



Department of Industrial Policy  
and Promotion (DIPP)

# **eBiz – Mission Mode Project Integration of RBI services on eBiz**

## **Advanced Foreign Remittance (AFR) FC - GPR**

# Agenda

- About eBiz
- Steps for a Business User for Application Submission on eBiz
- Steps for Processing of Application by AD Bank - Advanced Foreign Remittance
- Steps for Resubmission of Application
- Steps for applicant to apply for refund approval
- Steps to process refund approval request
- Steps for Processing of Application by AD Bank – FC-GPR
- Implementation requirements for AD Banks

# About eBiz

- Secure **one stop shop** for all investment and business related information and services 24X7 on a single portal
- Eliminate the need to physically interface with various regulatory authorities at the Central, State and local government levels
- Allow a single payment to be made electronically against a composite application form for multiple services and the subsequent splitting and routing of payments to individual departments and agencies
- Reduce the difficulties faced by investors and businesses in complying with regulatory requirements and improve the ease of doing business
- Create a platform for multi-departmental cooperation in data sharing/verification and service delivery

# Integration with eBiz – Level-2 Integration

In Level-2 integration, applications forms submitted online is made available to department users through the eBiz Department Portal. Application is routed through the various roles as per the department workflow for the service



# eBiz Value Proposition to Investor

## 1-Stop Shop



- Consolidated Information
- Content updated periodically
- Apply & Pay for licenses online

## Anytime, Anywhere, Anyhow



- 24 X 7 access to information and services
- Online, IVR and Mobile

## Reduced Total Time



- End-to-end online transactions (Forms, Attachments, Payments)
- Reduction in inter-department wait time

## Visibility and Transparency



- Intermediate status updates
- SMS and email alerts & notifications

## Reduced Total Cost



- Elimination of in-person visits
- Reduced dependency on middlemen and touts

## Secure Transactions



- Digital Signature Certificates
- Strategic Control & Security (ISO17799-1:2005 compliant)

# eBiz Value Proposition to Departments



## Investment Growth

- Attractiveness to Investors
- Investor Satisfaction
- Economic Growth – generate employment



## Established Platform

- Many services already implemented on eBiz
- Rapid rollout of new services



## Technology Excellence

- State-of-the-art Technologies and Tools
- Adherence to national and international standards



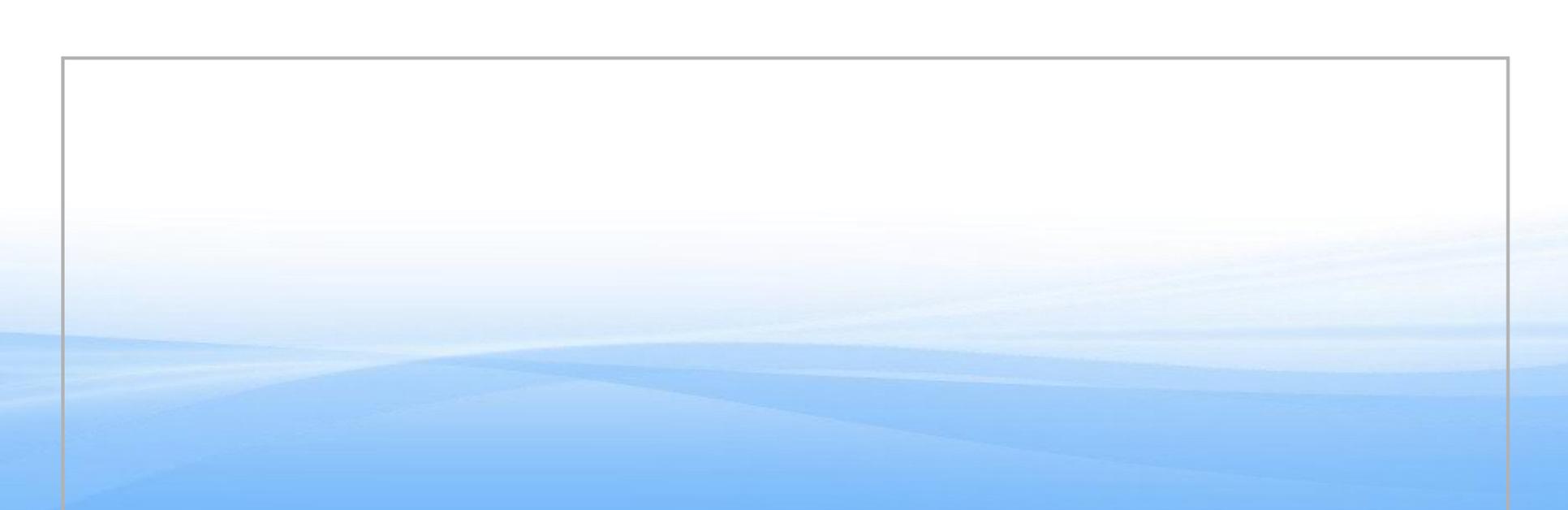
## Enablement

- Training
- Help desk
- Technical support



## Impact on Business Environment

- Improved Visibility and Transparency
- Reduction of Processing time
- Reduction of Processing Cost



**Steps for a Business User  
for  
Application submission on eBiz**

# Step 1: Visit eBiz site

- Visit eBiz site: <http://www.ebiz.gov.in>

The screenshot shows the homepage of the eBiz India's G2B Portal. The header includes the eBiz logo, navigation links (Home, Services, My Account, Submit Forms), and utility links (About Us, Feedback, Site Map, Help, Quick Links, Search). The main content area features a welcome message, a sign-in form, and several service buttons. A calendar widget shows the date as Thursday, 11 December 2014. The footer contains the India.gov.in logo and the National e-Governance Plan logo.

**Header:** eBiz India's G2B Portal. Welcome, Please Login or Register. You are protected and your information is secure with us. About Us | Feedback | Site Map | Help. Quick Links: All Links. Search: Input Search Text.

**Navigation:** Home | Services | My Account | Submit Forms

**Main Content:**

- You are here: Home
- Welcome to eBiz, a new world of simplicity and convenience for all your business interactions with the Government.
- Buttons: Guide Me, Start a Business, Operate a Business, Apply for Industrial License, Apply for Industrial Entrepreneurs Memorandum, Guide to apply for IL/IEM.
- Sign In: User Name: [input], Password: [input], Login, Forget Password? Click here.
- New User or Business? Register
- Upcoming Events: Thursday 11 December. Calendar for December 2014.
- FREQUENTLY ASKED QUESTIONS: How do I get started?, Is there a fee for registration?, How many services will be enabled on eBiz?
- NEWS & ANNOUNCEMENTS: YouTube offers buffer-free offline video service, RBI not unduly worried over CAD, GOSF a huge success this year: Google, Ceat to invest Rs 400 cr in Butibori plant.

**Footer:** india.gov.in, The national portal of India. राष्ट्रीय ई शासन योजना National e-Governance Plan Public service closer home.

# Step 2: Register as a New Member

- Enter Name, Email Address, Confirm Email Address, Address, Date of Birth, Phone No, Mobile, Fax
- Create User ID/password, Select the Security Question and enter answer

The screenshot shows the eBiz India's G2B Portal registration page. The page is titled "Welcome to eBiz" and is divided into two main sections: "Not an eBiz Member Yet? Register Here" (Step 1) and "Register Your Business- Members Only" (Step 2). Step 1 includes a "Continue" button. Step 2 includes input fields for "User Name" and "Password", and a "Forgot Password? Click here" link. The page also features a navigation menu, a search bar, and a "Submit Forms" button.

**Not an eBiz Member Yet? Register Here** **1**

**Why register as a member**

- eBiz is an integrated platform providing access to a number of Government to Business (G2B) services from various departments
- eBiz provides a step-by-step information wizard assisting in determining the applicable Licenses and Permits required for starting a business anywhere in the country.
- Registered users can use the eBiz portal to submit online queries specific to their businesses, submit applications for their respective licenses and permits and check on the status of their applications online.
- Registered members can register their business on eBiz portal and customize their business profile to set alerts and reminders for various government to business (G2B) interactions
- Registered members receive regular updates and newsletters from eBiz that will provide information on any new announcements from the different government agencies, and release of any new features on the eBiz portal.

**Steps of registration**

- Submit Online Form
- eRequest association with a business (if applicable)

**Register Your Business- Members Only** **2**

**Why register your business**

- eBiz is an integrated platform providing access to a number of Government to Business (G2B) services from various departments
- eBiz provides information about licenses and permits applicable to businesses
- eBiz is a secure online platform built with all the required authentication mechanisms for submitting applications to the different government agencies and departments.
- eBiz provides features like online storage of application history and previously obtained licenses and permits
- eBiz provides information pertinent to regulations and compliance requirements mandated from different agencies and departments.
- eBiz facilitates specialized service providers (e.g. tax and regulatory compliance consultants) to aid business users in availing G2B services

**Steps of registration**

- Submit online form for Individual member
- Submit online form for business membership creation
- Assign yourself as an administrator

**User Name:**

**Password:**

[Forgot Password? Click here](#)

# Step 2: Register as a New Member

- Enter Name, Email Address, Confirm Email Address, Address, Date of Birth, Phone No, Mobile, Fax
- Create User ID/password, Select the Security Question and enter answer

You are here: [Home](#) > [eBiz Registration](#) > [Member Registration](#)

## Register As Member: Personal Details

1 2 3

 Fields marked with asterisk (\*) are mandatory.  
Welcome to the eBiz User Registration process. To complete the User Registration process, you will need to fill out the below form.

**First Name\***

**Middle Name**

**Last Name\***

**Email Address\***

**Confirm Email Address\***

Please use a valid email address that you frequently access.

**Date of Birth**  

Please enter the date in the format DD-MMM-YYYY. e.g. 10-Dec-2009.

**Address\***

Please use a valid postal address that can be used for communication.  
Address can have a maximum of 400 characters.

**Country\***  **State\***

**District / Zone\***

**PIN Code\***

**Ph.No.** +91

**Mobile** +91

**Fax** +91

**eBiz respects your privacy!**

eBiz does not disclose your data to any third parties. To know more about data related practices, please read our [Privacy Policy](#). For further queries, please feel free to [Contact Us](#).

# Step 2: Register as a New Member

India's G2B Portal

Welcome, Please Login or Register

You are protected and your information is secure with us

About Us | Feedback | Site Map | Help

Quick Links All Links

Search Input Search Text

Home Services My Account Submit Forms

You are here: Home > eBiz Registration > Member Registration

## Register As a Member: Choose User ID and Password

1 2 3

Fields marked with asterisk (\*) are mandatory.

Welcome to the eBiz User Registration process. To complete the User Registration process, you will need to fill out the below form.

Create your User ID\*

Use letters or numbers but not symbols.

Create your Password\*

Please note that the password should be between 8 and 14 characters and should contain atleast 1 number and a special character.

Re-enter your Password\*

Select Security Question\*

Answer\*

If you forget your password, we'll verify your identity with your secret question.

Send status updates via email

Send status updates via sms

Home Services Statistics List of Services Total Visitor: 39

Terms of Use | Disclaimer | Privacy Policy | Site Map | Contact Us | Feedback | Glossary

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India's G2B Portal

Welcome, Please Login or Register

You are protected and your information is secure with us

About Us | Feedback | Site Map | Help

Quick Links All Links

Search Input Search Text

Home Services My Account Submit Forms

You are here: Home > eBiz Registration > Member Registration

## Register As Member: Security & Terms

1 2 3

Security check and Terms of use and your Privacy

Please enter the verification code hidden in the image.



Please read terms and conditions

Welcome to eBiz, India's G2B Portal. This website is managed by Infosys Technologies Ltd. (Infosys) on behalf of Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce and Industry, Government of India and these terms and conditions refer to the interactions of this site with business users (citizens and business entities) and government departments.

By entering or using this site, you accept the following terms and conditions.

1. Modifications and additions

This section is subject to changes at any point in time either by Infosys or DIPP. The changes will be posted in this section and email or effective immediately. It is recommended for the users to visit this section and keep themselves updated with respect to terms and conditions of usage.

2. About eBiz

I have read the Terms and Conditions and accept them for Registration

Home Services Statistics List of Services Total Visitor: 37

eBiz respects your privacy!

eBiz does not disclose your data to any third parties. To know more about data related practices, please read our [Privacy Policy](#). For further queries, please feel free to [Contact Us](#).

# Step 2: Register as a New Member

The screenshot displays the eBiz India's G2B Portal interface. At the top, there is a navigation bar with the eBiz logo, a welcome message, and quick links. Below this is a secondary navigation bar with 'Home', 'Services', and 'My Account' options, along with a 'Submit Forms' button. The main content area features a breadcrumb trail and a confirmation message: 'Congratulations, your registration as an eBiz member is complete. You can now browse across the website and download and submit forms.' This message is enclosed in a red-bordered box. Below the message, there is an 'IMPORTANT:' section with instructions on how to proceed, also enclosed in a red-bordered box. A red-bordered 'OK' button is located at the bottom of the main content area. On the right side, there is a privacy notice section titled 'eBiz respects your privacy!' with a link to the 'Privacy Policy' and 'Contact Us'.

**eBiz**  
India's G2B Portal

Welcome, Please Login or Register  
You are protected and your information is secure with us

About Us | Feedback | Site Map | Help

Quick Links All Links

Search input Search Text

Home Services My Account Submit Forms

You are here: Home > eBiz Registration > Member Registration

### Register as a Member: Confirmation

**Congratulations, your registration as an eBiz member is complete.  
You can now browse across the website and download and submit forms.**

**IMPORTANT:**

Register your business to submit the forms for various services related ad allocate the staff to the business and services.

**OR**

Contact business admin to allocate you to Business and Service gp. to submit the form or register business to allocate your staff.

**eBiz respects your privacy!**

eBiz does not disclose your data to any third parties. To know more about data related practices, please read our [Privacy Policy](#). For further queries, please feel free to [Contact Us](#).

OK

Home Services Statistics List of Services Total Visitor : 37

# Step 3: Register Organization

- Enter Name, Address
- **Confirmation of Registration:** Email sent to the registered email id of the user

The screenshot shows the 'Register Your Business: Organization Details' form on the eBiz India's G2B Portal. The form includes the following fields and options:

- Organization Name\***: Text input field.
- Organization Type\***: Dropdown menu with 'Select'.
- Head Office Address\***: Text area with a vertical scrollbar.
- Country\***: Dropdown menu with 'Select'.
- State\***: Dropdown menu with 'Select'.
- District / Zone\***: Dropdown menu with 'Select'.
- PIN Code\***: Text input field.
- Ph.No.**: Text input field with '+91' and '-STD-'.
- Mobile**: Text input field with '+91'.
- Fax**: Text input field with '+91' and '-STD-'.

Navigation buttons: **Back** and **Next** (highlighted with a red box).

Footer: Home | Services | Statistics | List of Services | Total Visitor : 38

The screenshot shows the 'Register Business' page on the eBiz India's G2B Portal, specifically the 'Security check and Terms of use and your Privacy' section. The page includes the following elements:

- Security check and Terms of use and your Privacy**: Section header.
- Enable Digital Certificate Administration**: Checkbox.
- Please enter the verification code hidden in the Image.**: Instruction.
- Verification Code Image**: A CAPTCHA image showing the text 'Bafstx'.
- Re load**: Button.
- Please read terms and conditions**: Instruction.
- Terms and Conditions**: A scrollable text area containing the following text:

Welcome to eBiz, India's G2B Portal. This website is managed by Infosys Technologies Ltd. (Infosys) on behalf of Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce and Industry, Government of India and these terms and conditions refer to the interactions of this site with business users (citizens and business entities) and government departments.

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**2. About eBiz**
- I have read the Terms and Conditions and accept them for Registration**: Checkbox.
- Back**, **Cancel**, and **Submit** (highlighted with a red box) buttons.

# Step 3: Register Organization

The screenshot displays the eBiz India's G2B Portal interface. At the top, there is a navigation bar with the eBiz logo, a welcome message for user 'aslf123', and links for 'About Us', 'Feedback', 'Site Map', and 'Help'. A search bar is also present. Below the navigation bar, there are tabs for 'Home', 'Services', and 'My Account', along with a 'Submit Forms' button. The main content area shows a breadcrumb trail: 'You are here: Home > eBiz Registration > Business Registration'. The primary message is 'Register Business: Confirmation', which states: 'Congratulations, your Business has been registered with Ebiz. Your eBiz Registration ID is 4979. You can administer this business. Thanks for registering with Ebiz.' A red box highlights this confirmation message. To the right, a sidebar contains a privacy notice: 'eBiz respects your privacy! eBiz does not disclose your data to any third parties. To know more about data related practices, please read our Privacy Policy. For further queries, please feel free to Contact Us.' At the bottom, there is a footer with navigation links for 'Home', 'Services', 'Statistics', and 'List of Services', and a visitor count of 'Total Visitor : 38'. An 'OK' button is located at the bottom center of the confirmation message area.

# Step 4: Download Form

- Go To services tab → Click on the appropriate RBI service hyperlink [RBI service page displayed] → Download eForm

**Services**

Welcome to the eBiz Services. This section lists out various services from Central Government and State Governments available online on eBiz. Services available on eBiz are categorized based on the region and departments for quick and easy access.

Whether you are starting a new business or establishing a new industrial unit, eBiz offers online access to core services needed to obtain necessary clearances, licenses and complete mandatory tax registrations. eBiz also offers online access to a number of regulatory filing services that you need to operate your business/industrial unit.

Initially eBiz shall provide 22 G2B services and expand the portfolio of services to include additional services. The aim is to expand the portfolio every year to create a comprehensive set catering to setting up and operating businesses.

**Guide Me Wizard**

Answer series of short questions about your current or proposed business to create a customized list of the permits and licenses you may need from all levels of government.

1. Select the place of your business  
State/Union Territory \*
2. Select the industry type  
Industry Type

**More Information**

- [Loans and Grants](#)
- [Prerequisites to start business](#)
- [Export Promotion Zones](#)
- [Acts, Regulations and Rules](#)

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**Pan-India Services**

- [Industrial Licence](#)
- [Industrial Entrepreneur Memorandum](#)
- [Reporting of FC-GPR](#)
- [Reporting of Advance Foreign Remittance](#)
- [Issue of Permanent Account Number- UTIITSL](#)
- [EPF Registration](#)
- [ESIC Registration](#)
- [MCA Director Identification Number](#)
- [Issue of Permanent Account Number- NSDL](#)
- [Certificate for Commencement of Business](#)
- [License for Possession and Sale or Possession and Use of Explosives](#)
- [MCA Name Availability](#)
- [Reporting of FC-TRS](#)
- [Issue of Tax Deduction & Collection Account Number](#)
- [Certificate of Incorporation](#)
- [Issue of Importer Exporter Code](#)

# Step 4: Download Form

- Download eForm
- Download guide and instructions, if required

The screenshot shows the RBI eForm portal interface. At the top, there is a navigation bar with 'Home', 'Services', and 'My Account' tabs, and a 'Submit Forms' button on the right. Below the navigation bar, a breadcrumb trail reads 'You are here: Home > Services > Service'. The main content area is titled 'Central > Reporting of Advance Foreign Remittance to RBI'. On the left, there is a 'Description' section with a paragraph and a bulleted list. In the center, there is a 'Download Forms' section with a red box around the 'Advance Remittance Form' link and another red box around the 'Guide and Instructions' link. Below this, there is a note about fees and a link to download Adobe Reader. On the right, there is a 'Related Services' section with a link to 'FC - GPR' and a 'Related Frequently Asked Questions' section with four numbered questions. At the bottom right, there is a banner image with the text 'Make your'.

**Home** **Services** **My Account** **Submit Forms**

You are here: [Home](#) > [Services](#) > [Service](#)

## Central > Reporting of Advance Foreign Remittance to RBI

**Description**

Foreign investment comes into India in various forms. Following the reforms path, the Reserve Bank has liberalized the provisions relating to such investments.

- The Reserve Bank has permitted foreign investment in almost all sectors, with a few exceptions. Foreign companies are permitted to set up 100 per cent subsidiaries in India.
- In many sectors, no prior approval from the Government or the Reserve Bank is required for non-residents investing in India.
- Foreign institutional investors are allowed to invest in all equity securities traded in the primary and secondary markets. The total investment by all the foreign institutional investors put together should not exceed 24 per cent of the issued and paid up capital of a company which can be raised up to the level of the prescribed sectoral cap by the respective companies by passing a special resolution to the effect.
- Foreign institutional investors have also been permitted to invest in Government of India treasury bills and dated securities, corporate debt instruments and mutual funds. The NRIs have the flexibility of investing under the options of repatriation and non-repatriation
- The Government allows Indian companies to issue Global Depository Receipts (GDRs) and American Depository Receipts (ADRs).

**Download Forms**

**Advance Remittance Form**  

**Description** - Form for Advance Foreign Remittance to RBI

**Language** - English

[Guide and Instructions](#)

eBiz supports Class2 digital signature for secure online form submission. The eForm functionalities are best experienced in Adobe Reader 9.1 or above.

 [Click here to download Adobe Reader.](#)

**Note:** Fees is non-refundable, kindly read the instructions carefully.

**Related Services**

[FC - GPR](#)

**Related Frequently Asked Questions**

1. [Under what conditions should a company / organization apply to RBI?](#)
2. [What form should I use?](#)
3. [Are there any payments to be made while applying?](#)
4. [Are there any conditions under which reporting to RBI can be exempted?](#)

[more](#)

**Make your**

# Step 5: Fill the eform

- Fill-up the eForm and attach required documents
- Digitally sign the form

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

## Report by the Indian company receiving amount of consideration for issue of shares/ Convertible debentures/ others as per Foreign Direct Investment Scheme

*(To be filled by the company through its Authorised Dealer category-I bank, with the Regional office of the Reserve Bank under whose jurisdiction the Registered Office of the company making the declaration is situated, not later than 30 days from the date of receipt of the amount of consideration, as specified in Para 9(1)(A) of Schedule 1 to Notification No. FEMA 20/2000-RB dated May 3,2000)*

PERMANENT ACCOUNT NUMBER(PAN) OF THE INVESTEE COMPANY GIVEN BY THE IT DEPARTMENT \*

---

1. **Details of Indian Company**

NAME OF THE INDIAN COMPANY \*

Address of the Registered office

ADDRESS LINE 1 \*  ADDRESS LINE 2

ADDRESS LINE 3  TOWN / CITY \*

# Step 6: Upload and Submit Form

- Go to “My Accounts > Upload and Submit Form
- Select Region, Enter service name & Organization Name
- Upload form

The screenshot displays the 'Upload and Submit Form' interface on the eBiz portal. The breadcrumb trail indicates the user is at 'Home > My Account > Upload and Submit Form'. The left sidebar lists various account management options, with 'Upload and Submit Form' highlighted. The main form area, titled 'Select Form', includes an information icon and a step indicator (1-4). The form fields are as follows:

|                   |                                    |
|-------------------|------------------------------------|
| Region            | Central                            |
| Service Name      | Reporting of Advance Foreign Remit |
| Organization Name | Nishu Ltd                          |
| File              | <input type="text"/> Browse...     |

Buttons for 'Upload' and 'Reset' are located at the bottom of the form.

# Step 7: Make payment

- System displays Invoice of amount. User enters billing information (Name & Address)
- Payment gateway page is displayed

Home Services **My Account** Submit Forms

You are here: Home > My Account > Upload and Submit Form

My Account  
Status  
Payment History  
History  
**Upload and Submit Form**  
My Workspace  
Team Workspace  
Change Password  
My Profile  
My Saved License and Permits  
Business Registration

**My Links**  
Bus Booking  
google  
BBC News

### Confirm Invoice

1 2 3 4

 The below screen lists the details of the payment that you have to make for the selected service application. Click Proceed to make your payment.

#### Invoice Details

| Payment Component        | Amount(in Rupees) |
|--------------------------|-------------------|
| <b>Statutory Charges</b> |                   |
| <b>eBiz Services Fee</b> | <b>30.00</b>      |
| <b>Total Amount</b>      | <b>30.00</b>      |

#### Billing Information

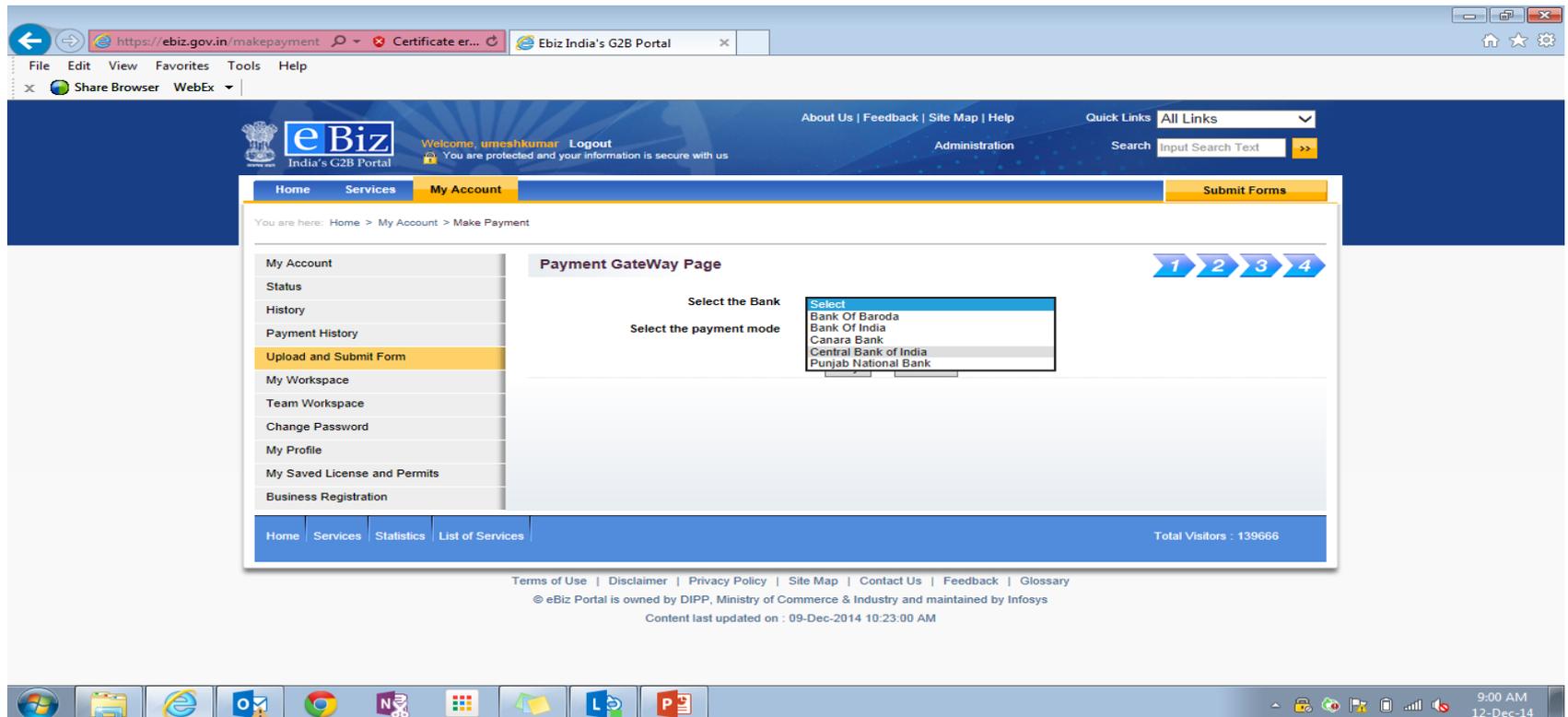
**Name**

**Address**

[Click here to preview the challan\(s\)](#) [FAQ on Challans and Payment](#)

# Step 7: Make payment

- Select the payment mode: **Online/ Offline;**
- Select bank: **Central Bank of India/ Bank of Baroda/ Bank of India/ Punjab National Bank/ Canara Bank**
- Click pay button



The screenshot displays the eBiz India's G2B Portal interface. The browser address bar shows the URL <https://ebiz.gov.in/makepayment>. The page header includes the eBiz logo, a welcome message for 'umeshkumar', and navigation links such as 'About Us | Feedback | Site Map | Help'. The main navigation menu is visible, with 'My Account' selected. The breadcrumb trail indicates the user is at 'Home > My Account > Make Payment'. The 'Payment GateWay Page' is the active section, featuring a progress indicator with steps 1, 2, 3, and 4. A dropdown menu is open under 'Select the Bank', listing options: Bank Of Baroda, Bank Of India, Canara Bank, Central Bank of India, and Punjab National Bank. The footer contains legal notices, including 'Terms of Use | Disclaimer | Privacy Policy | Site Map | Contact Us | Feedback | Glossary', and states that the portal is owned by DIPP, Ministry of Commerce & Industry and maintained by Infosys. The system clock shows 9:00 AM on 12-Dec-14.

# Step 7: Make payment

- 'eBiz Payment Acknowledgement Receipt' is displayed which can be printed by the user
- **Challan** is generated which can be printed in case of offline payment

Home Services **My Account** Submit Forms

You are here: Home > My Account > Payment History

|                                   |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
|-----------------------------------|---|-------------|------------------------|------|------------|-------------------------|-------|-----------------------------------|--------|-----------------|--------------|-----------------|--------|------------------------------|------|-------------------------------|---|--------------------------|--|------------------|-------------------|-----------------------|-------------------|------------|--|--------|-----|---------------------------|--|----------------------|-----|--------------|--|-------|-----|-----------------|-----------|
| My Account                        | <b>eBiz Payment Receipt</b>   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Status                            | Your payment of Rupees 1.0 has been received by eBiz.<br>Statutory fees remitted by you will be transferred to Department Account(s).   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| History                           | Details of the transaction are as below:  |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| <b>Payment History</b>            | <table border="1"> <tr> <td>Receipt No.</td> <td>0282169111220140002121</td> </tr> <tr> <td>Date</td> <td>2014-12-11</td> </tr> <tr> <td>eBiz Application Number</td> <td>35592</td> </tr> <tr> <td>eBiz Application Reference Number</td> <td>EF1909</td> </tr> <tr> <td>eBiz Service ID</td> <td>CN_ESIC_0017</td> </tr> <tr> <td>Mode Of Payment</td> <td>Online</td> </tr> <tr> <td>Transaction Reference Number</td> <td>4004</td> </tr> <tr> <td>Name And Address of The Payee</td> <td>Umesh Kumar,Bawana Industrial Area, Seemapuri</td> </tr> <tr> <td colspan="2"><b>Statutory Charges</b></td> </tr> <tr> <td>Name of Remitter</td> <td>Vinay Informatics</td> </tr> <tr> <td>Purpose of Remittance</td> <td>eBiz Services Fee</td> </tr> <tr> <td>Department</td> <td>Employees State Insurance Corporation , Employees Insurance Corporation, Panchdeep Bhawan,Comrade Gupta (CIG) Marg,New Delhi - 110 002</td> </tr> <tr> <td>Amount</td> <td>0.0</td> </tr> <tr> <td colspan="2"><b>Processing Charges</b></td> </tr> <tr> <td>eBiz Transaction Fee</td> <td>1.0</td> </tr> <tr> <td colspan="2"><b>Total</b></td> </tr> <tr> <td>Total</td> <td>1.0</td> </tr> <tr> <td>Total(In Words)</td> <td>One Rupee</td> </tr> </table> | Receipt No. | 0282169111220140002121 | Date | 2014-12-11 | eBiz Application Number | 35592 | eBiz Application Reference Number | EF1909 | eBiz Service ID | CN_ESIC_0017 | Mode Of Payment | Online | Transaction Reference Number | 4004 | Name And Address of The Payee | Umesh Kumar,Bawana Industrial Area, Seemapuri | <b>Statutory Charges</b> |  | Name of Remitter | Vinay Informatics | Purpose of Remittance | eBiz Services Fee | Department | Employees State Insurance Corporation , Employees Insurance Corporation, Panchdeep Bhawan,Comrade Gupta (CIG) Marg,New Delhi - 110 002 | Amount | 0.0 | <b>Processing Charges</b> |  | eBiz Transaction Fee | 1.0 | <b>Total</b> |  | Total | 1.0 | Total(In Words) | One Rupee |
| Receipt No.                       | 0282169111220140002121  |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Date                              | 2014-12-11  |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| eBiz Application Number           | 35592   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| eBiz Application Reference Number | EF1909  |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| eBiz Service ID                   | CN_ESIC_0017  |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Mode Of Payment                   | Online  |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Transaction Reference Number      | 4004  |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Name And Address of The Payee     | Umesh Kumar,Bawana Industrial Area, Seemapuri   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| <b>Statutory Charges</b>          |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Name of Remitter                  | Vinay Informatics   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Purpose of Remittance             | eBiz Services Fee   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Department                        | Employees State Insurance Corporation , Employees Insurance Corporation, Panchdeep Bhawan,Comrade Gupta (CIG) Marg,New Delhi - 110 002  |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Amount                            | 0.0   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| <b>Processing Charges</b>         |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| eBiz Transaction Fee              | 1.0   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| <b>Total</b>                      |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Total                             | 1.0   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Total(In Words)                   | One Rupee   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Upload and Submit Form            |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| My Workspace                      |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Team Workspace                    |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Change Password                   |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| My Profile                        |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| My Saved License and Permits      |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Business Registration             |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| <b>My Links</b>                   |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| DIPP Online                       |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| AP Online                         |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| TamilNadu Online                  |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Haryana Online                    |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Delhi Online                      |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Maharashtra Online                |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |
| Feedback                          |   |             |                        |      |            |                         |       |                                   |        |                 |              |                 |        |                              |      |                               |   |                          |  |                  |                   |                       |                   |            |  |        |     |                           |  |                      |     |              |  |       |     |                 |           |

[View and Print Challans](#)

Your request is submitted to following department office:  
Employees State Insurance Corporation Employees State Insurance Corporation, Panchdeep Bhawan,Comrade Inderjeet Gupta (CIG) Marg,New Delhi - 110 002

https://ebiz.gov.in/EbizWeb/jsp/html/payment/challan.jsp? - Internet Explorer

https://ebiz.gov.in/EbizWeb/jsp/html/payment/challan.jsp? Certificate error

|   |  |   |  |
|---|--|---|--|
| <b>G . A . R . 7<br/>CHALLAN</b>                                    |  |   |  |
| <b>Applicant Information</b>  |  |   |  |
| Name(& or designation) and address of the party (i.e Tax Payer etc) | Umesh Kumar, Bawana Industrial Area, Seemapuri | Department/Office from whose books the demand emanated                | Secretariat for Industrial Assistance (SIA)<br>Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi 110011 |
| eBiz Application Number   | 35592  |   |  |
| <b>Remittance Details</b>   |  |   |  |
| Remittance Date   | 2014-12-11                                     | Full particulars of the nature of remittance and/or authority(in any) | Amount (Rs)  |
| Bank  | Central Bank of India                          | eBiz Services Fee   | 1.00   |
| Branch  |  |   |  |
|   |  | Total   | 1.00   |
| <b>For Department Use</b>   |  |   |  |
| Grant No  | 900  | DDO Code No   | 005415   |
| Head of the account   | 0852808000300                                  | Account office by whom adjustable(PAO Code)                           | 5415   |
| Sub Major Head  | 80   | UTR number  | 0282169111220140002121   |
| Minor Head  | 800  | eBiz Transaction Reference No   | 4004   |
| PAO   | 5415   | Challan Number  | 02821691112201400021   |
| DTO STO   |  |   |  |
| Treasury  |  |   |  |
| Sub Treasury  |  |   |  |

# Step 8: Check status

- Summary of transaction along with the eBiz Application Number is generated
- Application is forwarded to chosen AD Bank inbox.

The screenshot shows the 'Ebiz India's G2B Portal' interface. The main navigation bar includes 'Home', 'Services', 'My Account', and 'Submit Forms'. The breadcrumb trail indicates the user is at 'Home > My Account > Status'. The left sidebar lists various 'My Account' options, with 'Status' selected. The main content area is titled 'Status of Submitted Applications' and features a 'Filter Items' section with dropdown menus for 'Organization', 'Region', and 'Submission Date', along with 'Go' and 'Refresh' buttons. Below the filters is a 'Results' section displaying a table of submitted applications.

| Application | Organization | Service                                 | Region  | Submission Date   | Submitted By | Status    |
|-------------|--------------|---|---------|-------------------|--------------|-----------|
| OB2171      | InbDEIhi     | Reporting of Advance Foreign Remittance | Central | 17-Dec-2014 11:43 | souravp      | Submitted |
| VI3187      | InbDEIhi     | Reporting of Advance Foreign Remittance | Central | 17-Dec-2014 11:40 | souravp      | Submitted |
| SA6074      | InbDEIhi     | Reporting of Advance Foreign Remittance | Central | 16-Dec-2014 16:15 | souravp      | Submitted |
| HB6947      | InbDEIhi     | Reporting of Advance Foreign Remittance | Central | 16-Dec-2014 15:50 | souravp      | Submitted |
| FF6984      | InbDEIhi     | Reporting of Advance Foreign            | Central | 16-Dec-2014 15:45 | souravp      | Submitted |

# Step 8: Check status

- Click on Application Number to view the Audit Trail
- Click on the Status to view the detailed comments

## Audit Trail

Application Code QX2512  
Organization delhi infy  
Region Central  
Service Submission of FC-TRS Central

| Date ▾            | Action Taken          | User Name       | Organization | Comments                      |
|-------------------|-----------------------|-----------------|--------------|-------------------------------|
| 11-OCT-2014 16:20 | Submitted             | Avneet          | delhi infy   | <a href="#">View Comments</a> |
| 11-OCT-2014 16:29 | Resubmission Required | Department User | Department   | <a href="#">View Comments</a> |
| 11-OCT-2014 16:30 | Resubmission Complete | Avneet          | delhi infy   | <a href="#">View Comments</a> |

Back

## Audit Trail

### Request Summary

Comments: Service has been applied successfully and your application has been delivered to the relevant department for further processing.

Your Service Request number is QX2512  
Please submit the physical documents to the following address

SBI, Jaipur ,  
SBI, Jaipur,India.

Download attachment:  abc4filled.pdf

Total Amount:30

PaymentDetails

| ITEM              | SERVICE_TAX | AMOUNT |
|-------------------|-------------|--------|
| eBiz Services Fee | 0           | 30     |



**Steps for Processing of Application  
by AD Bank  
Advanced Foreign Remittance**

# Step 1: AD Bank Login

- AD Bank user opens the department portal and enters credentials.



The screenshot shows the eBiz Department Portal login interface. The header features the eBiz logo and the text "Department Portal". The main content area includes a "Welcome" message on the left and a "Log In" form on the right. The form contains fields for "Username" (with the value "RBI\_ARF\_AD\_001") and "Password" (with masked characters "\*\*\*\*\*"). A "Login" button is positioned below the password field. At the bottom right, there is a "Contact Us" section with the following information:

**Contact Us:**  
Department of Industrial Policy and Promotion  
Room No 135, Udyog Bhawan  
New Delhi - 110011  
Telephone No: 011-23062983  
Fax No: 011-23061034

# Step 2: AD Bank views inbox

- The application submitted by applicant is visible under work items

Applications Places System 11:53 AM

eBiz Department Portal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://10.24.227.197:9041/workspace/faces/jsf/workspace/workspace.xhtml

Most Visited Red Hat Red Hat Magazine Red Hat Network Red Hat Support

Ebiz India's G2B Portal eBiz Department Portal

You're logged in as: RBI\_ARF\_ICI\_BG Logout

**Work Items**

View:  Show filters Add/Remove Columns

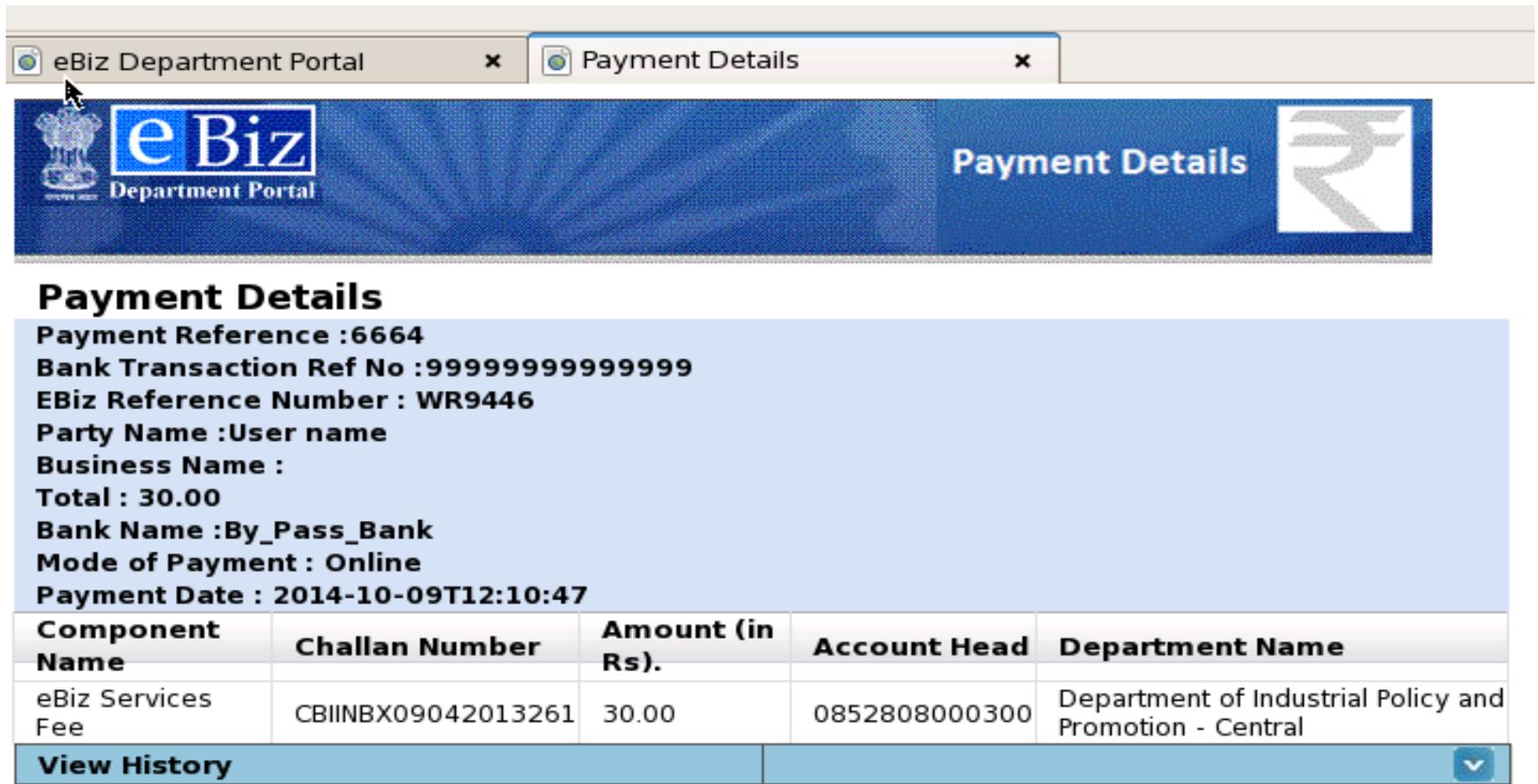
| <input type="checkbox"/> |  |  | eBiz Reference | Business Name                 | Description                       | Activity           | Received    | Participant | Payment Details             | Attachment                  | Action  |
|--------------------------|--|--|----------------|-------------------------------|-----------------------------------|--------------------|-------------|-------------|-----------------------------|-----------------------------|---|
| <input type="checkbox"/> |  |  | OB2171         | LOUDCELL TECHNOLOGIES PVT LTD | LOUDCELL TECHNOLOGIES CORPORATION | Verify Application | 11:44:48 AM | Unassigned  | <a href="#">PaymentInfo</a> | <a href="#">Attachments</a> | <a href="#">Verify Application</a> <a href="#">Select actio</a> |

**Work Item Detail**

No work item has been selected

# Step 2: AD Bank views inbox

- Click on the Payment details link to view the payment details related to the application



The screenshot shows a web browser window with two tabs: 'eBiz Department Portal' and 'Payment Details'. The page header features the eBiz logo and the text 'Payment Details' next to a Rupee symbol icon. The main content area is titled 'Payment Details' and contains the following information:

**Payment Reference : 6664**  
**Bank Transaction Ref No : 999999999999999**  
**EBiz Reference Number : WR9446**  
**Party Name : User name**  
**Business Name :**  
**Total : 30.00**  
**Bank Name : By\_Pass\_Bank**  
**Mode of Payment : Online**  
**Payment Date : 2014-10-09T12:10:47**

| Component Name    | Challan Number     | Amount (in Rs). | Account Head  | Department Name   |
|-------------------|--------------------|-----------------|---------------|---|
| eBiz Services Fee | CBIINBX09042013261 | 30.00           | 0852808000300 | Department of Industrial Policy and Promotion - Central |

**View History** 



## Step 3a: Verify Application

- Click on “**Verify Application**” link under Actions.
- If the application is in order, AD Bank can select the option to enter comments. If they find shortfalls in the application, they can select the option to raise objection memo.

### Verify Application

**Name of Applicant :** COMPANY NAME

**Are documents submitted as per the guidelines?**

Yes - Enter Comments  
 No - Raise Objection Memo

**Submit** **Close**

# Step 4a: Take Action – Positive Flow

- To enter comments, AD Bank receives an activity with action as “**Action by AD Bank**” in inbox.
- User attaches Declaration, any other attachment, enters comments and FIRC number. These attachments are visible in attachments section



The screenshot shows a web browser window titled "UploadAndEnterComments". The main heading is "Enter Comments". The form contains the following sections:

- Name Of Applicant:** A text input field with the label "COM" and "NAM" visible on the right side.
- Comments:** A large text area containing the text: "We forward herewith the form. The same has been scrutinized and found to be in order. The accompanying documents are as under".
- Attachments:** A section titled "Upload the attachments for this form" containing two rows:
  - Declaration :** A text input field with the path "/home/ebizinfy/Desktop/new file" and a "Browse..." button. A blue "Up" button is visible to the right.
  - Any Other Attachment** : A text input field with the path "/home/ebizinfy/Desktop/new file 1" and a "Browse..." button. A blue "Up" button is visible to the right.

# Step 5a: Select RO

- Click on “**Select RO**” link under Actions.
- User selects the appropriate RBI Regional Office to route the application.
- Click on “Send” under activity link

| Biz Reference | Business Name | Subject | Description   | Activity | Status | Received   | Participant | Payment Details             | Attachment                  | Action   |
|---------------|---------------|---------|---------------|----------|--------|------------|-------------|-----------------------------|-----------------------------|--|
| MR9446        | COMPANY NAME  | company | Investor name | SelectRO |        | 2:10:06 PM | Unassigned  | <a href="#">PaymentInfo</a> | <a href="#">Attachments</a> | <a href="#">SelectRO</a> <a href="#">Select action</a> |

## Select Regional Office

**Name of Applicant** : COMPANY NAME

**Select the RBI Regional Office to which the form has to be submitted**

**Regional Office**

## Step 6: RBI RO takes Action

- RBI RO can return the application to AD Bank to change the RO.
- AD Bank receives activity “**Select RO**”.
- If the application is sent to correct RO, it will be processed by RO.
- On successful processing, UIN and acknowledgement letter are generated at RO.

## Step 7: Forward UIN

- Click on “**Forward UIN**” link under Actions.
- Acknowledgment letter is visible under Attachments section.

### Forward UIN

**Name of Applicant :** COMPANY NAME

**UIN :** C1101400005

**Acknowledgement Letter : Please check the Attachments Section**

**Send** **Cancel**

# Step 3a: Verify Application – Objection Memo

- Click on “**Verify Application**” link under Actions.
- User selects the option to raise objection memo.

## Verify Application

**Name of Applicant :** COMPANY NAME

**Are documents submitted as per the guidelines?**

Yes - Enter Comments

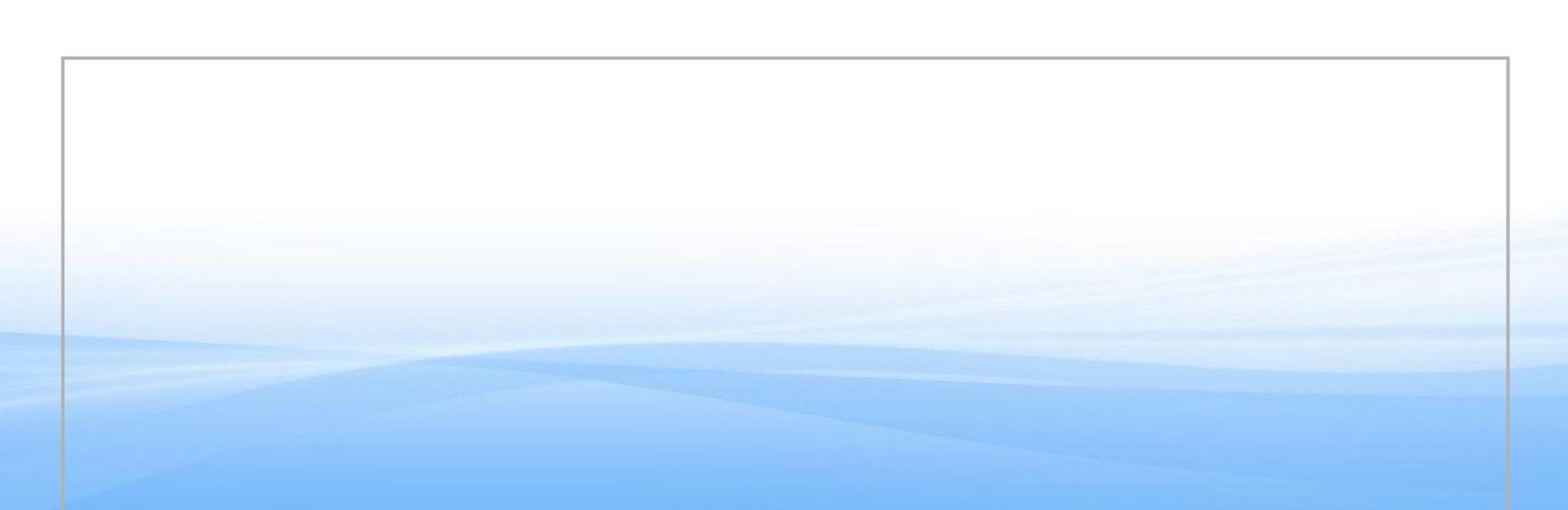
No - Raise Objection Memo

**Submit** **Close**

# Step 4a: Verify Application

- Click on “**Upload Objection Memo**” link under Actions.
- If the application is in order, AD Bank can select the option to enter comments. If they find shortfalls in the application, they can select the option to raise objection memo.

The screenshot shows a web browser window titled "RaiseAnObjectionMemo". The main heading is "Upload Objection Memo". Below the heading, there is a section labeled "Objection Memo :". Under this section, there is a label "Name of Applicant:" followed by a text input field containing the path "/root/Desktop/Objection\_Memo.pd". To the right of the input field is a "Browse..." button. Further right is an "Upload" button. To the right of the "Name of Applicant:" label, the text "COMPAN NAME" is visible. Below the input field and buttons, there is a message: "Upload Successful. Please click on Submit below to complete the upload." At the bottom of the form, there are two buttons: "Submit" and "Cancel".



# **Steps for Resubmission of Application**

# Step 1: Resubmission Required

- Application will be redirected to the applicant for resubmission.
- The status will be changed to “Resubmission required”.

Home Services **My Account** Business Administration Submit Forms

You are here: Home > My Account > Status

My Account

**Status**

History

Upload and Submit Form

Payment History

My Workspace

Team Workspace

Change Password

My Profile

My Saved License and Permits

Business Registration

My Links 

DIPP Online

AP Online

TamilNadu Online

Haryana Online

Delhi Online

Maharashtra Online

### Status of Submitted Applications

Filter Items

Organization:  Region:  Submission Date:  

Service:

Results First 1 | 2 | Next Last

| Application | Organization | Service                                 | Region  | Submission Date   | Submitted By | Status                |
|-------------|--------------|---|---------|-------------------|--------------|-----------------------|
| BD6804      | delhi infy   | Reporting of Advance Foreign Remittance | Central | 10-Oct-2014 14:46 | avneet11     | Resubmission Required |
| HI5750      | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 15:27 | avneet11     | Resubmission Complete |
| PS7022      | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 15:15 | avneet11     | Resubmission Complete |
| EB9986      | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 14:20 | avneet11     | Resubmission Complete |
| DZ7349      | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 14:15 | avneet11     | Submitted             |

First 1 | 2 | Next Last

# Step 2: Click on Resubmit

- On clicking the status, applicant views objection memo sent by AD Bank / RBI RO.
- Applicant makes required corrections in the form.
- Applicant clicks on “**resubmit**” link to resubmit the form.

The screenshot displays a web application interface. On the left is a vertical sidebar menu with the following items: My Account, Status (highlighted in yellow), History, Upload and Submit Form, Payment History, My Workspace, Team Workspace, Change Password, My Profile, My Saved License and Permits, and Business Registration. The main content area is titled 'Status of Submitted Applications' and contains the following information:

- Date:** 10-Oct-2014 15:04
- Subject:** On scrutiny of your application for Advance Foreign Inward Remittance we find one of the clarification required as mentioned in Attached document. Please resubmit the application after addressing them.
- Comments:**
- Download attachment:**  [Objection\\_Memo.pdf](#)
- Resubmit** (text link)
- Back** (button)
- [Click here to view all comments](#) (text link)

# Step 3: Resubmission Required

- Application will upload the form.
- Applicant will see the confirmation

Home Services **My Account** Business Administration Submit Forms

You are here: Home > My Account > Status

**My Account**

- Status
- History
- Upload and Submit Form
- Payment History
- My Workspace
- Team Workspace
- Change Password
- My Profile
- My Saved License and Permits

**Upload Form for Service**

To resubmit the form, duly fill the required service form and upload here. To download the required service form click here.

File to Upload: C:\Users\nishu\_saraf\Desktc Browse...

Back Next

**File Details**

The following information has been extracted from the form you just uploaded. Please Verify the information and click on Continue. If the information is incorrect, you may click on the Cancel button and upload a fresh service form.

|              |   |
|--------------|---|
| Organization | delhi infy                              |
| Service      | Reporting of Advance Foreign Remittance |
| Region       | Central                                 |
| File Name    | Central_ARF_within30d.pdf               |

Continue Cancel

# Step 4: Resubmission complete

- Status of the application will change to “Resubmission complete”

## Status of Submitted Applications

### Filter Items

Organization

select

Region

select

Submission Date



Service

select

Go

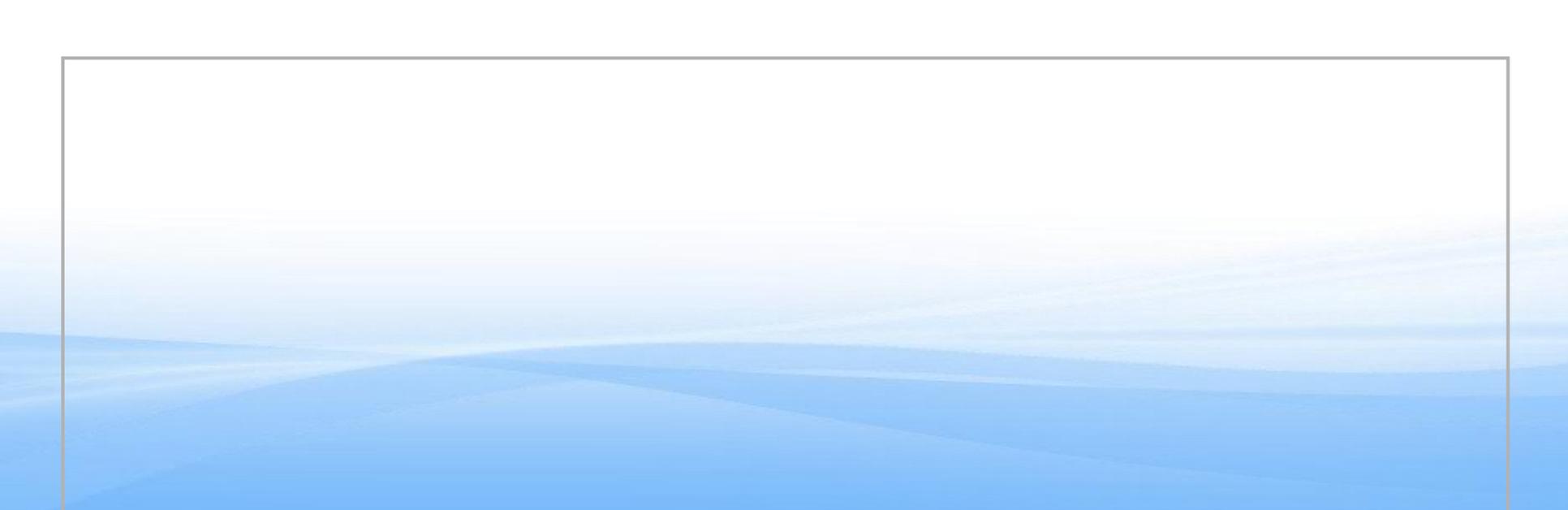
Refresh

### Results

First 1 | 2 | Next Last

| Application | Organization | Service                                 | Region  | Submission Date   | Submitted By | Status                |
|-------------|--------------|---|---------|-------------------|--------------|-----------------------|
| BD6804      | delhi infy   | Reporting of Advance Foreign Remittance | Central | 10-Oct-2014 14:46 | avneet11     | Resubmission Complete |
| HI5750      | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 15:27 | avneet11     | Resubmission Complete |
| PS7022      | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 15:15 | avneet11     | Resubmission Complete |
| EB9986      | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 14:20 | avneet11     | Resubmission Complete |
| DZ7349      | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 14:15 | avneet11     | Submitted             |

First 1 | 2 | Next Last



# **Steps for applicant to apply for refund approval**

# Step 1: Raise refund request

- Applicant clicks on “**UIN Generated**”
- “**Clarify**” link is displayed to user. If user wishes to apply for refund, they can click on “clarify” link.

Home Services **My Account** Submit Forms

You are here: Home > My Account > Status

**My Account**

- Status**
- Payment History
- History
- Upload and Submit Form
- My Workspace
- Team Workspace
- Change Password
- My Profile
- My Saved License and Permits
- Business Registration

**My Links**

### Status of Submitted Applications

**Date:** 09-Oct-2014 15:18

**Subject:** After processing of your application the RBI has generated the UIN and the same can be seen below.

**Comments:**  
UIN :C1101400005

[Clarify](#)

[Click here to view all comments](#)

# Step 2: Download Clarification Form

- User can choose the option “yes” to apply for refund or “no” to close the workflow
- Applicant downloads “**clarification form**” to request for refund. The refund request letter is attached as part of the clarification form

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Services', 'My Account', and 'Submit Forms'. Below the navigation bar, a breadcrumb trail reads 'You are here: Home > My Account > Status'. On the left side, there is a vertical menu with items: 'My Account', 'Status', 'Payment History', 'History', 'Upload and Submit Form', 'My Workspace', 'Team Workspace', 'Change Password', 'My Profile', 'My Saved License and Permits', and 'Business Registration'. The 'Status' item is highlighted. The main content area is titled 'Select option to clarify on Refund' and includes the instruction: 'Selecting Yes will allow the user to upload refund form with details and Selecting No will allow the user to close the process.' Below this instruction are two radio buttons: 'Yes' and 'No'. A 'Next' button is positioned below the 'No' radio button.

The screenshot shows the 'Clarification' page in the same web application. The navigation bar and breadcrumb trail are identical to the previous screenshot. The left-side menu is also present. The main content area is titled 'Clarification' and features a progress indicator at the top right with two steps: '1' (active) and '2'. Below the title, there is a link that says 'Click Here Download Clarification Form' and a note: 'Click Next if you have already downloaded the form.' At the bottom of the main content area, there are 'Back' and 'Next' buttons.

# Step 4: Upload clarification form

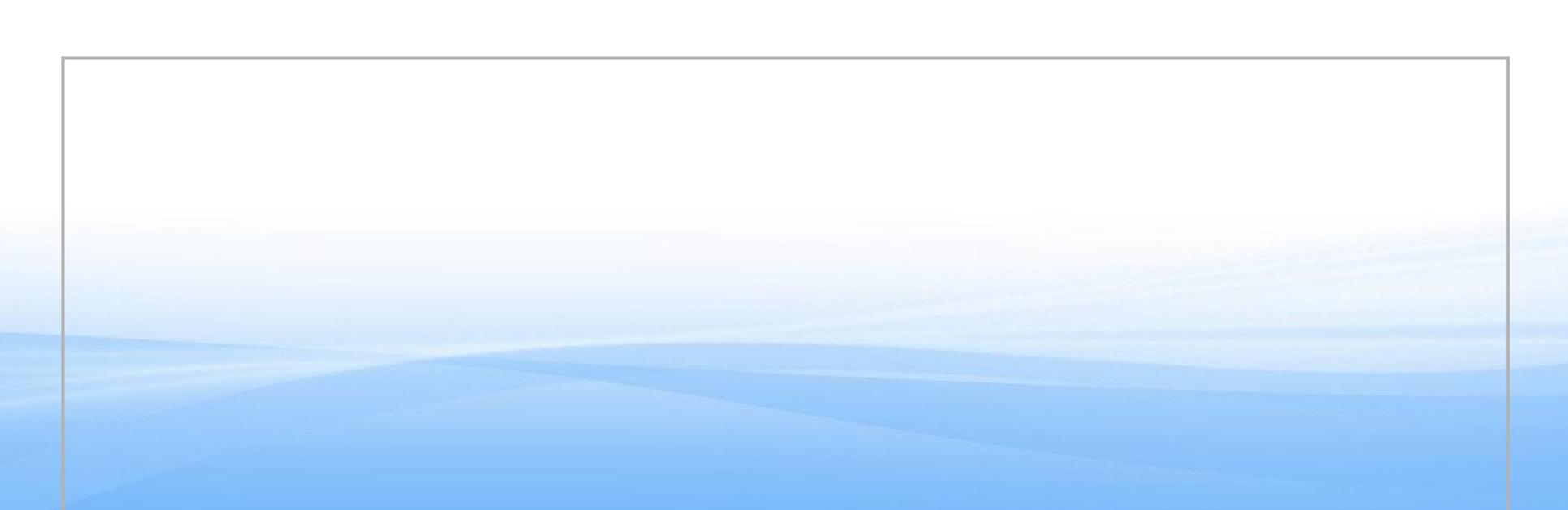
- Applicant will upload the filled clarification form along with refund request letter on eBiz portal
- On successful upload, applicant is displayed a confirmation

The screenshot shows the 'Clarification' page in the eBiz portal. The navigation bar includes 'Home', 'Services', 'My Account', and 'Submit Forms'. The breadcrumb trail is 'Home > My Account > Status'. The left sidebar lists 'My Account' (Status, Payment History, History, Upload and Submit Form, My Workspace, Team Workspace, Change Password, My Profile, My Saved License and Permits, Business Registration) and 'My Links' (Bus Booking). The main content area is titled 'Clarification' with a progress indicator showing steps 1 and 2. Below the title, there is an information icon and the text 'Upload the filled Clarification form downloaded in previous step.' A 'File to Upload:' label is followed by a text input field and a 'Browse...' button. At the bottom of the form area, there are 'Back' and 'Upload' buttons.

The screenshot shows the 'File Details' page in the eBiz portal. The navigation bar is the same as the previous screenshot. The breadcrumb trail is 'Home > My Account > Status'. The left sidebar is the same as the previous screenshot. The main content area is titled 'File Details' with a progress indicator showing steps 1, 2, and 3. Below the title, there is an information icon and the text 'The following information has been extracted from the form you just uploaded. Please Verify the information and click on Continue. If the information is incorrect, you may click on the Cancel button and upload a fresh service form.' Below this text, there is a table with the following details:

|                     |   |
|---------------------|---|
| <b>Organization</b> | Nishu Ltd                               |
| <b>Service</b>      | Reporting of Advance Foreign Remittance |
| <b>Region</b>       | Central                                 |
| <b>File Name</b>    | ClarForm_WR9446.pdf                     |

At the bottom of the form area, there are 'Continue' and 'Cancel' buttons.



# **Steps to Process Refund Approval by AD Bank**

# Step 1: Verify Refund Letter

- AD Bank user will receive the activity to “**Check Refund Letter**”.
- User can view the clarification form under “attachments” section and verify the refund letter.
- If the refund letter is appropriate, AD Bank accepts the request.
- If the letter is not appropriate, AD Bank user sends it back to applicant.
- Applicant receives an activity “Resubmission of refund letter”
- Applicant re-uploads the clarification form

### SCR-12a Verify Refund Letter

Name of Applicant : ABC Inc

**Is the Refund Request letter appropriate?**

Yes

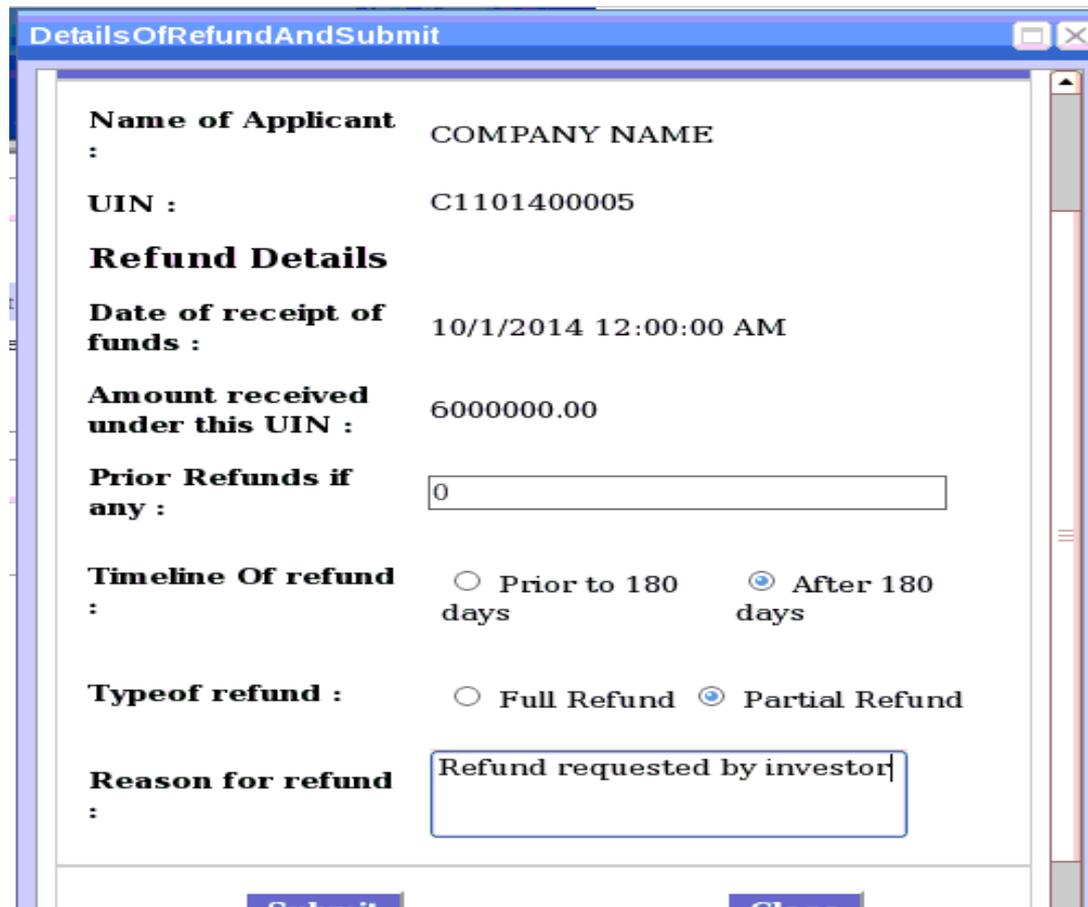
No – Send back to applicant

Comments :

Wrong document has been uploaded.  
Please resend the letter

# Step 2: Provide Refund Details

- AD Bank user will enter the refund details as provided by the applicant.



The screenshot shows a web form titled "DetailsOfRefundAndSubmit" with the following fields and values:

|   |   |
|---|---|
| <b>Name of Applicant :</b>              | COMPANY NAME  |
| <b>UIN :</b>                            | C1101400005   |
| <b>Refund Details</b>                   |   |
| <b>Date of receipt of funds :</b>       | 10/1/2014 12:00:00 AM   |
| <b>Amount received under this UIN :</b> | 6000000.00  |
| <b>Prior Refunds if any :</b>           | <input type="text" value="0"/>  |
| <b>Timeline Of refund :</b>             | <input type="radio"/> Prior to 180 days <input checked="" type="radio"/> After 180 days |
| <b>Type of refund :</b>                 | <input type="radio"/> Full Refund <input checked="" type="radio"/> Partial Refund       |
| <b>Reason for refund :</b>              | <input type="text" value="Refund requested by investor"/>                               |

At the bottom of the form, there are two buttons: "Submit" and "Close".

# Step 3: Final Refund Details

- If the refund is prior to 180 days, AD Bank user will process the refund.
- If the refund is after 180 days, it is forwarded to RBI RO. On RBI's approval, AD Bank processes the refund.
- They receive an activity to provide “**Final refund details**” and send the same to maker.

## Final Refund Details

**Name of Applicant :** COMPANY NAME

**UIN :** C1101400005

### Final Refund Details

**Date of receipt of funds :** 10/1/2014 12:00:00 AM

**Amount Received under this UIN :** 6000000.00

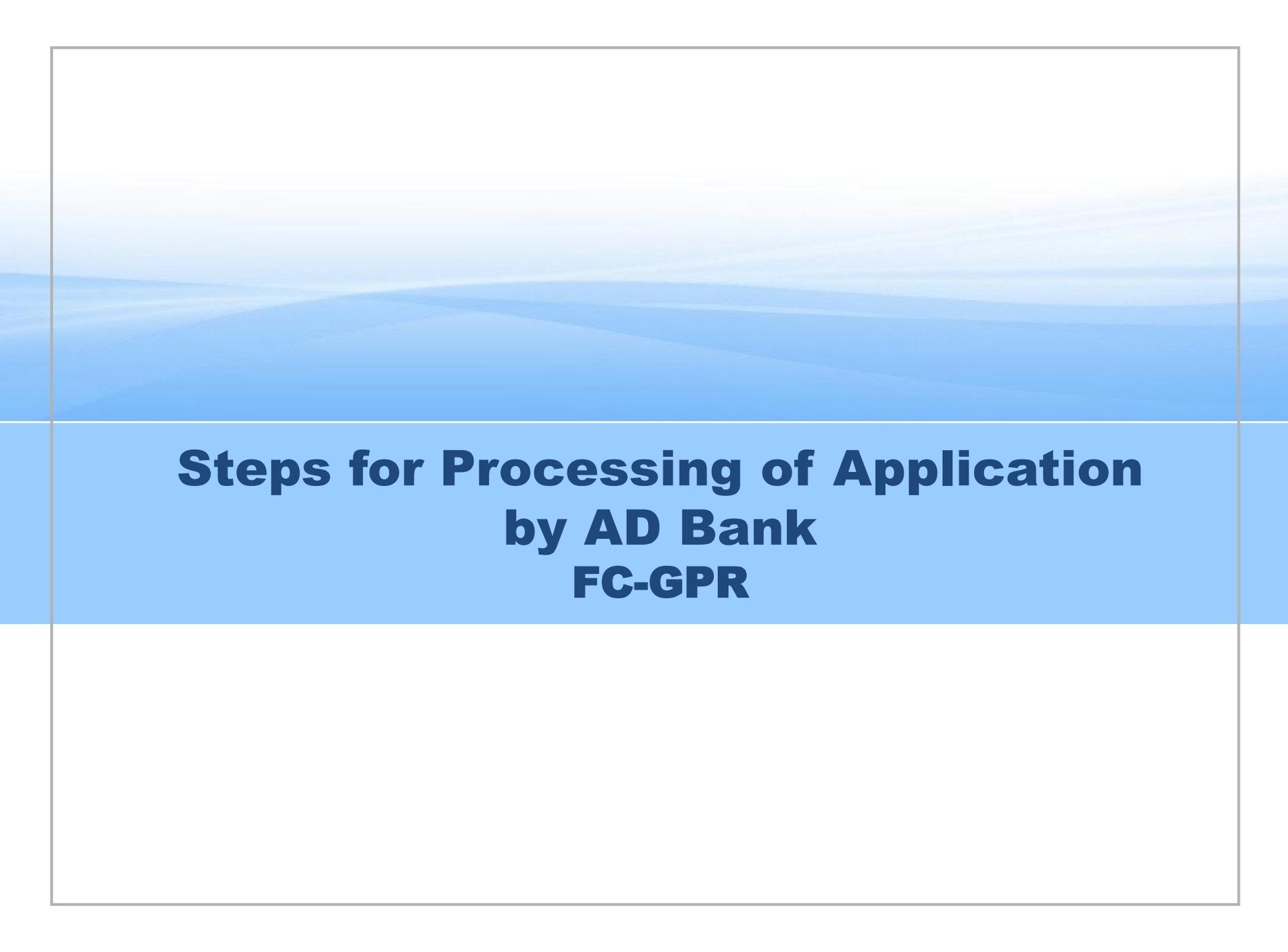
**Prior Refunds if any :**

**Refund processed :**

**Date of refund :**

## Step 4: Refund Request Complete

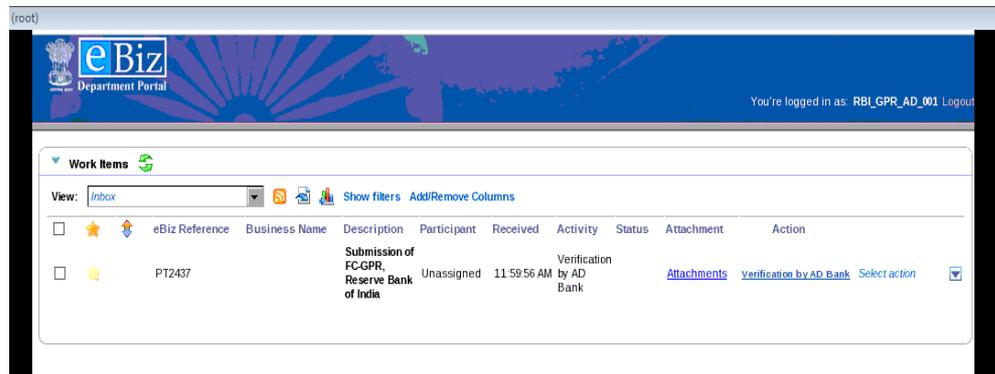
- Applicant receives status update “Refund Request Processed”
- If applicant has any further refund request, click on "Clarify" link again.
- Or applicant can close the workflow.



**Steps for Processing of Application  
by AD Bank  
FC-GPR**

# Step 1: Verification by AD Bank

- AD Bank user logs into the Department Portal.
- User can view the application in inbox.
- User can view the form in attachments section
- User clicks on “**Verification by AD Bank**” under action.



The screenshot shows a web form titled "Verification by AD Bank". The form contains several sections with input fields and checkboxes. The sections are:

- Name of Applicant:** asd
- Is the form submitted within 30 days from the date of allocation of shares:** Yes
- Balance of Calculation:** [Click to view](#)
- Shareholding pattern check:** [Click to view](#)
- Are the investor and remitter separate entities:**
- If yes, are the appropriate documents attached with the form:**
- Is the Report&Documents as per guidelines?:**  Yes - Send to RBI Regional Office for verification  No - Raise Objection Memo

At the bottom of the form, there are two buttons: "Submit" and "Close".

# Step 1: View Balance Calculation

- Applicant clicks on link “View balance calculation”
- Balance is calculated as [Amount of remittance – refund – summation of amount of securities] for each UIN mentioned in FC-GPR form

Verification by AD Bank



## Balance Calculation

Name of Applicant dd

Balance Calculation

Please note that the below data related to remittance and refund will be displayed only if ARF submission has been done via eBiz.

| S. No | UIN             | Amount of Remittance<br>(A) | Total Refund(If any)<br>(B) | Amount of securities<br>issued in 1st tranche<br>(C1) | Amount of securities<br>issued in 2nd tranche<br>(C2) | Amount of securities<br>issued in 3rd<br>tranche(C3) | Amount of securities<br>issued in 4th tranche<br>(C4) | Balance [ A-B- ( C1 +<br>C2 + C3 + C4 )] |
|-------|-----------------|-----------------------------|-----------------------------|---|---|--|---|--|
| 1     | AHG01091400042E | 500000.0                    | 1000.0                      | 10000   | 20000   |  |   | 469000.0                                 |
|       |                 |                             |                             |   |   |  |   |  |
|       |                 |                             |                             |   |   |  |   |  |
|       |                 |                             |                             |   |   |  |   |  |

Cumulative Balance 469000.0



Close

# Step 1: View Shareholding Pattern Check

- Applicant clicks on link “View shareholding pattern check”
- eBiz calculates the total of number of shares (type of security issued) in current submission + the sub total of non-residents in post issue shareholding pattern in the last FC GPR submission (table 5a) minus the sub total of non-residents in the post issue pattern in current submission.

The screenshot shows the eBiz Department Portal interface. A modal window titled "Verify Application" is open, displaying a "Shareholding Pattern Check" dialog. The dialog contains the following information:

|  |     |
|--|-----|
| Name of Applicant  | asd |
| A. Total number of security issued as provided in current FC-GPR form  | 23  |
| B. Total number of shares in the post issue shareholding pattern for non-residents as provided in the previous FC-GPR form | 300 |
| B. Total number of shares in the post issue shareholding pattern for non-residents as provided in the current FC-GPR form  | 0   |
| Balance(A+B-C)   | 323 |

A "Close" button is located at the bottom of the dialog. The background shows a "Work Items" section with a "View: Inbox" dropdown and a list of items, including one with ID "PT2437". The system tray at the bottom indicates the time is 12:07 PM on 11/4/2014.

# Step 2: Action by AD Bank

- If everything is in order, user selects to “send to regional office for verification”.
- If there are discrepancies, user selects “raise objection memo”
- If AD Bank chooses to send the application to RBI RO, they receive an activity “**Action by AD Bank**”.
- User attaches Declaration , any other attachment, and comments

The screenshot shows a web browser window titled "Action by AD Bank". The form content is as follows:

- Name of Applicant:** asd
- Comments:** A text area containing the text: "We forward herewith the form. The same has been scrutinized and found to be in order. The accompanying documents are as under." Below this is an empty text area with the placeholder text "COMMENTS TO BE ENTERED."
- Upload the attachments for this form**
- Declaration:** A text input field containing "/root/Desktop/Objection\_Memo.pdf" and a "Browse..." button. To the right is a partially visible "Upload" button.
- Upload Successful. Please click on Submit below to complete the upload.**
- Any other attachment:** A text input field containing "/root/Desktop/Objection\_Memo.pdf" and a "Browse..." button. To the right is a partially visible "Upload" button.
- Upload Successful. Please click on Submit below to complete the upload.**
- At the bottom are two buttons: "Submit" and "Close".

# Step 3: Select RO

- Click on “**Select RO**” link under Actions.
- User selects the appropriate RBI Regional Office to route the application.

| eBiz Reference | Business Name | Subject | Description          | Activity | Status | Received   | Participant | Payment Details             | Attachment                  | Action   |
|----------------|---------------|---------|----------------------|----------|--------|------------|-------------|-----------------------------|-----------------------------|--|
| MR9446         | COMPANY NAME  | company | <b>Investor name</b> | SelectRO |        | 2:10:06 PM | Unassigned  | <a href="#">PaymentInfo</a> | <a href="#">Attachments</a> | <a href="#">SelectRO</a> <a href="#">Select action</a> |

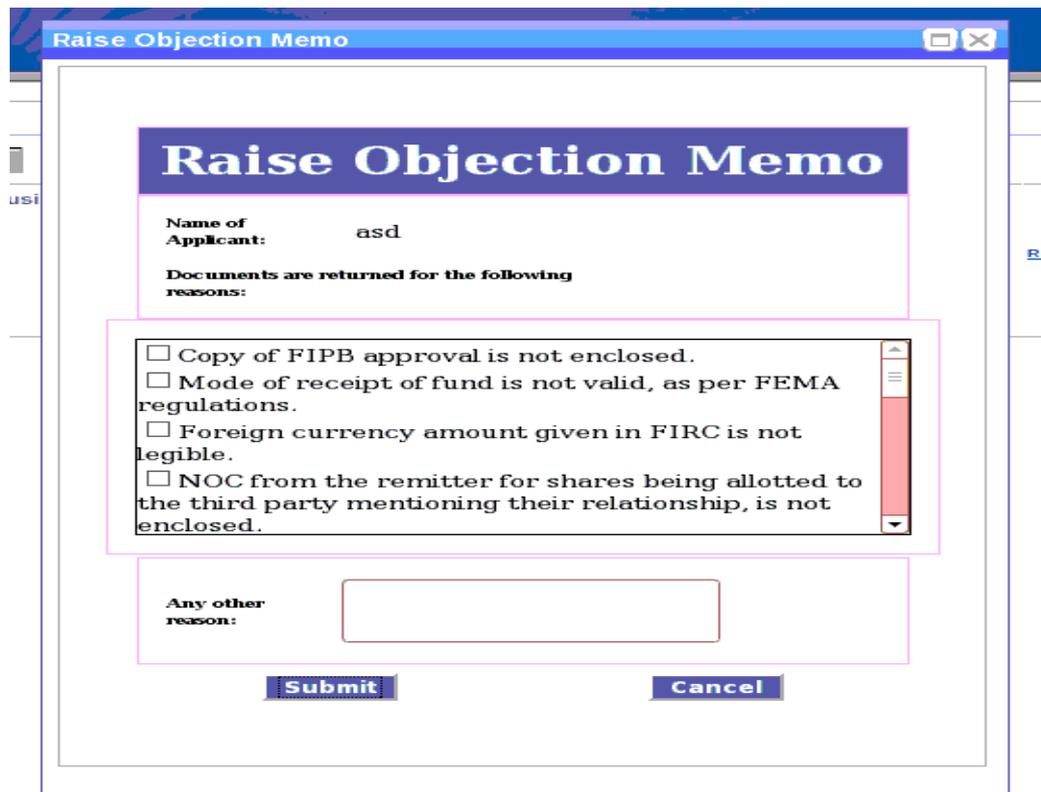
## Select RO

**Name of Applicant** asd

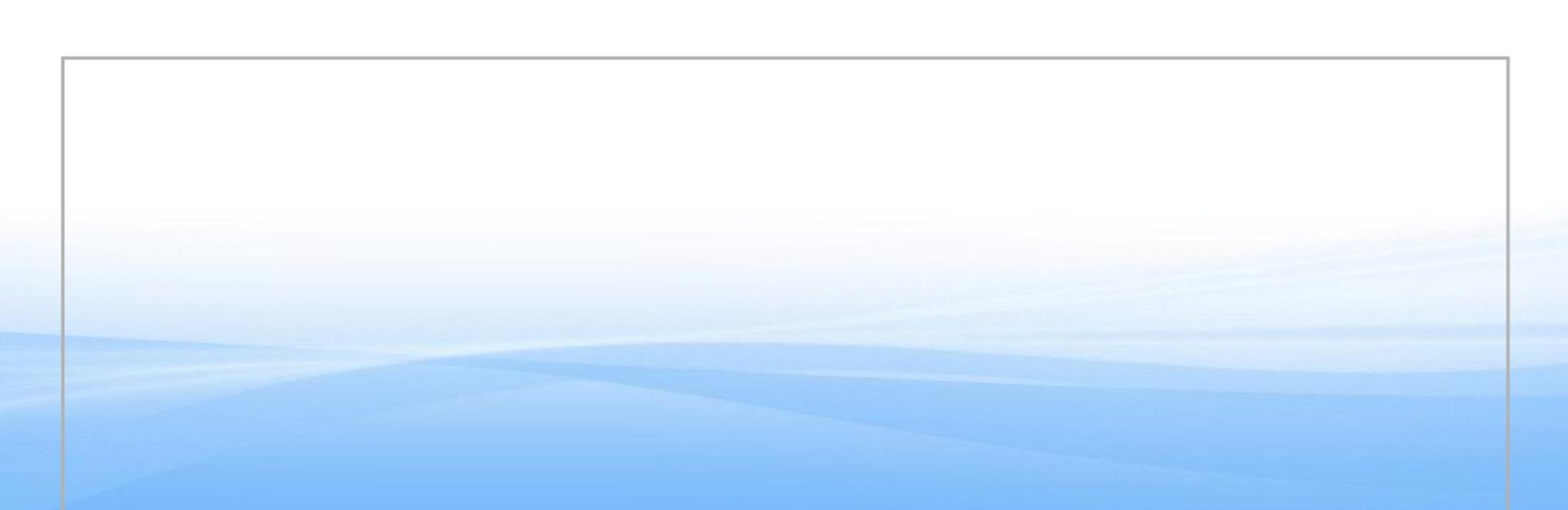
**RBI Regional Office** Hyderabad

# Step 2: Raise Objection Memo

- User clicks on activity “**Raise objection memo**”.
- User selects the appropriate reasons for raising objection memo.
- User can also enter custom reason in the text box provided.
- Applicant will receive the objection memo comments, make corrections in the form and resubmit the same on eBiz portal.



The screenshot shows a web browser window titled "Raise Objection Memo". The form has a blue header with the title "Raise Objection Memo". Below the header, there is a section for "Name of Applicant:" with the value "asd". Underneath, it says "Documents are returned for the following reasons:". A list of reasons is provided, each with a checkbox: "Copy of FIPB approval is not enclosed.", "Mode of receipt of fund is not valid, as per FEMA regulations.", "Foreign currency amount given in FIRC is not legible.", and "NOC from the remitter for shares being allotted to the third party mentioning their relationship, is not enclosed.". Below the list is a text box labeled "Any other reason:". At the bottom of the form are two buttons: "Submit" and "Cancel".



# **Implementation Requirements for AD Banks**

# Implementation Requirements at AD Banks

## 1. Hardware:

### a. PCs:

- i. Minimum one PC for each role recommended at each AD Bank
- ii. 2 PCs over and above for contingency scenarios recommended
- iii. PCs should be over a local LAN
- iv. 4GB - 8GB of ram recommended

### b. Shared Drive for backup/storage :

- i. PCs should be hooked up to a Shared File Drive to store application forms etc.
- ii. This file share should be regularly backed up for future reference and ensure data availability

## 2. Software:

- a. MS Windows
- b. Adobe Acrobat reader on each PC
- c. Document Scanning Software on each PC
- d. Mozilla Firefox 3.0.5
- e. Anti Virus

# Implementation Requirements at AD Banks

## 3. Peripherals

- a. Shared File Drive – 1-2 TB size
- b. Scanner – Minimum one scanner, accessible from all the PCs
- c. Printer – Minimum one laser printer, accessible from all the PCs

## 4. NW Connectivity

- a. NIC can be leveraged to provide connectivity for all the PCs set up for service implementation
- b. AD bank users will connect over virtual private network to eBiz so that they become part of eBiz intranet application