

Consular Services

The consular services are provided from our Consular Wing located in Downtown Cairo. The physical location and telephone/fax and email address are as under:

Consulate: 37 Talaat Harb Street, Downtown, Cairo (Near Metro Cinema)

Phone: 00-202-23939152

Fax: 00-202-23956386

Email: consulate@indembcairo.com or cons.cairo@mea.gov.in

Important Instructions - Application forms are accepted on all working days, i.e. from Sunday to Thursday between **0830 hrs and 1130 hrs.**

Applications are not accepted through courier service and are to be submitted at the counter.

Delivery of Passports/Documents is between **1230 hrs and 1430 hrs.**

All fees are accepted in Egyptian Pounds by Cash only.

Visa services will not be provided if validity of passport is less than six months. Also ensure that minimum two pages are available on the passport when applying for visa.

Please ensure that your application is in prescribed format and properly filled in, accompanied by all required documents including the two colour passport sized photographs. Ensure that signatures are given wherever required.

Please check the spelling of names, dates etc in the passport/ visa or other documents carefully at the time of collection of document. While every care is taken to ensure there are no mistakes, however, it is advised, the applicants to check, before leaving the counter, all filled in details on the passport, visas and documents are correct to avoid any hardship. Please ensure that the seal and signature are there on the passport/visa/document before leaving the counter. In case any error is detected, it should be promptly brought to the notice of the consular officer for correction wherever possible.

PASSPORT RELATED SERVICES:

Fresh Passport / Renewal of Passport : Holders can apply for a new passport if the validity of the passport is about to expire or pages are going to be exhausted, by filling up the Application for issue of fresh passports. Two colour photographs (4cm x 4cm in **SQUARE** size with colour background preferably blue background), old passport and original documents in support of any change of particulars (address, marital status etc) and Passport fee are to be submitted along with the application. The application form for issue of fresh passport can be downloaded from the Embassy site. Please also log on to the site: <http://passport.gov.in> for more details about passport related services. For all other miscellaneous passport services (like extension of validity, endorsement of spouse's name, change of address, Police Clearance

Certificate (PCC) etc.) please use the Miscellaneous Passport Services application form which can be downloaded from this site. Applicants should submit original documents in support of change of particulars (like marriage certificate, ration card, telephone bill/electricity bill/purchase deed etc). Fee for various passport related services is given in the "fee schedule". For applying the passport of newborn babies, it is necessary to register the birth first with the Consular Section of Indian Embassy. For registration of birth of new-born baby, the parents have to fill up the form and submit it along with passports of parents and the original birth certificate issued by the local Egyptian authority. The fee for birth registration is LE 125/-. The following documents are required for applying the passport of the new born baby:

- a) Duly filled in passport application form (with Thumb Impression of the baby at the signature column- Left Hand Thumb Impression if male and Right Hand thumb Impression if female)
- b) Copy of both parents' passports
- c) Consent/declaration from both parents for preparation of minor's passport (Annexure-H)
- d) Birth Registration certificate issued by the Indian embassy

CONSULAR SERVICES:

Applicants are requested to use the Miscellaneous Consular Service Application form for applying for all types of consular services such as attestation of documents/signatures, issue of miscellaneous letters (for extension of Egyptian visa, admission of children to schools, late registration of particulars with Egyptian authorities and letters for applying visas of other countries and registration of death/birth.) The applicant should bring his passport for applying any type of service. For attestation of signature and photograph, the applicant should be present at the Consular wing. Please note that all Indians/foreigners visiting Egypt are required to register their names with the Immigration Department within one week of their arrival if they are staying for more than one week.

Death of Indian National in Egypt

In the unfortunate event of the death of an Indian national in Egypt, please follow the under mentioned procedure:

- Lodge a report with the police at once
- Rush the body to the hospital and get a death certificate
- Inform the next of kin in India
- Contact a funeral agency/casket company for the embalming and preservation of the body. (In Cairo, one can contact Mr. Ahmed Ibrahim, Mob. No.0101411538, 24833371 or Mr. Youssef El Masry, F & K Funeral Directors, Mob. No.0101227250, 0103417049 or any other agency for service relating to transportation/embalming/preparation of coffin.)

- Contact any of the airlines flying to India to obtain the airline schedule and book the passage of the casket. Normally the casket is charged by weight by the airline
- Come to the Indian Embassy with copies of the police report, death certificate, medical certificate (Embalming certificate) and the passport of the deceased.
- The Indian Embassy will attest all the documents related to the death/dispatch of the body free of charge, cancel the passport, and issue a Registration Certificate of Death (fee LE 5/-) for transportation of the body of the deceased to India. The coffin needs to be sealed by the Embassy of India in addition to the seal from the Health and Custom Department, before dispatch to the airport.
- In case the body is unclaimed, the Egyptian police will dispose it after waiting for a week.

Please note the Indian Embassy does not have any provision to bear any expenses with regard to any of the above. Nor can the Indian Embassy take the responsibility of sending to India or disposal of the body etc of any deceased. The responsibility of doing so is that of the employer, in case of a worker, or that of friends and/or relatives of the deceased. The Indian Embassy only assists in doing all the paperwork required. For cases of death, our officials are available round the clock to do the necessary paperwork without charging any emergency fees. The fee for obtaining the Death Registration Certificate is LE 5/-

For compensation arising out of Industrial accidents, the above mentioned procedure has to be followed in addition to the formalities for compensation/insurance claim as per the agreement with the Company/Employer. In all other cases, the normal court procedure is to be followed to get compensation. Indian Embassy can assist in the follow up of such cases, but does not have any locus standi to act in case of inadequate or delayed payment of compensation.

Change of Citizenship

When an Indian national obtains a foreign nationality, he/she is not entitled to retain his/her Indian passport and has to surrender his/her passport at the time of acquiring another nationality. He should submit the request for cancellation of the Indian citizenship, together with his passport and a copy of the letter from the Egyptian authorities stating that he/she has been offered/issued Egyptian citizenship/passport. The application for renunciation of Indian citizenship is available at the Consular Wing. Citizenship Act, 1955 and Citizenship Rules, 1956 do not provide for issue of renunciation certificate of Indian citizenship. However, section 8 of the Citizenship Act, 1956 provides for declaration of intention of renouncing Indian citizenship. The declaration shall be registered in Ministry of Home Affairs (MHA) and upon such

registration, that person shall cease to be a citizen of India. Minors acquiring Egyptian Passports have to cancel their Indian Citizenship. Indian nationals acquiring citizenship from countries other than Egypt have to bring their Indian passport for cancellation with documentary proof for acquisition of citizenship from the respective country. The declaration of renunciation of citizenship of India, under section 8(1) shall be in Form XVII and shall be registered with the MHA. The Form XVII for renunciation of Indian citizenship is available at the Consular wing.

Such request will be processed and sent to the MHA for further necessary action and passport will be returned after cancellation. On such occasion, one can surrender his passport to the Consular wing of the Embassy and obtain a surrender certificate for reference and record purpose.

VISA SERVICES

All foreign nationals require visas to travel to India. Visa for foreign nationals resident in Egypt is issued in 2 working days. However, for non-resident foreigners in Egypt, it may take minimum 4 working days to process the visa application.

Non-Egyptian applicant who is not a resident in Egypt will have to fill up an additional form for verification of particulars and submit it along with the visa application.

The visa application form duly filled up and signed by the applicant himself, should be submitted along with two coloured passport-size photographs and necessary documents. Visa applications can also be submitted through travel agents.

Tourist visa - Tourist visa is issued to applicants traveling to India for tourism. Applicant needs to submit two colored photos, copy of air ticket/reservation and copy of bank statement or a letter from the place of work, along with application. Tourist visa cannot be extended in India. Please also note that:

(a) In case of foreign nationals holding Tourist Visas with multiple entry facility, there should be a gap of at least 2 months between two visits to India on such a Tourist Visa. The two months gap is applicable to only Tourist visa holders.

(b) If any foreign national is required to visit India again within a period of 2 months of the last departure, such foreign national should obtain special permission from the Indian Embassy, Cairo. The Mission may consider such requests on merits of each case.

Transit Visa - It is valid for direct transit through India for other countries only. Proof of confirmed reservations for onward journey from India should be submitted along with the visa application and two colour photographs.

Business Visa - Issued to those traveling to India for business purpose. The requirements are (a) Visa application form (b) Two Colour photographs (c)

Invitation letter from the Indian company/agent (d) A letter from the company in Egypt (e) Copy of the Commercial Registration paper of the Egyptian company and its English translation.

Student Visa - Is issued for the duration of the course for those who obtain admission in regular academic courses in India. The students should submit proof of admission from an educational institution recognized by the Government of India and proof of financial guarantee for meeting the expenses in India

Journalist Visa - Journalists and media personnel traveling to India for workrelated purposes need special clearance. The requirements are: a) Visa application (b) 2 colour photographs (c) Letter from the news agency (d) ticket.

Conference Visa - Issued for attending conferences/seminar/meetings in India. A letter of invitation from the organizer of the conference is to be submitted along with the visa application. Delegates coming to attend conferences may combine tourism with attending conference.

Employment Visa - Employment Visa is granted to foreigners desiring to come to India for purpose of employment, subject to following conditions:-

(i) The applicant is a skilled and qualified professional or person who is being engaged or appointed by a company, organization, industry, or undertaking, etc. in India on contract or employment basis at a senior level, skilled position such as technical expert, senior executive, or in a managerial position, etc.

(ii) Employment Visa is not granted for jobs for which large numbers of qualified Indians are available.

(iii) Employment Visa is not granted for routine, ordinary or secretarial/clerical jobs.

(iv) The Employment Visa must be issued from the country of origin, or from the country of domicile of the foreigner provided the period of permanent residence of that applicant in that particular country is for more than 2 years.

(v) The Indian company/organization engaging foreign nationals for executing projects/contracts would be responsible for the conduct of the foreign national during their stay in India and also for the departure of such foreign national upon expiry of Visa.

(vi) A foreign national will have to comply with all other requirements like payment of tax liabilities, etc.

Eligibility for Employment Visa

Subject to the above conditions, the following will be eligible for Employment Visa:-

(i) Foreign nationals coming to India for execution of a project/contract [irrespective of the duration of the visit].

(ii) Foreign nationals who are coming to India on short visits to customer location to repair any plant or machinery as part of warranty or annual maintenance contracts.

(iii) Foreign engineers/technicians coming to India for installation and commissioning of equipments/machines/tools in terms of the contract for supply of such equipment/machine/tools.

(iv) Foreign experts coming to India for imparting training for the personnel of the Indian company.

(v) Foreign personnel deputed for providing technical support/services, transfer of know-how, services supplies for which the Indian company pays fees/royalty to the foreign company.

(vi) Foreign nationals coming to India as consultant on contract, for whom the Indian company pays a fixed remuneration, (may not be in the form of monthly salary).

(vii) Foreign artists engaged to conduct regular performances for the duration of the employment contract given by Hotels, Clubs, and other organizations.

(viii) Foreign nationals who are coming to India to take up employment as coaches.

(ix) Foreign sportsmen who are given contract for a specified period by the Indian Clubs/organizations.

(x) Self-employed foreign nationals coming to India for providing engineering, medical, accounting, legal or such other highly skilled services in their capacity as independent consultants.

Documents required to be submitted along with application for Employment Visa

(i) The foreign national must have a valid travel document and a re entry permit, if required under the law of the country concerned.

(ii) The foreign national must submit proof of his/her employment or contract or engagement by the company/organization, etc. in India.

(iii) The foreign national must submit documentary proof of his educational qualifications and professional expertise.

Transfer of Visa - Submit duly filled in and signed visa application for transfer of Indian visa from old passport to the new passport. The fee for transfer of visa is LE 35/-.

General Information

- 1 The duration of stay in India, for each visit on a tourist visa or business visa is only for period of six months. Tourist visa is non-extendable.
- 2 Passport must be valid for more than six months before applying for any type of visa.
- 3 Validity of all visas is counted from the date of their issue.
- 4 If visa is for more than 180 days, registration is compulsory within 14 days of first arrival in India.
- 5 All categories of applicants are advised to observe their stay in India as per validity of their visas; overstay could invite legal action and non issuance of visa in future by any Indian Mission abroad.

PERSON OF INDIAN ORIGIN (PIO) CARDS

Any person currently holding a foreign passport, who can prove his Indian origin up to three generations before (i.e. either the person himself or his father or grandfather or great grandfather must have been a citizen and resident of India), is eligible for a PIO card. The validity of the PIO Card will be for 15 years.

PIO cards will give the holder the following benefits-

- Visa-free entry into India for 15 years, provided the individual holds a valid passport
- Exemption from the requirement of registration at the Foreigners' Regional Registration Office if the period of stay in India does not exceed 180 days. In the event of continuous stay for more than 180 days, the PIO card holder will have to register himself/herself at the concerned FRRO office.
- PIO card holders shall enjoy parity with NRIs in respect of facilities available in economic, financial and educational fields except matters relating to acquisition of agricultural/ plantation properties. The facilities will include the ability to acquire, hold, transfer or dispose of immovable properties in India (except agricultural/ plantation properties), open rupee accounts in India, lend in rupees to Indian residents, make investments in India etc.
- Admission of children in educational institutions in India in the general category quota for NRIs including Medical, Engineering colleges, IITs & IIMs.
- Eligibility for various housing schemes under Life Insurance Corporation of India (LIC) or Central/State Governments. All future benefits extended to NRIs would also be available to PIO card holders
- Fee for PIO card is LE1,940/- (LE 970/- for minor children)

Possession of a PIO card will not entitle the holder to:

- Be eligible for the exercise of any political rights

- Visit restricted/protected areas without due permission
- Undertake mountaineering, research and missionary work without prior permission
- Citizens of Pakistan, Bangladesh and other countries as may be specified by the Central Government from time to time, would not be eligible for grant of PIO Cards.

To apply for the PIO card, submit the application form duly filled and signed (Thumb impression in case of minor) and submit along with proof of erstwhile citizenship such as copy of previously held Indian passport, birth certificate, domicile certificates etc. If the application is made on the basis of parental documents please submit the proof of relationship. Original documents are to be produced for verification at the time of submission of application form with 2 photocopies of documents and one photocopy of valid current passport.

OVERSEAS CITIZEN OF INDIA (OCI)

A foreign national, who was eligible to become citizen of India on 26.01.1950 or was a citizen of India on or at anytime after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947 and his/her children and grand children, provided his/her country of citizenship allows dual citizenship in some form or other under the Local laws, is eligible for registration as Overseas Citizen of India (OCI). Minor children of such person are also eligible for OCI. However, if the applicant had ever been a citizen of Pakistan or Bangladesh, he/she will not be eligible for OCI. PIO Card holder can also apply for converting the PIO card into OCI card.

Benefits:

The persons getting registered as the Overseas Citizens of India will enjoy a number of benefits. They will be entitled to a new type of Visa called U Visa which will be for multiple-entry with life-long validity. This means that an OCI cardholder will be entitled to visit India at any time, for any length of time and for any purpose. The OCI card holders have been exempted from police reporting for any length of stay in the country. Such persons have also been granted all rights in the economic, financial and educational fields in parity with NRIs except, however, the right to acquisition of agricultural or plantation properties. For miscellaneous services related to OCI card (like transfer of U visa from old passport to new passport, change of particulars/nationality etc), please log on to: www.mha.nic.in/oci-main.htm. If the holder is between the age group of 21-50, there is no need to seek re-issuance of OCI documents each time a new passport is issued. However, if the applicant desires, he may avail the service for re-issuance of the OCI documents. The OCI card holder should carry **both** the **OCI Registration certificate** and the **passport** containing the U visa for travel to India.

Processing of Applications:

The applicant has to submit the Part 'A' of the application form online at

www.mha.nic.in. Once the Part 'A' is submitted online, Part 'A' as well as Part 'B' is to be submitted with 2 latest colour photographs (4cm x 4cm in **SQUARE** size) personally to the Consular Wing of Indian Embassy in Cairo. The documents required are, proof of eligibility like previous Indian passport or Birth Certificate, valid foreign and presently held passport and local residence proof. If the applicant is applying on the basis of Indian parent's citizenship then proof of relationship should be submitted. All the above documents are to be produced in original for verification and self attested photocopies of the same are to be attached in duplicate with the application. Copies of all documents should be **self-attested**. The fee for OCI certificate is LE 1,720/- For further query on OCI, please visit www.mha.nic.in. or <http://ociindia.nic.in>

Re-Obtaining Indian Citizenship

Important: While the process of surrendering Indian Citizenship is easy, the process of re-acquisition of Indian citizenship is long and complicated, involving establishing resident status in India for at least five years.

- Apply for a Person of Indian Origin card (PIO) or Overseas Citizenship of India (OCI)
- Stay in India continuously for a period of at least five years. Ensure that you carefully keep telephone bills; electricity bills, municipal tax receipts and any other documentation that will help you prove your resident status.
- After a minimum of 5 years stay in India, formally apply for Indian citizenship to the office of the local District Collector. You will have to fill in the required forms, attach relevant documentation and sign the oath of allegiance to the Indian Constitution.
- After your application is processed and approved, you will be issued a Certificate of Registration as proof that you have been registered as an Indian citizen. You will need to produce this Certificate when you apply to the nearest Passport Office for a new Indian passport
- After obtaining Indian citizenship, when you apply to the Egyptian authorities for repatriation of your CPF, MEDISAVE balance and any other amounts due to you from the Egyptian authorities, please ensure that you attach a copy of a letter from any Egyptian Mission/ Consulate in India confirming that you have surrendered your Egyptian citizenship and passport to them.

For any further information please visit www.mha.nic.in

Guidelines for Foreigners Traveling To India

Foreigners can visit restricted/protected areas only after obtaining a valid permit as the entry visa alone does not allow travel to these areas.

Foreigners coming from or through Yellow Fever countries must be able to produce a valid vaccination certificate.

Please remember to fill up the Disembarkation/ Embarkation cards on arrival/departure.

The Indian Wildlife (Protection) Act bans all forms of wildlife trade. Violations of the provisions of the Act are punishable with heavy fines and imprisonment. Foreigners are, therefore, advised not to buy any wildlife or wildlife products or derivatives-specially ivory articles, fur and skin articles derived from wild animals such as Shahtoosh

Please note that buying, selling, using or being in possession of psycho-tropic drugs or any other narcotic substances while in India is a cognizable offence punishable by imprisonment.

Foreigners visiting India who hold long-term visas (more than 180 days) are required to register their presence in India with the Foreigners Registration Office (FRRO), except for the following categories of foreigners who are exempted:

US nationals holding 10 year tourist/business visas provided their continuous stay in India during each visit does not exceed 180 days.

- Foreigners of Indian origin holding 5 year multiple entry 'X' visa with an endorsement that "continuous stay should not exceed 180 days during each visit".
- Foreigners holding five-year tourist visa, who are actively engaged in tourism/travel trade, desirous of visiting India frequently over extended periods for promotion of tourism, etc. provided their visas contains an endorsement that "continuous stay should not exceed 180 days during each visit".
- PIO card holders, if their continuous stay during each visit does not exceed 180 days.
- Foreigners below the age of 16 years.

If any person does not fall into any of the above categories, he may please ensure that he registers with the nearest FRRO within 14 days of his arrival in India.

For registration with the FRRO the following documents are needed:

- Photocopy of the passport
- Photocopy of initial visa
- Four photographs
- Details of residence in India

In addition, depending on the age and purpose of stay in India, please also ensure the following documents:

- If seeking an extension of stay on the grounds that the spouse is an Indian national, a copy of the marriage certificate.
- If holding a student visa, a certificate of enrolment and attendance from the University/College/Institution where studying.
- If holding a journalist visa, accreditation certificate from the Press Information Bureau.
- If the age is between 16 and 60 years, an HIV test report from an

institution recognized by the World Health Organization.

FRRO addresses in the 4 metropolitan cities of India are:

- East Block-VII, Level 2, Sector-1, R. K. Puram, New Delhi-66. Tele No.00-91-11-26711384
- FRRO/Special Branch II, Badruddin Tayyabji Marg, Mumbai-1. Tele No.00-91-22-22621169, Fax: 22620721
- 237- A, J.C. Bose Road, Calcutta, Tele No. 00-91-33-22900549.
- Shastri Bhawan Annexe, 26, Haddows Road, Chennai. Tel. No. 00-91-44-23454970, Fax: 23454971

In all other places, the District Superintendents of Police act as Foreigners' Registration Officers

Certificates of registration/Residence Permit issued by the Registration Officers should be surrendered to the Immigration Officer at the port/check post of exit from India. One can also surrender the certificate, just prior to departure, to the FRRO who issued the certificate, but in this case, please get a receipt from the FRRO for production to the immigration authorities at the point of departure from India. It is desirable to keep a copy of the Residence Permit before surrendering it at the airport.

Please note that registration is required to be done only once during the validity of a visa irrespective of the number of times the foreigner leaves/reenters India on multi-entry facility.