

## **Important Information**

### **I. Penalty for late Registration:**

No fee is charged for registration, but a penalty in Indian currency equivalent to US\$ 30/-(Rs.1395/-) in case of late registration is charged. This fee can be revised from time to time

### **II. Liability of production of Registration Certificate**

Every registered foreigner shall, within twenty-four hours, which can be extended if sufficient cause is shown, on demand by any Registration Officer, any magistrate or any police officer not below the rank of a head constable, produce his certificate of registration for inspection by such registration officer, magistrate or police officer. If the Registration Officer, magistrate or police officer, not being below the rank of an Inspector is of the opinion that the passport or other documents of identification produced by the foreigner do not furnish adequate proof of identity and if the registration certificate does not bear the photograph or finger impressions/signatures, he may be asked to produce, four copies of passport size photograph, four complete sets of his finger impressions/signatures, one of which shall be made on the Registration Certificate. The finger impression/signatures shall be made in the presence of the Registration Officer and each set attested by him.

### **III. Change in Registered address:**

A foreigner shall be deemed to have changed his registered address, if he changes his residence from one place to another place in India and if having no residence, he leaves his registered address knowing that he is not likely to return within six months of leaving it. In such a case, he/she is required to register at the new place of residence.

### **IV. 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.

### **V. Duplicate certificate of registration:**

If any certificate of registration, issued under these rules is lost or destroyed, the foreigner to whom it was issued, shall make or send to the Registration Officer of the district of his registered address a report of circumstances in which it was so lost or destroyed together with an application in writing a copy of police report in order to issue a duplicate copy of the certificate of registration.