

## Format of Report to DG of Police

### Annex 3

Sr No	Particulars	Details
1.	Details of the Foreign Entity  a. Name b. Address c. Date and Place of Incorporation d. E-mail ID or Web address	
2.	Details of Office in India  a. Type of Office- Liaison Office/ Branch Office / Project Office or for others indicate type b. Address c. Contact Number d. Date of Opening of Office	
3.	Head of Office in India  a. Name b. Nationality c. Designation d. Address e. Passport Particulars  a. Passport Number  ii. Place of Issue  iii. Date of Issue iv. Date of expiry v. Any other relevant information  f. E-mail address g. Land Lime Number h. Mobile Number	
4.	Whether all foreign nationals employed at Liaison/Branch/Project Offices are on E Visas.  If not, indicate details of such foreign nationals.	
5.	Whether the foreign nationals on E visas have reported to mandatory authorities i.e Police Station etc.  If not, name of such nationals / nationality along with relevant details and reasons for not complying with requirement	
6.	List of Personnel employed, including foreigners in Indian Office	

Foreigners								
Sl.No.	Name	Parentage	Nationality	Age	E-mail & Mobile Particular	Passport & Visa Particulars	Desgn./ Profession	Date of Entry into India and Place of stay
Indians								
Sl.No	Name	Parentage	Age	E-mail & mobile particulars		Designation/ Profession.		
7.	List of foreigners other than employees who visited Indian Office in connection with the activities of the company , with details.							
Sl.No	Name	Parentage	Nationality	Age	Purpose of visit	Designation / Profession	Date of visit / Place of stay in India	
8.	Projects / Contracts / Collaborations worked upon or initiated during the year alongwith details							
Sl.No	Name of Project/Contract/ Collaboration	Name of Indian partner	Nature of Business Activity	Approx. value of Project / Work	Place / Area of project / Work	Period of Project / work	Approx. number of foreign work force required in India	
9.	List of equipment imported for business activities in India							
Sl.No	Name / Technical Details		Purpose			Date of Import into India / Place of Installation in India		
10.	Details of suppliers or services rendered to the Government Sector							
Sl.No	Name of Supplier / Service		Name of Government Organisation / Agency			Approx Value of supplies / services		
11	Details of places / states visited along with dates, accommodation used.							

12	Details of contact with Government Departments / PSUs including names of officials
13	Details of contact with Civil Society Bodies / Trusts / Non-Government Organisation.