USER MANUAL FOR SINGLE MASTER FORM-

FIRMS

<u>Index</u>

1.	Introduction	3
2.	Abbreviations and Definitions	4
3.	Registration for Business user	7
4.	Logging into FIRMS	12
5.	Form filing and Submissions FC-GRP. FC-TRS. LLP-I. LLP-II. CN. ESOP. DI. DRR.	13 47 56 66 75 84 91
6.	Shareholding Pattern	98
7.	Processing at AD level	99
8.	Contact us	103

FIRMS Application

Foreign investment in India - Reporting in Single Master Form

1. Introduction

1.1 The Reserve Bank, in the <u>First Bi-monthly Monetary Policy Review dated April 5</u>, <u>2018</u> announced that, with the objective of integrating the extant reporting structures of various types of foreign investment in India, it will introduce a Single Master Form (SMF) subsuming all the existing reports.

1.2 In order to implement this announcement, the Reserve Bank is introducing an online application, FIRMS (Foreign Investment Reporting and Management System), which would provide for the SMF. FIRMS would be made online in two phases. In the first phase, the first module viz., <u>the Entity Master</u>, was made available online. Instructions in this regard were already issued through <u>A. P. Dir. Series Circular No. 30 dated June 07, 2018</u>.

1.3 In the second phase, the second module is being made available with effect from September 01, 2018. With the implementation of SMF, the reporting of FDI, which is presently a two-step procedure viz., ARF and FC-GPR is merged into a single revised FC-GPR. With effect from September 01, 2018, five forms viz., FC-GPR, FC-TRS, LLP-I, LLP-II and CN were being made available for filing in SMF. The other three forms viz., ESOP, DI, and DRR are being made available for filing with effect from October 23, 2018. Form InVI would be made available subsequently. With effect from September 01, 2018, all new filings for the 5 forms and other three forms viz., ESOP, DRR and DI with effect from October 23, 2018 have to be done in SMF only.

1.4 The first module was made available to the public for data entry between June 28 (at 1:00 PM) and July 12, 2018. The date was extended till July 20, 2018. For those companies which could not register within the stipulated time period may register for the entity master with effect from September 01, 2018. However, they shall provide the reasons for not making registration within the time period along with the authority letter.

2. Important Abbreviations and Definitions

Abbreviations

Abbreviation	Description
FEMA 20(R)	Foreign Exchange Management (Transfer or issue of
	security by a person resident outside India) Regulations,
	2017 dated November 07, 2017 and as amended from
	time to time.
FIRMS	Foreign Investment Reporting and Management System
SMF	Single Master Form
AD Bank	Authorised Dealer Bank
BU	Business User
EM	Entity Master
LLP	Limited Liability Partnership
CN	Convertible Notes
ESOP	Employee Stock options
DR	Depository Receipts
ADR	American Depository Receipts
GDR	Global Depository Receipts
DI	Downstream Investment

Definitions

- 1. FIRMS: An online reporting platform for reporting of foreign investment in India in SMF. FEMA 20(R) prescribes for the reporting of foreign investment in India through various returns. FIRMS provides a one stop shop, 24*7 online reporting facility for the applicant.
- SMF: A master form which provides for the reporting of 9 forms for foreign investment viz., FC-GPR, FC-TRS, LLP-I, LLP-II, CN, DRR, ESOP, DI, InVi. With effect from September 1, 2018, five forms viz., FC-GPR., FC-TRS, LLP-1, LLP-II and CN were made available. Other three forms viz., ESOP, DI and DRR are being made available for filing with effect from October 23, 2018. Form InVi would be made available subsequently.
- 3. Business User: The applicant reporting the for the transaction in Single Master form at FIRMS. A BU can use his login credentials for only the entity that has authorized him/her to report the transactions. If the person wants to act as a BU for another entity, he must register himself separately. Further, at the time of registration, BU has to select the IFSC code of the bank which would approve the eKYC (explained under the head "Registration of Business User")and the reporting would be made in SMF. In case the IFSC details are changed i.e BU

wishes to submit the reporting to another branch or another bank, the entity being the same, he/she needs to repeat the registration process for Business user with the new IFSC code and obtain separate Login.

- 4. E-KYC: Every business user has to be eKYC verified before any reporting can be made in the Single Master Form. This would ensure that only genuine Logins are made available in the FIRMS application. All eKYC would be verified by the AD banks.
- 5. KYC: Know Your Customer: For the remittance received from the non-resident investor, the KYC of the same is to be provided along with the forms in SMF as and where applicable and indicated. The <u>format</u> of the KYC is as below:

Format for- Know Your Customer (KYC) Form in respect of the non-resident investor

Registered Name of the Remitter / Investor	
(Name, if the investor is an Individual)	
Registration Number (Unique Identification Number*	
in case remitter is an Individual)	
Registered Address (Permanent Address if remitter is	
Individual)	
Name of the Remitter's Bank	
Remitter's Bank Account No.	
Period of banking relationship with the remitter*	

* Passport No., Social Security No, or any Unique No. certifying the bonafides of the remitter as prevalent in the remitter's country.

We confirm that all the information furnished above is true and accurate as provided by the overseas remitting bank of the non-resident investor.

(Signature of the Authorised Official of the AD bank receiving the remittance)

Date :

Place :

Stamp :

3. Registration for Business User.

Step 1. Go to the FIRMS website at https://firms.rbi.org.in



Step 2 : At the Login box, click on Registration form for New Business User.

<u>File Edit View History Bookmarks Tools</u>	Help					- 6	×
Approve File Return X Reserve Ban	sk of India - Frequ 🗙 USERMANUAL270620189E89	× Search File Return × firms.	rbi.org.in/firms/faces/p 🗙 🔯	Pahadekar, Monika - Ou 🗙	Login to FED-I	InterLinkin	$\times +$
(←) → ⊂ @ (0)	1 https://firms.rbi.org.in/firms/faces/pages/	RegistrationMaster.xhtml	8	30% … 🛡 🏠	$\overline{\mathbf{\Lambda}}$	111	∎≡
🌣 Most Visited 🔞 Getting Started 🌐 firms	is 🜐 UAT SMF 🌐 UAT SMFBU 🌐 Reserve Bank (of India					
	- 10 M 10						
	Business User Registration Form						
	Desis Detaile			ف.			
	Easic Details	Middle Name	Last Name *				
	User Name*	Email *	Confirm Email *				
1824	Diana Na t						
1/2°	Phone No*	Address *					
ST -							
	Details of Bank Branch to whom reporting is ma	de					
	IFSC Code *	Bank Name *					
	٩			10			
	Authority letter *			NI			
AN IN	Entity Details						
C B	CIN/LLPIN No*	PAN Number *	Entity Name *				
	٩						
				0			
		Submit Cancel		UT.			
		ounce		0			
and the second s							
			2 4 1 1 2 1			ENIC.	0.00 014
Search the web and Windows	[[]] data	🛍 🤌 📲 User Ma 📲 cut - W	/ord 🛯 🕹 Mozilla F 梵 tes	ting12 梵 FIRMS_U 🗸	^ (× ╦ 🖢 📮	ENG US	8/31/2018

Field Name	Description
First Name	First Name of the BU
Middle Name	Middle Name of the BU
Last Name	Last Name of the BU
User Name	User name for the BU. It shall be unique.
Email	Email ID of the BU
Confirm email	Email ID of the BU
Phone No	Mobile No of the BU.
Address	Correspondence Address of the BU
IFSC code	Select the IFSC code of the Bank branch to whom the reporting would be made. This field shall be carefully selected so that the reporting is made to the correct branch of the bank. The applicant shall be versed with the working model of his/her bank for the foreign investment reporting in terms of the branches which are operating for the approval/rejection of the reported forms in the FIRMS application. Not all branches are incorporated in the FIRMS application, but only those as specified by the respective bank.
	If the applicant is unable to find its respective branch under the IFSC code, he/she may contact its branch for clarification on this issue
Bank name	Auto-populated as per the IFSC code selected
Authority letter- Attachment	Attachment in the specified <u>format</u> for Authority letter. It is common for all forms filing in SMF. Attach PAN card of the individual registering as a Business User
Company CIN/LLPIN	Select the CIN or LLPIN of the entity of which
	the foreign investment is being affected. i.e. the indian investee company.
PAN Number	Auto-populated based upon CIN/LLPIN selection
Entity name	Auto-populated based upon CIN/LLPIN selection

Step 3 : Fill up the details in the popped up registration form for BU as below

Step-4 : Click Submit button. In case any error is displayed, rectify the same and click Submit button.

Step 5: A Message "Record Saved Successfully" is displayed at the top of Login box.

After BU submits the registration form, the same will have to be verified by the AD Bank Branch concerned. The approval/ rejection of the same would be communicated through email notification to the BU.

Format of the Authority letter

LETTER OF AUTHORIZATION

(ON THE ENTITY'S LETTER HEAD which would be registering itself as Business User for making filing in SMF-FIRMS)

(Where the Business User is filing the SMF in the capacity of an individual, the authority letter need not be on the Entity's letterhead.)

The Chief General Manager-in-Charge Foreign Exchange Department Reserve Bank of India [#] Regional Office Date

Dear Sir, **Sub:** Letter of Authorization for filing in FIRMS application

We hereby authorize Shri. / Smt. / Ms.

Account (Name Designation) holding Permanent Number and (PAN) (copy to be attached) to register as Business user for submission of returns in Foreign Investment Reporting and Management System behalf of our company/ LLP (FIRMS) on named/ as an individual registered office having at for (not applicable individual) and PAN

[#]The CIN/ LLPIN is _____/Company/LLP is not required to obtain CIN/LLPIN. (*Not applicable for individual*)

2. We also authorize Shri. / Smt. / Ms. (*Name of Authorized Representative*) to make declarations and to submit documents, wherever required, on our behalf. These declarations and submissions are made towards the requirement of the Foreign Exchange Management Act, 1999 and any other applicable laws that may be in force.

3.We further confirm that we are liable for and bound by all acts of commission and omission by the authorized representative. All acts committed by the above authorized representatives shall be treated as if these acts were committed by the company/ LLP.

----- (Specimen Signature of authorized representative)

5.Associated	bank	account	of	the	entity/indivi	dual wit	h th	ie AD	k	bank
					_ (account	number)	and	name	of	the
authorized	sig	natory	f	or	this	accou	int			is

6. The specimen signature of the authority signatory is as below

(signature of the authorized signatory

for the bank account)

Yours faithfully

Signature of Managing Director / Director / Secretary of the Company / Designated Partner (in case of LLP) (may self- authorize for individual)

Name: Designation: Date: DIN / Registration Number of Secretary / DPIN of Partners: Seal of the signing authority:

[#] Strike out whichever is not applicable [^]Indicate the location of RBI Regional Office

4. Logging into FIRMS

Step 1: Go to the FIRMS website at https://firms.rbi.org.in

Step : 2 Enter User Name and default password as provided via email notification. Enter captcha and click submit.



Step 3: Upon first Login, BU would be prompted to change the password through a popup window. Enter the details and submit. Upon success, Message "Password changed successfully" would appear on the Login Box.

Step 4: Enter user name, new password and captcha in the Login Box and click submit. The user would be taken to his/ her workspace.

Upon subsequent logins, the BU may enter username, set password and captcha in the Login box and click submit. The user would be taken to his/ her workspace.

Using forgot password:

In case the user forgets his /her password, the following steps shall be followed.

Step 1 : Click on forgot password in the Login Box.

Step 2 : Enter the username and registered email id in the pop up window and click submit. An email would be sent to the email id with the default password. The user shall check its registered email id for the new default password and follow the steps under the head "Logging into SMF" for logging into SMF

5. Form Filing and Submission

FC-GPR:

Step 1: Login into SMF and reach your workspace.

<u>File Edit View History Bookmarks Tools H</u> elp		- 8 ×
RBI FDI × Reserve Bank of India - Frequently	K Dashboard X +	
← → C ^a	aces/pages/dashboard.xhtml	∞∞ … ♥ ☆ ⊻ II\ ⊡ ≡
🌣 Most Visited 💧 Getting Started 🖨 firms 🖨 UAT SMF 🖨 UAT SMF	3U 🔀 Reserve Bank of India	
भारतीय रिज़र्य बैंक Reserve Bank of India India's Central Bank		Home Change Password Logout Welcome nista
Dashboard		^
Approved Forms	Rejected Forms	
PGGPR FORM LLP1 Form Co Form Offi Form NM Form	FCTRS 0 LL92 0 Form 0 ESP 0 O Øform 0 Øform	FGIPA FOUL CTMS 0 LUP LUP2 0 On Form 0 550P DMR 0 Form 0 Prom 0 Form 0 IMM Form 0 Form
Pending Approval Forms		
FCGPR FGBM LLT Form Cr Form 0.2011	2 FCTRS From 3 0 U22 From 0 0 EXP 0 0 EXP 0	1) Engli bildensibili se in
E Search the web and Windows	📕 data 💼 🌔 📴 FID launc 🕎 User Ma 🖷 cut - Wor	d 📀 Dashboa 🎌 testing12 ∧ ()× 💬 🐿 🗮 ENG 5:55 PM US 8/31/2018

Click on the left navigation button and select Single Master Form.

<u>File Edit View History Bookmarks</u> Tools Help		– ø ×
RBI FDI × Reserve Bank of India - Frequ	uently : X Dashboard X +	
← → C ^a	5/smf/faces/pages/dashboard.xhtml	∞∞ … ♥ ☆ ⊻ II\ ⊡ ≡
🔅 Most Visited 🔞 Getting Started 🔘 firms 🔘 UAT SMF 🔘 U	IAT SMFBU 🜐 Reserve Bank of India	
🧐 भारतीय रिज़र्व वैंक Reserve Bank of India India's Central Bank		Home Change Password Logout Welcome nlata
MENU		^
► FILE RETURN		
SINGLE MASTER FORM	Rejected Forms	
	Stiff I FCTRS 0 Form 0 Lip 0 Form 0 E500 0 RM 0 E000 0 NM 0 0 0	FOGPR 0 FCTRS 0 LP1 0 LP2 0 Cn From 0 EGPF 0 Gram 0 Form 0 Form 0 Form 0 Form 0 Form 0 Form 0 Form 0 Form 0 Form 0
Figure 1	SM 12 FCTR3 3 SM 12 FCTR3 3 sm 0 H70 0 From 0 H70 0 Setter FT FO FT From Gata FT FT FO	muž kuķārenspēkings ■ Dashbos 🏦 testing12 ∧ (4: 💭 %0 📮 ENG 55779M. 10: 20270015

Step 2 : Click on drop down menu "Return Type". Select "Form FC-GPR" and click on Add new return. The user will be taken to form FC-GPR.

	,	Search File Keturn	× +					<u> </u>
→ Cª @	① 10.28.2.180:7785/smf/fa		Return.xhtml?menuRedirect=Y	80%	♥ ☆		<u>↓</u> III\	Image: 1
lost Visited 🛛 🍯 Getting Start	d) firms () UAT SMF () UAT SMFB	U 🔘 Reserve Bank of India						
भारतीय रिष् Reserve Ban	র্দ্রে ব্রাঁক k of India 's Central Bank					Home (Change Passo Welc	vord Loge come nlata
Search Returns								
Return Type*	From Date	e	To Date		Return Refrence Number		+ Add New	Return
Select	~			i i i i i i i i i i i i i i i i i i i				
Select								
Form FC-GPR								
Form LLP-I								
Form LLP-II								
Form ESOP								
1 01111 2001								
Form CN								
Form CN Form DRR								
Form CN Form DRR Form DI								

Field Name	Description
CIN	Pre-filled, non-editable as per the BU registration
	details
Company name	Pre-filled, non-editable as per the BU registration
	details
PAN number	Pre-filled, non-editable as per the BU registration details
Application date	Pre-filled, non-editable, system date
Entry Route*	Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals. Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route . If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.
Applicable Sectoral cap/	Applicable sectoral cap as per FEMA 20(R).
Statutory ceiling*	
	Clarification: where the company belongs to a

	sector with mixed e brownfield pharmaceut under automatic route under Government rout would be 100%.	entry routes, for example ticals where up to 74% is and beyond up to 100% e, the applicable sectoral cap
Whether the foreign	Select Yes or No as ap	olicable.
investment received is for a specific project/	If yes is selected , fill up	the details as below:
manufacturing unit/ plant?	PIN Code	Enter the PIN code and click on arrow. If the PIN code is not available, enter the nearby PIN code
	State	Pre-filled as per PIN code (editable)
	City/District	Enter the city/district (editable)
	Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.

The complete form is arranged into two parts, Common Investment details and "Form FC-GPR" which is further arranged into 5 tabs.

(Common Investment details: These details are common to all returns that can be reported in SMF.)

Step 3: Fill up the common investment details as below:

snadekar, Monika - Outlook V X S	earch File Return	×			- 0
→ C' û	(i) 10.28.2.180:	7785/smf/faces/pages/FileReturn/searchRet	:urn.xhtml?menuRedirect=Y	80% … 🛛 🏠	⊻ III\ 🖽
lost Visited 🔞 Getting Started 🔘	firms 💮 UAT SMF (🕀 UAT SMFBU 🛛 💮 Reserve Bank of India			
भारतीय रिज़र्व Reserve Bank of I	बैंक ndia				Home Change Password Welcome
India's Centr	al Bank				
Search Returns				🗯 Reset 🔀 Save and Submit	🛱 Save As Draft 🛛 🔶 Back
Corporate Identification Number (CIN	/LLP)*	PAN Number*	Company Name *	Application Date *	
ABCDEFGHIJKLMNOPQRT11		QWERT7890Y	ABC &DEF PVT LTD	21/08/2018	
Details of received FDI-Entry Route	e and Applicable Sectora	ıl Cap:			
Entry Route *		O Automatic Route O Government Route			
Applicable Sectoral cap/ Statutory	ceiling *	O 20% O 26% O 49% O	51% O 74% O 100% O 0t	iers	
Whether the FDI is received for a particular the	articular project?*	🔿 Yes 🔿 No			
FC-GPR Form					
Issue Details Foreign Investors Details	Amount of Issue Part	ticulars of Issue Share Holding Pattern			
Date Of Issue*		Nature Of Issue *	Initial FCGPR Reference Number (Inca Filing)	se of Subsequent	
	Ť	-Select-	✓		
	© 201	18 Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Ver	sion 1.0 FIBMS Application Helpdesk (Monday to Friday 10:30 am t	6:00 pm) Email- helpfirms@rbi.org.in	

Step 4 : Fill up the details in form FC-GPR as below :

Step 4.1: Tab 1: Issue details

<u>F</u> ile <u>E</u> dit ⊻	iew History <u>B</u> ookmarks <u>T</u>	ools <u>H</u> elp				- 0 ×
RBI FDI		Reserve Bank of India - Freq	uently a X Search File Return	× RBI FDI	🗙 🛛 🔯 Pahadekar, Monika - Outlook V 🗙 🕇 🕂	
$\left(\leftarrow \right) \rightarrow$	C û	i 10.28.2.180:778	85/smf/faces/pages/FileReturn/	searchReturn.xhtml?menuRedirect=Y	80% … 🛡 ☆	⊻ II\ 🗊 ≡
A Most Vis	sited 🛛 🍯 Getting Started 🧲) firms 💮 UAT SMF 💮	UAT SMFBU (Reserve Bank of I	ndia		1
	भारतीय रिज़र्व Reserve Bank of India's Cent	बैंक India trat Bank				Home Change Password Logout Welcome niata
	Applicable Sectoral cap/ Statutor	y ceiling *	20% 26% 0	49% 51% 74% 100%	O thers	^
•	Whether the foreign investment is project/manufacting unit or manufacting unit or man	s received for a specific ufacturing plant? *	🔿 Yes 🔿 No			
FC	-GPR Form					
Iss	sue Details Foreign Investors Deta	ils Amount of Issue Particul	ars of Issue Share Holding Pattern			
	Date Of Issue *		Nature Of Issue *	Initial FC GPR Reference Nu Filing)	imber (In Case of Subsequent	
		i	Select	 Image: A set of the set of the		
	Whether the change in the shar	eholding pattern due to this trar	nsaction being reported has already beer	accounted in the pre transaction shareholding pattern *		
	O NO O YES					
		© 2018 P	rowered by : HTC Global Services Pvt. Ltd. www.ht	cinc.com. Version 1.0 FIRMS Application Helpdesk (Monday to Frid	ay 10:30 am to 6:00 pm) Email-helpfirms@rbi.org.in	
Se			[[]] 📙 data 🔮	🗧 🩋 👔 FID launc 🛯 User Ma	🛯 cut - Word 😆 Search Fi 🎌 testing12 🔨	

Field name	Description					
Date of issue	The date on which the capital instruments have been					
	allotted persons resident outside India pertaining t					
	instant reporting					
Nature of Issue	The nature under which the capital instruments have					
	been issued, which can be one of the following :					
	1. Preferential allotment/ Private placement/ Private arrangement					
	2. Rights					
	3. Bonus					
	4. Merger/ demerger /Amalgamation along with attachment of relevant approvals from the competent authority. This also includes cross border mergers which requires filing of FC-GPR as per Foreign Exchange Management (Cross Border Merger) Regulations 2018.					
	5. Subscription to Memorandum of Association (MoA)					
	6. Conversion of Convertible notesalong with the reference number/identification number for the form CN filed for the issuance of Convertible notes. Where the CN form is filed through physical filing, the same may be mentioned in the reference number/identification number field with the copy of acknowledgement letter/ application made as "other attachments" of the form in tab 5. If the form CN has not been filed by the applicant for the issuance of Convertible notes, the same may be declared as a separate attachment within "other attachments" of the form in tab 5					
	7. Capital Instruments issued under Schedule 7 of FEMA 20(R) to FVCIs					

	 8. Shares issued upon exercise of ESOPsalong with the along with the reference number/identification number for the form ESOP filed for the issuance of ESOPs. Where the form ESOP is filed through physical filing, the same may be mentioned in the reference number/identification number field as "filed physically" with the copy of acknowledgement letter/ application made as "other attachments" of the form in tab 5. If the form ESOP has not been filed by the applicant for the issuance of ESOPs, the same may be declared as a separate attachment within "other attachments" of the form in tab 5. 9. Issue of sweat equity shares
	in oil fields
	11. Others (please specify)
Initial FC-GPR reference number (In case of subsequent filing)	Non-mandatory. This field is applicable where the capital instruments issued are either partly paid up or share warrants where Form FC-GPR is filed multiple times for one allotment ,as and when the remittance is received. Enter the reference number, if any, which could be Ebiz application number or the acknowledgement number for the previously filed FC-GPR for that particular allotment. Please give the details of the allotment and payment schedule as an other attachment in the "other attachment" of the form in tab 5.
Whether the change in the	Select Yes or No
shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*	In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported. In case No is selected changes are reflected in the shareholding pattern for this transaction being reported accordingly.
	For understanding refer to chapter on Shareholding pattern.

Step 4.2: Tab 2 : Foreign investors details

Eile Edit	: <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp					- 0	×
RBI FDI	× Reserve Bank	of India - Frequently a X Search File Retu	im 🗙 RBI FDI	🗙 🛛 🧕 🔯 Pahadekar,	Monika - Outlook V 🗙 🛛 🕂		
\leftarrow	C 🛈 10.2	28.2.180:7785/smf/faces/pages/FileRet	urn/searchReturn.xhtml?menuRedirect=	Y 809	6 … 🛛 🕁	<u>↓</u> III\ ©	□ =
∯ Mos	t Visited 🐞 Getting Started 🖨 firms 🖨 U	AT SMF 💮 UAT SMFBU 💮 Reserve Banl	k of India				
	भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank				Home (Change Password Welcome	l Logout e nlata
	Number of investors *						^
	0						
	Details of the foreign investor / collabo	prator (Details of foreign residence to be given.	Indian address if any should not be given)				
		,	·····		+ add	Investor	
						investor	- 8
	 General Details 						
							- 1
	General Details of Investor(s)						
	Name *	Address *	Town/City	Sta	te		
	Pincode / Zincode	Country Of Residence *	Constitution / Na	ture of the investing Entity *			
		-Select-	Select	¥			
		© 2018 Powered by : HTC Global Services Pvt. Ltd. v	www.htcinc.com. Version 1.0 FIRMS Application Helpdesk (M	onday to Friday 10:30 am to 8:00 pm) Email- helpfirms@	irbi.org.in		
	Search the web and Windows	[[]] data	🛱 🖉 📴 FID launc 🖬 Us	er Ma 🕡 cut - Word 🛃 Seare	ch Fi 📆 testing 12 🔨 d× 🖽 🖗	ENG	5:10 PM

File Edit View Hig	tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp								- 0	
RBI FDI	× Reserve Bank of	India - Frequently a 🗙	Search File Return	× RBI F	DI	🗙 🛛 🧕 🛛 🔀 🛛 🕹 🕹 🕹 🕹 🕹	lonika - Outlook V 🗙 📔 -	+		
(←) → C' @	i 10.28	3.2.180:7785/smf/face	es/pages/FileReturn/search	hReturn.xhtml?me	nuRedirect=Y	80%	🖸 🏠	<u>+</u>	lii\ f	⊡≡
🔅 Most Visited 🧕	Getting Started 💮 firms 💮 UA	T SMF 🔘 UAT SMFBU	Reserve Bank of India							
आरत	तीय रिज़र्व बैंक							Home Cha	nge Passwor	rd Logout
Kese	India's Central Bank								weicom	ie niata
										^
· .	 Particulars Of Issue/Allotment to Each 	:h Investor								
	Particulars of issue (Capital instrumer	nt as issued to that foreign	investor)							
	Type Of Capital Instrument *	Numb	per of Instruments *							
	-Select-	~								
	Conversion Ratio (Number of equity sh CCPS/CCDs) *	iares per Numb	per of Equity Shares on fully dilute	ed basis * Fa	ace Value *	Prer	nium *			- 1
	Issue Price per instrument *	Amou	int Of Consideration *							
								Add Issue Particular		
	Type Of	Conversion Ratio(Applicable in cas	se Number of Equity Shares	Free Value	Description	Issue Price per	toront of Occidenting	r de stadate		
	Instrument	of CCPS/CCD/Share Warrants)	on fully diluted basis	Face Value	Premium	instrument	Amount of Consideration	Edit/Update		
				No records	; found.					
		© 2018 Powered by : HTC G	Slobal Services Pvt. Ltd. www.htcinc.com	. Version 1.0 FIRMS Appli	cation Helpdesk (Monday to Friday 10	0:30 am to 6:00 pm) Email- helpfirms@rb	org.in			C 44 D 4
Search the		D	📙 data 🛛 🧰 🏼	🤶 📴 FID laun	c 💘 User Ma	📲 cut - Word 🛛 🕹 Search	Fi 梵 testing12	∧ d× 🖸 🗐 📮	ENG US 8	6/11 PM 8/31/2018

<u>File</u> Ed	: ⊻iew History Bookmarks Iools Help				- 0	×
RBI FDI	× Reserve Bank of India - Frequ	ently a X Search File Return	× RBI FDI	🗙 🛛 🔯 Pahadekar, Monika - Outlook V 🗙		
€-	C 🔓 🛈	5/smf/faces/pages/FileReturn/sea	rchReturn.xhtml?menuRedirect=Y	80% … 🛡 🏠	<u>↓</u> III\ 🗊	Ξ
∯ Mo	t Visited 🔞 Getting Started 🖨 firms 🖨 UAT SMF 🖨 U	IAT SMFBU 💮 Reserve Bank of India				
	भारतीय रिज़र्व बैंक Reserve Bank of India india's central Bank				Home Change Password L Welcome nia	Logout lata
=	Remittance Details					^
•	Name of the AD Bank through whom remittance is received	Address of the AD Bank				
	Town/City	Pin Code	State			
			-Select-	v		
	Mode of Payment *	v.				
	Whether the remitter is different from the foreign	nvestor •				
	Yes No					
	 Investment Details 					l
	Total Amount of Inflow (Rs)	Total Amount for which Capital Instru issued (Rs)	ments has been			
	Details of the foreign investor					
	© 2018 Po	wered by : HTC Global Services Pvt. Ltd. www.htcinc.u	com. Version 1.0 FIRMS Application Helpdesk (Monday to	Priday 10:30 am to 6:00 pm) Email- helpfirms@rbi.org.in		
-		(🛛 📙 data 🛛 🛍	🤌 📴 FID launc 😻 User Ma	🔃 cut - Word 😢 Search Fi 🏃 testing 12	^ d× 및 📾 🛢 😡 6:12 P US 8/31/2	PM 2018

Field name	Description		
Number of investors	Enter the number of foreign investors to whom the capital instruments have been allotted in the issue being reported. Only that number of foreign investors can be entered in the form. For example, if the number of investors entered is 3, details of only 3 foreign investors can be added. In case, more number of investors (in case of incorrect number filled), please change the number in this field and then proceed ahead.		
General details			
	Name :	Name of the foreign investor (Ensure that the name is same as in the FIRC or KYC).	
	Address Address of the foreign		
	Town/City	Town/City of the foreign investor	
	State	State of the foreign investor	
	PIN code/Zip Code Pin Code /Zip Code of the foreign investor		
	foreign investor Country of residence Country of residence of the foreign investor. In case the investor belongs to Pakistan/Bangladesh, Covernment		

	Constitution/nature of the investing entity (Specify whether)	shall be attached in the attachment "Government Approval" of the common details page. Select Constitution/nature of the foreign investor as applicable from the drop down menu.
Each Investor	Type of Capital instrument	Select the type of capital instrument issued to the foreign investor from the drop down menu
	Number of instruments	Enter the number of instruments issued. For participating interest/rights in oil fields enter the value as 1 (one).
	Conversion ratio	In case of Equity shares, partly paid up shares, shares issued against convertible notes and, participating interest/rights in oil fields this is auto- populated as 1:1. For CCDs /CCPs/ share warrants enter the pre- fixed upfront conversion ratio.(In case there is no upfront conversion ratio enter the ratio as per the maximum permissible conversion of CCDs/CCPs/share warrants into equity shares in compliance to the pricing guidelines)
	Number of Equity shares on fully diluted basis	Auto-calculated as per the conversion ratio and number of instruments
	Face value	Enter the face value of the equivalent equity shares. In case of CCDs/CCPs /share warrants do NOT enter the face value of CCDs/CCPs/share warrants as it will not give

	the correct shareholding pattern.
	For participating interest/rights in oil fields enter the value as 0 (one).
Premium	Enter the value of premium, if any, else enter 0 (Zero).
Issue Price per instrument	Enter the Issue price per instrument. For participating interest/rights in oil fields enter the total value of the participating interest/rights in oil fields
Amount of Consideration	Auto calculated as Issue Price per instrument multiplied with number of instruments.
After entering all departicular" and check reflected in the adjoini In case any of the of modified click on the entering head of the table. This the respective fields. "Save" button, this will again.	etails click on "Add issue k whether the details are ng table and verify the same. details entered needs to be edit icon under "Edit/Update " would populate the details in Modify and then click on save the details in the table
If the details needs to the delete icon.	be deleted entirely, click on
Further, in case the inv than one capital instru- add the details using t details would be add adjoining table. In case the investor has of different face value	vestor has been allotted more ument in the same allotment, he above procedure. Multiple led as different rows in the as been issued equity shares le, for example, 100 equity 10 and 50 equity shares of
face value 20, then en rows and NOT a single This would ensure corr	ter the details as two different e record. rect shareholding pattern

Made of Device ant	Nouse of the AD bould	Enter the news of the
Mode of Payment	Name of the AD bank	Enter the name of the
	through whom	AD Bank
	remittance has been	
	received	
	Address of the AD hereit	Enter the eddroop of the
	Address of the AD bank	Enter the address of the
		AD bank
	Town/City	Enter the Town/City of
	,	the AD bank
	Din code	Enter the PIN code of
	1 III COUE	the AD hereit
	State	Enter the State or
		Union territory of the
		AD bank
	Mode of payment	Select the mode of
	mode of payment	
		payment from the drop
		down menu. @
	Whether the remitter is	Please select "NO" if
	different from the	the remitter is same as
	foreign investor	the foreign investor to
	Ioreign investor	
		whom the capital
		instruments have been
		allotment.
		In case the two are
		different (third next)
		different (third party
		payment , if permissible
), Please select "YES"
		enter the details viz.
		Name of the Remitter
		Country of romittor
		Country of remitter,
		relationship between
		Remitter and foreign
		investor and attach the
		requisite documents
	Details of the many on	tions of Mada of normant
	@ Details of the menu of	buons of mode of payment
	drop down. Menu options	are as follows:
	Menu options	Description
	Inward remittance from	Fields to be entered:
	abroad through	"Date of Remittance"
	banking abannal	"Amount in Do"
	banking channel	
		"FIRC number"
		Attachments: FIRC
		and KYC of the foreign

	line and an
	Investor
NRE/FCNR	Fields to be entered:
	"Date of debit",
	"Amount in Rs"
	Attachments: Debit
	Attachments. Debit
	statement
Escrow A/c	Fields to be entered:
	"Date of debit",
	"Amount in Rs"
	"FIRC number " (if any)
	Attachmente: Debit
	Attachments. Debit
	statement
Swap	Fields to be entered:
	"Value of Capital
	instruments in Rs"-
	Enter the value of
	capital instruments that
	are being swapped for
	the elletmost of the
	the allotment of the
	instant capital
	instruments in this
	allotment.
	Attachments:
	"Valuation certificate":
	Attach the valuation
	certificate for the value
	of oppital instrument of
	or capital instrument as
	entered in the above
	field
Issue of shares against	Fields to be entered:
fund payables to its	"Value of fund payables
foreign investor	in Rs"- Enter the value
	of fund payables for the
	allotment of the instant
	another instrumente
	this allotment.
	"Departmention " Enter the
	Description -Enter the
	description such as
	"conversion of ECB" or
	"import payables" etc as
	applicable
	Attachments:
	"Delevant documente
	from DDI/OOL and
	related documents":

		Attach the related Government approvals or RBI approvals and any other related documents as
Others		Select in case of any other mode of payment. Fields to be entered: "Date of Remittance", "Amount in Rs" "FIRC number" Attachments: related documents, if any, as per the mode of payment and to be attached at the "other attachments" at tab 5 in the form.
Multiple payment	mode of	Select this option if the total payment has been made through more than one mode or through one mode but multiple tranches. For example, if the allotment is of Rs 10 crores and the investor, lets say is an NRI, has paid the same as, Rs 5 crore through inward remittance and Rs 5 crore as NRE/FCNR. Fields to be entered: "Date of Remittance", - earliest date of date of remittances "Amount in Rs"-Total amount through all modes of payment. "Multimode Payment details"-Specify the individual mode of payment and amount received through that.

	Attachments: "Relevant documents from RBI/GOI and related documents": Attach the related Government approvals or RBI approvals, if any and any other related documents as applicable for the mode of payment as specified for the individual mode of payment.
For allotments which remittances, such as bonu etc., select the mode of t specify)". A new field will "non cash transaction" in t In "Date of remittance" se and in "Amount of remitta the FIRC number blank.	does not involve any is issue, merger/demerger ransfer as "others (please pop-up as "others". Enter his field". elect the date of allotment ince" enter 0 (zero). Leave

Investment details	Total amount of Inflow (in Rs)Amount capital have been issued	Auto-populated from mode of payment details (Amount in Rs) Auto-populated from "Particulars of issue/ details of individual investor" details. (Amount of Consideration)			
	Consideration)Note : If the Total amount of inflow is in excess in comparison to Amount for which capital instruments have been issued, then specify the details as per the validation note as below :Please specify and give as other attachment (refer user manual), whether the excess amount:1. has already been utilized for previous allotment , if so reference no be provided 2. will be utilized for subsequent allotment 3. has been refunded, if so refunds details shall be provided 4. will be refunded, if so please be guided by proviso to para 2(3) of schedule 1 of FEMA 20 (R)).Attachments to be provided in the attachment "other				
ADD Investor	Upon filling all above de investor " check whether the adjoining table (at the same. In case any of the be modified click on "Edit/Update " head of populate the details in the and then click on "Save" details in the table again. Repeat the process in case	etails, click on the "ADD the details are reflected in the bottom) and verify the e details entered needs to the edit icon under the table. This would e respective fields. Modify button, this will save the			

Tip : Please select the "Nature of issue" in tab 1, before entering the investor details. The investor details are erased in case "nature of issue" selected after.

Step 4.3 - Tab 3-Amount of Issue

📭 Pahadekar, Monika - Outlook V 🗙 Search File Return	× +				-	ø ×
← → C û (i) 10.28.2.180:778	5/smf/faces/pages/FileReturn/searchRet	urn.xhtml?menuRedirect=Y		80% 🛡 🏠	<u>↓</u> III\	⊡ =
🌣 Most Visited 🐞 Getting Started 🖨 firms 🖨 UAT SMF 🖨 L	IAT SMFBU 🌐 Reserve Bank of India					
भारतीय रिज़र्य बैंक Reserve Bank of India indias Central Bank					Home Change Pas We	sword Logo Icome nlata
Applicable Sectoral cap/ Statutory ceiling •	20% 26% 49%	51% (74% (1	00% Others			
. Whether the FDI is received for a particular project?*	🔿 Yes 🔿 No					
FC-GPR Form						
Issue Details Foreign Investors Details Amount of Issue Particula	rs of Issue Share Holding Pattern					
Amount of Issue						
Total Amount of Inflow *	Total amount for which capital instruments have issued *	been				
© 2018 Pq	wered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Ver	ion 1.0 FIRMS Application Helpdesk (Mono	day to Friday 10:30 am to 6:00 pm) Email- ł	velpfirms@rbi.org.in		
Search the web and Windows	0 🗎 🖨 🤌 赵	Search File Return	User Manual - FOR		^ q× ঢ় ▣ ♥ [NG	5:23 PM 8/21/2018

Field name	Description
Total amount of inflow	Auto-populated from tab 2 for all foreig investors
Total amount for which capi instruments have been issued	tal Auto-populated from tab 2 for all foreig investors

Step 4.4-Tab 4-Particulars of Issue

📴 Pahadekar, Monika - Ou	tlook V 🗙 Search File Retur	m × +					- 0	۶×
← → ♂ ☆	③ 10.28	.2.180:7785/smf/faces/pages/FileReturr	n/searchReturn.xhtml?menuRedi	rect=Y	80%	… ◙ ☆	<u>≁</u> III\	E
🔅 Most Visited 🛛 💩 Gettin	g Started 🔘 firms 🔘 UAT	SMF 🜐 UAT SMFBU 🌐 Reserve Bank of	f India					
भारतीय Reserve	रिज़र्च बैंक Bank of India India's Central Bank						Home Change Passwo Welcon	ard Logout me nlata
Issue Details Foreig	In Investors Details Amount of Iss	ue Particulars of Issue Share Holding Pattern						^
Consolidated F	Particulars of Issue							
Type Of Capti Instrument	al Number of Instruments	Conversion Ratio(Applicable in case of CCPS/CCD/Share Warrants)	Number of Equity Shares on fully diluted basis	Face Value	Premium	Issue Price per instrument	Amount of Consideration	
			No records found.					
			(1 of 1) 14 <4 (4) (4)	5 🗸				- 1
Fair Value of th	a shares(în Rs):	Valuation Certificate						
I hereby declare submissions are	that I have verified the information a made in compliance to the Foreig	n provided in this form and certify that the informat In Exchange Management Act, 1999. I hereby attact	ion provided is true, complete and correct h requisite Declaration, CS certificate and	. In case of any discrepancy other relevant attachment(s)	in the above information, I ma) for this reporting. *	y be held liable for the same. T	These declarations and	
⊖ Yes ⊖	No							
		© 2018 Powered by : HTC Global Services Pvt. Ltd. www	chtoinc.com. Version 1.0 FIRMS Application Help	desk (Monday to Friday 10:30 am te	o 6:00 pm) Email- helpfirms@rbi.org.i	n .		
Search the web		o 🥫 🗎 /	🤶 😢 Search File Return	👿 🖥 User Manual - FO	R			5:23 PM 8/21/2018

Field name	Description
Consolidated Particulars of Issue	Auto-populated table for the consolidated particulars of issue (from tab 2), for all foreign investors
Fair value of the Shares (in Rs)	Fair value of the shares as per the valuation certificate issued by the person authorized as per FEMA 20 (R) along with the attachment at "Valuation Certificate".
	Mandatory where nature of issues is "Preferential Allotment/Private Placement/Private arrangement " and "Conversion of Convertible Notes".
Declaration	<i>"I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration, CS certificate and other relevant attachment(s) for this reporting." * Please select "Yes" upon completing all details in the form. Attach the Declaration and CS certificate as well as other relevant documents in the attachment "CS certificate/other attachments".</i>

Step 4.5-Tab 5-Shareholding Pattern

	+			- a ×
C û 10.28.2.180:7785/smf/faces/p	ages/FileReturn/searchReturn.xhtml	menuRedirect=Y	80% … 🛡 🏠	<u>↓</u> III\ 🗊 =
st Visited 🔹 Getting Started 💮 firms 💮 UAT SMF 💮 UAT SMFBU 🧔	Reserve Bank of India			
भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank				Home Change Password Logor Welcome niata
Project Location				
Pincode* State*		District *		
110001 ANDHRA PRADE	SH	east		
City*				
West Godavari				
FC-CDR Form				
Issue Details Foreign Investors Details Amount of Issue Particulars of Issue Share	e Holding Pattern			
Issue Details Foreign Investors Details Amount of Issue Particulars of Issue Share	e Holding Pattern			
Issue Details Foreign Investors Details Amount of Issue Particulars of Issue Share Particulars	e Holding Pattern Pre- Transat	Post- tion Transaction		
tasue Details Foreign Investors Details Annount of Issue Particulars of Issue Share Particulars Value of equity shares (on fully filtuted basis) other than Foreign Portfolio Inves investment or Value of Capital contribution/profit shares	e Holding Pattern Transac stment and indirect foreign 11000	ttion Post- Transaction		
Itsue Details Foreign Investors Details Amount of Issue Particulars Share Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment to Value of Capital contribution/profit shares Foreign Foreign Total Total Investment to Value of Capital Contribution/profit shares Share	stment and indirect foreign 11000	tion Post- Transaction		
Itsue Details of oreign investors Details Amount of Issue Particulars Share Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment or Value of Capital contribution/profit shares. Foreign Portfolio Investment: Index for the other oth	e Holding Pattern Pre- Transac stment and indirect foreign 11000 0	Post- Transaction		
Issue Details Foreign Investors Details Amount of Issue Particulars Shar Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment or Value of Capital contribution/profit shares Foreign Portfolio Investment Indext foreign investment. Value of equity shares (on fully diluted basis) Total	Pre- Transac stment and indirect foreign 11000 0 1250.01	Post- Transaction		

Field name	Description					
Shareholding pattern	Particulars	Pre- Transaction	Post- Transaction			
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital 	Transaction Transaction re auto-popul are auto-calo ided in the ction value	Transaction			
	Value of shares reported The Business user shall correctly filled in the form	d in the form. ensure that t n, so that the	he details are shareholding			
	pattern which is auto- cald	culated is corre	ect.			

Step 5.6: After filling in all details, click on Save and Submit for submitting the form.

"Save as draft" feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the "Common details" page.

"Reset" feature : This will reset the complete form.

"Back" button: To go back to the Dashboard.

Format of the declaration :

DECLARATION TO BE FILED BY THE AUTHORISED REPRESENTATIVE OF THE INDIAN COMPANY:

We hereby declare that:

1. We comply with the procedure for issue of capital instruments as laid down under Foreign Exchange Management (Transfer or issue of security by person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB</u> dated November 07, 2017, as amended from time to time.

2. The investment is within the sectoral cap / statutory ceiling permissible under the regulations, ibid and in compliance with the attendant conditions.

3. The capital instruments issued under a scheme of merger and amalgamation of two or more Indian companies or reconstruction by way of de-merger or otherwise of an Indian company is duly approved by a court in India. *(strike- out if not applicable)*

4. The foreign investment received and reported now will be utilized in compliance with the provision of a Prevention of Money Laundering Act 2002 (PMLA) and Unlawful Activities(Prevention) Act, 1967 (UAPA). We confirm that the investment complies with the provisions of all applicable Rules and Regulations

5. We enclose the following documents in compliance with these regulations:

(i) A certificate from our Company Secretary as in the specified format.

(ii) A certificate from SEBI registered Merchant Banker / Chartered Accountant / cost accountant or any other person as authorized under FEMA 20 (R) indicating the manner of arriving at the price of the shares issued to the persons resident outside India *(wherever applicable)*

(iii) All other necessary documents as applicable to the issue.

(Signature of the Applicant)*	:
(Name in Block Letters)	:
(Designation of the signatory)	:
Diago:	

Place:

Date:

(* To be signed by Managing Director/Director/Secretary of the Company

Format for Company Secretary Certificate:

CERTIFICATE TO BE FILED BY THE COMPANY SECRETARY/PRACTICING COMPANY SECRETARY OF THE INDIAN COMPANY

In respect of the details as mentioned as mentioned above, we certify the following:

- (i) all the requirements of the Companies Act, 2013 have been complied with;
- (ii) terms and conditions of the Government approval, if any, have been complied with;
- (iii) the company is eligible to issue capital instruments/receive capital instruments under Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA</u> <u>20(R)/2017-RB dated November 07, 2017</u>, as amended from time to time.
- (iv) The company has all certificates issued by authorized dealers in India evidencing receipt of amount of consideration in accordance with Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB</u> <u>dated November 07, 2017</u>, as amended from time to time
- (v) The Investment Agreement/ Shareholder Agreement between the investor and the investee company is in compliance with the provisions of Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB</u> <u>dated November 07, 2017</u>, as amended from time to time

(Name & Signature and Seal of the Company Secretary/practicing Company secretary)

FC-TRS

Step 1: Login into SMF and reach your workspace.

<u>File</u>	<u>E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks	<u>T</u> ools <u>H</u> elp												-	٥	×
RBI FI	ы ×	Reserve Bank of India - F	requently \circ $ imes$	Dashboar	ł		× +									
$\langle \boldsymbol{\leftarrow} \rangle$	\rightarrow C $rac{1}{2}$	(i) 10.28.2.180:	7785/smf/face	s/pages/da	ashboard.xh	ntml				80%	•• 🛡 t	7		<u>↓</u> III\	5	Ξ
¢ N	Aost Visited 🛛 🌜 Getting Started	G firms G UAT SMF (🕀 UAT SMFBU	Reserv	e Bank of Ind	ia										
G	भारतीय रिज़र्व Reserve Bank c India's	बैंक of India Central Bank											Home 0	Change Pass Wel	word icome	Logout nlata
	Dashboard															^
•	Approved Forms							Rejected Forms								
			FCGPR 1 FORM 1 LLP1 0 Form 0 DRR 0 Form 0 INVI 0	FCTRS Form LLP2 Form ESOP Form DI Form	0					FOGPR FORM LLP1 Form Cn Form DRR Form INVI Form	0 0 0 0	FCTRS 0 Form 0 Form 0 Form 0 DI Form 0				
	Pending Approval Forms															
			FCGPR 12	FCTRS Form	3											
			Form 0	Form	0											
		@ 201	8 Powered by : HTC C	ilobal Services Pv	0 1. Ltd. www.htcire	a.com. Versio	n 1.0 FIRMS Ap	ilication Helpdesk (Monday to Fr	iday 10:30 am to 6:00 pm) En	nail-helpfirms@rbi.org.in						
	Search the web and Wir	ndows	O	📙 data	â	e	FID lau	nc 👿 🖥 User Ma	w cut - Word	彭 Dashboa	🏗 testin	g12 へ c	1× 🔁 🐿	ENG US	5:55 8/31/	PM 2018

Click on the left navigation button and select Single Master Form.

<u>File Edit View History B</u> ookmarks	jools <u>H</u> elp		
RBI FDI ×	Reserve Bank of India - Frequently : X Dashboard X +		
$\overleftarrow{\bullet}$ \rightarrow C' $\overleftarrow{\bullet}$	10.28.2.180:7785/smf/faces/pages/dashboard.xhtml	80% … 🛡 🏠	⊻ II\ 🗊 🗏
🔅 Most Visited 🛭 🌜 Getting Started 🧯) firms 🜐 UAT SMF 🜐 UAT SMFBU 🜐 Reserve Bank of India		
भारतीय रिज़र्व Reserve Bank of India's Cer	र्थे क India trai baek	Home	Change Password Logout Welcome nlata
× MENU			^
FILE RETURN			
SINGLE MASTER FORM	Rejected Forms		
	FODM 1 FCTNS 0 LUP1 0 LUP2 0 Drifwm 0 ESDP 0 DRR 0 DForm 0 Pom 0 DForm 0 Pom 0 DForm 0 Pom 0 DForm 0	FCGPR 0 FCTNS 0 LPm 0 LPm 0 Co Ferm 0 SSOP 0 SPR 0 Form 0 Form 0 Brown 0 Form 0 Form 0 Form 0 Brown 0 Form 0 Brown 0	
Search the web and Wind	FOIFR 12 FC176 3 IP Form 0 IP IP 0 IP 0 IP IP IP 0 IP IP	sémaghiagik Dashbaa 🏦 testino12. ∧ tix 🖅 9	n EI ENG 5:57 PM

Step 2 : Click on drop down menu "Return Type". Select "Form FC-TRS" and click on Add new return. The user will be taken to form FC-TRS.

<u>File Edit View</u> History Bookmarks Tools <u>H</u> elp				– ø ×
RBI FDI X Reserve Bank of India - Fr	equently a X Search File Return	× +		
(←) → C ⁴	785/smf/faces/pages/FileReturn/searchReturn	n.xhtml?menuRedirect=Y	80% ···· 🛡 🏠	<u>↓</u> III\ 🗊 =
🌣 Most Visited 🔞 Getting Started 🕀 firms 🕀 UAT SMF 🧲	UAT SMFBU 🜐 Reserve Bank of India			
भारतीय रिज़र्य बैंक Reserve Bank of India Iedia's Central Bank				Home Change Password Logout Welcome nlata
Search Returns				
>				+ Add New Return
Return Type*	From Date	To Date	Return Refrence Number	
Select 👻	[
Select				
Form FC-GPR				
Form FC-TRS				
Form LLP-I				
Form LLP-II				
Form ESOP				
Form DBR				
Form DI				
Form InVi				
© 2018	Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Version	1.0 FIRMS Application Helpdesk (Monday to Friday 10:30 am to t	6.00 pm) Email- helpfirms@rbi.org.in	
Search the web and Windows	[]] 📙 data 💼 🥭	📴 FID launc 🛛 🖉 User Ma 🗤 🗐 cut	- Word 😆 Search Fi 🏗 testing12 🔨 🕸	∰ 🗐 📮 ENG 5:58 PM US 8/31/2018

The complete form is arranged into two parts, Common Investment details and "Form FC-TRS" which is further arranged into 3/4 tabs.

(Common Investment details: These details are common to all returns that can be reported in SMF.)

Step 3: Fill up the common investment details as below:

<u>File Edit View History Bookmarks Iools H</u> elp				– 🛛 🗡			
RBI FDI × Reserve Bank of India	- Frequently 🗧 X Search File Return	RBI FDI	🗙 🛛 📴 Pahadekar, Monika - Outlook 🛛 🗙 🗍 🕂				
← → C û ③ 10.28.2.18	0:7785/smf/faces/pages/FileReturn/searchReturn.xh	ntml?menuRedirect=Y	80% … 🛡 🏠	<u>↓</u> III\ 🗊 🗏			
🔅 Most Visited 🔞 Getting Started 🖨 firms 🖨 UAT SMF	🕀 UAT SMFBU 🛛 🖨 Reserve Bank of India						
मारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank			Home	Change Password Logout Welcome nlata			
Search Returns			🗯 Reset 🛛 🔀 Save and Submit 🛛 😫 Save As	Draft 🗲 Back			
Corporate Identification Number (CIN/LLP) *	PAN Number *	Company Name *	Application Date *				
ABCDEFGHIJKLMNOPQRT11	QWERT7890Y	ABC &DEF PVT LTD	31/08/2018				
Details of received FDI-Entry Route and Applicable Sector	oral Cap:						
Entry Route *	Entry Route * O Automatic Route O Government Route (Attach Copy Of Government Approval)						
Applicable Sectoral cap/ Statutory ceiling *	Applicable Sectoral cap/ Statutory ceiling * 20% 26% 49% 51% 74% 100% Others						
Whether the foreign investment is received for a specific O Yes O No project/manufacting unit or manufacturing plant?*							
FCTRS Form							
Common Details Particulars of Transfer Share Holding Pattern							
Transfer by way of " O Sale O Gift Whether the FC-TRS reporting is " New O Subsequent							
Whether the change in the shareholding pattern due to shareholding pattern: *	this transaction being reported has already been accounted in the	pre transaction ONO Y	15				
0	2018 Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Version 1.0	FIRMS Application Helpdesk (Monday to Friday 10:30 am	to 6:00 pm) Email- helpfirms@rbi.org.in				
Search the web and Windows	🔲 🦲 🛱 data 🛱 🤅 😰	FID launc 👿 User Ma 👿 c	ut - Word 🛯 🕹 Search Fi 🄁 testing12 \land 🗘 🖳 🎙	ENG 6:21 PM US 8/31/2018			

Field Name	Description
CIN	Pre-filled, non-editable as per the BU
	registration details
Company name	Pre-filled, non-editable as per the BU registration details
PAN number	Pre-filled, non-editable as per the BU registration details
Application date	Pre-filled, non-editable, system date
Entry Route*	Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.
	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route . If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.
Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per FEMA 20(R). Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.

Whether the foreign investment received is for a specific project/ manufacturing unit/ plant?	Select Yes or No as app If yes is selected , fill below:	plicable. up the details as
	PIN Code	Enter the PIN code and click on arrow
	State	Pre-filled as per PIN code
	City/District	Enter the city/district
	Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.

Step 4 : Fill up the details in form FC-TRS as below :

Step 4.1-Tab 1-Common details

Sear	ch File Return	× 📴 Pa	ahadekar, Monika	- Outlook V 🗙 RB	I FDI	×	+			—	ø	×
() → C' 🏠	0	D 10.28.2.180:	7785/smf/faces/pa	ges/FileReturn/se	earchReturn.xhtml	?menuRedirect=Y	50%	···· 🛡 🏠	± ⊪		Ξ
\$	Most Visited 🛛 📵 Getting Sta	arted firms	UAT SMF	🕲 UAT SMFBU 🔘	Reserve Bank of Inc	dia						
6	मारतील रिजर्व बैंक Reserve Bank of India Demas Control Bank									Home (Change Pasawor Walcom	t Logovt e nists
	Entry Route*			Automatic Boute	manent Baude							^
•	Applicable Sectoral cap/ Statutory celling*			0 20% 0	26% 0 49%	O \$1% O	74% 0 100% 0	Others				
	Whether the FDI is received for a particular pro	ject?•		○ Yes ○ Ne								
	FCTRS Form											
	Common Details Particulars of Transfer Sha	are Holding Pattern										i i
	Transfer by way of	⊖ Sale ⊖ Gift		Whether the PC-TRS reporting is		New O Subset	uent .					
	Whether the change in the shareholding pa	attem due to this transaction	being reported has already been	n accounted in the pre transaction shan	sholding pattern:*		O NO O YES					
	Transfer from *			Transfer Type*			Date of Transfer*					
	-56.60*-		×	-58.60**		~						
	Nature of Transfer*											
	Address"			Country *								
				-581,807-		~						
	Resident Non-Resident			-eser-		*						
	Address"			Country *								
				-56.609-		~						
				Constitution / Nature"								
	Desident in India O Non-Decider					•						
	In case the acquisition by the NR seller	is through issue of capital	instruments acknowledgemen	t of FC-GPN may be attached. In case	the acquisition by the NII seller	is through transfer of capital instrui	ments acknowledgement of FC-TRS may be attached.in	n case of gift refevant NDI approval, if any , may b	e atlached			
					we have to see that he is a	at the completion over the day is the second	e parte alta valueta de manda se midar verse an se per ant i marti d	alalaan Wali aa 'a				
	Search the web and	d Windows		() 📮	i 🛱 🥭	😢 Search File R	iet 👿 🖥 User Manual	w business user r	X Business-user	へ (1)) 記 🖬 🖡 ENG	6 6:18 8/23/	РМ 2018

Field name	Description				
Transfer by way of	Select sale or Gift as the case may be				
Whether the change in the	Select Yes or No				
shareholding pattern due to this	In case Yes is selected then there will				
transaction being reported has already	not be any change in the shareholding				
been accounted in the pre transaction	pattern for this transaction being				
---------------------------------------	---	--	--	--	--
shareholding pattern:*	reported.				
	In case No is selected changes are				
	reflected in the shareholding pattern for				
	this transaction being reported				
	accordingly.				
	For explanation refer to the chapter				
	under head "Shareholding Pattern"				
Transfer from	Select from the following options as				
	applicable:				
	 Resident to Non-resident (including NRI/OCI on repatriable basis) 				
	 Non-resident (including NRI/OCI on repatriable basis) to Resident NRI /OCI/eligible investor on non- repatriable basis to Non- repatriable basis to Non- 				
	resident(including NRI/OCI on repatriable basis)				
	Non-resident (including NRI/OCI				
	on repatriable basis) to				
	repatriable basis				
Transfer Type	Select from the following options as				
	applicable:				
	 Transfer as per Regulation 10(3) of FEMA 20(R)-Sale of capital instruments from a person resident outside India to a person resident in India 				
	 Transfer as per Regulation 10(4) 				
	of FEMA 20(R)-Sale of capital				
	instruments from a person				
	resident in India, including				
	NRI/OCI or eligible investor under				
	Schedule 4 to FEMA 20(R) to a				
	Transfer as per Regulation 10(5)				
	of FEMA 20(R)-Gift of canital				
	instruments from a person				
	resident in India, including				
	NRI/OCI or eligible investor under				
	Schedule 4 to FEMA 20(R) to a				

	 person resident outside India Transfer as per Regulation 10(12) of FEMA 20(R)-Invocation of pledge Transfer of capital instruments as per Regulation 3 to FEMA 20(R) Others (please specify)
Date of Transfer	Select the date of transfer from the calendar. (In case the date of transfer is after the date of filing of FC-TRS form i.e future date, select the date as application date and provide the date of transfer as per the Transfer agreement as an attachment under "Other attachments").
Nature of Transfer	 Select from the following options as applicable: Offer for sale in an IPO/ FPO Private arrangement Swap of capital instruments Sale on stock exchange other than those under Schedule 2 and Schedule 3 of FEMA 20(R) Purchase on stock exchange other than those under schedule 2 and Schedule 3 of FEMA20(R) Participating interests / rights in oil fields Merger / Demerger / Amalgamation Buy back Invocation of pledge Others (please specify)
Buyer and Seller details for sale or Donee and Donor details for gift	Fill up the buyer and seller details for transfer by sale or Donee and Donor details for Transfer by Gift.

Step 4.2-Tab 2-Particulars of Transfer

Search File Return X 02 Pahadekar, Monika - O	utlook V 🗙 RBI FDI 🛛 🗙	+		- o ×
(←) → C ^I ⁽¹⁾ 10.28.2.180:77	85/smf/faces/pages/FileReturn/searchReturn.xht	tml?menuRedirect=Y	80% … 💟	☆ ⊻ II\ 🗉 ≡
🌣 Most Visited 🐞 Getting Started 🖨 firms 🖨 UAT SMF 🖨	UAT SMFBU 🜐 Reserve Bank of India			
भारतीय रिज़र्य बैंक Reserve Bank of India india's central Bank				Home Change Password Logou Welcome niata
Common Details Particulars of Transfer Share Holding Pattern				
Þ				+ Add
Type Of Capital Instrument*	Number of Instruments *	Conversion Ratio *		
Number of equity shares on Fully diluted basis *	Face Value *	Transfer Price Per Instrument •		
Total Amount Consideration *				
Type Number of Instruments Face Value	Number of equity shares on Fully diluted basis	Transfer Price Per Instrument	Total Amount Consideration Del	lete Edit
	No r	ecords found.		
Fair value of the capital instrument at the time of transfer (NR)				
Transfer Agreement / Valuation Certificate				
n Choose				
© 2018	Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Version 1.0 F	IRMS Application Helpdesk (Monday to Friday 10	2:30 am to 6:00 pm) Email-helpfirms@rbi.org.in	
Search the web and Windows	🗇 📋 🚊 🤌 Search F	ile Ret will User Manual	will business user r 🗴 🗄 business	-user へ (い) 臣 🖬 투 ENG 6:20 PM INTL 8/23/2018

Field Name	Description
Type of capital instrument	Select the type of capital instrument as transferred from the drop down menu. In case of gift, if the shares are transferred select as "Shares transferred as Gift", if not, then the capital instrument as transferred
Number of Instruments	Enter the number of instruments as transferred.
Conversion ratio	In case of Equity shares, partly paid up shares, shares transferred as Gift, participating interest/rights in oil fields enter as 1:1. For CCDs /CCPs/ share warrants enter the pre-fixed upfront conversion ratio. (In case there is no upfront conversion ratio enter the ratio as per the maximum permissible conversion of CCDs/CCPs/share warrants into equity shares in compliance to the pricing guidelines).
Number of equity shares on fully diluted	Auto-populated as per the conversion ratio
Face value	Enter the face value of the equivalent
	equity shares. In case of CCDs/CCPs

	/share warrants do NOT enter the face value of CCDs/CCPs/share warrants as it will not give the correct shareholding pattern. For participating interest/rights in oil fields
	enter the value as 0 (zero).
I ransfer price per instrument	price as 0(zero).
Total amount consideration	Auto-calculated as Number of instruments multiplied by transfer price per instrument.
"ADD " button	Click on the ADD button after entering above details and check that all details are reflected in the adjoining table. In case of multiple instruments being transferred repeat the above process.
	In case the entered details needs to be modified click on the Edit icon in the table. The details would be re-populated in the fields, modify accordingly and click on Save Button. Check for the details in the adjoining table.
	In case the details needs to be deleted click on the Delete icon in the table.
Fair value of the capital instruments at the time of transfer	Enter the fair value of the capital instrument being transferred and attach the valuation certificate form the authorized person and Transfer agreement (relevant extracts) along with the consent letter of buyer and seller at "Valuation certificate."
	In case where multiple instruments are being transferred, enter the fair value of one instrument and attach a clarificatory letter along with the valuation certificates at the attachment "Valuation certificate"
	In case of Gift, the field may be kept blank.

Reserve Bank of India India's Central Bank	Share Holding Pattern			Welcome
Mode of payment- Particulars of Remittance				
Mode of Payment *	Name of the AD Bank *	Address of the AD Bank*	Amount received/remitted in Rs+	+ Add
Whether*	v			
Tranche Number Ø				
ls Last Tranche O Yes O No	Whether the remitter is diffrent from foreign Ves O No	, investor		
Tranche Number	Total Amount Recived	Amount Recived	Delete	Edit
Ibereby declare that I have verified the information prov made in compliance to the Foreign Exchange Manageme Other Attachments:	rided in this form and cartify that the information provided in t ant Act, 1999. I haveby attach requisite Declaration and other r	rev receive route. true, complete and correct. In case of any discrepancy in the above infer relevant attachment(c) for this reporting.	mation, 1 may be held liable for the same. These declarations and submissio	ins are

Step 4.3 : Tab 3-Remittance Details – Not applicable for Transfer by Gift

Field Name	Description			
Mode of payment	Select from the drop down menu			
Name of AD bank	Click on the search icon .A pop-up window will open, select the AD bank facilitating the transfer.			
Address of the AD bank	Address is auto-populated based on bank selection. In case the address is not correct, edit the details accordingly.			
Amount remitted/received in Rs	Amount in Rs as being received or remitted in this reporting			
Whether and Tranche number	Select from the drop down menu as below			
	Payment on full consideration			
	Date of remittance	Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.		

Tranche number	Enter tranche number as 1
Is last tranche	Select Yes
Payment on deferred ba In case it is first tranche	isis payment
Tranche number	Enter Tranche number as 1 (one)
Amount in the tranche	Enter the Amount as received in the tranche
Date of remittance	Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.
Is last tranche	Select YES or NO as applicable
In case it is 2,3,4etc	tranche
Tranche number	Enter Tranche number as 2,3etc as applicable
Amount in previous tranche(s)	Enter the total amount as received in all earlier tranche(s).
FC-TRS details	Enter the FC-TRS reference number along with the tranche amount reported in the FC- TRS
Amount in the tranche	Enter the Amount as received in this tranche
Date of remittance	Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.

Is last tranche	Select YES or NO as applicable	
Indemnity Arrangeme	nt	
In case it is first FC-TI	RS reporting	
Tranche number	Enter Tranche number as 1	
Amount indemnifie /Amount being pai as indemnity	d Enter the Amount d indemnified in Rs	
Date of remittance	Enter the Date of Remittance. In case the remittance date is future date, it may be left blank. This date is the date on which the Amount is received for the transfer	
Is last tranche	Select NO	
In case it is first FC-T indemnity payment	RS reporting for reporting	
Tranche number	Enter Tranche number as 2	
Amount in previous tranche(s)	Enter the total amount as received in all previous tranches	
FC-TRS details	Enter the FC-TRS reference number along with the tranche amount reported in the FC-TRS	
Amount Indemnified /Amount paid as Indemnified in Rs	Enter the Amount being paid as indemnity	
Date of Remittance	Enter the date of remittance.	
Is last tranche	Select YES or No as applicable	

Whether the remitter is different from a foreign investor	Please select "NO" if the remitter is same as the foreign investor. In case the two are different (third party payment, if permissible), Please select "YES" enter the details viz., Name of the Remitter, Country of remitter, relationship between Remitter and foreign investor and attach the requisite documents
Declaration	Declaration text- I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite <u>Declaration</u> and other relevant attachment(s) for this reporting.*

Step 5.5-Tab 5-Shareholding Pattern

<u>File Edit View</u> H	i <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp				– o ×
RBI FDI	× Reserve Bank of India - Frequently - × Search File Return	× RBI FDI		🗙 🛛 🔯 Pahadekar, Monika - Outlook V 🗙 🕇 🕂	
(←) → C ⁱ (10.28.2.180:7785/smf/faces/pages/FileReturn/searchReturn	m.xhtml?menu	Redirect=Y	80% … 🛡 🏠	± II\ ⊡ =
🕸 Most Visited 🌘	👂 Getting Started 💮 firms 💮 UAT SMF 💮 UAT SMFBU 🍈 Reserve Bank of India				
ि Res	rतीय रिजर्व बैंक serve Bank of India india's Central Bank				Home Change Password Logout Welcome nlata
Applica	ble Sectoral cap/ Statutory ceiling • 20% 26% 49% 0	51% 74	% 100%	O thers	^
 Whether project, 	rr the foreign investment is received for a specific Ves No /manufacting unit or manufacturing plant?*				
FCTRS I	Form				
Commor	Details Particulars of Transfer Remittance Details Share Holding Pattern				
Pa	rticulars	Pre- Transaction	Post- Transaction		
Va	ilue of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign vestment or Value of Capital contribution/profit shares	14000			
Fo	reign Portfolio Investment	0			
Inc	direct foreign investment- Value of equity shares (on fully diluted basis)	0			
То	tal	14000.00			
Pe	rcentage	14.00			
	© 2018 Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Version	1.0 FIRMS Application	n Helpdesk (Monday to I	Tiday 10:30 am to 6:00 pm) Email-helpfirms@rbi.org.in	ENG 6:33 PM
Search t	he web and Windows 🔲 📙 data 🧃 🚑	FID launc	W User Ma	. 💘 🛃 cut - Word 😜 Search Fi 🚺 testing12 🔨	4× 💬 📾 📮 US 8/31/2018

Field name	Description		
Shareholding pattern	Particulars	Pre- Transaction	Post- Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares Foreign Portfolio Investment Indirect foreign investment- Value of equity shares (on fully diluted basis) Total Percentage		
	Pre transaction values are Entity Master (tab 3) Post transaction values are the details provided in the f transaction value of sha reported in the form. The Business user shall e correctly filled in the form pattern which is auto- calcula	e auto-popula auto-calculate orm. Post tra ares + Valu ensure that the so that the ted is correct.	ted from the d based upon nsaction=Pre e of shares ne details are shareholding

Step 5.6: After filling in all details, click on Save and Submit for submitting the form.

"Save as draft" feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the "Common details" page.

"Reset" feature : This will reset the complete form.

"Back" button: To go back to the Dashboard.

Format for Declaration by the Non-resident transferor / transferee

I/We hereby declare that

- i. The particulars given above are true and correct to the best of my/our knowledge and belief.
- ii. I/ We, was/were holding the capital instruments of the company as per Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2000 notified vide <u>Notification No. FEMA</u> <u>20/2000-RB dated 3rd May 2000</u>, as amended from time to time on repatriation/non repatriation basis.
- iii. I/ We, am/are eligible to acquire the capital instruments in a company in terms of regulations, ibid.
- iv. The investment is within the sectoral cap / statutory ceiling permissible under the regulations, ibid and in compliance with the attendant conditions.

Signature of the Declarant or his duly authorised agent Date:

LLP-I

Step 1: Login into SMF and reach your workspace.



Click on the left navigation button and select Single Master Form.

<u>File Edit View History Bookmarks Tools H</u> elp		- a ×
RBI FDI × Reserve Bank of India	- Frequently - X Dashboard X +	
← → C'	80:7785/smf/faces/pages/dashboard.xhtml	80% … ♥ ☆ ⊻ Ⅲ\ ⑪ ≡
🌣 Most Visited 🐞 Getting Started 🌐 firms 🖨 UAT SMF	🗧 🜐 UAT SMFBU 🛛 🖨 Reserve Bank of India	
भारतीय रिज़र्व बैंक Reserve Bank of India India's Contrat Bank		Home Change Password Logout Welcome niata
× MENU		^
FILE RETURN		
SINGLE MASTER FORM	Rejected Forms	
	FCGPR 1 FCTRS 0 FCRM Form	FCGPR 0 FCTRS 0 FCPM FCTRS 0
	Ch Form 0 ESOP 0 Form 0 Form	On Form 0 ESOP 0 Form
	DRR 0 DI Form 0	DRR 0 DI Form 0
	INVI 0 Form	INVI 0 Form
	FOGRA 12 FOTRS 3 FORM 12	
	LLP1 0 LLP2 0 Form Form	
	Cn Form 0 ESOP 0	
	2018 Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Version 1.0 FIRMS Application Helpdesk (Monday to Friday 10:30 am	to 6:00 pm) Email-helpfirms@rbi.org.in
Search the web and Windows	🔲 🔲 📋 🖨 🖉 😰 FID launc 🚾 User Ma 🖬 cu	ut - Word ڬ Dashboa 🎢 testing12 ^ 🖓 🖳 🔤 🗮 US 8/31/2018

Step 2 : Click on drop down menu "Return Type". Select "Form LLP-I" and click on Add new return. The user will be taken to form LLP-I.

<u>File Edit View History Bookmarks</u> <u>T</u> ools <u>H</u> elp				- ø ×
RBI FDI X Reserve Bank of India - Freque	ently : X Search File Return X			
(←) → C ²	5/smf/faces/pages/FileReturn/searchReturn.xhtml?	menuRedirect=Y 8	80% 💟 🏠	<u>↓</u> III\ 🗊 😑
A Most Visited 🐠 Getting Started 🖨 firms 🖨 UAT SMF 🖨 U.	AT SMFBU 💮 Reserve Bank of India			
भारतीय रिजर्य बैंक Reserve Bank of India India Central Bank			Home	Change Password Logout Welcome nlata
Search Beturns				
•				
				+ Add New Return
Return Type*	From Date	To Date	Return Refrence Number	
Select				
Select				
Form FC-GPR				
Form FG-TRS				
Form LLP-II				
Form ESOP				
Form CN				
Form DRR				
Form DI				
Form InVi				
6.2011	mendler HTC Obbid Services Pot Ltd. (www.bicisc.com, Version 1 0 FRMS	ugekator Helpdark Monday to Ficker 1030 an to 800 pm] (Bruel Feder	stiftbiorg in	
Search the web and Windows	🕞 📙 data 🛛 🧯 🧔 📴 FID I.	aunc 💘 User Ma 💘 cut - Word 😆 Sea	arch Fi 🏃 testing12 🔨 🗘 🐑 🕾	ENG 5:58 PM US 8/31/2018

The complete form is arranged into two parts, Common Investment details and "Form LLP-I" which is further arranged into 5 tabs.

(Common Investment details: These details are common to all returns that can be reported in SMF.)

Step 3: Fill up the common investment details as below:

it <u>v</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp				- 0
× Reserve Bank of India -	Frequently a X Search File Return	× RBI FDI	🗙 🛛 🧕 Pahadekar, Monika - Outlook V 🗙 🚽 -	÷
→ C ⁱ û 10.28.2.180:	:7785/smf/faces/pages/FileReturn/search	nReturn.xhtml?menuRedirect=Y	80% … 🛡 🏠	<u>↓</u> III\ 🗉
st Visited 🐞 Getting Started 💮 firms 💮 UAT SMF	UAT SMFBU (Reserve Bank of India			
भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank				Home Change Password Welcome
Search Returns			🗯 Reset 🛛 🎽 Save and Submit	🛱 Save As Draft 🗲 Back
Corporate Identification Number (CIN/LLP)*	PAN Number *	Company Name *	Application Date *	
ABCDEFGHUKLMNOPQRT11	QWERT7890Y	ABC &DEF PVT LTD	31/08/2018	
Entry Route * Applicable Sectoral cap/ Statutory ceiling *	Automatic Route Government R 20% 26% 49%	oute (Attach Copy Of Government Approval) 51% 74% 100%	Others	
Whether the foreign investment is received for a specific project/manufacting unit or manufacturing plant? •	🔿 Yes 🔿 No			
LLP-I Form				
Common Details Share Holding Pattern				
General details				
General details Name *	Address *	Country+		

Field Name	Description
CIN	Pre-filled, non-editable as per the BU
	registration details
Company name	Pre-filled, non-editable as per the BU registration details
PAN number	Pre-filled, non-editable as per the BU registration details
Application date	Pre-filled, non-editable, system date
Entry Route*	Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.
	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route. If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.
Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per FEMA 20(R). Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.
Whether the foreign investment received is for a specific project/ manufacturing unit/ plant?	Select Yes or No as applicable. If yes is selected , fill up the details as below:
	PIN Code Enter the PIN code and click on arrow

State	Pre-filled as per PIN code
City/District	Enter the city/district
Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.

Step 4 : Fill up the details in form LLP-I as below :

0 10.28.2.181:7005/sml/races/pages/FileF	eturnysearchketurn.xntmirmenuked	rect=r	X
भारतीय रिज़र्य बैंक Reserve Bank of India India's Central Bank			Home Change Password Welcome :
micardi die integanericia brommera/orecinicia			
Brownfield			
LLP-I Form			
Common Details Share Holding Pattern			
General details			
Name*	Address *	Country *	
NAME	ADDRESS	Select	
Constitution/Nature *			
Person Resident outside India other than NRI/OCI	-	Select	
		BHARAT	
Demittenes Detaile		SINGAPORE	
		INDIA	
Name of the AD Bank through whom the remittance is	Address *	MALESIYA	
received *	•	THAILAND	
	<u>8</u>	SRILANKA	
		TOKYO	
PIN Code	State*	USA	
	2		
Mode of payment:*			

🗅 Search File Return 🛛 🗙		≜ - 6 ×
← → C ① 10.28.2.181:7003/smf/faces/pages/FileRetur	rn/searchReturn.xhtml?menuRedirect=Y	Q 🕁 :
अगरतीय रिज़र्य बैंक Reserve Bank of India India Ledia Central Bank		Home I Change Pasmword Logout Welcome arhundak
Mode of payment * @ Remittance through bankling channel Debit to MRDFPC Whether the change is the shareholding pattern due to this transac	NR Others(Please Specify)	on shareholding gattern: *
▶ N0 + YES Revisionace Date 20062018 Paid Up Capital 100 Remarka	Amount remitted (in Rupees) * 100 Total Value of capital contribution for all investors * (100 contribution for all investors *	Value of capital contribution * 100 Fair Value * 102
FIGC/Delist statement/VIC*	Valuation Certificate *	mplete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and and other relevant attachment(s) for this reporting.
62214	8 Powend by : HTC Global Services P.4. Ltd. www.htcirc.com. Version 1.0 FRW	Prysicania Holpina (Honday Is 176ay 1928 as Is 128 pa) [Fandi hajdaranghil ang is
	😘 💵 🌄 🖦 💴	^ 🙀 📴 🖤 IN 29-08-2018

Step 4.1: Tab 1: Common details

Field Name	Description
General Details	Enter the details of the person resident outside
	india making the capital contribution in the LLP as
	Name, address, country and constitution nature
Remittance details	Select the name of the AD bank through which the
	remittance has been received. Enter the address
	and select the PIN code through the search option.
	State and City are auto-populated. In case the
	state or city auto-populated is not correct, edit the
	same accordingly.
Mode of Payment	Select the mode of payment ,as applicable, from
	the radio button as
	Demittenes through heating channel
	Remittance through banking channel
	Date of remittance
	Attachmente : EIDC and KVC
	NRE/FONR Date of Debit
	Amount in rs
	Attachments: Debit statement
	Others:
	Others (please specify)
	Date of Remittance
	Amount in Rs
	Attachment: As applicable
Value of Capital contribution	Value of capital contribution by the person resident
	outside India in the LLP.
Total Capital contribution in the LLP	Value of capital contribution in the LLP from all
	investors including resident and non-resident
Total Value of Capital contribution in	In case where the capital contribution is being
Rs for all investors	received at the same date from multiple foreign
	investors and the applicant wishes to file for all
	investors in one form LLP-I, enter the total value of
	capital contribution for all such foreign investors.

Fair value	For entering the details for other foreign investors, file another form LLP-I as the LLP-I has the provision of entering only one investor details. Enter the fair value and attach the valuation certificate
Remarks	Enter remarks if any.
Declaration and other attachments	Declaration text -I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite <u>Declaration</u> and other relevant attachment(s) for this reporting. Select the check box and attach other documents, if any.

Step 4.2-Tab 2-Shareholding Pattern

<u>File E</u> dit <u>V</u> i	iew Hi <u>s</u> tory <u>B</u> ookmarks]	[ools <u>H</u> elp							-	o ×
RBI FDI		Reserve Bank of India - Frequently \approx X	Search File Return	× RBI FDI		× 🔤	Pahadekar, Monika - Outle	∞k V × +		
$\overleftarrow{\leftarrow}$	C û	(i) 10.28.2.180:7785/smf/face	s/pages/FileReturn/searchReti	urn.xhtml?menu	Redirect=Y		80% 5	7 ☆	± 1	∭\
🗘 Most Vis	sited 🔸 Getting Started 🧯	firms 🖨 UAT SMF 🖨 UAT SMFBU	Reserve Bank of India							
	भारतीय रिज़र्व Reserve Bank of India's Cer	बैंक India tral Bank							Home Change F	Password Logout Welcome nlata
	Entry Route *	Autom	atic Route 🔘 Government Route	(Attach Copy Of Go	vernment Approval)				^
•	Applicable Sectoral cap/ Statuto	ry ceiling * 20%	26% 49%	51% 0 74	% 0 100%	O Others				
	Whether the foreign investment project/manufacting unit or mar	is received for a specific Yes utfacturing plant?*	No							
	ommon Details Share Holding Pa	ttern								
	Particulars			Pre- Transaction	Post- Transaction					
	Value of equity shares (on fu investment or Value of Capit	Ily diluted basis) other than Foreign Portfolio al contribution/profit shares	nvestment and indirect foreign	14000						
	Foreign Portfolio Investment	l .		0						
	Indirect foreign investment-	Value of equity shares (on fully diluted basis)		0						
	Total			14000.00						
	Percentage			14.00						
		© 2018 Powered by : HTC G	lobal Services Pvt. Ltd. www.htcinc.com. Versi	ion 1.0 FIRMS Applicati	n Helpdesk (Monday to Fi	iday 10:30 am to 6:00 pm) En	nail- helpfirms@rbi.org.in			
Se		ows 🕞	📙 data 🛛 🚊 💪	FID launc	W User Ma	w cut - Word	ۏ Search Fi	testing12 ^	(× 12 10 10 10 10 10	NG 6:43 PM US 8/31/2018

Field name	Description		
Shareholding pattern	Particulars	Pre- Transaction	Post- Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares Foreign Portfolio Investment Indirect foreign investment- Value of equity shares (on fully diluted basis) Total Percentage		
	Pre transaction values are Entity Master (tab 3) Post transaction values are the details provided in the f transaction value of sha reported in the form. The Business user shall e correctly filled in the form, pattern which is auto- calcula	e auto-popula auto-calculate orm. Post tra ares + Valu ensure that th , so that the , so that the	ted from the d based upon insaction=Pre e of shares ne details are shareholding

Step 4.3: After filling in all details, click on Save and Submit for submitting the form.

"Save as draft" feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the "Common details" page.

"Reset" feature : This will reset the complete form.

"Back" button: To go back to the Dashboard

Format for Declaration

DECLARATION TO BE FILED BY THE AUTHORISED REPRESENTATIVE OF THE LLP:

We hereby declare that:

1. We comply with the procedure for receipt of capital contribution as laid down under Foreign Exchange Management (Transfer or issue of security by person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB</u> dated November 07, 2017, as amended from time to time.

2. The investment is within the sectoral cap / statutory ceiling permissible under the regulations, ibid and in compliance with the attendant conditions.

3. The foreign investment received and reported now will be utilized in compliance with the provision of a Prevention of Money Laundering Act 2002 (PMLA) and Unlawful Activities(Prevention) Act, 1967 (UAPA). We confirm that the investment complies with the provisions of all applicable Rules and Regulations

4. We enclose the following documents in compliance with these regulations:

(i) A certificate from our Authorised Representative as in the specified format.

(ii) A certificate from the Chartered Accountant/Cost Accountant/ approved valuer from the panel maintained by the Central Government, indicating the manner of arriving at the fair price of the capital contribution/profit shares issued to the persons resident outside India. *(if applicable)*

(iii) All other necessary documents as applicable to the issue.

(Signature of the Applicant)*	:
(Name in Block Letters)	
(Designation of the signatory):
Place:	

Date:

(* To be signed by Managing Director/Director/Designated Partner/Authorised signatory)

DESIGNATED PARTNER/AUTHORISED SIGNATORY OF THE LLP RECEIVING FOREIGN INVESTMENT:

In respect of the details as mentioned as mentioned above, we certify the following:

- (i) all the requirements Limited Liability Act, 2008 have been complied with;
- (ii) terms and conditions of the Government approval, if any, have been complied with;
- (iii) the LLP is eligible to receive capital instruments under Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB</u> <u>dated November 07, 2017</u>, as amended from time to time.
- (iv) The company/LLP has all certificates issued by authorized dealers in India evidencing receipt of amount of consideration in accordance with Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB dated November 07, 2017</u>, as amended from time to time
- (v) The Investment Agreement/ Shareholder Agreement between the investor and the investee LLP is in compliance with the provisions of Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB</u> dated November 07, 2017, as amended from time to time

(Name and Signature of the Designated Partner / Authorized representative of the LLP)

(Seal)

LLP-II

Step 1: Login into SMF and reach your workspace.

<u>File Edit View History Bookmarks Tools H</u> elp		– ø ×
RBI FDI × Reserve Bank of India - Frequently a	× Dashboard × +	
(←) → C ⁴	faces/pages/dashboard.xhtml	80% … ♥ ☆ 🚽 Ⅲ\ 🗊 ☰
🌣 Most Visited 🧕 Getting Started 🖨 firms 🖨 UAT SMF 🖨 UAT SMF	BU 🜐 Reserve Bank of India	
भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank		Home Change Password Logou Welcome niata
Dashboard		
Approved Forms	Rejected Forms	
FCOP8 F39M F39M F39m Conform DBR F39m NM Farm	1 FCHS 0 Form 0 Form 0 6 Form 0 0 G Form 0 0	FOIPS 0 FCTMS 0 L/P Form 0 Form 0 Dr. Form 0 Form 0 Form 0 DRR 0 ESOP 0 Form 0 Form 0 PRM 0 Form 0 ESOP 0 0 Form 0 Form 0 ESOP 0 0 ESOP ESOP ESOP ESOP 0 ESOP ESOP
Pending Approval Forms		
FCDPA FORM LUP Form Conform	12 FCTRS 3 0 JLPZ 0 0 ESEP 0	
© 2018 Powered by :	TC Global Services Pvt. Ltd. www.htcinc.com. Version 1.0 FIRMS Application Helpdesk (Monday to Friday 10:3	00 am to 6:00 pm) Email: helpfirms@rbi.org.in FNG 5:55 PM
Search the web and Windows	📙 data 🛛 🔫 🤁 📴 FID Iaunc 🖬 User Ma 🕷	🔤 cut - Word 😼 Dashboa 🏋 testing12 ∧ ⊄× 🖫 💷 📮 US 8/31/2018

Click on the left navigation button and select Single Master Form.

<u>File Edit View History B</u> ookmarks]	[ools <u>H</u> elp				- ø ×
RBI FDI ×	Reserve Bank of India - Frequently	a X Dashboard	× +		
← → C ^d ⓓ ✿ Most Visited ● Getting Started €	i 10.28.2.180:7785/sm	f/faces/pages/dashboard.xhtr /IFBU () Reserve Bank of India	mi	80%) ··· 🛡 🏠	<u>↓</u> III\ 🗊 =
भारतीय रिज़र्व Reserve Bank of India's Cen	चैंक India trat Bank				Home Change Password Logout Welcome nlata
× MENU					^
FILE RETURN SINGLE MASTER FORM	FCOPR FCBW LUT Ran Gr Fem 007 R R R R Fem	1 CTRs 0 0 UP2 0 0 E00* 0 0 F00* 0 0 Ø/f form 0 0 Ø/f form 0	Rejected Forms	FCDPR 0 FCTR0 Fum 0 Fum LUP1 0 FUP2 On form 0 FDDP DRM 0 FDDP PM 0 D1 Form PM 0 D1 Form	0
Sarch the unit and Mind	PCOPR PCBH LLP1 Fmm 0 20181 Proventing 0 20181 Proventing	FCTRS 3 Form 3 0 LLP2 0 Form 500P 0 0 ESOP 0 11C Cideal Sovices PAL LLA sweek Induce co 1	eer, (Version 1 8) (1994) Ayabaation Helyabel (Manday to Frid	ky 1230 ar ti 650 pri j foraž klęfornajtki og ja ₩2 ar ti . Word An Dachbras 2000 jan 12000	스 1/2 877 9km 🖶 ENG 9.537 PM

Step 2 : Click on drop down menu "Return Type". Select "Form LLP-II" and click on Add new return. The user will be taken to form LLP-II.

<u>File Edit View History Bookn</u>	marks <u>T</u> ools <u>H</u> elp						- 8 ×
RBI FDI	× Reserve Bank of India - Free	quently = 🗙 Search File Return	× +				
(←) → C' û	① 10.28.2.180:77	85/smf/faces/pages/FileRetur	m/searchReturn.xhtml?me	nuRedirect=Y	80%	… ◙ ☆	<u>↓</u> II\ 🗊 =
🔅 Most Visited 🛭 🍯 Getting Sta	arted) firms () UAT SMF	UAT SMFBU () Reserve Bank of	of India				
अारतीय रि Reserve Ban	्रज़र्य बैंक nk of India da's Central Bank						Home Change Password Logou Welcome nlata
Search Returns							
>							+ Add New Return
Return Type*		From Date		To Date		Return Refrence Number	
Select	~			[m	[
Select							
Form EC-GPR							
Form FC-TRS							
Form LLP-I							
Form LLP-II							
Form ESOP							
Form CN							
Form DRR							
Form DI							
Form InVi							
	e 2018 I	Powered by - HTC Global Services Pot 11d 1 use	white on 1015BMS And	ication Helpdesk (Manulay to Fiji	ter 10:20 am to 6 00 em) 1 Finall, helefinmsörki er	nin	
		Towared by Third Global Services File Coll. 1 Mil		cation Hepotesk (Monicaly to The	ay rocau anno oco pini renaminepininegi oco	pn	ENG 5:58 PM
Search the web and		[_]] data	🗄 🧲 🎬 FID laur	nc W User Ma	w cut - Word 😕 Search F	i 🏃 testing12 🔿	. ↓× 🖵 📾 📮 US 8/31/2018

The complete form is arranged into two parts, Common Investment details and "Form LLP-II" which is further arranged into 4 tabs.

(Common Investment details: These details are common to all returns that can be reported in SMF.)

Step 3: Fill up the common investment details as below:

<u>File Edit View History Book</u>	marks <u>T</u> ools <u>H</u> elp				
RBI FDI	× Reserve Bank of India -	Frequently : × Search File Return	× RBI FDI	🗙 🛛 🧕 Pahadekar, Monika - Outlook 🕅 🗙	+
(←) → C' 🏠	(i) 10.28.2.180	7785/smf/faces/pages/FileReturn/sean	chReturn.xhtml?menuRedirect=Y	80% 🛡 🏠	<u>↓</u> II\ 🗊 =
🔅 Most Visited 🛭 🗕 Getting Str	arted 💮 firms 💮 UAT SMF	UAT SMFBU () Reserve Bank of India			
🥌 भारतीय रि Reserve Ba	रेज़र्च बैंक nk of India ndia's Central Bank				Home Change Password Logout Welcome niata
Search Returns	i			S Reset Save and Subm	it 😫 Save As Draft 🗲 Back
Corporate Identification I	Number (CIN/LLP) *	PAN Number *	Company Name *	Application Date •	
ABCDEFGHIJKLMNOPQRT11		QWERT7890Y	ABC &DEF PVT LTD	31/08/2018	
Details of received FDI-	-Entry Route and Applicable Sector	al Cap:			
Entry Route *		O Automatic Route O Government	Route (Attach Copy Of Government Approval)		
Applicable Sectoral ca	ap/ Statutory ceiling *	O 20% O 26% O 49%	51% 74% 100%	 Others 	
Whether the foreign in project/manufacting u	westment is received for a specific init or manufacturing plant? *	🔿 Yes 🔿 No			
LLP-II Form					
Transfer Details Buyer S	Seller Details Particulars of Transfer	Share Holding Pattern			
Transfer Details					
Date of Transfer		3			
		III Powered by : HTC Global Services Prt. Ltd. I www.htcinc.co	m. Version 1.011 FIRMS Apolication Helpdesk (Monday to Frida	w 10:30 am to 6:00 pm) i Email-helofirms/8rbi org in	
Search the web an	d Windows	(] 📕 data	🤌 📴 FID launc 💽 User Ma	📲 cut - Word 😆 Search Fi 🎌 testing12	ヘ ☆ 切 雪 ■ ^{ENG} 6:44 PM US 8/31/2018

Field Name	Description
CIN	Pre-filled, non-editable as per the BU
	registration details
Company name	Pre-filled, non-editable as per the BU registration details
PAN number	Pre-filled, non-editable as per the BU registration details
Application date	Pre-filled, non-editable , system date
Entry Route*	Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.
	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route . If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.
Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per FEMA 20(R).
	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.
Whether the foreign investment received is for a specific project/ manufacturing unit/ plant?	Select Yes or No as applicable. If yes is selected , fill up the details as below:
	PIN Code Enter the PIN code and click on arrow

State	Pre-filled as per PIN code
City/District	Enter the city/district
Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.

Step 4 : Fill up the details in form LLP-II as below :

Step 4.1: Tab 1- Transfer details

<u>File Edit View History Bookmarks Tools Help</u>		
Pahadekar, Monika - Outlook Web 🛛 🗙 🦳 Search File Return	× +	
← → ♂ ᡎ	mf/faces/pages/FileReturn/searchReturn.xhtml?menuRedirect=Y	☆ ⊻ II\ 🗉 ≡
🌣 Most Visited 🐞 Getting Started 💮 firms 💮 UAT SMF 💮 UA	SMFBU 🌐 Reserve Bank of India	
भारतीय रिज़र्य बैंक Reserve Bank of India India's Central Bank		Home Change Password Logout Welcome niata
Transfer Details Buyer Seller Details Particulars of Transfer	Share Holding Pattern	^
• Transfer Details		
Date of Transfer		
Transfer Type *		
 Transfer of capital contribution/profit shares from resident in India [including NRI/ OCI or eligible inv 	person resident outside India to a person tor under Schedule 4 of FEMA 20(R)] OCI or eligible investor under Schedule 4 of FEMA 20(R)] to a person resi	resident in India [including NRI/ dent outside India
Amount of outflow (Rs)*		
Relevant acknowledgement letter *		
🗢 Choose		
© 2018 Powered by :	TC Global Services Pvt. Ltd. www.htcinc.com. Version 1.0 FIRMS Application Helpdesk (Monday to Friday 10.30 am to 6.00 pm) Email-helpfirms@vbi.org in	
Search the web and Windows	🗇 📄 🛱 🥭 🤒 Search File Return 🌖 Pahadekar, Monika 💵 User Manual - upd	へ 4× 臣 📼 텾 ENG 9:19 AM US 8/31/2018

Field Name	Description
Date of Transfer	Select the date of transfer. In case the date
	of transfer is a future date , please leave
	this date as blank
Transfer Type	Select from the following (radio buttons) as applicable :
	Transfer of capital contribution/profit shares
	from a person resident outside India to a
	person resident in India [including NRI/ OCI

or eligible investor under Schedule 4 of FEMA 20(R)]. Upon selection of this option enter the amount of outflow in Rs and attach the relevant acknowledgement letters, if any.
Transfer of capital contribution/profit shares instruments from a person resident in India [including NRI/ OCI or eligible investor under Schedule 4 of FEMA 20(R)] to a person resident outside India
Upon selection of this option enter the amount of inflow in Rs and attach the relevant acknowledgement letters, if any.
(In case, there is no necessary attachments, attach a declaration specifying the same)

Step 4.2: Tab 2- Buyer Seller details

Pahadekar, Monika - Outrook Web X Searce	 File Return 	V 1			
		× +			
(←) → C @ [0) 10.28.2.180:7785/smf/	'faces/pages/FileReturn/searchF	Return.xhtml?menuRedirect=Y	90% … 💟 🏠	<u>↓</u> III\ ⊡
🌣 Most Visited 🧕 Getting Started 🜐 firms	🕲 UAT SMF 🕲 UAT SM	FBU 💮 Reserve Bank of India			
भारतीय रिज़र्य Reserve Bank of I Inda's Centr	बैंक ndia al Bank				Home Change Password L Welcome nl
Transfer Details Buyer Seller Details	Particulars of Transfer Sha	are Holding Pattern			
• Buyer Details					
Name of the buyer *	Addre	155 *	Country of residence		
			Select	~	
Constitution / Nature*					
Select	×				
Seller Details					
Name of the Seller*	Addre	155 [*]	Country of residence		
			Select	*	
Constitution / Nature*					
Select	~				

Field name	Description
Buyer details	Enter the name and address of the buyer. Select the country of residence and constitution/nature from the drop down menu
Seller details	Enter the name and address of the seller. Select the country of residence and constitution/nature from the drop down menu

Step 4.3: Tab 3- Particulars of Transfer

search File Return	× +			
) → C' û 10.28.2.1	80:7785/smf/faces/pages/FileReturn/searchReturn.	xhtml?menuRedirect=Y	50% … 🛡 🏠	<u>↓</u> III\ 🗊
Most Visited 🔞 Getting Started 🜐 firms 🜐 UAT SM	F 🜐 UAT SMFBU 🌐 Reserve Bank of India			
भारतीया रिज़र्य बैंक Reserve Bank of India India terra terra terra				Home Change Password Welcome
Whether the foreign investment is received for a specific project imanufacting unit or manufacturing plant**	○ Yes ○ No			
Thansfer Details Buyer Seiler Details Pertocers of Transfer Share Holding Pattern				
Transfer Details				
Whether the change in the shareholding pattern due to this transaction being reported has already be \bigcirc N0 \bigcirc YES	en accounted in the pre transaction shareholding pattern:*			
Value of Capital contribution in Rs *	Fair price in Rs+	Valuation certificate *		
Remittance Details				
Name of the AD Bank*	Address*			
Mode of payment. +				
Inf. Remittance through banking channel. [M. NH&/FUNV/ascrow A/c. [M. Others (please specify Remittance Date) Amount remitted (in Ris) *	FRC*	KYC ×	
		Choose	Choose	
NRE Remittance Date	NRE Amount remitted (in Ra)*	Debit Statement*		
Other Mode of Payment +	Other Remittance Date	Other Amount remitted (in Rs)+	Other Payment +	
			r Choose	
I hereby declare that I have verified the information provided in this form and certify that this reporting.	the information provided is true, complete and correct. In case of any discrepancy in the above inform	tion, I may be held liable for the same. These declarations and submissions are mad	le in compliance to the Foreign Exchange Management Act, 1993. I hereby attach requisit	n Declaration and other relevant attachment(s) for

Field name	Description		
Whether the change in the shareholding	Select Yes or No accordingly.		
pattern due to this transaction being	For explanation refer to the head under		
reported has already been accounted in	"Shareholding pattern"		
the pre transaction shareholding pattern:*			
Value of capital contribution in Rs	Enter the value of capital contribution		
	being transferred		
Fair price in Rs	Enter the fair value of the capital		
	contribution and attach the valuation		
	certificate		
Remittance Details	Select the name of the AD bank facilitating		
	remittance for this transfer and enter the		

	address of the same
Remittance details –Mode of Payment	Select the applicable mode of payment from the following options (check box)
	Remittance through banking channel Remittance date Amount remitted in rs Attachments : FIRC and KYC NRE/FCNR NRE remittance date NRE Amount remitted in rs Attachments: Debit statement Others: Others (please specify) Other Mode of PaymentDescription Other Remittance date Other Amount Remitted in Rs Attachments :Other Payment (necessary
	documents as applicable)
	In case the total payment has been received through multiple modes of payment, select multiple check boxes accordingly.
Declaration	Declaration text- I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.
	Check the declaration box and attach requisite declaration and other attachments, if any

<u>File E</u> dit <u>V</u> ie RBI FDI	iew Higtory <u>B</u> ookmarks (<u>T</u> ools <u>H</u> elp Reserve Bank of India - Frequently ∂ ×	Search File Return	× RBI FDI		× 🛛 📴 Pa	ahadekar, Monika	-Outlook V × +		-	٥	×
$(\leftrightarrow) \rightarrow 0$	୯ ଜ	i 10.28.2.180:7785/smf/fao	es/pages/FileReturn/searchFileReturn/	Return.xhtml?menu	Redirect=Y		80%	… ◙ ☆		<u>↓</u> III\	•	≡
A Most Visi	ited 🔞 Getting Started 🧯	firms 🔘 UAT SMF 🔘 UAT SMFBU	Reserve Bank of India									
	भारतीय रिज़र्व Reserve Bank of India's ce	बैंक India ntral Bank							Home C	Change Pass Wel	sword come	Logout nlata
	Entry Route *	Auton	natic Route 🔿 Government Ro	ute (Attach Copy Of Go	vernment Approval)						^
۰.	Applicable Sectoral cap/ Statute	ory ceiling * O 20%	26% 49%	51% 74	% 0 100%	Others						
LLF	Whether the foreign investment project/manufacting unit or ma P-II Form	is received for a specific Yes (nufacturing plant?*	⊃ No									ł
Tra	ansfer Details Buyer Seller Deta	ils Particulars of Transfer Share Holding Pat	tern									
	Particulars			Pre- Transaction	Post- Transaction							
	Value of equity shares (on fu investment or Value of Capit	ully diluted basis) other than Foreign Portfolio tal contribution/profit shares	Investment and indirect foreign	14000								
	Foreign Portfolio Investmen	t		0								
	Indirect foreign investment-	Value of equity shares (on fully diluted basis)		0								
	Total			14000.00								
	Percentage			14.00								
<u>.</u>												
		© 2018 Powered by : HTC	Global Services Pvt. Ltd. www.htcinc.com.	Version 1.0 FIRMS Application	on Helpdesk (Monday to F	Friday 10:30 am to 6:00 pm) Emai	il- helpfirms@rbi.org.in					
Sea		iows []	📙 data 🛛 🛍 🏅	🗦 🛛 📴 FID launc	🛛 👿 🖥 User Ma	. 👿 cut - Word	🧐 Search Fi	testing12 🔨	4× ⊑ 🐿	ENG US	6:55 8/31/	PM 2018

Field name	Description		
Shareholding pattern	Particulars	Pre- Transaction	Post- Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares Foreign Portfolio Investment Indirect foreign investment- Value of equity shares (on fully diluted basis) Total Percentage		
	Pre transaction values are Entity Master (tab 3)	e auto-popula	ted from the

Post transaction values are auto-calculated based upon the details provided in the form. Post transaction=Pre transaction value of shares + Value of shares reported in the form.
The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.

Step 4.5: After filling in all details, click on Save and Submit for submitting the form.

"Save as draft" feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the "Common details" page.

"Reset" feature : This will reset the complete form.

"Back" button: To go back to the Dashboard.

Format for Declaration by the Non-resident transferor / transferee

I/We hereby declare that

- i. The particulars given above are true and correct to the best of my/our knowledge and belief.
- ii. I/ We, was/were holding the capital contribution /profit shares in an LLP as per Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2000 notified vide <u>Notification No.</u> <u>FEMA 20/2000-RB dated 3rd May 2000</u>, as amended from time to time.
- iii. I/ We, am/are eligible to acquire the capital contribution/profit shares in an LLP in terms of regulations, ibid.
- iv. The investment is within the sectoral cap / statutory ceiling permissible under the regulations, ibid and in compliance with the attendant conditions.

Signature of the Declarant or his duly authorised agent

Date:

FORM CN

Step 1: Login into SMF and reach your workspace.



Click on the left navigation button and select Single Master Form.

<u>File Edit View History Bookmarks Tools Help</u>		- a x
RBI FDI X Reserve Bank	of India - Frequently a X Dashboard	× +
 ← → C^a û ∅ 10 ∅ Most Visited ∅ Getting Started ∅ firms ⊕ U 	28.2.180:7785/smf/faces/pages/dashboard.xhtml	(80%) ··· ♥ ☆ <u>↓</u> II\ Œ ≡
भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank		Home i Change-Password i Logout Webome niata
× MENU		^
FILE RETURN SINGLE MASTER FORM	FCSPP1 FCTR5 FORM 1 LP1 0 Ge Form 0 DBR 0 DBR 0 DForm 0 DBR 0 DM1 0 Form 0 POM 2 FOM 0	Feijected Forms FG0M 0 FTR6 0 LU1 0 LU2 0 Gn Ferm 0 BSP 0 DR8 0 Dfram 0 Rvin 0 Bram 0
	LLP1 0 Form 0 Form 0 ESOP 0	
Search the web and Windows	C 2018 Powerd by : HTC Global Services Prt. Ltd. www.htcinc.com. Versi []] Lata	nor to thread application response toward's finding 1000 on the Billion of Low Producting for long in the State of the Sta

Step 2 : Click on drop down menu "Return Type". Select "Form FC-GPR" and click on Add new return. The user will be taken to form FC-GPR.

<u>File Edit View History Bookmarks Tools H</u> elp				– a ×
RBI FDI X Reserve Bank	k of India - Frequently a X Search File Return	× +		
← → C ^a	.28.2.180:7785/smf/faces/pages/FileReturn/s	searchReturn.xhtml?menuRedirect=Y	80% 🛡 🏠	<u>↓</u> III\ 🗊 🗏
A Most Visited 🔞 Getting Started 💮 firms 💮	UAT SMF 💮 UAT SMFBU 💮 Reserve Bank of Ir	ndia		
भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank			Home	Change Password Logout Welcome nlata
Search Returns				
F				+ Add New Return
Return Type*	From Date	To Date	Return Refrence Number	
Select			=	
Calent				
Form EC-GPR				
Form FC-TBS				
Form LLP-I				
Form LLP-II				
Form ESOP				
Form CN				
Form DRR				
Form DI				
Form InVi				
	© 2018 Powered by : HTC Global Services Pvt. Ltd. www.htc	inc.com. Version 1.0 FIRMS Application Helpdesk (Monday to Friday 10:30 am to	o 6:00 pm) Email- helpfirms@rbi.org.in	
Search the web and Windows	(🔲 📙 data 🔒	🛛 🧟 📴 FID launc 🖬 User Ma 🖬 cut	t - Word 🍯 Search Fi 🌇 testing12 🔨 🗘	ENG 5:58 PM

The complete form is arranged into two parts, Common Investment details and "Form FC-GPR" which is further arranged into 5 tabs.

(Common Investment details: These details are common to all returns that can be reported in SMF.)

Step 3: Fill up the common investment details as below:

os Pahadekar, Monika - Outlook V × Search File Return	× +			- ø ×	
← → C ²	785/smf/faces/pages/FileReturn/searchReturn.xhtm	I?menuRedirect=Y	80% … 🛡 🏠	± III\ © ≡	
🔅 Most Visited 🔞 Getting Started 🜐 firms 🖨 UAT SMF 🧲	UAT SMFBU 💮 Reserve Bank of India				
भारतीय रिजर्व बैंक Reserve Bank of India India's Central Bank				Home Change Password Logo Welcome nlata	ut
Search Returns			🎜 Reset 🛛 🛱 Save and Submit	😫 Save As Draft 🛛 🗲 Back	^
Corporate Identification Number (CIN/LLP) *	PAN Number*	Company Name *	Application Date *		
ABCDEFGHIJKLMNOPQRT11	QWERT7890Y	ABC &DEF PVT LTD	21/08/2018		
Details of received FDI-Entry Route and Applicable Sectoral	Cap:				
Entry Route *	O Automatic Route O Government Route				
Applicable Sectoral cap/ Statutory ceiling •	20% 25% 49% 51%	0 74% 100% Others			
Whether the FDI is received for a particular project? *	🔿 Yes 🔿 No				
FC-GPR Form					Ī
Issue Details Foreign Investors Details Amount of Issue Partic	sulars of Issue Share Holding Pattern				
Data Of Ireua	Natura Of Jerua a	Initial FCGPR Reference Number (Incase of Subsequent			
	-Select-	rining)	٦		
€ 2018	Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Version 1.0 FIRM	IS Application Helpdesk (Monday to Friday 10:30 am to 6:00 pm) Email- helpfir	rms@rbi.org.in		
Search the web and Windows	🗇 📮 🏦 🤌 Search File	e Return WE User Manual - FOR	^	↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	

Field Name	Description
CIN	Pre-filled, non-editable as per the BU registration details
Company name	Pre-filled, non-editable as per the BU registration details
PAN number	Pre-filled, non-editable as per the BU registration details
Application date	Pre-filled, non-editable, system date
Entry Route*	Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.
	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route. If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.
Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per FEMA 20(R).
	belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.

Step 4: Select the Transaction type from the drop down menu as applicable:



Drop down options	Description
Issue of convertible notes	Select this option where the convertible
	notes are being issued to person(s)
	resident outside India as per FEMA 20 (R)
Repayment	Select this option where the amount
	received in lieu of issuance of convertible
	notes is being repaid to person (s) resident
	outside India as per FEMA 20 (R)
Conversion of Convertible notes	Select this option where the convertible
	notes as issued to person (s) resident
	outside India is being converted into equity
	shares
Transfer of convertible notes	Select this option where the convertible is
	being transferred from a person resident
	outside India to a person resident in India
	(including NRI on Non repatriation basis)
	or vice-versa

Step 5.1: For issue of Convertible Notes

<u>File Edit View History Bookmarks Iools H</u> elp				- o ×
Pahadekar, Monika - Outlook Web 🛛 🗙 Search File Return	× +			
(←) → C ⁱ ⁽ⁱ⁾ 10.28.2.	180:7785/smf/faces/pages/FileReturn/se	archReturn.xhtml?menuRedirect=Y	90% … 🛡 🏠	<u>↓</u> III\ 🗊 🗏
🌣 Most Visited 🜒 Getting Started 🖨 firms 🖨 UAT SI	MF 🜐 UAT SMFBU 🌐 Reserve Bank of Ind	ia		
भारतीय रिज़र्य बैंक Reserve Bank of India India's Central Bank				Home Change Password Logout Welcome nlata
				^
Transaction type *				
Issue of convertible notes	*			
Date of issue of convertible notes *	Total amount of inflow*	Number of foreign investors: *		
Issue of Convertible Notes				
Details of the foreign investor				+ Add Investor
Name of the foreign investor *	Address *	Country *		
		Select	*	
Constitution/Nature*	L]		
Select	*			
Remittance Details				
€ 2018	Powered by : HTC Global Services Pvt. Ltd. www.htcinc.co	om. Version 1.0 FIRMS Application Helpdesk (Monday to Friday 10:30 a	ım to 6:00 pm) Email- helpfirms@rbi.org.in	
Search the web and Windows	0 📮 🖨 🥭	🕹 Search File Return 🍯 Pahadekar, Monika	will User Manual - upd	∧ ↓× 10 m = ENG 9:52 AM US 8/31/2018

Field Name	Description	
Date of issue of convertible notes	Select the date	e of issue of convertible notes
Total amount of Inflow	Enter the total	amount of inflow being reported
	in this form CN	
Number of foreign investors	Enter the num	per of foreign investors to whom
	convertible not	es are being issued
Details of foreign investor	Enter the deta	ails of the foreign investor as
	below:	
	Name of the	Enter the name of the foreign
	foreign	investor
	investor	
	Address	Enter the address of the
		foreign investor
	Country	Select the country of the
		foreign investor from the drop
		down menu
	Constitution/	Select the constitution /nature
	Nature	of the foreign investor from
		the drop down menu
	Remittance	Select the name of the AD

Details-	bank from the available
Name of the	option, other details are auto-
AD bank	populated based upon
and address	selection. If the details are
	not correct, the same may be
	modified accordingly. The
	field is editable.
Mode of	Select the mode of payment
payment	from the following (check
	boxes)
	Remittance through
	banking channel
	NRE/FCNR/Escrow
	• Others (please
	specify)
	Enter the Date of remittance,
	amount remitted in foreign
	currency and amount
	remitted in Rs
	Attachments : FIRC or debit
	statement as applicable and
	KYC.
	In case the payment is being
	made through multiple
	modes, select multiple check
	boxes , and enter the date of
	remittance as the earliest of
	the date of remittances. The
	amount of remittance is the
	total amount of remittance
	through all modes.

	Once the above details have been filled, click on ADD investor. Repeat the above process in case of multiple investors
Declaration text and other attachments	Declaration text I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting. Check the declaration text and attach other attachments, if any.

Step 5.1.1: After filling in all details, click on Save and Submit for submitting the form.

"Save as draft" feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the "Common details" page.

"Reset" feature : This will reset the complete form.

"Back" button: To go back to the Dashboard.
RBI FDI	× Reserve Bank of	f India - Frequently \circ X	Search File Return	× RBI FDI	🗙 🛛 💽 Pahi	adekar, Mo	nika - Outlook ∀ 🗙	+
← → ♂ ŵ	① 10.28	8.2.180:7785/smf/fao	es/pages/FileReturn/searchReturn.	khtml?menuRedirect=Y		50%	… ◙ ☆	
🔅 Most Visited 🛛 🍯 Gett	ing Started 🔘 firms 🔘 UA	T SMF 🔘 UAT SMFBU	Reserve Bank of India					
मारतीय रिजर्व Reserve Bank of In India Com	यें क ndia 1 feat							
CN Form								
Transaction type*		v						
Terrate Of Connection Nation								
manuner of Conversible Notes								
Date of Transfer*								
Date of Transfer*		E						
Date of Transfer * Date of Transfer * Type of transfer * Transfer of capital contributi initial investment.	on/profit shares from a person resident outside india to	a person resident in India (Including NAU C	Cl or eligible investor under Schedule & of FEMA 20(%) Please provide	e the adinowledgement letter for the original decision outside in outside in	if convertible notes from a person resident i cla	n India ((Including	investment by NRUOCI or eligible Inve	ster under Schedule 4 of FBMA 20
Date of Transfer 4 Date of Transfer 4 Type of transfer 4 Transfer of capital contribute initial investment Details of Buyer 1 Name of the Loure 4	on joufs shares from a person resident outside india to	a person resident in India (Including NRU/ C Address+	C or eligible investor under Schedule 2 of FEMA 20(70) Please provid	the admonifedgement letter for the oracide is outside in	if convertible notes from a person resident i clia	n India ((Including	investment by NRI/OCI or eligible Inve Constitution / Nature +	ster under Schedule 4 of FEMA 20
Date of Transfer 4 Date of Transfer 4 Date of Transfer 4 Transfer of Lapital contribute initial investment Details of Bayer : Name of the bayer 4	on jurdit shares from a person resident outside india to	e a peson resident in india (including NRU C Address *	C or eligible investor under Schedule 2 of FSMA 20(%) Please provid	the advovelagement lister for the Transfer outside to	f convertible notes from a person resident i dia	n India ((Including	investment by NRI/OCI or eligible Inve Constitution / Nature + Sation	stor under Schedule 4 of FBMA 20)
Transmo of Lotrienzan Anton Date of Transfer * Type of transfer * Type of transfer of capital contribut initial investment Deals of Bayes : Name of the loger *	onjunit shares from a person resident outside India to	Address +	O'er elgible ivezer under Schedule å et FRMA 2001 (Perse provide	the actinovidegeneral latter for the Transfer to addite to addite to Country of residence +	f convertible notes from a person resident i dia	n India ((Including)	investment by NRLIOCI or eligible line Constitution / Nature = Safet	ster under Schedule 4 of FBMA 20)
Termine of Letterburget notes Date of Transfer + Type of transfer + Trape of transfer + Transfer of capital contributi initial instatutes Details of Hopy 1: Nore of the layer + Details of Seller : Nore of the Califor +	onjunit shares from a genom modernt outside india to	Address *	C or slights investor under Schedule 4 of FBMA 1993 Presse provid	the advoveledgement letter for the Country of mailement Source y of mailement Country of mailement +	d ramentile notes from a person resident i dia	n India ((Including	investment by NFLICCI or eligible Inve Constitution / Harure = Safeta Constitution / Harure =	ster under Schedule 4 of FBMA 20)
Deter of Tender A constraints Deter of Tender + Tender of tender + Tender of tender + Tender of tender + Details of Royer : None of the boyer + Details of Folier : None of the Ealter +	solyoft share from a person molect a solid in fails to	Address *	C o vlgda i nesto u da Zintel de 4 el FBM 2011 (Pasar prod	the advoced-operations for the country of readerser	f canvestale notes from a person resident dis	n India ((including)	investment by NFLICCI or eligible Inve Constitution / Nature = Solve Constitution / Nature = Solves	stør under Schedule 4 of FBMA 20)
Des d'autores roman Type d'autore : Type d'autore : Des da de processon Des da de processon Des da de processon Des da de processon Des da de de reserve Name d'ate debre : Name d'ate debre : Name d'ate debre : Name d'ate debre :	on junit shares from a person ministeric outside india or	Address - Address -	C or régiste investor avaite Schedul & of PERIL 3008 Process provide	the advandagement lates for the solution of the advandagement lates for the solution of the so	f canvestale notes from a person resident	in India ((Including	investment by NRUOD or eligible line Constitution / Hanzen Select Constitution Valuese = Select Rates =	ster under Schedule 4 of FBMA 20)

III\ ⊡ ≡

•

Step 5.2 For transfer of convertible notes

Valuation certification

([]) 📙 data

😞 Choose

Field name	Description
Date of transfer	Select the date of transfer. In case , it is a future date
	select the current date.
Type of transfer	Select from the following options as applicable
	Transfer of capital contribution/profit shares from a person resident outside India to a person resident in India [including NRI/ OCI or eligible investor under Schedule 4 of FEMA 20(R)] Please provide the acknowledgement letter for the initial investment
	Enter the amount of Outflow in Rs
	Transfer of convertible notes from a person resident in India ((Including investment by NRI/OCI or eligible Investor under Schedule 4 of FEMA 20(R))) to a person resident outside India
	Enter the amount of inflow in Rs
Details of the Buyer	Enter the details of the buyer
Details of the seller	Enter the details of the seller
Details of the AD bank	Select the name of the AD bank facilitating the transfer and check for the address. If the same is incorrect, modify the same accordingly.

竜 🧀 🔁 FID launc... 📲 User Ma... 📲 cut - Word 🌖 Search Fi... 沈 testing 12... ヘ 4× 空 🖷 🖶 ENG 6:59 PM

Mode of payment	Select the mode of payment from the following (check boxes)
	 Remittance through banking channel NRE/FCNR/Escrow Others (please specify) Enter the Date of remittance and amount remitted in Rs
	Attachments : FIRC or debit statement as applicable and KYC.
	In case the payment is being made through multiple modes, select multiple check boxes , and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of remittance through all modes.
Fair value	Enter the fair value of the convertible note being transferred and attach the valuation certificate
Declaration text and other attachments	Declaration text I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.
	Check the declaration text and attach other attachments, if any.

Step 5.2.2: After filling in all details, click on Save and Submit for submitting the form.

"Save as draft" feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the "Common details" page.

"Reset" feature : This will reset the complete form.

"Back" button: To go back to the Dashboard

FORM ESOP

Step 1: Login into SMF and reach your workspace.

<u>F</u> ile <u>E</u> di	t <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> oo	ols <u>H</u> elp									-	٥	\times
RBI FDI	× R	eserve Bank of India - Frequently a 🗙	Dashboard		× +								
\leftarrow -	> C' û	(i) 10.28.2.180:7785/smf/fac	es/pages/dashboar	d.xhtml				80% ***	♥ ☆		± In	. 🗈	≡
∯ Mos	t Visited 🛛 ۏ Getting Started 💮 f	firms 🔘 UAT SMF 🔘 UAT SMFBL	J 🔘 Reserve Bank of	India									
	भारतीय रिज़र्व Reserve Bank of In India's Centra	बैंक ndia at Bank								Home (Change Pa: W	isword elcome r	Logout nlata
E	Dashboard												^
*	Approved Forms					Rejected Forms							
		FOGPR 1 FORM 1 LLP1 0 Form 0	FCTRS 0 Form LLP2 0 Form					FCGPR FORM LLP1 Form	0 FCTRS Form 0 LLP2 Form	0			
		Cn Form 0	ESOP 0 Form					Cn Form	0 ESOP Form	0			
		DRR 0 Form	DI Form 0					DRR Form	0 DI Form	0			
		INVI 0 Form						INVI Form	0				
	Pending Approval Forms											_	
		FOGPR FORM 12	FCTRS 3 Form 3										
		LLP1 0 Form	LLP2 0 Form										
		Cn Form 0	ESOP 0		_								
		© 2018 Powered by : HTC	Global Services Pvt. Ltd. www	hteine.com. Versio	n 1.0 FİRMS App	ication Helpdesk (Monday to Fi	riday 10:30 am to 6:00 pm) Emai	ail-helpfirms@rbi.org.in			ENG	5:55	РМ
		ws []]	data	e (2	P FID lau	nc 🛛 🖉 User Ma	. W cut - Word	😑 Dashboa 🎘	testing12 ^	. (× ⊑	US US	8/31/	2018

Click on the left navigation button and select Single Master Form.

<u>File Edit View History B</u> ookmark	<u>I</u> ools <u>H</u> elp		– o ×
RBI FDI	Reserve Bank of India - Frequently = X Dashboard X +		
$\overleftarrow{\leftarrow}$ \rightarrow C $\overleftarrow{\omega}$	10.28.2.180:7785/smf/faces/pages/dashboard.xhtml	80% 🛡 🏠	⊻ II\ 🗉 🗉
🔅 Most Visited 🛛 🍯 Getting Started	🖨 firms 🖨 UAT SMF 🌐 UAT SMFBU 🖨 Reserve Bank of India		
भारतीय रिज़ Reserve Bank India's	बैंक fIndia entral Sank	Home	Change Password Logour Welcome nlata
× MENU			~
FILE RETURN			
SINGLE MASTER FORM	Rejected Forms		
	FORM 1 FCTRS 0 LP1 0 LV2 LV2 Cn Form 0 ESOP 0 DRR 0 Bform 0 DRR 0 Bform 0 Form 0 Form 0	FCDPR 0 FCTRS 0 LLP1 0 LLP2 0 Gri Form 0 ESOP 0 Gri Form 0 Image: Conforming the second se	
Sourch the web and W	FX0FR 12 FCTRS 3 LVP1 0 LVP2 0 Cn Form 0 EXOP 0 6 2016 / Promed By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help Commend By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help Commend By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help Commend By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help Commend By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help Commend By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help Commend By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help Commend By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help Commend By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help Commend By HTC Global Services FAL Lid www.hcine.com (Version 10) FRMS Application Helpdark (Monday to Friday 10:20 and to 6:00 pm) (Email help FRMS Application 10:20 and to 6:00 pm) (Email help FRMS Appl	yónngðiðagin Darbíðan ∰alustand2 og dyr 177 80	THE ENG 5:57 PM

Step 2 : Click on drop down menu "Return Type". Select "Form ESOP" and click on Add new return. The user will be taken to form ESOP.

Tiew Higtory Dookmarks Tools	Help			
× Rese	erve Bank of India - Frequently a 🗙 🛛 Search File Re	tum × +		
ଟଳ	(i) 10.28.2.180:7785/smf/faces/pages/FileRe	eturn/searchReturn.xhtml?menuRedirect=Y	80% 🛡 🕁	↓ II\ 🗉
Nicked 🚯 Contra Channel 🖓 Err				
t visited 😈 Getting started 🔘 fir	ns O DAT SMP O DAT SMPBO O RESERVE BA	ink of India	i de la companya de l	
भारतीय रिजर्व बै				lome Change Password
Reserve Bank of Inc	dia			Welcome
India's Central I	Bank			
Search Returns				
				+ Add New Bet
Detuge Ture *	From Date	To Date	Datum Defenses Number	
Return Type	Fiom Date	lo bate		
Select	`			
Select				
Form FC-GPR				
Form FC-TRS				
Form LLP-I				
Form LLP-II				
Form ESOP				
Form CN				
Form DRR				
Form DI				
Form InVi				

The complete form is arranged into two parts, Common Investment details and "Form ESOP" which is further arranged into 2 tabs.

(Common Investment details: These details are common to all returns that can be reported in SMF.)

Step 3: Fill up the common investment details as below:

India's Central Bank Search Returns				🏦 Reset 🛛 😫 Save and Submit 🖉 😫 Save As Dri	raft 🛛 🗲 I
Corporate Identification Number (CIN/LLP) *	PAN Number *		Company Name*	Application Date*	
ABCDEFGHUKLMNOPORT11	QWERT7890Y		ABC &DEF PVT LTD	22/10/2018	
Details of received FDI-Entry Route and Applicab	ble Sectoral Cap:				
Entry Route *		Automatic Bo	ute Government Route (Attach Copy Of Government Approval)	
Applicable Sectoral cap/ Statutory ceiling *		20%	26% 49% 5	1% 74% 💿 100% 🔿 Others	
Applicable Sectoral cap/ Statutory ceiling * Whether the foreign investment is received for a sp plant?*	specific project/manufacting unit or manufacturin	_ 20%	26% 49% 5	1% 74% 100% Others	
Applicable Sectoral cap/ Statutory ceiling * Whether the foreign investment is received for a splant?* SOP Form	specific project/manufacting unit or manufacturin	○ 20% ○	26%, 49%, 5	1%, 74%, 🕢 100%, Others	
Applicable Sectoral cap/ Statutory ceiling • Whether the foreign investment is received for a splart? (SOP Form) (SOP Details) Share Holding Pattern	specific project/manufacting unit or manufacturin	⊖ 20% ⊖ ing ⊖ Yes ● No	26% 49% 5	1% O 74% 🕢 100% O Others	
Applicable Sectoral cap/ Statutory ceiling + Whether the foreign investment is received for a splart?- (SOP Form) Sobern under which 500P5 are issued +	upecific project/manufacting unit or manufacturin	⊖ 20% ⊖	26% 49% 5	1% O 74% 🕢 100% O Others	
Applicable Sectoral cap/ Statutory ceiling • Whether the foreign investment is received for a splart? • SOP Form <u>Schore under which ESOPS are issued •</u>	specific project/manufacting unit or manufacturin	O 20% O	26% 49% 5	1% 74% * 100% Others	
Applicable Sectoral cap/ Statutory celling • Whether the foreign investment is received for a splart? • ISOP Form ESOP Details Share Holding Pattern Scheme under which ESOPS are issued • Particulars of Issue	pecific project/manufacting unit or manufacturin	O 20%, O ng O Yes ® No	25% (49% (5	1% 74% • 100% Others	

Field Name	Description
CIN	Pre-filled, non-editable as per the BU
	registration details
Company name	Pre-filled, non-editable as per the BU registration details
PAN number	Pre-filled, non-editable as per the BU
	registration details
Application date	Pre-filled, non-editable, system date
Entry Route*	Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.
	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route . If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.
Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per FEMA 20(R).
	belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.

Step 4: Fill up the details in form ESOP as below :

Step 4.1: Tab 1-ESOP details :

← → C ③ 10.28.2.181:7003/smf/faces/pages/Fil	× C	± - ₫ × Q☆:
भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank		Home Change Parsend Logout Welcome slata
Scheme under which ESOPS are issued		
Particulars of issue Attach relevant extracts of the scheme :* Construction of the scheme is the s	Number of ECODe instants	Pa ditembul ima pina i
Conversion ratio *(*)	Equivalent equity shares on fully diluted basis *	Preventioned using place*
Whether the change in the shareholding pattern due to NO · YES Value of Shares in Rs *	s this transaction being reported has already been accounted in the pr	transaction shareholding pattern: *
Ihereby declare that I have verified the info declarations and submissions are made in c	mation provided in this form and certify that the information provid ompliance to the Foreign Exchange Management Act, 1999. I hereby 2013 Provend by HTC Global Services PAL LM (www.hisic.com, (Venion 1.0) I FF	ed is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These attach requisite Declaration, CS contificate and other relevant attachment(s) for this reporting.

Field Name	Description
Scheme Under which ESOPs are issued	Mention the name of the scheme under which the ESOPs are being issued and attach the relevant extracts of the same at the attachment "Attach the relevant extracts of the scheme"
Date of Issue	Select the date from the calendar in which the ESOPs have been issued
Number of ESOPs issued	Enter the Total number of ESOPs being issued as per the scheme
Pre-determined Issue price	Enter the pre-determined issue price on which the underlying would be issued upon exercise of ESOPs
Conversion Ratio	Enter the conversion ratio as per which the shares would be issued upon exercise of the ESOPs. In case of an ADR/GDR linked ESOP, enter the convertion ratio on a fully diluted basis. For example, if the as per the scheme 1 ESOP has an underlying of 2 GDRs and GDRs in turn has underlying of 10 equity shares, than the conversion ratio would be 1: 20.

Equivalent equity shares on fully diluted basis	Auto-calculated as per Number of ESOPs issued and the conversion ratio
Face value of equity shares	Enter the face value of the underlying Equity shares
Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*	Select Yes or No In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported. In case No is selected, a field for Paid up capital on fully diluted basis will pop-up. Enter the paid up capital value on fully diluted basis. The changes would be reflected in the shareholding pattern for this transaction being reported accordingly.
Value of shares in Rs	Auto-calculated as per Equivalent equity shares on fully diluted basis and the face value of equity shares
Declaration	Declaration text- "I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration, CS certificate and other relevant attachment(s) for this reporting."*

Step 4.2 : Tab 2 – Shareholding pattern

│ ∩ Home	Page - FID_Domain X Search File Return X					≜ = 0 ×
$\leftrightarrow \Rightarrow c$	10.28.2.181:7003/smf/faces/pages/FileReturn/searchReturn.xhtml?menuRedirect=Y					Q☆:
	भारतीय रिज़र्थ वैंक Reserve Bank of India India Central Bank					Home Change Password Logou Welcome nlata
Ξ	• Automat	c Route	 Govern 	ment Route (Attach Copy Of Government Approv	al)	
•	Applicable Sectoral cap/ Statutory ceiling • 02%	0 26%	O 49%	○ 51% ○ 74% ● 100	% Others	
	Whether the foreign investment is received for a specific project/manufacting unit or manufacturing $$\rm Yes\ \ \ensuremath{\$}$ }	No				
ESC	DP Form					
E	ISOP Details Share Holding Pattern					
	Particulars	Pre- Transaction	Post- Transaction			
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares	661000				
	Foreign Portfolio Investment	0				
	Indirect foreign investment- Value of equity shares (on fully diluted basis)	668676				
	Total	1329676.000				
	Percentage	13.30				
	© 2018 Powered by : HTC Global Services Pvt_1td www.htcinc.com. Version 1.0	FIRMS Application H	elpdesk (Monday to	Friday 10:30 am to 6:00 pm) Email-helpfirms@t <u>bi.org.in</u>		
• (2 📴 📇 💽 🗃 🐁 🖬					記 ENG 19:42 INTL 22-10-2018

Field name	Description		
Shareholding pattern	Particulars	Pre- Transaction	Post- Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital		
	contribution/profit shares Foreign Portfolio		
	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total Percentage		
	Pre transaction values are Entity Master (tab 3)	e auto-popula	ted from the
	Post transaction values are the details provided in the f	auto-calculate orm. Post tra	d based upon nsaction=Pre

transaction value of shares + Value of shares reported in the form.
The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.

Step 4.3: After filling in all details, click on Save and Submit for submitting the form.

An intimation message would Pop-up as "The applicant may file form FC-GPR as and when the ESOPs are exercised. If the ESOPs are linked to ADR/GDR, form DRR may be filed upon exercise of such ESOPs".

Please click Yes and form submission is complete.

"Save as draft" feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the "Common details" page.

"Reset" feature : This will reset the complete form.

"Back" button: To go back to the Dashboard.

Format for Declaration

DECLARATION TO BE FILED BY THE AUTHORISED REPRESENTATIVE OF THE INDIAN COMPANY:

We hereby declare that:

1. We comply with the procedure for issue of capital instruments as laid down under Foreign Exchange Management (Transfer or issue of security by person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB</u> dated November 07, 2017, as amended from time to time.

2. The investment is within the sectoral cap / statutory ceiling permissible under the regulations, ibid and in compliance with the attendant conditions.

3. The foreign investment received and reported now will be utilized in compliance with the provision of a Prevention of Money Laundering Act 2002 (PMLA) and Unlawful Activities(Prevention) Act, 1967 (UAPA). We confirm that the investment complies with the provisions of all applicable Rules and Regulations

4. We enclose the following documents in compliance with these regulations:

(i) A certificate from our Company Secretary as in the specified format.

(ii) A certificate from SEBI registered Merchant Banker / Chartered Accountant / cost accountant or any other person as authorized under FEMA 20 (R) indicating the manner of arriving at the price of the shares issued to the persons resident outside India (*wherever applicable*)

(iii) All other necessary documents as applicable to the issue.

(Signature of the Applicant)* :	
(Name in Block Letters)	<u>.</u>
(Designation of the signatory) :	
Place:	

Date:

(* To be signed by Managing Director/Director/Secretary of the Company)

Format for Company Secretary Certificate:

CERTIFICATE TO BE FILED BY THE COMPANY SECRETARY/PRACTICING COMPANY SECRETARY OF THE INDIAN COMPANY

In respect of the details as mentioned as mentioned above, we certify the following:

- (i) all the requirements of the Companies Act, 2013 have been complied with;
- (ii) terms and conditions of the Government approval, if any, have been complied with;
- (iii) the company is eligible to issue capital instruments/receive capital instruments under Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA</u> <u>20(R)/2017-RB dated November 07, 2017</u>, as amended from time to time.
- (iv) The company has all certificates issued by authorized dealers in India evidencing receipt of amount of consideration in accordance with Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB</u> <u>dated November 07, 2017</u>, as amended from time to time
- (v) The Investment Agreement/ Shareholder Agreement between the investor and the investee company is in compliance with the provisions of Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 notified vide <u>Notification No. FEMA 20(R)/2017-RB</u> <u>dated November 07, 2017</u>, as amended from time to time

(Name & Signature and Seal of the Company Secretary/practicing Company secretary)

FORM DI

Step 1: Login into SMF and reach your workspace.



Click on the left navigation button and select Single Master Form.

<u>File Edit View History Bookmarks</u>	[ools <u>H</u> elp		– o ×
RBI FDI ×	Reserve Bank of India - Frequently 🛛 🗙 Dashboard 🗙 +		
↔ ∀ ↔	10.28.2.180:7785/smf/faces/pages/dashboard.xhtml	80% … 🛡 🏠	⊻ II\ 🗊 ≡
🔅 Most Visited 🔞 Getting Started 🧯	🕽 firms 🜐 UAT SMF 🜐 UAT SMFBU 🌐 Reserve Bank of India		
भारतीय रिज़र्व Reserve Bank of India's Cer	युँक India trat Bank	ŀ	Home Change Password Logout Welcome nilata
× MENU			^
FILE RETURN			
SINGLE MASTER FORM	Rejected Forms		
	FOGPR 1 FCTRS 0 J27 Form 0 L927 Form 0 ESDP 6 SPR 0 ESDP 6 Form 0 ESDP 6 Form 0 ESDP 6 Form 0 ESDP 6 Form 0 ESDP 6	FCGPR 0 FCTRS 0 LFD Form 0 LF2 0 Generation ESOP 0 ESOP 0 DR1 0 ESOP 0 ESOP 0 Form 0 ESOP 0 ESOP 0 Form 0 ESOP 0 ESOP 0 Form 0 ESOP 0 ESOP 0	
1 Coach thouch and Mind	FCGPR 12 FCTRS 3 IF 200 12 FCTRS 3 IF 200 0 FCTRS 3 Or Form 0 ESPP 0 0 2011 [FX0005 Mpt List 20 cm to ESD pm] Emails help 0 7 FCTRS	Amaghiagia Dachara 🌒 anciant2 🔥 dar	87 km, ➡ ENG 5:57 PM

Step 2 : Click on drop down menu "Return Type". Select "Form DI" and click on Add new return. The user will be taken to form DI.

<u>File Edit View History Bookmarks Tools H</u> elp				- o ×
RBI FDI X Reserve Bank of India - Free	uently a 🗙 Search File Return	× +		
← → C û (i) 10.28.2.180:77	85/smf/faces/pages/FileReturn/searchRetu	rrn.xhtml?menuRedirect=Y	80% 🛡 🏠	<u>↓</u> III\ 🗊 🗏
🔅 Most Visited 💊 Getting Started 💮 firms 💮 UAT SMF 💮	UAT SMFBU 💮 Reserve Bank of India			
भारतीय रिज़र्स बैंक Reserve Bank of India India's Central Bank				Home Change Password Logout Welcome nlata
Search Returns				
				+ Add New Return
Return Type*	From Date	To Date	Return Refrence Number	
Select 💙		=	m	
Select				
Form FC-GPR				
Form FC-TRS				
Form LLP-I				
Form LLP-II				
Form ESOP				
Form CN				
Form DRR				
Form DI				
Form InVi				
© 2018 F	Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Versi	n 1.0 FIRMS Application Helpdesk (Monday to Friday 10:30 am to 6:0	10 pm) Email- helpfirms@rbi.org.in	
Search the web and Windows	[]] 📙 data 🗎 🧯 🥭	FID launc VI User Ma VI cut -	Word 🕹 Search Fi 梵 testing12 🔨	ປ× 🖳 🐿 📮 ÈNG 5:58 PM US 8/31/2018

The complete form is arranged into two parts, Common Investment details and "Form DI" which is further arranged into 2 tabs.

(Common Investment details: These details are common to all returns that can be reported in SMF.)

Step 3: Fill up the common investment details as below:

🔰 Home Page - FID_Domai 🗙 🗋 Search File Return 💦 🔪			±	×
← → C () 10.28.2.181:7003/smf/faces/pages/FileRetu	rn/searchReturn.xhtml?menuRedirect=Y			☆ :
भारतीय रिज़र्य बैंक Reserve Bank of India India's Central Bank			Home Change Password Welcome	Logout nlata
Search Returns		🛗 Reset 📘	🛱 Save and Submit 🛛 隆 Save As Draft 🛛 🗲 Back	l Î
Corporate Identification Number (CIN/LLP) *	PAN Number *	Company Name *	Application Date*	- 1
ABCDEFGHIJKLMNOPQRT11	QWERT7890Y	ABC &DEF PVT LTD	22/10/2018	- 1
Details of received FDI-Entry Route and Applica	ble Sectoral Cap:			- 1
Entry Route *	 Automati 	ic Route 🛛 Government Route (Attach Cop	by Of Government Approval)	- 1
Applicable Sectoral cap/ Statutory ceiling *	<u> </u>	26% 49% 51% 74%	% 100% Others	
Whether the foreign investment is received for a or manufacturing plant?*	specific project/manufacting unit 🛛 Yes 💿	No		
DI Form				_
DI Details Share Holding Pattern				
For reporting of indirect foreign investmer	nt —investment by an FOCC in the Indian compar	ny/LLP directly or through investment on stock e	exchanges or Downstream investment by an	
© 2018 Powered by : HTC	Global Services Pvt. Ltd. www.htcinc.com. Version 1.0 FIRM	IS Application Helpdesk (Monday to Friday 10:30 am to 6:00 pm)) Email- helpfirms@rbi.org.in	Ť
📑 🤌 📭 🚞 💽 🛛			~ °∰ ™ ●> ENG INTL 22	19:45 -10-2018

Field Name	Description
CIN	Pre-filled, non-editable as per the BU
	registration details
Company name	Pre-filled, non-editable as per the BU
	registration details
PAN number	Pre-filled, non-editable as per the BU
Application date	Pre-filled non-editable system date
Entry Route*	Select Automatic or Government as
	applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.
	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route . If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.
Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per FEMA 20(R).
	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.

Step 4: Fill up the details in form DI as below :

Step 4.1: Tab 1-DI details :

C Home Page - FID_Domai X	m ×		🔺 – 🗇 🗙
\leftrightarrow \rightarrow C (i) 10.28.2.181:7003/smf/faces/page	s/FileReturn/searchReturn.xhtml?menuRedirect=	=Υ	☆ :
भारतीय रिज़र्व बैं Reserve Bank of Ind India's Central B	क ja ank	Home Chang	e Password Logout Welcome nlata
DI Details Share Holding Pattern			^
 For reporting of indirect foreign i Investment Vehicle in which neit reported within 30 days of the di investment for the investee India Investment Details: Whether the change in the sharehoo 	investment – investment by an FOCC in the India her the Sponsor nor the Manager nor the Invest ate of allotment of shares/ CCDS/CCPS/warrants an entity). Iding pattern due to this transaction being reported	an company/LLP directly or through investment on stock exchanges or Downstream investment by a tment Manager is Indian 'owned and controlled' directly or through investment on stock exchanges (i s /partly paid up shares or within 30 days from the date the investment becomes indirect foreign d has already been	n To be
accounted in the pre transaction sh	nareholding pattern: *		
Investor Type*	Name*	Address*	
Select	~		
PINCode	State	District	
Type the PINCode and click the button	→		
Date on which investment become foreign investment*	Indirect Date of allotment*	Amount (In Rupees)*	
Type of Instruments*	Number of instruments*	Conversion Batio*	
© 2018 Power	red by : HTC Global Services Pvt. Ltd. www.htcinc.com. Versic	on 1.0 FIRMS Application Helpdesk (Monday to Friday 10:30 am to 6:00 pm) Email- helpfirms@rbi.org in	ENG 19-45
	♀ 📰 🍬 🖳 💰	- 🙀 📴 🕪	INTL 22-10-2018

Home Page - FID_Do	omai 🗙 🗋 Search File Return 🛛 🗙				<u> </u>	×
\leftrightarrow \rightarrow C (1) 10.28	8.2.181:7003/smf/faces/pages/FileReturn/s	earchReturn.xhtml?menuRedirect=Y				☆ :
मार Rese	तीय रिज़र्य बैंक erve Bank of India India's Central Bank			Home	Change Password Welcome	Logout nlata
Select PINC	ect Code the PINCode and click the button	State	District)		*
Date	e on which investment become Indirect ign investment *	Date of allotment *	Amount (In Rupees)*			
Type	e of Instruments *	Number of instruments *	Conversion Ratio*	,		
Numi	ber of shares on fully diluted basis * hereby declare that I have verified the infor he above information, I may be held liable fr	Face value of equity shares * mation provided in this form and certify that the or the same. These declarations and submission:	Value of shares * information provided is true, complete and c s are made in compliance to the Foreign Exch	orrect. In case of any discrepancy in ange Management Act, 1999.*		
Other	er Attachments:					
	e 2018 Powered by : HTC Globa	I Services Pvt. Ltd. www.htcinc.com. Version 1.0 FIRMS A	pplication Helpdesk (Monday to Friday 10:30 am to 6:00 p	n) Email- helpfirms@rbi.org.in 소 약귀	ENG 1	19:45 10-2018

Field name	Description
Whether the change in the shareholding	Select Yes or No
pattern due to this transaction being	In case Yes is selected then there will not
reported has already been accounted in	be any change in the shareholding
the pre transaction shareholding pattern:*	pattern for this transaction being reported.
	In case No is selected, a field for Paid up
	capital on fully diluted basis will pop-up
	Enter the naid up canital value on fully
	diluted basis. The changes would be
	reflected in the shareholding nattern for
	this transaction being reported
	this transaction being reported
	accordingly.
Investor Type	Select the type of resident investor
	making downstream investment in the
	investee indian company from the drop
	down menu as :
	Company
	• LLP
Namo	Investment venicle Enter the name of the resident investor
Name	making downstream investment
Address	Enter the address of the resident investor
	making downstream investment
PIN Code	Enter the Pin code and click on the
	Right arrow. If the PIN code is available in
	the system, the State and District are
	auto-filled. Or else, enter the State and
	district. The details are editable
Date on which the investment become	Select the date on which the investment
	by the resident investor in the indian
	foreign investment for the investee
	company as per Regulation 14 of FFMA
	20(R).
Date of allotment	Select the date on which the capital
	instruments were issued to the resident
	investor by the Indian investee company.
	This date would be same as Date on
	which the investment become Indirect
	toreign investment if the investment by
	resident investor is downstream
	investment, in terms of Regulation 14 of

	FEMA 20(R), at the time of allotment itself.
Amount (in Rs)	Amount of inflow for the investment in Rs
Type of instruments	Select from the type of instrument, drop
	down menu.
Number of instruments	Enter the number of instruments
Conversion ratio	Enter the conversion ratio
Number of shares on a fully diluted basis	Auto-filled as per the number of
	instruments and conversion ratio.
Face value of equity shares	Enter the face value of the equity shares.
Value of shares	Auto-calculated as per Number of shares
	on fully diluted basis and the Face value
	of the shares
Declaration	Declaration text- I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999."
	Check upon completing all details in the form and attach, any other document (s), if any.

Step 4.2 : Tab 2 – Shareholding pattern

C Home Page	- FID_Domai X 🗅 Search File Return X			A		×
$\epsilon \rightarrow G$ (10.28.2.181:7003/smf/faces/pages/FileReturn/searchReturn.xhtml?menuRedirect=	Y			☆	:
	भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank			Home Change Pass Web	word come n	Logout lata
or	rmanufacturing plant?*	Yes 💿 No				•
- DI Fo	orm					
DI	Details Share Holding Pattern				_	
	Particulars	Pre- Transaction	Post- Transaction			÷
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares	661000				
	Foreign Portfolio Investment	0				- 1
	Indirect foreign investment- Value of equity shares (on fully diluted basis)	668676				- 1
	Total	1329676.000				- 1
	Percentage	13.30				- 1
						- 1
						-
	© 2018 Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Versior	n 1.0 FIRMS Applica	tion Helpdesk (Mono	lay to Friday 10:30 am to 6:00 pm) Email- helpfirms@rbi.org.in		
	📭 🚞 🔄 📀 🔚 🖳 🖳 🛃			- 😪 🃭 🐠 🔤	19:4 . 22-10-	45 2018

Field name	Description		
Shareholding pattern	Particulars	Pre- Transaction	Post- Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares Foreign Portfolio Investment Indirect foreign investment- Value of equity shares (on fully diluted basis) Total Percentage		
	Pre transaction values are Entity Master (tab 3) Post transaction values are the details provided in the f transaction value of sha reported in the form. The Business user shall e correctly filled in the form pattern which is auto- calcula	e auto-popula auto-calculate orm. Post tra ares + Valu ensure that the so that the ted is correct.	ted from the d based upon nsaction=Pre e of shares ne details are shareholding

Step 4.3: After filling in all details, click on Save and Submit for submitting the form.

"Save as draft" feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the "Common details" page.

"Reset" feature : This will reset the complete form.

"Back" button: To go back to the Dashboard.

FORM DRR

<u>File Edit View History B</u> ookmarks	s <u>T</u> ools <u>H</u> elp												-	ø ×
RBI FDI ×	Reserve Bank of India - Fr	requently : ×	Dashboard		;	× +								
(←) → 健 🏠	(i) 10.28.2.180:7	/785/smf/faces/	pages/dash	1board.xht	tml				80%	🛡	☆		<u>↓</u> III\	. 🗊 🗄
Amost Visited 🔞 Getting Started	G firms G UAT SMF	🔵 UAT SMFBU	Reserve B	ank of India	a									
सारतीय रिज़र्ट Reserve Bank (India's	ই উঁক of India ^{Central Bank}											Home	Change Pas We	sword Log Ilcome nlata
Dashboard														
Approved Forms						Rej	ected Forms							
		FCGPR 1 FORM	FCTRS Form	0					FC	SPR 0 RM	FCTRS Form	0		
		LLP1 0 Form	LLP2 Form	0					F	P1 0 mm	Form	0		
		Cn Form 0	ESOP Form	0					u	Form 0	Form	0		
		DRR 0 Form	DI Form	0					F	RR 0 xm	DI Form	0		
		INVI 0 Form							F	KM 0 Km				
Pending Approval Forms	5													_
		FCGPR	FCTRS	_										
		FORM 12	Form	3										
		Form 0	Form	0										
	© 2011	Cn Form 0 8 I Powered by : HTC Glob	ESOP	0 d J www.htcinc.d	com. Version 1.0	LLEIRMS Application	Helpdesk (Monday to Frig	day 10:30 am to 6:00 pm) En	nail-helpfirms@rbi.org	in				
Search the web and Wi	indows	O Į	data	â	e 🛛	FID launc	W User Ma	w cut - Word	ڬ Dashboa.	. tes	ting12	∧ ☆ ঢ় %	ENG	5:55 PM 8/31/201

Step 1: Login into SMF and reach your workspace.

Click on the left navigation button and select Single Master Form.

<u>File Edit View History B</u> ookmarks	Iools Help			х
RBI FDI ×	Reserve Bank of India - Frequently : X Dashboard X +			
$\overleftarrow{\leftarrow}$ \rightarrow C $\overleftarrow{\omega}$	10.28.2.180:7785/smf/faces/pages/dashboard.xhtml	80% … 🛡 🏠	⊻ II\ 🗊 :	Ξ
🔅 Most Visited 🛭 👲 Getting Started 🧯	🕽 firms 🜐 UAT SMF 🜐 UAT SMFBU 🌐 Reserve Bank of India			
भारतीय रिज़र्व Reserve Bank of Indu's cer	र्वे क India tra bak		Home Change Password Log Welcome nlat	gout ta
× MENU				^
FILE RETURN				
SINGLE MASTER FORM	Rejected Forms			
	FCUPR FOM 1 FCURG Fom 0 LUP1 0 LUP2 Fom 0 Do Form 0 ESD* Form 0 D9R 0 0 Form 0 ESD* Form 0 D9R 0 0 Form 0 0	FCDPR 0 FCTRS 0 LLP1 0 LLP2 0 Gn form 0 ESOP 0 Form 0 Form 0 Form 0 BForm 0 Form 0 BForm 0 Form 0 BForm 0		
	FCDPR 12 FCTRS 3 LPF 0 LPF 0 LPF 0 LPF 0 D	miğibi oyin		м

Step 2 : Click on drop down menu "Return Type". Select "Form DRR" and click on Add new return. The user will be taken to form DRR.

	× Reserve Bank of India -	Frequently a X Search File Return	× +		
\rightarrow C' $$	i) 10.28.2.180	0:7785/smf/faces/pages/FileReturn/	searchReturn.xhtml?menuRedirect=Y	80% … 🛡 🏠	👱 III\ C
Most Visited 🛛 🌜 Gettir	ig Started 🔘 firms 🖨 UAT SMF	🕲 UAT SMFBU 🛛 Reserve Bank of I	ndia		
भारतीय Reserve	रिज़र्य बैंक Bank of India India's Central Bank				Home Change Passwor Welcom
Search Retu	rns				
Return Type*		From Date	To Date	Return Refrence Number	+ Add New Re
Select		· ·		=	
Select					
Form FC-GPR					
Form FC-TRS					
Form LLP-I					
Form LLP-II					
Form ESOP					
Form CN					
Form DRR					
Form DI					

The complete form is arranged into two parts, Common Investment details and "Form DRR" which is further arranged into 2 tabs.

(Common Investment details: These details are common to all returns that can be reported in SMF.)

Step 3: Fill up the common investment details as below:

/ U H	ome Page - FID_Domai 🗙 Y 🕒 Search File Return	×		📥 – 🗗 🗙
\leftrightarrow \rightarrow	C 10.28.2.181:7003/smf/faces/pages/FileR	eturn/searchReturn.xhtml?menuRedirect=Y		९☆ :
	भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank			Home Change Password Logout Welcome niata
	Search Returns		Û	Reset 🛛 🎝 Save and Submit 🖓 Save As Draft 🖌 🔶 Back
-	Corporate Identification Number (CIN/LLP) *	PAN Number*	Company Name *	Application Date *
	ABCDEFGHUKUMNOPQRT11	QWERT7890Y	ABC &DEF PVT LTD	22/10/2018
	Details of received FDI-Entry Route and Applicable Sectora	I Cap:		
	Entry Route *	 Automatic Rou 	te Government Route (Attach Copy Of Governm	ient Approval)
	Applicable Sectoral cap/ Statutory ceiling *	○ 20% ○	26% 49% 51% 74%	 100% Others
	Whether the foreign investment is received for a specific proj plant?*	ect/manufacting unit or manufacturing O Yes No		
	DRR Form			
	DRR Details Share Holding Pattern			
	Name of the Domestic Custodian	Address of the Domestic Custodian	Name Of Global Custodian"	
			Annal and	
	Address Of the Global Custodian	Date Of Issue	-Select-	
	0.201	8 Powered by : HTC Global Services Pvt. Ltd. www.htcinc.com, Version 1.0 FIRMS .	Application Helpdesk (Monday to Friday 10.30 am to 6.00 pm) Email-helpfirms@rb	iang in
	😂 🔤 🚔 💽	📑 🕵 💵 🧬		▲ 🧌 ኬ 🐠 ENG 19:43 INTL 22-10-2018

Field Name	Description
CIN	Pre-filled, non-editable as per the BU registration details
Company name	Pre-filled, non-editable as per the BU registration details
PAN number	Pre-filled, non-editable as per the BU registration details
Application date	Pre-filled, non-editable, system date
Entry Route*	Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.
	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route . If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.
Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per FEMA 20(R). Clarification: where the company
	belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.

Step 4: Fill up the details in form DRR as below :

Step 4.1: Tab 1-DRR details :

Home Page - FID_Domain X	×	± - 0 ×	×
← → C ① 10.28.2.181:7003/smf/faces/pages/FileRet	urn/searchReturn.xhtml?menuRedirect=Y	Q 🌣	:
भारतीय रिज़र्य बैंक Reserve Bank of India india's Central Bank		Home i Change Fassword i Lo Wekome Adat	igout ta
DRR Form			*
DRR Details Share Holding Pattern			
Name of the Domestic Custodian*	Address of the Domestic Custodian "	Name Of Global Custodian *	l
Address Of the Global Custodian "	Date Of Issue*	Country *	l
Number of DRs issued *	Underlying Securities*	Conversion Ratio *	I
Number of Equity Shares on fully diluted basis •	Face value of Equity shares *	Value Of Shares *	I
Amount raised in Rs*	Issue Expenses, if any, in Rs	Amount repatriated in the current tranche in Rs*	l
Amount repatriated in India in Rs	Amount kept abroad in Rs		
Whether the change in the shareholding pattern due to this t NO YES	ransaction being reported has already been accounted in the pre t	ansaction shareholding pattern *	
Whether encourad or unanonanad 6 2018 F	towered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Version 1.0 FIRMS	Application Helpdask (Monday to Friday 10:30 am to 6:00 pm) Email: helpfirms@rbi.org in	Ŧ
💷 🧀 🔤 😂 💽	i 🕵 💌 🛃	~ 行, 開 Φ) ENG 19:44 INTL 22:10-2011	

Field name	Description
Name of the Domestic custodian	Name of the Domestic custodian for the
	DR issue
Address of the Domestic custodian	Address of the Domestic custodian for the
	DR issue
Name of the Global Custodian	Name of the Global custodian for the DR
	issue
Address of the Global Custodian	Address of the Global custodian for the
	DR issue.
Date of issue	Date on which the DRs have been issued
Country	Country in which the DRs have been
	issued
Number of DRs issued	Number of DRs as issued
Underlying securities	Select the underlying securities to the
	DRs issued
Conversion Ratio	Conversion for the DRs issued. Where
	the underlying security is other that
	capital instruments i.e. debt or units,
	conversion ratio shall be 1:0.
Number of equity shares on fully diluted	Auto-calculated as per Number of DRs
basis	issued and conversion ratio
Face value of equity shares	Face value of the equity shares
Value of shares	Auto-calculated as per number of shares
	on fully diluted basis and the face value
Amount raised in Rs	Total amount as raised in the DR issue

	being reported.
Issue expenses , if any, in Rs	Issue expenses as incurred in the DR issue, if any.
Amount repatriated in the current tranche in Rs	The amount as being repatriated in India so far.
Total Amount repatriated in India in Rs	Total amount repatriated in India, so far
Amount kept abroad in Rs	Auto-calculated as per Amount raised in Rs and Total amount repatriated in India in Rs
Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*	Select Yes or No In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported. In case No is selected, a field for Paid up capital on fully diluted basis will pop-up. Enter the paid up capital value on fully diluted basis. The changes would be reflected in the shareholding pattern for this transaction being reported accordingly.
Whether sponsored?	Select Yes or No If Yes , then enter the Name of sponsor and the address of the sponsor
Whether the DR is listed on an International Exchange or trading plaform	Select Yes or No If Yes, then enter the name of the stock exchange and the Date of commencement of trading on the same
Declaration	Declaration text- I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. Check upon completing all details in the form and attach other decuments if any

Step 4.2-Tab 5-Shareholding Pattern

ר א₀ און און און און און און און און און און	> Home Page - PD_Doma × ▲ - □ × ← → C (0) 10.282.181.7003/smt/faces/pages/FileReturn.shtml?menuRedirect=Y ☆ : : :						□ × ☆ :							
		गरतीय f Reserve Ba	रे ज़र्च ank of li India's Centra	बैंक ndia at Bank								Ноп	ne Change Passwo Welcon	rd Logout ne nlata
	DRR	Form												^
Ť	DRI	R Details Share H	olding Pattern											-
	Particulars Pre- Post- Transaction Transaction													
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares			661000					11					
		Foreign Portfoli	o Investment						0					
		Indirect foreign	investment- V	/alue of equ	uity share	s (on fully	diluted ba	sis)	668676					
		Total							1329676.000					
		Percentage							13.30					
			© 2018 P	Powered by : H	TC Global Se	ervices Pvt. I	Ltd. i www.htc	inc.com. I Versi	on 1.0 FIRMS Applic	ation Helpdesk (Mon	iday to Friday 10:30 am to 6:00 pm) Email-	helpfirms@rbi.org.in		¥
	6	1		0		10,	w]	2					👬 🖹 🐠 🕅 INTL	19:44 22-10-2018

Field name	Description					
Shareholding pattern	Particulars	Pre- Transaction	Post- Transaction			
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares Foreign Portfolio Investment					
	investment- Value of equity shares (on fully					
	Total					
	Pre transaction values are auto-populated from the					
	Post transaction values are auto-calculated based upon the details provided in the form. Post transaction=Pre					

transaction value of shares + Value of shares reported in the form.
The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.

Step 4.3: After filling in all details, click on Save and Submit for submitting the form.

"Save as draft" feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the "Common details" page.

"Reset" feature : This will reset the complete form.

"Back" button: To go back to the Dashboard.

Step 4.4 For subsequent filing of Form DRR: Wherein the Amount raised as in a DRR issue has not been repatriated in India in one go and is kept abroad. In such cases wherever the amount is being repatriated in subsequent tranches, for every subsequent tranche Form DRR shall be filed within 30 days from the date of remittance as a subsequent form DRR to the Form DRR as filed at the time of issue of DRs, as below:

Step 4.4.1: Using the left navigation button select File Return and then Single Master Form.

Step 4.4.2: Select Return Type as Form DRR. If the reference number of the earlier filed form DRR is known, enter the same in the field Return Reference Number and click on search return. Or else, enter the From date and search return. Select the initial filed Form DRR and open the same upon clicking on the reference number.

Step 4.4.3: At the top right select the button "ADD subsequent return". Enter the amount Amount repatriated in the current tranche in Rs. No other field needs to be entered. The values in Total amount repatriated in India and the Amount kept abroad are updated accordingly. Check the details under the tab "Tranche details".

Step 4.4.4. Check the declaration and attach the FIRC for the amount repatriated in the "Other attachments" and click on "Submit" button at top right.

6. Shareholding pattern

- 1. Shareholding pattern details are being obtained with the purpose to ensure that the foreign investment in an entity is within the permissible foreign investment limit/ sectoral caps/regulatory limits.
- 2. In the entity master, the companies and LLPs were instructed to provide the latest shareholding pattern, all inclusive irrespective whether the same is reported or not reported or acknowledged or not acknowledged.
- 3. In case where the company or LLP is making a filing in SMF for a past transaction which was not reported earlier, but the same has been included in the shareholding pattern provided in the Enitiy master, at the time of reporting the same in SMF, the shareholding pattern should not change. In such scenarios, the BU, where he is asked to specify "Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:" shall select YES. This would ensure that the shareholding pattern is not affected.
- 4. It may be noted that upon successful acknowledgement of the filed forms at AD level, the entity master details are automatically updated with the post shareholding pattern as per the acknowledged form. Therefore, the user shall take due precaution while specifying for this detail.

7. Processing at AD level

Login Procedure

Step 1: Go to the website at https://fed.rbi.org.in

<u>F</u> ile <u>E</u> dit <u>V</u> iew H	History <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp				23	- o ×
RBI FDI	× Reserve Bank of India - Frequently	× Search File Return	× RBI FDI	🗙 🛛 🧕 🛛 🗙 🛛 🗙 🕹 Xi Voni	ika - Outlook 🛛 🗙 🥌 Login t	o FED-InterLinking App $ imes$ +
← → C ⁱ ☆ Most Visited	 	n/FEDINTERLINK/login/Login. FBU 🔀 Reserve Bank of India .	do		♥ ☆	<u>↓</u> III/ ① =
		Foreign Ex विदे	change Departm शी मुद्रा विभाग	ent		31-August-2018 07:18:41 PM Contact Us Help
	F.	vreign Exchange Depart Use username / pass Overseas Investment User Type* Bank Us User Id Password Content Forgot Password Content	Nent Application Login word given by Division, FED, CO, RBI ser OFIRMS OOID			Study Material Master Direction Notification Presentation FAO/Query AP (DIR)
Best Viewed in In	ternet Explorer 6.0 or above with screen Resolution	of 1024*768.	Developed a	nd Maintained by		HCL
Search	the web and Windows) 📙 data 🗎	렪 📴 FID launc 💽 User Ma	. 📲 cut - Word 🚯 Login to	o 梵 testing12 へ q×	¶⊒ 🗐 📮 ENG 7:18 PM US 8/31/2018

Step 2: Select User type as Bank user and click on radio button for FIRMS. Enter the username and password as provided by RBI and click on Login. The dashboard for the AD bank is as below:

<u>File Edit View History Bookmarks</u>	<u>T</u> ools <u>H</u> elp					
Dashboard ×	Reserve Bank of India - Frequently : $ imes$	Search File Return	× RBI FDI		📴 Pahadekar, Monika - Outlook V 🗙	🥘 Login to FED-InterLinking App 🗙 🕇 +
(←) → 健 @	③ 10.28.2.180:7785/smfbu/f	aces/pages/dashboard.xht	tml		80% … 🛡 🟠	<u>↓</u> II\ 🗊 =
🌣 Most Visited 🐞 Getting Started 🌘	firms 💮 UAT SMF 💮 UAT SMFBU	Reserve Bank of India				
भारतीय रिज़र्व Reserve Bank of India's ce	बैंक India tral Bank					Home Change Password Logout Welcome citi0000003
Dashboard						
Forms List			Appr	oved Forms		
	PCOPH 5 LLP 2 Dam 2 Ch Form 1 Form 0 RVA 0	FCTRS 1 Form 3 FORM 0 Form 0			PCOPR 4 F LLP 2 L Perm 1 E DoFarm 1 E Form 0 0 BVL 0	1765 1 277 3 269 3 269 0 Form 0
Rejected Forms			Pend	ling Approval Forms		
	FCGPR 0 FORM 0 LLP1 0 Form 0	FCTRS 0 Form 0 LLP2 0 Form 0			FORM 1 F FORM 1 F LLP1 0 F Form F	TRS 0 IP2 0 Irm 0
10.28.2.180:7785/smfbu/faces/pages/dash	board.xhtml#	© 2018 Powered b	y : HTC Global Services Pvt. Ltd. w	ww.htcinc.com. Version 2.0		
Search the web and Wind	lows 🔲	📙 data 🔒 🕻	🤶 👔 FID launc	W User Ma W cut	- Word 😆 Dashboa testing	2 ヘ d× 聖 📾 ≢ ENG 7:21 PM US 8/31/2018

Verifying eKYC for the Business user

Step -1 Using the left navigation button select user verification and then RBI user master. All pending approvals for eKYC would be displayed.



Step 2: Click on the View Button to see all the details for the Business User.

<u>F</u> ile <u>E</u> di	t <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp					
User Det	ails X Reserve Bank of India - Fr	requently : X Search File Return X	RBI FDI	🗙 🛛 📴 Pahadekar, Monik	a - Outlook \ 🗙 📗	🥌 Login to FED-InterLinking App 🗙 🛛 🕂
(←) -	C 10.28.2.180		etails.xhtml?menuRedirect=Y	80%	… 🖸 ☆	⊻ II\ 🗊 🗉
∯ Mo:	st Visited 🐞 Getting Started 🛱 firms 🛱 UAT SMF 🕼	DUAT SMFBU (Reserve Bank of India				
	भारतीय रिजर्व वैंक Reserve Bank of India India's Central Bank					Home Change Password Logout Welcome citi0000003
\equiv	User Master					
-						
-						🖌 Approve 🗶 Reject 🔶 Back
	User Type	User Name	First Name		Middle Name	
	BUSINESS USER	retrt	testuser			
	Last Name	Bank Name	Bank Account No		Company PAN No	
	test	CITI BANK	32532346		GHJKL2345M	
	IFSC Code	Company CIN / LLPIN	Phone No		Email Id	
	CITI0000003	U23000KA2002PTC123456	2353464578]	mpahadekar@rbi.org.in	·]
	Company Address	Company Account No				
	dgvdfx	972350372456				
	🛨 Download					
	retrt1535441434086.pdf					
	Remarks					
		© 2018 Powered by : HTC Global S	Services Pvt. Ltd. www.htcinc.com. Version 2.0			5N/3724.DM
	Search the web and Windows	🔲 🗋 📙 data 🛛 🛱 🥭 🙋	FID launc 👿 User Ma	will cut - Word 😕 User Det.	. 梵 testing12	^ 4× 문 🖮 📮 US 8/31/2018

Step 3: Download the authority letter using download button.

Step 4: Verify the details as entered with the authority letter. Approve or Reject the registration accordingly. An email notification would be sent to the applicant accordingly.

AD bank will have 3 working days for verifying the eKYC of the Business User.

Verifying the filed forms

Step 1 : Using the left Navigation button go to File return and then to Approve form

Step 2 : Select the return type, enter the from and to date and select the status as pending approval and click on search return.

dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools	Help			
ve File Return X Reser	ve Bank of India - Frequently : 🗙 📔 Search File Return	× RBI FDI	🗙 🛛 🧕 🗙 Pahadekar, Monika - Outlook 🗸	🗙 🛛 🥘 Login to FED-InterLinking Appl 🗙
→ C' û	10.28.2.180:7785/smfbu/faces/pages/FileRetur	n/approval.xhtml?menuRedirect=Y	80% 🛡 1	☆ ⊻ II\ 🖸
ost Visited 🐞 Getting Started 🕲 firm	15 🔘 UAT SMF 🔘 UAT SMFBU 🌐 Reserve Bank of Ir	ndia		
				Home L. Chappe Pareword L
भारतीय रिज़वे बे Reserve Bank of Inc	ক lia			Nome Change Password Welcome citi0000
India's Central B	ank			
Approve Returns				
Return Type*				
Form FC-GPR	~			
Select	To Date*			
Form FC-GPR				
Form FC-TRS	Status			
Form LLP-I	PENDING APPRIVAL			
Form ESOP				
Form CN				
Form DRR				
Form DI	Company Name	CIN Number	RBI Remarks	Status
Form InVi		No records found.		
		(1 of 1) 14 44 P> PI		
	6 2018 Pr	owered by : HTC Global Services Pvt. Ltd. www.htcinc.com. Versi	ion 2.0	
Search the web and Windows	(D) data 🖉	🖌 🔂 EID Jaune 📰 Heer Ma	Will cut - Word Approve The testi	ng12 ENG 7:28
search the web and windows		Ser Ma		US 8/31/.

All form of the return type would be displayed. Select the form as desired. The form will open up with all details as filed by the Business user along with the Entity details and Check list.

Step 3: Go through the details as filed by the Business User and verify the same with attached documents.

Procedure of scrutiny: The checklist provides the details that needs to be verified for acknowledging the filed return. A set of checklist as applicable to that particular return is being provided to the AD bank along with the filed form. AD bank is required to check only those details and if found to be in order, approve the return. In case the Business user has not provided the details, AD Bank shall reject the form.

It may be noted that there is no provision for resending or attaching any clarification once the form is submitted. Therefore, AD may take due caution while approving or rejecting the same.

In exception cases where for the specific reasons the AD needs to refer the form to RBI, AD may select the Regional Office from the drop down menu, enter the reasons for referring it to RBI under "remarks" field and click on Send to RBI.

RBI would provide the advice on whether the form be approved or rejected to the AD bank. The final acknowledgement and rejection would be then made, accordingly, by AD bank.

AD bank will have only 5 working days for approving or rejecting the form or sending it to RBI.

8. Contact Us

Helpdesk for FIRMS to receive queries from stakeholders regarding entries to be made in FIRMS.

FIRMS Helpdesk Team

Please <u>click here</u> to send email.

for technical queries : Please <u>click here</u> to send email.

Telephone Number (022 – 22601000 - Extn: 2617)