

ESSENTIALS DEEP-DIVE · IMMIGRATION

Form C *Explained*

Form C is your host's 24-hour duty to report your stay to the FRRO, not a document you file. Here is exactly how it works, what you must confirm, and why it matters for your registration.

24 hrs host files after check-in

Sec 8 duty under the 2025 Act

Here is the single most important thing to understand about **Form C**: it is **not** a document you file, and it is **not** an ID you carry. Form C is an **electronic report your host**, your hotel, your landlord, or your employer, must submit to the **FRRO** within **24 hours** of you checking in. It tells Indian immigration where you are staying. You never hold it; you simply make sure it gets done. This guide explains exactly how Form C works, whose duty it is in 2026, what you must confirm and provide, and how it quietly supports your own FRRO registration. Your IKAN consultant chases your host so this never falls through the cracks.

24 hrs HOST FILES AFTER YOU CHECK IN	12-digit UNIQUE FORM C ID GENERATED	Sec 8 HOST'S DUTY UNDER THE 2025 ACT	Host FILES IT, NOT YOU
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DO THIS FIRST

The moment you check into any accommodation in India, **confirm your host knows about Form C and will file it within 24 hours**. Most hotels do this automatically, but **private landlords and friends often don't know the rule exists** and only act when you prompt them. Hand your host clear copies of your passport, visa and arrival stamp, and ask them for the **12-digit Form C ID** once it's generated. Keep that ID, it makes your own FRRO registration far smoother.

START HERE

What Form C actually is

Form C is an **electronic arrival report**. When a foreign national stays anywhere in India, a hotel, a service apartment, a rented flat, or a friend's home, the **person providing that accommodation** must report the stay to the local FRRO (Foreigners Regional Registration Office) through the online Form C portal. It is a reporting obligation that sits with the **host**, not with you. It produces **no card, permit or ID** that you personally hold, only a 12-digit reference number on the portal that confirms the report was filed.

i This is the part everyone gets wrong. Form C is **not** something a landlord "issues to" you, and it is **not** a document you submit yourself. It is your **host's report about you**, filed to the FRRO. You don't walk away holding a Form C, you walk away having **confirmed it was filed**. Form C **supports and streamlines** your FRRO registration; it does not itself produce an ID you must carry.

WHO MUST FILE

Whose duty it is

Anyone providing accommodation to a foreign national is the “host” and carries the duty to file Form C:

Hotels & commercial stays

Hotels, guesthouses, hostels and service apartments. These almost always file Form C automatically at check-in, it's routine for them.

Landlords & private hosts

Anyone renting a flat to you, an Airbnb host, or a friend or relative hosting you. They are responsible too, and most don't know it.

Employers (corporate lease)

Where your company leases the accommodation, the employer (lessee) acts as the host and files Form C as your registered “host” on the portal.

OCI cardholders too

OCI cardholders are now **in scope**, a host filing Form C covers OCI stays as well, so don't assume you're exempt.

 **It is now the law under the 2025 Act.** Form C reporting is the host's duty under **Section 8 of the Immigration & Foreigners Act 2025**, which replaced the old Foreigners Act 1946 and related rules. Under the 2025 rules the report is now formally referred to as “**Form-III**” (the names “Form C” and “C-Form” remain in common use), and the host's duty now covers your **check-out / departure** too, not just your arrival. The penalty under **Section 23** is serious, up to **3 years' imprisonment and/or a fine of up to ₹3 lakh** for a host who fails to report. That's exactly why you should make sure your host knows.

STEP BY STEP

How the host files Form C

You don't do these steps, your host does. But knowing the process helps you prompt a landlord who has never done it, and judge whether it's really been filed.

1

Host registers on the Form C portal

A first-time host creates a portal account with their **name, email, mobile, property address, proof of ownership or lease, and PAN & Aadhaar**. An **OTP** sent to their phone or email completes the registration. Hotels already have this set up.

2

Host receives login credentials

After registering, the host gets their portal **login credentials** by email, SMS, or occasionally in person. They use these to file every report.

3

Host submits Form C within 24 hours

Within **24 hours of your check-in**, the host files Form C online using your details: **passport, Indian visa, arrival/immigration stamp, a passport-size photo (35×45 mm), your India & home mobile numbers, email, home-country address**, and your expected duration of stay. For a leased flat, the lease copy too.

4

A 12-digit Form C ID is generated

On successful submission the portal generates a **unique 12-digit alphanumeric Form C ID**. **Ask your host for this number**, it's your proof the report was filed and it smooths your own FRRO registration.

5

Host files a check-out notice when you leave

When you leave the accommodation, the host repeats the process to **report your departure**. There's no strict deadline, but prompt filing is advised so records stay clean.

IF YOUR COMPANY LEASES YOUR HOME

The corporate-lease route

Where your accommodation is leased by your employer, the process differs: the **lessee (usually your employer)** registers as the host and files Form C. To set up that host account for the leased property, the company submits a documents pack to the FRRO, often in person.

WHAT THE EMPLOYER-HOST TYPICALLY SUBMITS

DOCUMENT	WHY IT'S NEEDED
Completed & signed Form C registration form	Registers the company as the host for that specific leased property.
Company undertaking letter	The employer formally takes on the host reporting duty.
Govt ID & address proof of the company's "undertaker"	Identifies the HR/admin person who will file on the company's behalf.
Govt-issued photo ID of the company's "undertaker"/user	A separate photo ID of the HR/admin person who files as the "user" on the portal, in addition to their address proof.
Fully executed lease agreement	Proves the company holds the lease on the accommodation.
Owner's Aadhaar & PAN	Identifies the actual property owner/lessor behind the lease.
Latest property tax receipt	Confirms the property and its ownership status.
Company trade licence	Confirms the employer is a genuine registered entity.

-  **The corporate-lease route varies by city.** This employer-as-host (lessee-as-host) arrangement is recognised in **some cities, for example Hyderabad and Chennai**, and elsewhere may not apply at all. Whether it's available to you, and exactly which documents the office wants, **depends on your city**, don't assume it's the same everywhere. **Confirm the arrangement and the current requirement with your local FRRO** (your IKAN consultant does this for you), so your employer's pack is right the first time.

YOUR PART

What you actually need to do

You don't file Form C, but it only happens if you nudge it along. Your role is small but important:

- 1 Confirm your host will file within 24 hours**
Ask directly. Hotels do it automatically; a **private landlord or friend may have no idea the rule exists** and will only act when you prompt them.
- 2 Give accurate documents**
Hand your host clean copies of your **passport, Indian visa, and India arrival/immigration stamp**, plus a passport photo. Accurate details mean the report goes through without a bounce.
- 3 Get the 12-digit Form C ID**
Once filed, ask your host for the **12-digit Form C ID** and keep it. It's your evidence the report was made and it streamlines your FRRO registration.
- 4 Register with the FRRO per your visa class**
Form C is separate from **your own FRRO registration**. If your visa carries a registration endorsement (employment and dependant visas usually do), register within **14 days of arrival**; other long-stay visa holders register **before completing 180 days**. Check the rule for your visa class, see [Registering Your Stay](#).

-  **The e-Arrival Card is mandatory from 1 April 2026.** Separately from Form C, all arriving foreign nationals must now complete the **e-Arrival Card**. It's a quick online declaration you do yourself around your arrival, don't confuse it with Form C (which your host files). Your IKAN consultant walks you through both so neither is missed.

WHY IT MATTERS TO YOU

Form C and your FRRO registration



It supports your FRRO step

A filed Form C confirms your address to immigration, which **streamlines** your own FRRO registration. It doesn't replace registering, it makes it smoother.



Private hosts forget it

Hotels file automatically; landlords and friends usually don't. If yours misses it, gaps in the record can surface later when you register or renew.



The process is fiddly

First-time hosts find the portal time-consuming. Professional support gets it filed correctly so it doesn't become your problem.



Keep the 12-digit ID

Save the Form C ID in your document kit alongside your FRRO certificate, e-Arrival Card and passport copies.

OFFICIAL RESOURCES

FRRO / e-FRRO portal

Foreigner registration & Form C

Form C host portal

Where hosts register & file

Immigration & Foreigners Act 2025

Sec 8 duty · Sec 23 penalty

YOUR SUPPORT

How IKAN helps

- ✓ We **brief your host**, hotel, landlord or employer, on the 24-hour Form C duty, so a private landlord who's never heard of it gets it right
- ✓ We **prepare your document pack**, passport, visa, arrival stamp and photo, so the report goes through without a bounce
- ✓ For corporate leases, we **confirm the city-specific requirement with your FRRO** and assemble the employer-host pack
- ✓ We **retrieve the 12-digit Form C ID** and coordinate it with your FRRO registration and e-Arrival Card so nothing is missed

Form C · quick checklist

- ☐ **Confirm your host will file** Form C within 24 hours of check-in
- ☐ Give them **accurate copies**, passport, visa, arrival stamp, photo
- ☐ **Prompt a private landlord or friend**, they often don't know the rule
- ☐ Ask for and **save the 12-digit Form C ID**
- ☐ Complete your **e-Arrival Card** (mandatory from 1 Apr 2026)
- ☐ **Register with the FRRO** per your visa class (14 days on endorsed visas; before 180 days otherwise)

Form C isn't your paperwork, it's your host's. Your job is simply to make sure it happens and to keep the ID. We'll brief your host and join the dots with your FRRO registration, so this quietly takes care of itself.

Your IKAN Relocations team

ikan.com · enquiry@ikan.com · [+91 11 4049 0000](tel:+911140490000)

ikan talent
mobility
Where expertise meets empathy

Where expertise meets empathy, supporting your move to India, every step of the way. Reflects the Immigration & Foreigners Act 2025 (Sec 8 host duty, Sec 23 penalty) and 2026 Form C / e-Arrival Card practice; rules and city procedures change, your consultant confirms the current specifics for your visa and location.