicant.
- Brief profile of both companies and proof of **business relationship** (MoU, contract, purchase order, or prior correspondence).
- Chamber of Commerce recommendation letter (where required by the Indian Mission).

C. Financial & Travel Documents

- Bank statements for the **last 6 months** (applicant or sponsoring company).
- Latest **Income Tax Return** or salary slips of the applicant.
- **Confirmed return / onward air ticket** or detailed itinerary.
- Proof of **accommodation** in India (hotel booking or host's address with letter of stay).
- Travel / medical insurance (recommended; mandatory for some nationalities).
- Visa fee payment receipt.

Important

All business letters must clearly mention the applicant's **full name, passport number, issue date and expiry date**. Letters should be in English, on letterhead, signed by an authorised signatory, and addressed to the relevant Indian Mission. Any mismatch between application data and supporting documents is the single most common reason for delays and rejections.



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BUSINESS VISA FRRO REGISTRATION IN INDIA

Mandatory registration after arrival via the e-FRRO portal

Foreign nationals on a Business Visa whose continuous stay in India exceeds **160 / 180 days**, or whose visa specifically endorses registration, must register with the Foreigners Regional Registration Office (FRRO / FRO). **Regular / Paper Business Visa holders** must register **within 14 days of arrival**. Pakistani nationals must register within 24 hours. Registration is done online through the **e-FRRO portal** (indianfrro.gov.in). Children below 16 years are generally exempt.

A. Applicant Documents

- Original passport and a clear copy of the **bio-data page**.
- Copy of **valid Business Visa** page.
- Copy of the **Indian immigration arrival stamp** (entry stamp on passport).
- Recent **passport-size colour photograph** (white background, e-FRRO upload specs).
- Online **Form C** generated by the hotel, OR proof of residential address in India (rent agreement / electricity bill / landline bill of host).
- If staying with a friend/relative — **NOC letter** from the host along with their photo ID and address proof.
- Copy of **PAN card**, or acknowledgement of PAN application.
- Valid **Indian mobile number and email ID** (required for e-FRRO OTP authentication).

B. Company / Sponsor Documents (Indian Host)

- **Forwarding / Request letter** from the Indian host company on letterhead, signed by an authorised signatory, mentioning the applicant’s name, designation, purpose, duration of stay, and full local address.
- **Certificate of Incorporation** of the Indian company / Registration Certificate.
- Copy of company’s **PAN card** and **GST registration**.
- Latest **company balance sheet** or proof of turnover (where applicable).
- Copy of the **Invitation Letter** originally submitted for the visa.
- Page bearing the **Director Identification Number (DIN)** of the authorised signatory.
- Permission letter from **RBI / Government of India** — for joint ventures or collaboration projects.
- **Notarised Indemnity Bond** on Rs. 100 stamp paper, signed by an Indian person/company, where required.

C. e-FRRO Registration Process — Step by Step

- **Step 1:** Create an account on indianfrro.gov.in/eservices using a valid Indian mobile number and email.
- **Step 2:** Select your nationality and present address in India (state, district / city, name, gender).
- **Step 3:** Choose service — **“FRRO Registration”** → **Business Visa**.
- **Step 4:** Fill in personal, passport, visa, arrival, address, occupation and Indian company details exactly as per the passport.
- **Step 5:** Upload all documents in **PDF format** plus the photograph as per portal specifications.

- **Step 6:** Wait for further instructions from FRRO — police verification may be conducted at your residence or office.
- **Step 7:** Application is typically reviewed in **12–15 working days**; physical visit only if specifically summoned by FRRO / FRO.
- **Step 8:** Pay the fee online via UPI / Net Banking / Credit or Debit Card through the secure SBlePay gateway.
- **Step 9:** Download the **Registration Certificate / Residential Permit (RC / RP)** from the portal (also emailed to your registered ID).

Processing & Penalty Note

Standard processing takes **12 – 15 working days** after document verification. The applicant generally does not need to visit the FRRO office unless specifically called for an interview. **Late registration** attracts a penalty and may complicate exit clearance. Apply on the e-FRRO portal as early as possible after arrival.



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BUSINESS VISA EXTENSION IN INDIA

Extending the validity of your Business Visa via e-FRRO

A regular (paper / sticker) Business Visa can be extended by the FRRO / FRO on a case-by-case basis, subject to merit and continuing business requirement. **e-Business Visas are NOT extendable.** Apply through the e-FRRO portal **at least 2 weeks before** your current visa expires to avoid overstay. The applicant must be present in India throughout the extension process.

A. Applicant Documents

- Copy of **passport bio-data page** (valid for at least 6 months beyond requested extension).
- Copy of **current Business Visa** and all previous Indian visa pages.
- Copy of **latest immigration arrival stamp** in India.
- Copy of **Registration Certificate / Residential Permit (RC / RP)**, if registered earlier.
- Recent **passport-size colour photograph** (as per e-FRRO upload specs).
- Proof of **current Indian residential address** — Form C, lease, or utility bill.
- Copy of applicant's **PAN card**.
- Applicant's latest **Income Tax Return** filed in India (if applicable).
- **Bank statement** demonstrating sufficient funds for continued stay.

B. Business / Sponsor Documents

- **Request letter for extension** from the Indian host company on letterhead — clearly stating the reason and duration of extension required, and the ongoing business activity.
- **Business justification letter** explaining why the applicant must remain in India.
- **Covering letter** from the applicant's foreign company supporting the extension.
- Updated **Certificate of Incorporation** of the Indian company.
- Indian company's **PAN, GST, and latest balance sheet / turnover proof**.
- Evidence of **ongoing business / project** (contract, MoU, purchase orders, project status report).
- Permission letter from **RBI / Government of India**, where applicable.
- **Notarised Indemnity Bond** on stamp paper, where required.

C. e-FRRO Visa Extension Process — Step by Step

- **Step 1:** Log in to your existing account at indianfrro.gov.in/eservices.
- **Step 2:** Confirm nationality and present address in India.
- **Step 3:** Select service — “**Visa Extension**” → **Business Visa**.
- **Step 4:** Complete the extension form with personal, passport, visa and company details.
- **Step 5:** Upload all required documents in PDF format — photo, passport, visa, address proof, company documents, justification letter, request letter.

- **Step 6:** Wait for FRRO instructions; respond promptly to any query.
- **Step 7:** Application review (FRRO verifies documents and address) — usually **12–15 working days**.
- **Step 8:** Pay the applicable extension fee online via SBlePay (Net Banking / Credit or Debit Card / UPI).
- **Step 9:** Download the **Visa Extension Certificate** from the portal (also emailed to you).

Overstay Warning

Staying in India beyond visa validity without an approved extension is a serious offence. Overstay penalties can go up to **INR 3,00,000 (three lakh Indian rupees)** depending on the duration, and may include exit-permit requirements, deportation, and future visa bans (short-term or lifetime). If your visa has already expired, you must apply for an **Exit Permit** via e-FRRO before leaving India.



Common Mistakes to Avoid

- Missing the **FRRO registration deadline** (14 days from arrival for Regular Business Visa).
- **Incorrect or inconsistent document uploads** — name, DOB or passport number mismatch across files.
- Choosing the **wrong visa category** on the e-FRRO portal.
- Submitting to the **wrong FRRO office** (jurisdiction must match your address in India).
- Applying **late for extension** — apply at least 2 weeks before visa expiry.
- **Working illegally** or earning a salary in India on a Business Visa (Business Visa does not permit employment).
- Submitting **blurred scans**, oversized files, or incorrect photograph specifications.
- Ignoring police verification calls or e-FRRO portal messages.

General Tips for a Smooth Application

- ✓ Keep **name, date of birth, passport number, and address consistent** across every form, letter, and supporting document.
- ✓ Scan documents in **clear, colour PDF** within the portal's file-size limit.
- ✓ Carry **originals** for verification — even when applying online.
- ✓ Apply **at least 2 weeks in advance** of any deadline (arrival + 14 days, or visa expiry).
- ✓ Update the FRRO **immediately** on any change of address or employer in India.
- ✓ Retain digital and printed copies of every submission, payment receipt, and approval.
- ✓ Cooperate with any **police verification visit** at your residence or office.

Why Choose Fargo Worldwide?

- Expert guidance for **FRRO Registration & Business Visa filing** • Fast and accurate **Business Visa Extension** applications
- **Exit Permit** assistance for overstay or expired visa cases • **6+ years** of immigration experience and **1,000+** clients served
- **4.9 / 5** rating on Google & Facebook • **100% transparent** process and personalised guidance from experts

Need Help With Your Business Visa?

Get expert assistance from Fargo Worldwide for end-to-end Business Visa documentation, FRRO Registration, and Visa Extension across India. Share your passport copy and current visa with us to receive a personalised checklist and timeline.

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