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so many fake sites. this is the first one which worked! Many thanks

Standard Operating Procedure No: 37		
Process	What is C-Form	
Objective	To maintain hotel records and for legal requirement	
Responsibility	Front Office Staff	
S.No.	Procedure	Standard (Measurement, Number, Time, Quantity, Precautions, Phraseology etc.)
1.	Explain C-Form	<ul style="list-style-type: none">C-Forms are mandatory for all foreign nationalities staying in the hotel and a legal requirement and the same is to be submitted to the nearest FRRO office (Foreign Regional Registration Office), within 24 Hours of next working day.
2.	Contents of C-Form	<ul style="list-style-type: none">Name of the guestNationalityPassport No.Date of issue of reportPlace of issue of reportAddressDate of arrival in IndiaArrival FormDate of arrival in IndiaArrived FromEmployed in IndiaPurpose and Duration of stay in IndiaCancelled of registration with date of issue and place of issueDate of Arrival in IndiaProceeding to which placeFor Front Office recordFor FRRO OfficeFor acknowledged copy for Front Office
3.	C-Form is printed in 3 copies by night shift response.	
4.	Steps to be followed for printing C-Form in the system	<ul style="list-style-type: none">Go to the MiscellaneousGo to the ReportsEnter C-Form in Report columnThere is a option of two C-Form reportsC-Form report will give you the option of date for which the report is to be printedC-Form generator will print the report for previous date
5.	For Pakistan nationals	<ul style="list-style-type: none">C-Forms of Pakistan nationalities must reach FRRO with 24 Hrs of time of arrival of guestA guest with Pakistan Nationality has to report to the nearest police station. If VISA mentions the same.

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