



India Visa Experts

Independent India Visa & Immigration Consulting

FREE DOWNLOADABLE GUIDE

Foreign Company India Advisory

Immigration Compliance Checklist for HR Teams

Everything your HR team needs to keep foreign employees compliant when your company deputes or hires staff into India. It complements individual visa checklists and focuses on the employer's role and ongoing obligations.

WHAT'S INSIDE

- Complete document checklist
- Common mistakes to avoid
- Step-by-step timeline
- Your readiness score
- Document specifications
- Why applications get delayed
- Pre-submission checklist
- FAQs & official resources

COMPLETE DOCUMENT CHECKLIST

- Correct visa category confirmed for each foreign employee (Business vs Employment)
- Employer sponsorship/invitation letters on company letterhead
- Company incorporation and registration documents
- Signed employment contracts meeting salary requirements
- FRRO registration completed within 14 days of each arrival
- Valid Residential Permits tracked for every foreign employee
- Records of address changes reported to the FRRO
- Visa expiry and extension tracking calendar

DOCUMENT SPECIFICATIONS

- Employer letters: on letterhead, signed by an authorised signatory, stating role, duration and remuneration.
- Salary evidence: must meet the applicable Employment Visa threshold (verify the current figure).
- Recordkeeping: keep copies of every employee's passport, visa, Residential Permit and reporting confirmations.
- Passport: valid for at least 6 months beyond your intended stay, with at least two blank pages.
- Photograph: recent (within 6 months), roughly 2 x 2 inches (51 x 51 mm), full face, plain white/light background, no headgear except for religious reasons.
- Scans/uploads: clear, full-page, in focus, no glare or cropped edges; use the file type and size limits stated on the official portal.

COMMON MISTAKES TO AVOID

- ⚠ Placing employees on Business Visas when the role is genuine employment.
- ⚠ Missing the 14-day FRRO registration deadline for new arrivals.
- ⚠ No central tracking of visa expiries and permit renewals.
- ⚠ Not reporting employee address or employer changes to the FRRO.

EXPERT INSIGHT

Why applications are often delayed

Based on patterns we've observed across client cases:

- > Employees are placed on Business Visas for genuine employment.
- > FRRO registration is missed within the 14-day window.
- > There is no central tracking of visa and permit expiries.
- > Address or employer changes are not reported to the FRRO.

PREPARATION TIMELINE

- 1 Pre-assignment**
Confirm the correct visa category and prepare employer documents.
- 2 On offer/contract**
Ensure salary and contract meet Employment Visa requirements.
- 3 Within 14 days of arrival**
Complete FRRO registration for each employee.

- 4 **Ongoing (monthly)**
Track expiries, permits and any address/employer changes.
- 5 **Before each expiry**
Initiate extensions or planned exits in good time.

PRE-SUBMISSION CHECKLIST

Before you submit, verify each of these:

- ✓ Each employee holds the correct visa category.
- ✓ Sponsorship letters are on letterhead and signed.
- ✓ Salary and contracts meet Employment Visa requirements.
- ✓ A registration plan exists for each new arrival.
- ✓ A tracker covers every visa expiry and permit.

YOUR READINESS SCORE

Tick each box — when all five are checked, you are ready to apply.

Compliance Readiness Score

- ☐ Correct visa category per employee
- ☐ Employer documents prepared
- ☐ FRRO registration plan in place
- ☐ Central expiry / permit tracker set up
- ☐ Reporting process for changes defined

FREQUENTLY ASKED QUESTIONS

Can we depute staff on a Business Visa?

Only for genuine business activity. Ongoing work for the Indian entity with local pay generally requires an Employment Visa.

Who is responsible for FRRO reporting?

The employer plays a key role in reporting employment and supporting registration, alongside the employee's own obligations.

How do we avoid compliance gaps?

Maintain a central tracker of visas, permits and deadlines, and act well before each expiry.

OFFICIAL GOVERNMENT RESOURCES

- **e-FRRO (registration portal)**
<https://indianfro.gov.in/fro>
- **Bureau of Immigration, India**
<https://boi.gov.in>
- **Ministry of Home Affairs**
<https://www.mha.gov.in>

Need your documents reviewed before submission?

Our team can sense-check your application before you file. India Visa Experts offers:

- ✓ Document review — a second pair of expert eyes on your full set
- ✓ Checklist verification — confirm nothing is missing or inconsistent
- ✓ Visa strategy guidance — making sure you are in the right category
- ✓ End-to-end application support — from paperwork to submission

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IMPORTANT — PLEASE READ

India Visa Experts is an independent private consultancy and is NOT affiliated with the Government of India, the Ministry of Home Affairs, the MEA, the Bureau of Immigration, or the FRRO. This checklist is general guidance only, is not legal advice, and can go out of date. Requirements, fees and processing times are set by the authorities and change — always verify against the official sources listed before you apply.