OCI Miscellaneous(Renewal) services

NEW RELAXED RULES ON RENEWAL OF OCI

- Renewal is required **only <u>once</u> when a new passport is issued after completing 20 years of age.**
- **Old rules** to renew the OCI card each time a new passport is issued and after completing 50 years of age **scrapped (cancelled)**.
- **In all the other cases, OCI cardholders are required to update their current passport information online using Gratis Service of OCI.**

INTRODUCTION

There are two TYPES of OCI Miscellaneous (Renewal) Services:-

1. **Gratis Service (Free)**
2. **Chargeable**

- Depending upon reason of using Miscellaneous Service options, system will automatically show option under Gratis or Chargeable Service.

Services for re-issuance of OCI Card (Chargeable) Know More
○ Change of Personal Particulars
○ Loss / Damage of OCI Certificate / Visa

**Services for updation of information in OCI records (Gratis Service)** Know More
○ Passport Particulars Updation
○ Address / Occupation Updation

- In case when applicants are applying for Passport Particulars updation after getting new passport after 20 years of age, system automatically reflect that service under Chargeable Category.

- **For Gratis Services:-**
  - ○ NO FORM NEED TO BE SUBMITTED AT HCI, KL.
  - ○ NO FEE TO BE PAID.
  - ○ COMPLETELY ONLINE PROCESS.
  - ○ New details will be updated in the OCI database and OCI Cardholders can travel easily with same OCI card and current Passport.

- **For Chargeable Service:** Application alongwith requisite documents is required to be submitted at VFS centre with prior appointment and payment of Fees. A renewed OCI card will be issued.

PROCEDURE TO APPLY FOR UPDATION OF OCI DATA USING GRATIS SERVICES

1. Visit https://ociservices.gov.in/welcome

2. Click on "OCI Miscellaneous Service" option and then click "Proceed" on right bottom corner.
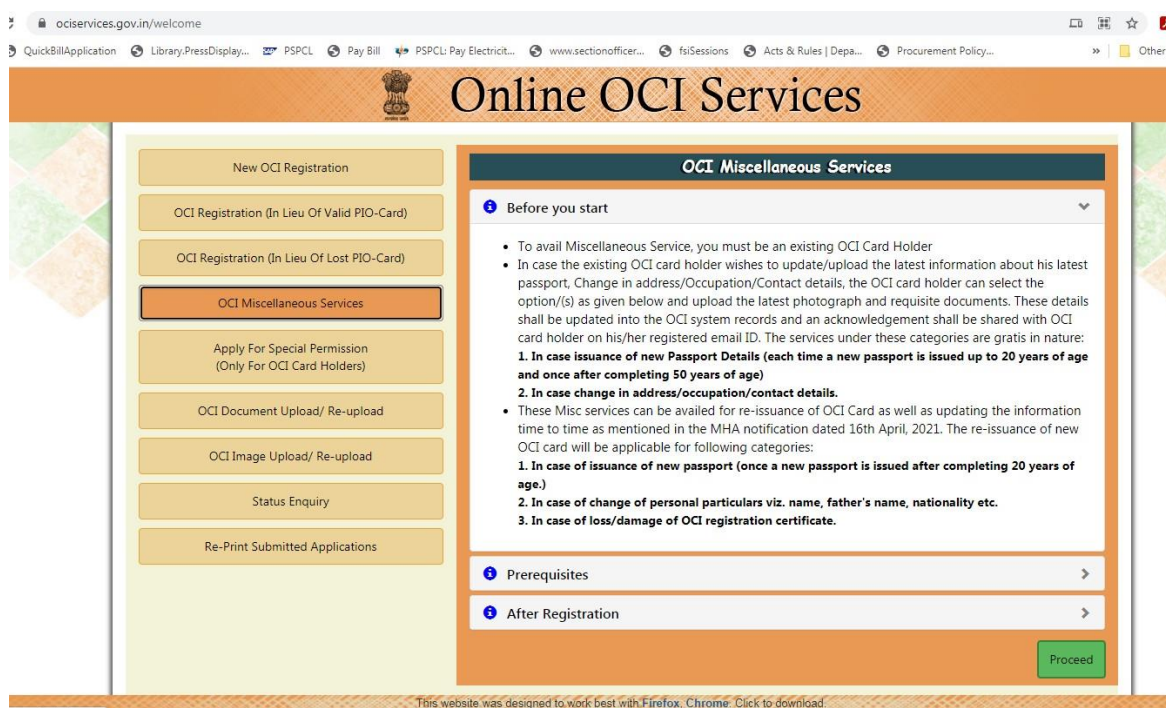
3. Read instructions on next page and click on "Accept" button
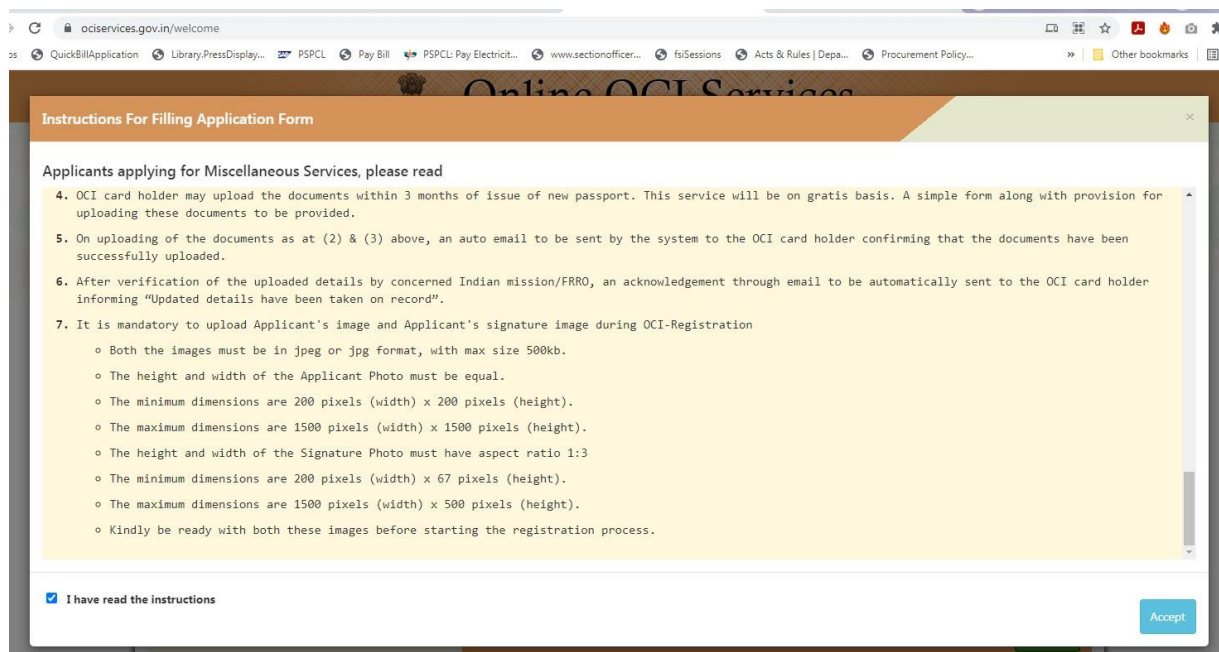
4. On the next screen, read the details **(INFORMATION ON THIS PAGE IS VERY IMPORTANT)** and enter Captcha and click on "Enter" button.

5. On the next screen, Click on "Fill new Miscellaneous Application" button.

6.   On the next pop-up screen, provide

   i) Passport number as mentioned in OCI Card.

   ii) OCI Card number starting with A.   (e.g. A123456)

   iii) Enter Date of Birth as in OCI card. and then click on "Proceed" button.

7. In the next screen , Kindly update your email address by selecting "Edit Email ID" option

8. There are four option and applicants are required to select one of them

      i.   Change of Personal Particulars

      ii.   Loss/damage of OCI Certificate/Visa

      iii. Passport Particulars Updation

      iv.   Address/ Occupation Updation

   Kindly select one of these options. Please note the service selected might be Chargeable (Mentioned clearly above the service) - (*In some cases Change of Passport Particulars is also chargeable as the applicant became above 20 years of age.*)

Photo and Signatures to be Uploaded for GRATIS Services

Applicants are required to upload CLEAR photo/signature in JPEG Format only

Photo Specifications: https://ociservices.gov.in/Photo-Spec-FINAL.pdf

Signature: Above 5 years old need to sign or write their name & then upload. 5 years old or below: **Thumb Impression** Child 5 years or below need to upload Left hand thumb impression in blue/black ink

DOCUMENTS to be Uploaded for GRATIS Services

For Passport particulars updation: upload current passport copy (duly signed on the observation page in case of Malaysian passport holders)

For Address/Occupation Updation: No document is required to be uploaded.

In case OCI is obtained on the basis of Spouse: Current Passport copy of spouse (alongwith signature page) and Consent letter from Spouse/Declaration.

AFTER FINISHING THE APPLICATION USING for GRATIS Services

For gratis services, a file number ending with U22 will be issued. Applicants will also receive email notification for the same.

No print of this application is required.

No new OCI card will be issued. Same OCI card can be used with new Passport

No form submission at Indian High Commission/Indian Consulate or BLS Centre.

This is a completely online process. Records will be updated in 40-50 days and applicants will receive a System Generated Email about successful updation of their OCI Records. OCI cardholder are then use their current Passport and same OCI card for their future travel to/from India.

STATUS OF APPLICATION: Applicants can check the status of this application using appropriate option on **www.ociservcies.gov.in** website. Once acknowledged, applicant's action is completed. Application will be approved by Ministry after 40-50 days of acknowledgement.

REJECTED APPLICATIONS: If application is REJECTED, applicants are required to apply again using the procedure detailed above and removing the reason of rejection of their earlier application. A new File number ending with U22 will be issued.

NOTE: Please do not fill multiple applications, as system will automatically delete multiple applications.

PROCEDURE TO APPLY FOR RENEWAL OF OCI CARD
USING <u>CHARGEABLE (PAID)</u> SERVICES
(Turnaround Time: 6-8 Weeks)

WHEN TO USE THIS SERVICE:

1. **CHANGE OF NAME/DATE OF BIRTH/NATIONALITY/MARITAL STATUS OR ANY OTHER CHANGE IN PERSONAL PARTICULARS WITH OR WITHOUT CHANGE OF PASSPORT.**
2. **LOST/DAMAGE OF OCI BOOKLET WITH/WITHOUT CHANGE OF PERSONAL PARTICULARS.**

NOTE: SELECT <u>CHANGE OF PERSONAL PARTICULARS OPTION</u> IN CASE OCI IS LOST AS WELL AS THERE ARE CHANGES IN PARTICULARS AS WELL OR CHANGE OF PASSPORT AS WELL

APPLICANTS ARE REQUIRED TO UPLOAD <u>ALL THE DOCUMENTS</u> WITH THE ONLINE APPLICATION. AN APPLICATION WITHOUT ALL THE SUPPORTING DOCUMENTS UPLOADED ONLINE WILL NOT BE ACCEPTED.

ONE COPY OF SUPPORTING DOCUMENTS NEED TO BE SUBMITTED WITH THE APPLICATION.

- The applicant shall submit the application form online (https://ociservices.gov.in) and **upload all the requisite documents**, photograph and signature (in the case of minors who cannot sign, left hand thumb impression) along with the application.

- An application submitted online for more than 180 days cannot be accepted.
  In such case, applicants are required to refill the online application again.

- The applicant is to submit duly signed application form (**ensuring uploading of all supporting documents**):

  A. photograph (1),

  B. Copies of old passport, new passport, OCI card front & back pages

  at High Commission of India, Kuala Lumpur with prior appointment only from link:
  https://hcikl.gov.in/AppointmentHome

- All the Original documents and copies need to be submitted along with the application. Fees will be charged by HCI, KL (by Debit Card only) at the time of submission of application.

- After acknowledgement of application at High Commission, all the original documents submitted with application will be returned immediately after verification of documents at the OCI counter.

Photo Specifications: https://ociservices.gov.in/Photo-Spec-FINAL.pdf

Photo should be square shape of size not less than 51 X 51 mm (with 70-80% coverage of face). It should have plain light colour background (not white) without the border with front view of person's head and shoulders showing full face in middle of the photograph. it should not be stapled and not have any signatures.

Signature - Height and width of the Signature Photo must have aspectratio 1:3. If child below 5 years is unable to sign, then thumb impressions (left hand) with Blue/Black Ink only will have to be uploaded. Minor children who are able to sign/write their names should do so and it should be uploaded. Parents need to sign in the relevant space in the application form.

(Note: Photo submitted must be **same** as uploaded online with the application. Please also check if the signature printed on the OCI application are clear and of adequate size as per Sample Photo/Signatures below.)

Sample Photo   Sample Signature
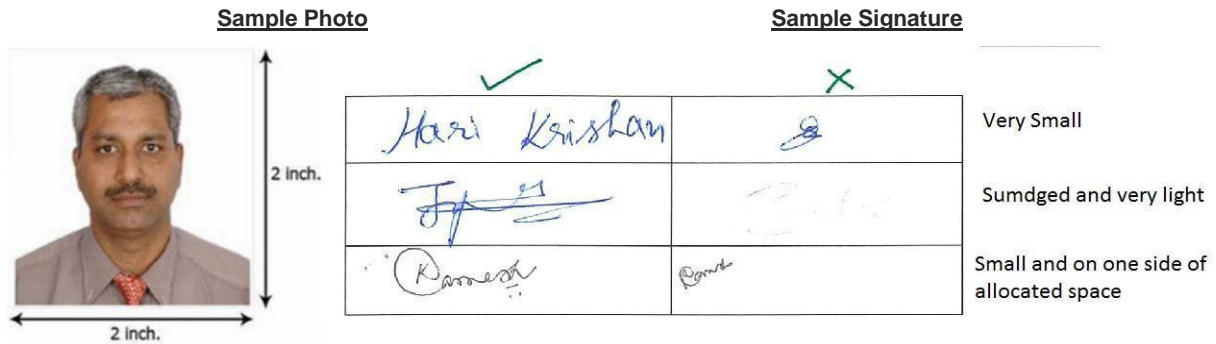
Fees details for OCI Applications:-

S. No.	Category	Fees Charged
1.	PIO to OCI	RM 437.37
2.	OCI Renewal	RM 119.19
3.	OCI renewal (Lost Case)	RM 437.37

Applicant individually need to collect the OCI card from the High Commission of India, Kuala Lumpur. The applicant must come with original passport. In case, the applicant is unable to come, an immediate family member may be come with an authorization letter and ID proof.

MANDATORY DOCUMENTS TO BE SUBMITTED ALONG WITH OCI APPLICATION:-

1.	Current valid passport, with validity of minimum 6 months at the time of submission of application. **(Upload online- Current passport category)- Provide self attested photocopy) along with copies of old passport, OCI card first and last page**
2.	OCI card or PIO Card (as the case may be) (First and Last Page) **(Upload online)**.- **Provide Photocopy also**
3.	Proof of employment with job description/Proof of own business/Student ID Card/Proof of last employment with job description. **(Upload online- Employment Proof Category)- Provide Photocopy also**
4.	Address proof (Utility Bill/ Driving Licence copy or any other proof for current address.) **(Upload online in similar or any available category)- Provide Photocopy also**
5.	Copy of appointment confirmation letter must be attached with each application.
6.	Affidavit for change of Name/Appearance (if any) **Original**. **(Upload online also)**. **Provide Photocopy also**

OTHER DOCUMENTS REQUIRED ON CASE TO CASE BASIS:-

• **For applications of Minor children:** Current passport copies of both parents and their marriage certificate. **(Upload online)- Provide Photocopy also.**

• **For married applicants:** Registered Marriage Certificate or equivalent proof (Indian passport copy on which spouse name is endorsed) AND current passport copy of spouse to endorse name of spouse in OCI card if not already endorsed in OCI card. **(Upload online)-Provide Photocopy also**

• **Foreign Spouse Category OCI Cardholders:** Consent letter from spouse if PIO/OCI was obtained on the basis of Indian Origin Spouse AND his/her current passport copy to verify signatures. **(Upload online)- -Provide Photocopy also**

• **For divorced applicants:** Copy of Divorce order issued by relevant court **(Upload online)- Provide Photocopy also.**

• **Lost OCI Card:** A copy of police report/crime reference number/Home Office letter is required along with the application with a declaration from the applicant stating the circumstance in which the documents were lost. **(Upload online)-Provide Photocopy also**

Note: In case the old passport bearing U-Visa sticker is lost or not available, it is not mandatory to provide its copy. The application will be charged as normal Miscellaneous application and not under Lost case category.

• **If the parents are divorced (Application for Minor)** : Court order of dissolution of marriage and Child arrangement order which specifically mentions that the full legal custody of the child is with the parent who is applying for the OCI card and that parent can take the child out of Malaysia for any number of days.. If both the parents share joint custody of the child, duly notarized letter from both the parents giving their consent to apply for OCI for child or a specific court order giving permission for issue of OCI to the child with one of the parent. **(Upload online) -Provide Photocopy also**

Common Mistakes in Applications

1. Many applications are rejected due to poor quality of uploaded Photo/Signatures. Please ensure to upload good quality Photo and Signatures as per sample/specifications in page No. 2 above.

2. **Applications are also got rejected as all the supporting documents are not uploaded online.**

3. Passport Number/Date of issue of passport is incorrect.

4. Name/place of birth/Date of birth is incorrect.

5. Full names of parents/Spouse are not mentioned or not matching with their current legal names.

6. Marital status/Spouse name not mentioned.

7. Must provide correct contact numbers and email address of self only (NOT ANY OTHER PERSON).

8. Part –B of application not signed/Part-B (Minor Child) is not signed by any one of the parent.

9. If there is change of name, kindly mention the same in relevant column in the application as well and provide appropriate documents in support.

USEFUL TIPS TO MAKE FORM FILLING EASY AND AVOID MISTAKES

1. Please ensure you have all the supporting documents in pdf each less than 1MB of size and Photo/Signatures in JPEG format as per specifications before starting online form filling.

2. Fill all the details in the application very carefully and exactly as per documents. **Please ensure that all the details like full names, date of birth, place of birth are exactly as per current passport.**

3. Scan documents in pdf with low dpi (100-200 dpi) to reduce file size. Various mobile phone apps can also be used to create multiple page pdf of documents easily.

4. Photo/signatures can be easily resized to requisite specifications/size by using photo editing option in mobile phones/Paint brush software in computers.

5. **Upload all the supporting documents under their correct category/equivalent category**. (e.g. OCI card can be uploaded under Indian Visa category and birth certificate can be uploaded under Relationship category). If applicant are unable to find suitable category to upload the document, please upload all the remaining documents (including any legal document) under current passport category along with current Passport or in Indian visa/origin category along with OCI card first and last page or in any available category as a multiple page pdf with 100-200 dpi resolution.

   MOST IMPORTANT IS TO UPLOAD ALL THE SUPPORTING DOCUMENTS

6. Kindly check all the details of the OCI application once printed. In case photo/signature and documents are not uploaded properly, these can be done easily by selecting appropriate option (Re-upload image/upload/re-upload documents) available on the website.

   Please note that the file reference number required to re-upload photo/signature/documents is written vertically on left side and also below the bar code at the bottom of first page of application from submitted online.

7. In case any information is wrong, please refill the form again.

8. In case of any doubt on eligibility, kindly contact:
E-mail**:** oci.kl@mea.gov.in
Telephone No. : 00-60 (0) 3-40240990 ext: 406/404