

**FNC**  
**Application for Establishment of Branch/Liaison Office in India**

**A. General Instructions to Applicants:**

The application form shall be completed and submitted to the **AD Category - I bank designated** by the applicant for onward transmission to the Chief General Manager-in - Charge, Reserve Bank, Foreign Exchange Department, Foreign Investment Division, Central Office, Fort, Mumbai – 400001 along with the documents mentioned in item (viii) of the Declaration.

No.	Details	Particulars
1.	Full name and address of the applicant.  Date and Place of incorporation / registration  Telephone Number(s)  Fax Number(s)  E-mail ID	
2.	Paid-up capital ii) Free Reserves/Retained earnings as per last audited Balance Sheet/Financial Statement iii) Intangible assets, if any	
3.	Brief description of the activities of the applicant.	
4.	i) Value of goods imported from and / or exported to India by the applicant during each of the last three years:  a) Imports from India  b) Exports to India  ii)Particulars of existing arrangements if any, for representing the company in India.	

	<p>iii) Particulars of the proposed Liaison/ Branch Office:</p> <p>a) Details of the activities/ services proposed to be undertaken/ rendered by the office.</p> <p>b) Place where the office will be located.</p> <p>c) Phone number</p> <p>d) E-mail ID</p> <p>e) Expected number of employees (with number of foreigners)</p>	
5.	<p>i) Name and address of the banker of the applicant in the home country</p> <p>ii) Telephone &amp; Fax Number</p> <p>iii) E-mail ID</p>	
6.	Any other information which the applicant company wishes to furnish in support of this application.	
7.	<p>For Non-profit / Non-Government Organisations:</p> <p>(i) Details of activities carried out in the host country and other countries by the applicant organization.</p> <p>(ii) Expected level of funding for operations in India.</p> <p>(iii) Copies of the bye-laws, Articles of Association of the organisation.</p>	

## DECLARATION

We hereby declare that:

- i) The particulars given above are true and correct to the best of our knowledge and belief.
- ii) Our activities in India would be confined to the activities indicated in column 4(iii) (a) above.
- iii) If we shift the office to another place within the city, we shall intimate the designated AD Category - I bank and the Reserve Bank. In the event of shifting the Office to any other city in India, prior approval of the Reserve Bank will be obtained.
- iv) We will abide by the terms and conditions that may be stipulated by the Government of India / Reserve Bank / designated AD Category - I bank from time to time.
- v) We, hereby commit that we are agreeable to a report / opinion sought from our bankers abroad by the Government of India /Reserve Bank.
- vi) We understand that the approval, if granted, is from FEMA angle only. Any other approvals / clearances, statutory or otherwise, required from any other Government Authority/ Department/ Ministry will be obtained before commencement of operations in India.
- vii) We have no objection to the Reserve Bank placing the details of approval in public domain.
- viii) We enclose the following documents:
  1. Copy of the Certificate of Incorporation / Registration attested by the Notary Public in the country of registration  
*[If the original Certificate is in a language other than in English, the same may be translated into English and notarized as above and cross verified/attested by the Indian Embassy/ Consulate in the home country].*
  2. Latest Audited Balance sheet of the applicant company.  
*[If the applicants' home country laws/regulations do not insist on auditing of accounts, an Account Statement certified by a Certified Public Accountant (CPA) or any Registered Accounts Practitioner by any name, clearly showing the net worth may be submitted]*

3. Bankers' Report from the applicant's banker in the host country / country of registration showing the number of years the applicant has had banking relations with that bank.

(Signature of Authorised Official  
of the Applicant Company)

**Name:**  
**Designation:**

**Place:**  
**Date:**