



eBiz – A G2B Platform for Government of India

User Manual

• RBI - Submission of FC-TRS



TABLE OF CONTENTS

1	INTRODUCTION	3
1.1	SUBMISSION OF FC-TRS	3
2	USERS	5
3	APPLICANT ACTIVITIES	6
3.1	PREREQUISITES FOR FILLING THE APPLICATION	6
3.1.1	Digital signature In case of online payment	6 6
3.1.3	In case of offline payment	6
3.2	INFORMATION TO BE KEPT READY BEFORE FILING APPLICATION	6
3.2.1	Submission of FC-TRS with RBI:	6
3.3	APPLICANT REGISTRATION ON EBIZ PORTAL	7
3.3.1	Steps for Individual Registration	7
3.3.2	Steps for Business Registration	11
4	STEPS FOR SUBMISSION OF FC-TRS TO RBI	14
5	STEPS FOR ONLINE PAYMENT	20
6	STEPS FOR OFFLINE PAYMENT	25
7	PROCESSING OF THE APPLICATION – APPROVAL OR REJECTION	27
7.1	PROCESS FLOW FOR APPROVAL OR REJECTION OF APPLICATION	27
7.2	STEPS TO PROCESS THE APPLICATION FOR APPROVAL / REJECTION	28
8	PROCESSING OF THE APPLICATION – COMPOUNDING ADVISORY	34
8.1	Process Flow for issuing compounding advisory	34
8.2	STEPS FOR ISSUE COMPOUNDING ADVISORY	35
9	PROCESSING OF THE APPLICATION – RAISE OBJECTION MEMO	38
9.1	Process Flow for objection memo	38
9.2	STEPS TO RAISE OBJECTION MEMO	39
9.3	RESUBMISSION BY APPLICANT	41
10	CONTACT US	45



1 Introduction

Department of Industrial Policy and Promotion (DIPP), Government of India has envisioned eBiz Project to create a one-stop-shop of convenient and efficient online G2B services to the business community. This objective will be attained by reducing the complexity in obtaining information and services related to starting businesses in India, and in dealing with licenses and permits across the business life-cycle.

This document is intended to serve as a User Guide for **eBiz application** and present an overview of the online application system explaining the concepts and functionality of the same.

1.1 Submission of FC-TRS

Foreign investors can invest in Indian companies by purchasing / acquiring existing shares from Indian shareholders or from other non-resident shareholders. General permission has been granted to non-residents / NRIs for acquisition of shares by way of transfer in the following manner.

- 1. Transfer of shares by a Person resident outside India
 - a. Non Resident to Non-Resident (Sale / Gift)

Note: Transfer of shares from or by erstwhile OCBs would require prior approval of the Reserve Bank of India.

- b. NRI to NRI (Sale / Gift)
- c. Non Resident to Resident(Sale / Gift)

Note: Transfer of shares from a Non Resident to Resident other than under SEBI regulations and where the FEMA pricing guidelines are not met would require the prior approval of the Reserve Bank of India.

- 2. Transfer of shares/convertible debentures from Resident to Person Resident outside India
- 3. Transfer of Shares by Resident which requires Government approval
- 4. Prior permission of the Reserve Bank in certain cases for acquisition / transfer of security
- 5. Escrow account for transfer of shares

Reporting of FDI for Transfer of shares route

- i. The actual inflows and outflows on account of such transfer of shares shall be reported by the AD branch in the R-returns in the normal course.
- ii. Reporting of transfer of shares between residents and non-residents and vice- versa is to be made in Form FC-TRS. The Form FC-TRS should be submitted to the AD Category – I bank, within 60 days from the date of receipt of the amount of consideration. The onus of submission of the Form FC-TRS within the given timeframe would be on the transferor / transferee, resident in India.
- iii. The sale consideration in respect of equity instruments purchased by a person resident outside India, remitted into India through normal banking channels, shall be subjected to a KYC check (Annex 9-ii) by the remittance receiving AD Category – I bank at the time of receipt of funds. In case, the remittance receiving AD Category – I bank is different from the AD Category - I bank



handling the transfer transaction, the KYC check should be carried out by the remittance receiving bank and the KYC report be submitted by the customer to the AD Category – I bank carrying out the transaction along with the Form FC-TRS.

- iv. The AD bank should scrutinize the transactions and on being satisfied about the transactions should certify the form FC-TRS as being in order.
- v. The transferee/his duly appointed agent should approach the investee company to record the transfer in their books along with the certificate in the Form FC-TRS from the AD branch that the remittances have been received by the transferor/payment has been made by the transferee. On receipt of the certificate from the AD, the company may record the transfer in its books.

In case of transfer of shares by way of sale from resident to non-resident/ non-resident to resident, the resident transferor / transferee / Investee Company/ NRI transferor / Non Resident transferor should file FC-TRS within 60 days from receipt of funds



Figure 2: Timelines for Reporting FC-TRS

In terms of Section 2 (ze) of Foreign Exchange Management Act, 1999 "Transfer" includes sale, purchase, exchange, mortgage, pledge, gift, loan or any other form of transfer of right, title, possession or lien.

Please click on the link "<u>Master Circular for Foreign Investment in India</u>" for further information on Foreign Investments in India issued by RBI

Payment Details:-

There are no payments to be made to RBI for submission of FC-TRS. Applicant is required to pay a nominal eBiz transaction fee (Rs.30/-) while submitting the application form online through eBiz portal.

Invocation Frequency:-

Applicant can apply for Submission of FC-TRS at any time of the year.



2 Users

The following are users and their roles in eBiz application:

Users	Responsibilities
Business User	 Register on eBiz portal Submit application Make Payment Provide clarification sought by the department View status updates sent by department
AD Bank User	 Process the application Forward to RBI RO Raise objection if required Update status Issue certificate
Department User	 Process the application Raise objection if required Provide approval Update status



3 Applicant Activities

3.1 Prerequisites for filling the application

3.1.1 Digital signature

Digital signature is required for the authenticity of the filled application. The user who wants to apply for any service for RBI through eBiz portal must have a valid digital signature. After filling the application form the user needs to apply the digital signature on the application form. An application will be considered invalid if it will not be digitally signed.

In case of you need to know that 'How to procure for digital signature'. Kindly refer the links given below.

https://onlinetenders.co.in/Digital_Certficate_Procedure.pdf

http://www.digitalsignatureindia.com/

3.1.2 In case of online payment

The user needs to have an Account with Central Bank of India for the payment of service fee.

3.1.3 In case of offline payment

The user has to go to the nearest **branch of Central Bank of India** along with the print out of the Challan/Receipt which he gets while filling the online application and deposit the required amount in the bank.

3.2 Information to be kept ready before filing application

- 3.2.1 Submission of FC-TRS with RBI:
 - PAN of the Indian company
 - Details of the Indian company name, address, contact details
 - Main business activity as per NIC 2008 series
 - Investment under approval or automatic route and its details
 - Nature of transaction
 - Buyer details name, address, contact details, constitution, date and place of incorporation
 - Seller details name, address, contact details, constitution, date and place of incorporation
 - Earlier FIPB / RBI approval if any
 - Details regarding shares / compulsorily and mandatorily convertible preference shares (CMCPS) / compulsorily and mandatorily convertible debentures/ others (such as FDI compliant instruments like participating interest rights in oil fields, etc.) to be transferred – mode of transfer, type of security transferred
 - Details where the equity shares / CMCPS / CMCDS / others are listed on Stock Exchange

eBiz – User Manual for ESIC Service



- Details of foreign investment in the company before and after the transfer
- Certificate indicating fair value of shares from a Chartered Accountant / SEBI registered Category I Merchant Banker.
- Copy of Broker's note if sale/ purchase is made on Stock Exchange.
- Declaration from the NR buyer to the effect that he is eligible to acquire shares / compulsorily and mandatorily convertible preference shares / debentures/others under FDI policy and the existing sectoral limits and conditionality (such as minimum capitalization norms, etc) and Pricing Guidelines have been complied with
- Declaration from the FII/sub account to the effect that the individual FII / Sub account ceiling as prescribed has not been breached
- Extracts of Share Purchase Agreement (SPA) containing:
 - Name of the buyer and seller
 - Name of the investee company
 - No. of shares to be transferred
 - Price at which they are transferred
 - Mode of transfer
 - o Date of transfer
 - Any other relevant information
- If the sellers are NRIs/ erstwhile OCBs, the copies of RBI approvals, if applicable, evidencing the shares held by them on repatriation/non-repatriation basis
- No Objection/Tax Clearance Certificate from Income Tax Authority/ Chartered Accountant
- Approval letter from RBI / FIPB
- Power of attorney (if signatory is agent)

3.3 Applicant Registration on eBiz Portal

In order to use any of the service through eBiz portal a valid credential is required. To get the credential one has to register on the ebiz portal. There are two kinds of registration a user has to do on the eBiz portal as

- 1. Individual
- 2. Business

3.3.1 Steps for Individual Registration

1. On the eBiz portal homepage (<u>https://www.ebiz.gov.in/home</u>), click on the New User 'Register' button.



Welcome, Please Login or Reg India's G2B Portal Home Services My Account	i ster information is secure	About Us Feedback Site Map	Help Quick Links All Links 🗘
Vou are here: Home Welcome to eBiz a new world of simplicity and conver interactions with the Government.	, nience for all your	r business	Sign In User Name: Password: Login Forget Password? Click here
Guide Me Start : Apply for Industrial License Indust	a Business Apply for rial Entrepreneurs Aemorandum	Operate a Business	New User or Business? Register Upcoming Events uursday October
FREQUENTLY ASKED QUESTIONS Hore How do I get started? Is there a fee for registration?	NEWS & All Good time to inve Rupee jumps 31 p Emerging econom RBI to monitor tra	NNOUNCEMENTS st in India: Rajan aise in early trade nies more vulnerable to shocks: IME des by companies in debt markets	28 29 30 1 2 3 4 15 6 7 8 2 10 1.1 12 13 14 15 16 1.7 18 10 point 10 20 12 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 2013 2013 2014 2015 2014 2015

2. Click on the 'Continue' Button in Individual Member Registration section.

	About Us Feedback Site Map Help Quick Links	All Links
India's G2B Portal	Search	Input Search Text
Home Services My Account		Submit Forms
u are here: Home > eBiz Registration > Register		
Welcome to eBiz		
Not an eBiz Member Yet? Register Here 🛛 🚽	Register Your Business- Members Only	eBiz respects your
/Vhy register as a member	Why register your business	privacy.
eBiz is an integrated platform providing access to a number of Government to Businese (G2B) services from various departments eBiz provides a step-0-y-step information vizzari 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. Licent applications for their regolated billions and permits and one of the status of heir applications online. Registered members can use the eBiz portal to submit online queries specific to their businesses of heir applications online. Registered members can use the eBiz portal on down on the status of heir applications online. Registered members are require updates and newsitemers from the business (G2B) interactions. Registered members can use announcements from the different government agencies, and release of any new features on the eBiz portal. Beps of registration	eBiz is an integrated platform providing access to a number of Government to Business (G2B) services from various departments eBiz provides information actor 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. eBitz provides information genuine service products and compliance requirements mandated from different agencies and departments. eBitz provides information genuine service products (e.g. fax and regulatory compliance consultants) to ald business users in availing G2B services Steps of registration - Sudmit downine form for infold/dual member:	ebiz observation de la construction de la construct
Submit Online Form eRequest association with a business (if applicable)	 Submit online form for business membership creation Assign yourself as an administrators 	
Continue	User Name:	
	Password:	
	Forget Password? Click here	

3. Enter your details to create your individual membership. Fields marked with * are mandatory.

You are here: Home > eBiz Registration > Member Registration > Mem	stration						
Register As Member: Personal D	etails)					1 2 3	
Fields marked with asterisk (*) are mand. Welcome to the eBiz User Registration proc	atory. xess. To con	nplete the Use	er Registrat	ion process	, you will need to fill out the below form.		eBiz respects your privacy!
First Name*							eBiz does not disclose your data to any third parties. To
Middle Name							know more about data related practices, please read our <u>Privacy Policy</u> . For
Last Name*							further queries, please feel free to <u>Contact Us</u> .
Confirm Email Address*							
Date of Birth	Please us	e a valid emai	II address th	iat you frequ	ently access.		
	Please en	ter the date in	the format	DD-MMM-	rrrrr. e.g. 10-Dec-2009.		
					*		
	Please us Address o	e a valid post an have a ma	al address t ximum of 40	hat can be u 0 character	sed for communication. 8.		
Country	Select		Ţ	State*	Select		
District / Zone* PIN Code*	Select						
Ph.No.	+91	<std></std>					
Mobile	+91	1					

4. Choose 'User id' and 'Password' using the directions provided. Click on the 'Check Availability' button to choose the available user name. Click on 'Next' button. Fields marked with * are mandatory. Please make a note of your user name and password for the future use.

		About Us Feedback Site Map Help	Quick Links All Links	-
India's G2B Portal Welsome, Please L	.ogin or Register ted and your information is secure with us		Search Input Search Text	>>
Home Services My Account			Submit Forms	
You are here: Home > eBiz Registration > Member Re	gistration			
Register As a Member: Choose	User ID and Password	Σ	1 2 3	
Lieids marked with asterisk (*) are man Welcome to the eBiz User Registration pr	oatory. ocess. To complete the User Registration	process, you will need to fill out the below form.	eBiz respects you privacy!	ur.
Create your User Id*	Lice lefters or numbers but not symbols	Check Availability	eBiz does not discible y data to any third parties. know more about data related practices, please	,our . To ie
Create your Password*	Diese onte that the naceword should be	habusan 6 and 17 characters and shruld contain atleast 1 number	read our <u>Privacy Policy</u> , further queries, please f free to <u>Contact Us</u> .	For feel
Re-enter your Password*	special character.			
Select Security Question*	Select	•		
Answer*	If you forget your password, we'll verify y	vur identity with your secret question.		
	Send status updates via email			
	Send status updates via sms			
	Back Cancel	Next		
Home Services Statistics List of Services			Total Visitor : 39	
	Terms of Use Disclaimer Pr	Nacy Policy Site Map Contact Us Feedback Glossa	ary	_
	C eBiz Portal is owned by DIF	PP, Ministry of Commerce & Industry and maintained by infosys		



5. Enter the letters given in the image. Click on 'Reload' button to get the new image if current image is not working. Click on the 'check box' to accept the term & condition. Click on 'Submit' button.



6. Click on 'Ok' button on the confirmation page for Successfully Registration.



eBiz – User Manual for ESIC Service



3.3.2 Steps for Business Registration

1. On the eBiz portal homepage (<u>https://www.ebiz.gov.in/home</u>), click on the New User or Business 'Register' button.

You are with us	tease Login of Register protected and your information is secur	About Us Feedback Site Map e	Help Quick Links All Links 🔶 Search Input Search Text 🤐
Home Services My Acco	punt		Submit Forms
Welcome t a new world of simplic interactions with the G	to eBiz, ity and convenience for all yo overnment.	our business	Sign In User Name: Password: Login Forget Password? Click here
Guide Me	Start a Business	Operate a Business	New User or Business? Register
Apply for Industrial License	Apply for Industrial Entrepreneurs Memorandum	Guide to apply for IL/IEM	Upcoming Events Iursday October S M T W T F S
FREQUENTLY ASKED QU How do I get started? Is there a fee for registration?	ESTIONS 3 NEWS & Good time to in Rupee jumps 3 Emerging econ BBI to monitor	ANNOUNCEMENTS	2 2 9 30 1 2 3 4 5 6 7 8 5 10 11 12 13 14 15 16 17 18 12 13 14 15 16 17 18 26 27 28 29 30 31 1 2 3 4 5 6 7 8 2013 2014 2015 2014 2015

2. Enter your 'User Id' and 'Password' which you have created while registering as individual and click on 'Login' button to create a Business Membership.



3. Enter the details of your organization and click on 'Next' button.

eBiz – User Manual for ESIC Service



eBiz Welcome, auff 123 L	ogout and your information is secure with us		About Us Feedback Site Map Help	Quick Links	ull Links 🚽
Home Services My Account					Submit Forms
Register Your Business: Organiz	ation Details			12	
Fields marked with asterisk (*) are manda Welcome to the eBiz Business Registration	tory. process. To complete the Business Reg	gistration pi	rocess, you will need to fill out the below form.		eBiz respects your privacy! eBiz does not disclose your
Organization Name* Organization Type*	Select				data to any third parties. To know more about data related practices, please read our Privacy Policy. Fo
Head Office Address*			A		further queries, please feel free to <u>Contact Us</u> .
			-		
A	Please use a valid postal address th ddress can have a maximum of 400 char	at can be us acters.	sed for communication.		
Country	Select 🗸	State*	Select 🗸		
District / Zone*	Select 🖉				
PIN Code*					
Ph.No.	+91 <std></std>				
Mobile	+91				
Fax	+91 <std></std>				
	Back Next				
Home Services Statistics List of Services					Total Visitor : 38

4. Click on the 'check box' for digital signature. Enter the letters given in the image. Click on the 'check box' to accept the terms & conditions. Click on 'Submit' button.

	submit Forms
are here. Home > eBiz Registration > Business Registration	
egister Business	1 2
Security check and Terms of use and your Privacy Enable Digital Certificate Administration Please enter the verification code hidden in the image.	eBiz respects you privacy! eBiz does not disclose y data to any third parties. know more about data related practices, please read out <u>practices</u> , please
Reload	further queries, please fu free to <u>Contact Us</u> .
lease 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 Piromotion (DIPP), Ministry of Commerce and Industry, Government of India and these terms and conditions refer to the Interactions Eliter cite with which unders user of Lifese and Multiples addition and entermoned from citematic and conditions refer to the Interactions	
or the and with openings users (outcome and openings and government department of a strength of the strength of the following terms and conditions. 1. Modifications and additions	
This section is subject to changes at any point in time either by infosijs or DIPP. The changes will be posted in this section and shall be 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	



•	Click	on	'Ok'	button	on t	the	confirmatio	n page	for	Successfu	lly Reg
🗱 💽 India's	Biz G2B Portal	Welcome	, BEIT123 Log	out Id your information is s	ecure with us		About Us Feedback	Site Map Help Administration	Qu	Ick Links All Links Search Input Search Text	• ••
Home You are here: H	Services ome > eBiz Rep	My Accou	unt usiness Regis	zation						Submit	Forms
Regist	er Busine	ss: Cont	firmation							eBiz resp privacy! eBiz does no data to any th	ects your t disclose your ind parties. To
			Cong	ratulations, your Your e You can administer t	Business h Biz Registrat	ias been tion ID is tanks for re	registered with Ebiz. 4979 glistering with Ebiz.			know more al related pract read our <u>Prh</u> further queri free to <u>Conta</u>	cout data loes, please <u>acy policy</u> . For es, please feel <u>ct Us</u> .
						_					
					OK						
Home Serv	ices Statistics	5 List of Se	rvices							Total Visitor : 3	5

Click on 'Ok' button on the confirmation page for Successfully Registration



4 Steps for Submission of FC-TRS to RBI

1. User opens the ebiz portal <u>http://ebiz.gov.in/home</u> and enters credentials if already registered as a member. If user is not a registered member, then user gets registered on eBiz portal.

		About Us Feedback Site Map	Help Quick Lir	nks All Links 🔷			
India's G2B Portal	s ter information is secure		Seal	rch Input Search Text			
Home Services My Account				Submit Forms			
You are here: Home							
			Sign In				
Welcome to eBiz,			User Name:	nishusaraf			
a new world of simplicity and conven	a new world of simplicity and convenience for all your business						
interactions with the Government.				Login			
			Forget Passv	vord? Click here			
				- []			
💡 Guide Me 👔 🗼 Start a	Business	🙆 Operate a Business	New User or Business	? Register			
		.	Uncoming Events				
Apply for adjust	Apply for	Guide to apply for	ursday	, 			
Mustrial License M	iemorandum	S IL/IEM	S M T	W T F S			
		NOUNCEMENTS	28 29 30	1 2 3 4			
		MORE >>					
MORE >>	Good time to inves	st in India: Rajan	ctober 19 20 21	22 23 24 25			
- Hew do Lost started?	Rupee jumps 31 pa	aise in early trade	26 27 28 2 3 4	29 30 31 1 5 6 7 8			
 <u>Is there a fee for registration?</u> 	RBI to monitor trad	des by companies in debt markets	2013	2014 2015			

2. Click on 'Services' tab and click on 'Reporting of FC-TRS' in 'Pan-India Services' category.

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. Answer senes of short questions about your Whether you are starting a new business or establishing a new current or proposed business to create a unit, eBiz offers online access to core services needed to may need from all levels of government.					
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 wear to create a comprehensive set catering to	State/Union Territory * 2. Select the industry type				
setting up and operating businesses.					
Region Department Continue					
Pan-India Services					
Industrial Licence Control Registration Industrial Entrepreneur Memorandum MCA Director Identification Numper Reporting of Advance Foreign Remittance					



3. If user is applying for the first time, click on first button under "Download Forms" section to download an empty form as shown in the figure below. Else, user clicks on second download button besides the highlighted one to download a prefilled form. User can edit the prefilled information in the form.



4. User fills the form on their local machine and saves it. The instruction manual to fill the form can be downloaded from the "download forms" section as highlighted in the figure below.



Home Services My Account Business Administration		Submit Forme
You are here: Home > Services > Service		Subliner Onits
Central> Reporting of FC-TRS (Transfer of shares)		
Description:-		Related Services
Foreign investors can invest in Indian companies by purchasing / acquiring	Download Forms	None
exising shares from indian shareholders or from other non-resident shareholders. General permission has been granted to non-residents / NRIs for acquisition of shares by way of transfer in the following manner.	Form FC-TRS	
 Transfer of shares by a Person resident outside India Non Resident to Non-Resident (Sale / Gift) Note: Transfer of shares from or by certific OCRs would 	Description - Application Form for FC-TRS.	Related Frequently Asked Questions
require prior approval of the Reserve Bank of India.	Language - English	 <u>Under what conditions should a</u> <u>company / organization apply to RBI?</u>
 b. NRI to NRI (Sale / Gift) c. Non Resident to Resident/Sale / Gift) 	Guide and Instructions	2. What form should I use?
Note: Transfer of shares from a Non Resident to Resident	eBiz supports Class2 digital signature for secure online	3. Are there any payments to be made
pricing guidelines are not met would require the prior approval of the Reserve Bank of India.	Torm submission. The eForm functionalities are best experienced in Adobe Reader 9.1 or above.	while applying? more
Transfer of shares/convertible debentures from Resident to Person Resident outside India	Click here to download Adobe Reader.	A BACKER AND
3. Transfer of Shares by Resident which requires Government approval	Note: Fees is non-refundable, kindly read the instructions carefully.	
Prior permission of the Reserve Bank in certain cases for acquisition / transfer of security		Make your
5. Escrow account for transfer of shares		life easy
Reporting of FDI for Transfer of shares route		
 The actual inflows and outflows on account of such transfer of shares shall be reported by the AD branch in the R-returns in the 		Finance advisors
normal course. ii. Reporting of transfer of shares between residents and non-		easymoney@co.in
residents and vice- versa is to be made in Form FC-TRS. The Form FC-TRS should be submitted to the AD Category ol bank, within 60		
days from the date of receipt of the amount of consideration. The onus of submission of the Form FC-TRS within the given timeframe		

5. To upload the filled form, user clicks on 'My Account' tab → 'Upload and Submit forms' (on left hand side) followed by 'Submit forms' (on right hand side top corner). User selects appropriate data for "Region", "Service Name", and "Organization Name" from the respective drop downs, browses the form and selected the appropriate file. User clicks on "Upload" button to upload the form.

_	Home Services My Account	Business Administration		Submit Forms
ĺ	You are here: Home > My Account > Upload an	d Submit Form		
l	My Account	Select Form		1 2 3 4
L	Status	To apply for a service, duly fill the required	service form and upload here. To download the required service form cli	ck here.
l	History			
l	Upload and Submit Form			
l	Payment History	Region	Central V	
l	My Workspace	Service Name	Submission of FC-TRS Central	
l	Team Workspace	Organization Name	delhi infy	
l	Change Password	File	Browse	
l	My Profile			
	My Saved License and Permits		Upload Reset	
	Business Registration			



6. On successful upload of the form, user is displayed the respective License and eBiz Service fee on the Confirm Invoice screen. User will enter their Name and Address under the billing information section to proceed with payment.

Home Services My Ac	count		Submit Forms				
You are here: Home > My Account > Upload and Submit Form							
My Account	Confirm Invoice	2	1 2 3 4				
Status	🐴 The below screen lists the details of t	he payment that you have to make for the selected service a	pplication.				
Payment History	Click Proceed to make your paymer	t.					
History	Investor Botalla						
Upload and Submit Form	Invoice Details						
My Workspace	Payment Component	Amount(in Rupees)					
Team Workspace	eBiz Services Fee	30.00					
Change Password	Total Amount	30.00					
My Profile							
- My Saved License and Permits	Billing Information Name Usern	ame					
Business Registration	Address	ddress					
My Links 📝							
Bus Booking	Click here to preview the challan(s)	EAO on Challans and Payment	+				
google	Back Proceed C	ancel	t				
BBC News							

7. On clicking "proceed" button, user is taken to the payment gateway page. Select from the dropdown the payment mode and choose your bank and click on pay. As of now, only Central Bank of India is available as option.

Please refer to section on "Steps for online payment" or "Steps for offline payment" to view the steps required for payment.

Welcome, selo India's G2B Portal	tent2 Logout tected and your information is secure with us	About Us Feedback Site Map Help Administration	Quick Links All Links Search Input Search Text
Home Services My Account			Submit Forms
You are here: Home > My Account > Make Paym	ent		
My Account	Payment GateWay Page		1 2 3 4
Status			
History	Select the payment mode	Online	
Upload and Submit Form	Select the Bank	·	
My Workspace			J
Team Workspace	1	Pay Cancel	
Change Password			
My Profile			
My Saved License and Permits			
My Lists of Licenses & Permits			
Payment History			
Business Registration			
Home Services	-		
	Terms of Use Disclaimer Privacy Policy S	Site Map Contact Us Feedback Glossary	/
	C eBiz Portal is owned by DIPP, Ministry of Co	ommerce & industry and maintained by infosys	
	Content last updated on : 0	5-Dec-2013 05:32:00 PM	

eBiz – User Manual for ESIC Service



8. User can check the status of the submitted application by selecting status in the left menu, just below the My Account option.

My Account		Status of S	ubmitted Appli	cations				
Status		Filter Items						
History		Organization		Desien		Subs	viscion Data	
Upload and Submit Form		select	~	select		✓	Inssion Date	16
Payment History								
My Workspace		Service	~	Go	Refresh			
Team Workspace								
Change Password		Deculto					-	
My Profile		Results					First 1 2 3 4	IDIOI/I81911UI Nex
		Application	Organization 🔻	Service 🔻	Region 🔻	Submission Date	Submitted F	Ry - Statue -
wy Saved License and Permits		JJ1311	delhi infy	Submission of	Central	12-Oct-2014 10:05	avneet11	Submitted
Business Registration				FC-TRS Central			•	
		TW9943	delhi infy	Submission of FC-TRS Central	Central	12-Oct-2014 10:04	avneet11	Initial Payment Pe
/ Links	/	AI1891	delhi infy	Submission of	Central	12-Oct-2014 09:57	avneet11	Application Approv
DIPP Online	_	FF4381	delhi infv	Submission of	Central	11-Oct-2014 20:51	avneet11	Submitted
AP Online			· · · · · ·	FC-TRS Central				
TamilNadu Online		ZY3521	delhi infy	Submission of FC-TRS Central	Central	11-Oct-2014 20:47	avneet11	Submitted

9. In case the application status is changed to – "initial payment pending", the payment processing has halted abruptly. Please click on the status link and proceed with the payment. The status will change to "submitted" after payment is processed.

My Account		Status of Submitted Applications							
Status		Filter Items							
History		Organization		Region		Subr	nission Date		
Upload and Submit Form		select	~	select		✓		16	
Payment History		Canting							
My Workspace		select	~	Go	Refresh				
Team Workspace									
Change Password		Results					First 1 2 3 4 5 6	1718191101 Nevt Last	
My Profile			Organization T	Service 🔻	Perion T	Submission Date 💌	Submitted By	Statue -	
My Saved License and Permits		JJ1311	delhi infy	Submission of	Central	12-Oct-2014 10:05	avneet11	Submitted	
Business Registration			,	FC-TRS Central			C C		
		TW9943	delhi infy	Submission of FC-TRS Central	Central	12-Oct-2014 10:04	avneet11	Initial Payment Pending	
My Links	/	AI1891	delhi infy	Submission of	Central	12-Oct-2014 09:57	avneet11	Application Approved	
DIPP Online		FF4381	delhi infy	Submission of	Central	11-Oct-2014 20:51	avneet11	Submitted	
AP Online				FC-TRS Central					
TamilNadu Online		ZY3521	delhi infy	Submission of FC-TRS Central	Central	11-Oct-2014 20:47	avneet11	Submitted	
Haryana Online							First 1 2 3 4 5 6	7 8 9 10 Next Last	

10. To view the history of the application, user can click on "Status" option in left menu and then click on application number link. This provides the audit trail of that application.

Audit Trail				
	Application Code	AI1891		
	Organization	delhi infy		
	Region	Central		
	Service	Submission of FC-T	RS Central	
Date 💌	Action Taken	User Name	Organization	Comments
12-OCT-2014 09:58	Submitted	Avneet	delhi infy	View Comments
12-OCT-2014 10:03	Application Approved	Department User	Department	View Comments
		Back		

11. Under Audit Trail, on clicking on the "View Comments" link, the applicant will be able to view the Payment Details and Comments.

Request Summary			0			
Comments: Service has been applied supprocessing.	ccessfully and your application h	is been delivered to the relevant department for further				
	Your Service Request nun	iber is AI1891				
Pleas	se submit the physical document	s to the following address				
	SBI, Jaipur .					
	SBI, Jaipur,Ind	ia.				
Download attachment: <i>P</i> abc4filled.pd	Download attachment: Ø abc4filled.pdf					
Total Amount:30						
PaymentDetails						
ITEM	SERVICE_TAX	AMOUNT				
eBiz Services Fee	0	30				



5 Steps for Online Payment

 After upload and submit of form, user will be asked to proceed to payment. "Payment Gateway Page" will be displayed in to the right panel. User will have to "Select the payment mode" and "Select the Bank" and click on "Pay" button.

Home Services My Acc	ount		Submit Forms
You are here: Home > My Account > Ma	ke Payment		
My Account	Payment GateWay Page		1 2 3 4
Status			
Payment History	Select the payment mode	Online	•
History	Select the Bank	Central Bank of India	-
Upload and Submit Form		Central Dank of India	
My Workspace		Pay Cancel	
Team Workspace			
Change Password			
My Profile			
My Saved License and Permits			
Business Registration			
Here Designs			

2. "Pop Up" message will be displayed to the user for redirecting to the bank site.





3. User will have to click on "Personal" button.



4. Ebiz Payment gateway page will be displayed

1911 से आपके लिए "केंद्रित" "CENTRAL" TO YOU SINCE 1911		
	Welcome to Centr	ral Bank
	EBIZ PAYMENT GATEWAY	
	User Name	
	Password	
	Shift (r) (v (r)	
Done	😜 Internet Protected Mode: On 🧌 🔻 🎕	100% •



5. User has to enter his credential i.e. "User Name" and "Password" for making the online payment on the "EBIZ PAYMENT GATEWAY".

1911 से आपके लिए "केंद्रित" "CENTRAL" TO YOU SINCE 1911					
				V	Velcome to Central Bank of Inc
	5917 0	AVMENT CATEWAY			
	LUIZT				
	User Name	6394961802			
	Password	••••••			
		LOGIN			
			Del		
l l	Shift r o v	p 8 y f 9 c ;	•		
	1 a 4	q u 7 z , . /	_		
				😔 Internet Protected Mode: On	🖓 🕶 🔍 100% 🔻

6. "Payment confirmation" page will be displayed. User will click on "**Confirm**" Button.

🥖 CBI Net Banking - Windows Internet Explorer			- - -	
Solution www.cbi.net.in/servlet/ibs.eBiz.servlets.JBSEbizServlet			😽 🗙 🖸 Bing	ρ.
🚖 Favorites 🛛 👍 🜗 eBiz-Link 🔻 🧰 Tutorials – Getting Started 🔊 Sugge	sted Sites 🔻 🙋 Get more Add-o	ns 🔻		
😤 🔻 🎉 Sparsh – The Infosys Intran 🏈 Ebiz India's G2B Portal 🛛 🚸 Cl	31 Net Banking X		🟠 🔹 🖾 👻 🚍 👻 <u>P</u> age 🕶	<u>S</u> afety ▼ T <u>o</u> ols ▼ @ ▼
DTO/STO Code	0	Treasury Code		0
Sub Treasury Code	0	PAO Code		5415
DDO Code	005415	GRANT Number		900
Amount	30.00	Challan Reference No		2235
Challan No 2				
Challan Serial No	001	Type of Service		CN
Major Head	852	Sub Major Head		80
Minor Head	800	Sub Head		1
Group Sub Head	0	Detailed Head		0
Sub Detailed Head	0	Object Head		852
DTO/STO Code	0	Treasury Code		0
Sub Treasury Code	0	PAO Code		5415
DDO Code	005415	GRANT Number		900
Amount	11.00	Challan Reference No		2236
Payment Mode		central Bank of India- Net Banking		
Debit Account		HS-3000004253		
	+ Back	Confirm		
	Date		t Destanted Marker On	
Jone		e Interne	a Protected Mode: On	VIII • 04 100 /0 •



7. Click on "**Return to Ebiz**" link for returning to Ebiz portal again. User can also "**Save**" or "**Print**" the below receipt for the future reference.

🗧 CBI Net Banking - Windows Internet Ex	plorer			- # -
🕒 🕞 🗢 < https://www.cbi.net.in/	servlet/ibs.eBiz.servlets.IBSEbizSe	rvlet	- 🔒	🗟 😽 🗙 🖸 Bing 🖉
🚖 Favorites 🛛 🚔 퉬 eBiz-Link 🔻 🤤	Tutorials – Getting Started 🔊	Suggested Sites 👻 🙋 Get more Add	ons 🔻	
😬 👻 🏀 Sparsh – The Infosys Intran	🏉 Ebiz India's G2B Portal	💠 CBI Net Banking 🛛 🗙		🛐 🔻 🖾 👻 🚍 🗮 👻 <u>P</u> age 👻 Safety 👻 T <u>o</u> ols 👻 🚷
Acknowledgement Receipt for Online Pa	yment to EBIZ			
Ebiz Service Id			CN_DIPP_0012	
Application Number			34529	
Ebiz Transaction Ref No			1502	
Name Of the Party			iliyas	
Total Amount including EBIZ Fee			41.00	
EBIZ User Id			dcm123	
Total Number Of Challans			2	
Bank Transaction Number			180913000137603	
Transaction Status			S	
Challan No 1				
Challan Serial No	002		Type of Service	CN
Amount	30.00		Challan Reference No	2242
CIN No	02821691809201300001	1	Bank Receipt Number	028216918092013000011
Challan No 2				
Challan Serial No	001		Type of Service	CN
Amount	11.00		Challan Reference No	2243
CIN No	02821691809201300002	2	Bank Receipt Number	028216918092013000022
		A Print	Save Return to Ebiz	
lone			u 😔	nternet Protected Mode: On 🛛 🖓 👻 🍕 100% 💌

8. Click on "Return to Ebiz" link. User will be redirected to Ebiz Portal.



Please Wait while we are redirecting your payment status. Thank you for using Central Bank Payment Gateway

	Message from webpage	
	A Please wait while we are redirecting the transaction status to Ebiz site.	
	ОК	
one		😜 Internet Protected Mode: On 🛛 🖓 👻 🔍 100% 💌



9. Online Payment Solution Process Completed and the User will be able to see eBiz Payment Receipt.

User can see the same under 'Payment History' tab on the left hand side of the eBiz page.

Home Services My A	ccount		Submit Forms
You are here: Home > My Account > N	lake Payment		
My Account	eBiz Payment Receipt		
Status	Your payment of Rupees 2530.0 has been	n received by eBiz.	
Payment History	Details of the transaction are as below:	sterred to Department Account(s).	
History			
Thatory	Receipt No.	CBIINBX09042013863863,CBIINBX09042013863863	
Upload and Submit Form	Date	Tue Jul 15 18:07:06 GMT+05:30 2014	
My Workspace	eBiz Application Numbe	er 38087	
Team Workspace	eBiz Application Refere Number	nce PB3900	
Change Password	eBiz Service ID	CN_DIPP_0013	
My Profile	Mode Of Payment	Online	
My Saved License and Permits	Transaction Reference Number	5692	
Business Registration	Name And Address of T Payee	he Chandra,Mysore	
	Statuatory Charges		
	Name of Remitter	Dolphin	
	Purpose of Remittance	Application Fee,eBiz Services Fee	
	Department	Secretariat for Industrial Assistance (SIA), Secretariat for Industrial Assistance(SIA)Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi 110011	
	Amount	2500.0	
	Processing Charges		
	eBiz Transaction Fee	30.0	
	Total		
	Total	2530.0	
	Total(In Words)	Two Thousand Five Hundred Thirty Rupee	
	<u>.</u>		

View and Print Challans



6 Steps for Offline Payment

1. **"Payment Gateway Page"** will be displayed. User will have to "Select the payment mode"-offline- and "Select the Bank" and click on "Pay" button.

6 http://10.66.162.234/makepayment	x 5 - Q	Sparsh – The Info 👙 NICEMAIL(WSR	v) 🦉 Ebiz India's G2 🗙 💠 cbi.net.in	₩ 🕅
eBiz India's (328 Portal	e, sch788 Logout are protected and your information is secure with us	About Us Feedback Site Map Hep Administration	Quick Links All Links Search Input Search Text	
Home Services My I	Secount Business Administration		Submit Forms	
You are here: Home > My Account >	Make Payment			
My Account	Payment GateWay Page		1 2 3 4	
Status			and the second second	
History	Select the payment mode	Offine -		
Upload and Submit Form	Select the Bank	Andrei Darb of India		
Payment History	Solor the bank	Central bank of India		
My Workspace		Pay Cancel		
Team Workspace				
Change Password				
My Profile				
My Saved License and Permits				
Business Registration				
Home Services Statistics List	of Services		Total Visitor : 6187	
	Terms of Use Disclaimer Privacy Policy S	Site Map Contact Us Feedback Glossary mmerce & Industry and maintained by Infosys		
	Content last updated on : "	18-Feb-2014 07:38:00 PM		
		Y G ~ 6_ 3) » »	4:48 P

2. User will be redirect to 'eBiz Payment Acknowledgement Receipt' page.

🛡 🖉 http://10.122.107.10	7/EbizWeb/appmanager/ebiz/portal?_nfpb=tr	ue&_windowLabel=portletInstance_87&_urlTyp	pe=action	🕶 😽 🗙 🔂 Googi	le
orites 🔗 Fhiz India's G2B P	Portal				
	You are here: Home > My Account > Make Payr	ert			
		1			
	My Account	eBiz Payment Acknowledgment Recei	ipt		
	Status	Your payment request of Rupees 2530.0 has bee	n received by eBiz.		
	History	Statuatory fees remitted by you will be transferred Details of the transaction are as below	to Department Account(s).		
	Linked and Submit From				
		Receipt No.	23234,23235		
	My Workspace	Date	Wed Mar 12 17:03:23 IST 2014	_	
	Team Workspace	eBiz Application Number	ZJ4654	_	
	Change Password	eBiz Service ID	CN_DIPP_0013	_	
	My Profile	Mode Of Payment	Offline	_	
	My Saved License and Permits	Transaction Reference Number	10677		
	Payment History	Name And Address of The	raman, sahu	_	
	Business Registration	Payee		_	
	272namantani.rine722	Statuatory Charges			
		Name of Kemitter	paymentq Application Fac APix Sections	-	
		r u pose or reminance	Fee		
		Department	Secretariat for Industrial	_	
			for Industrial Assistance(SIA)		
			Department of Industrial Rolley and Promotion Udware		
			Bhawan, New Delhi 110011		
		Amount	2500.0		
		Processing Charges			
		eBiz Transaction Fee	30.0		
		Total			
		Total	2530.0	_	
		Total(In Words)	Two Thousand Five Hundred Thirty Runner		
				_	
				View and Print Challans	
		Your request is submitted to Bank Please Contact You will be able to view the final challan post the r	to sank. eceipt of confirmation from the bank that money has i	been transferred to the Department.	
		OK PRINT			
					» 5:24
					Desktop 🔺 🙀 🛅 🖍



3. User can take the print out of challan and 'eBiz Payment Acknowledgement receipt' by clicking on the link 'View and Print Challans' or by clicking in the print button. The print out of the challan and 'eBiz Payment Acknowledgement receipt' will be required once user will visit branch of Central Bank of India for clearance of the due payment.

	scWeb/appmanager/sbic/portal/_nfpb=ti	uedc_windowLabelo.portletInstance_676c_urlTyp	eraction.	• + X Goopir	
worites 🖉 Ebic India's G28 Porta	1				
	-	1 Contraction of the second se			
	The American Party + Stylesburt + State Rep	wt			
	Wy Account	eBiz Payment Acknowledgment Receip	pt		
	Status	Your payment request of Rupses 2530.0 has been	received by eBa.		
	Habry	Cetals of the transaction are as below	o Department Account(s).		
	Upload and Submit Form			_	
	Mr. Wednesdays	Receipt No.	22224,23225	_	
	ey wordpase	Date	Wed War 12 17:02:22 IST 2014	_	
	Team Workspace	ellis Application Number	234654	_	
	Charge Password	eBis Service ID	CN_00PP_0013	_	
	By Profile	Mode Of Payment	Office	_	
	My Saved Liberae and Permits	Transaction Reference Number	10677		
	Payment Hatary	Name And Address of The Pages	raman, sahu		
	Business Registration	Statustury Charges			
	777paymentaclution777	Name of Remitter	payments		
		Purpose of Remittance	Application Fee,eBit Services Fee		
		Department	Secretariat for industrial Assistance (10), Secretariat for Industrial Assistance) (18) Department of Industrial Policy and Promotion, Odyog Bhasan, New Dehi 190011		
		Recount	2500.0		
		Processing Charges			
		elliz Transaction Fee	30.0		
		Total			
		Total	2530.0		
		Total(In Words)	Two Thousand Five Hundred Thirty Rupse		
		0		View and Prot Challany	
		Your request is submitted to Bank Peace Contact	n best		

4. Once the payment is made at Central Bank Branch, *the offline payment process will be completed*. User can verify the status of his application by clicking on the payment history link from the left panel. Use the '*Refresh*' button to get the latest status of the application.

ites 🏾 🏀 Ebiz India's G2B Portal									
		paymentiq Logout insteaded and your information is	SECURE WITH US		Feedback Site N Adm	lap Help inistration	Quick Links All Links Search Input Search	Text »	
	Home Services Wy Account You are nere: Home + My Account + Payment Hill	unt					Subm	it Forms	
	My Account	Payment His	tory Page						
	Status	Eilter Items							
	History	Filter Items							
	Upload and Submit Form	From Liate		10 0	310	0	esiz Appication Number		
	My Workspace	Status	_	eBiz	Transaction Numbe				
	Team Workspace	select	•				Search		
	Change Password								
	My Profile								
	My Saved License and Permits	Results		1 2 3 4 5 6 7 28 29 30 31 32	8 9 10 11 12 13 33 34 35 36 37	38 39 38 39	19 20 21 22 23 24 25 26	27 Neit Last	
	Payment History							FIRE	
	Business Registration	Payment Date	eBiz Application	* Service *	eBiz Transactio Number	on Amount "	Payment Status **		
	???paymentsolution???				Ψ				
	My Links	2014-03-12 17:42	30(0179	Permission from Municipality for S and Building	10879 ite	373	and Acknowledged	efresh	
	DIPP	2014-03-12 17:41	GX0890	Permission from	10078	153	Statutory fee		
	AP Online	1		and Building			Government		
	TamiNadu Online	2014-03-12 17:03	ZJ4654	Issue of Industri	10677	2530	Statutory fee Remitted to		
	Haryana Online						Government		
	Delhi Online	2014-03-12 18:55	ZC8542	Issue of Industri License	10676	2530	Pending	efresh	
	Maharashtra Online			112131415161	7 8 9 10 11 12 1	13 14 15 16 17 1	6 19 20 21 22 23 24 25 26	27 Net Last	
	Feedback			28 29 30 31	12 33 34 36 36 3	7 [36] 39]		First	
	Home Services Statistics List of 3	Services					Total Vi	sitor : 750	



7 Processing of the Application – Approval or Rejection

7.1 Process Flow for approval or rejection of application



eBiz – User Manual for ESIC Service

Page27 of 46



7.2 Steps to process the application for approval / rejection

	Log In
	Username: RBI_ARF_AD_001
	Password:
Welcome	Login
	Contact Us:
	Department of Industrial Policy and Promotion
	Room No 135, Udyog bhawan New Delhi - 110011 Telephone No: 011-23062983
	Fax No: 011-23061034

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

2. User is able to view their inbox. The application submitted by applicant is visible under work items.

🔹 we	ork Ite	ms 🐫	à								
View:	Inbox	¢		💌 🔕 🗟 🙏	Show filters	Add/Remove Col	umns				
	*	\$	eBiz Reference	Business Name	Description	Participant	Received	Activity	Status	Attachment	Action
	*		HI5750		Description	Unassigned	Oct 9 3:32 PM	ADBankUser		Attachments	ADBankUser
	*		AE3487		Description	Unassigned	4:17:35 PM	ADBankForwardComments		Attachments	ADBankForwardComments
	*		EC5124		Description	Unassigned	4:41:51 PM	ADBankUser		Attachments	ADBankUser
	*		CS2598		Description	Unassigned	5:25:53 PM	ADBankUser		Attachments	ADBankUser
	*		HI3497		Description	Unassigned	5:26:11 PM	ADBankUser		Attachments	ADBankUser

3. User can click on the Payment details link to view the payment details related to the application.



💿 eBiz Department F	Portal × 🐻	Payment Detail:	s x	
Department Port	al		Payn	nent Details
Payment Def Payment Reference Bank Transaction EBiz Reference Nu Party Name :User Business Name : Total : 30.00 Bank Name :By_Pa Mode of Payment Payment Date : 20	tails ce :6664 Ref No :99999999 umber : WR9446 name ass_Bank : Online 014-10-09112:10:47	999999		
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				

4. User can click on the "attachments" link to view the application form submitted by the applicant.

Attachments

BizReference Number : HI3497 Document Uploaded by Business User

bocament epicanea by basiness eser		
Document Name	Uploaded On	Uploaded By
final1filledTRS.pdf	Oct 10,05:26 PM	sanchitgupta

5. AD Bank user clicks on "Action by AD Bank" link under Actions. If the application is in order, AD Bank can select the option to issue certificate. If it is a case where filing of FC-TRS is not applicable, they can select the option to reject the application (move to step 7).

Name of Applicant:	a
Note: Form Submitted af	ter 60 Days of receipt of funds
Action by AD Bank:	 Issue certificate and send to applicant Reject the application and send to applicant Forward to RBI for regularization Raise objection memo



6. If the form is in order and AD bank user has selected an option to issue certificate, they receive a task to "issue certificate". The certificate is uploaded on the portal and sent to the applicant. The applicant receives the same.

dBankApprov	eAndUpload
Name of Applicant:	a
Upload Certificate:	
Certificate	
File To Upload *:	/root/Desktop/Acknowledgement.c Browse Uploa
Upload Suc	cessful. Please click on Submit below to comple
the upload.	

7. If AD Bank selects the option to reject the application, they receive a task to "Add rejection comments". AD Bank enters rejections comments.

DBankRejec	ionComments	
Actio	on by AD Bank: Reject Ap	plicat
Name of Applicant:	a	
Comments:	Rejected	
	Submit	ose
		ose

8. If the form is submitted beyond the stipulated 60 days, AD Bank may forward the application to RBI RO for regularization.



Action by AD Bank		
Name of Applicant: a Note: Form Submitted after 60 Days of receipt of funds		
Action by AD Bank:	 Issue certificate and send to applicant Reject the application and send to applicant Forward to RBI for regularization Raise objection memo 	
Submit	Close	

9. AD Bank receives a task to "Forward to RBI". AD Bank selects the RBI RO and enters comments.

BankForwa	rdComments
Actio	n by AD Bank- Forward To RB
Name of Applicant:	a
RBI regional Office	Rangalore _
Comments:	Forwarding to <u>RO</u> Bangalore
	Submit

- 10. RBI RO Maker logs in the department portal to view their inbox. Application submitted by AD Bank is visible under work items.
- 11. Maker receives the activity to "Verify Application". Maker will verify application and attached documents under "Attachments" section.
- 12. Maker clicks on "Verify Application" to enter comments and select action.



Name of Applicant:	a Application OK
Maker Comments:	Application OK
Checker Comments: Authorizer Comments:	
Authorizer Comments:	
Is the Report and Documents as per guidelines?	 Yes - Provide approval for the transaction Yes - Provide approval and issue compounding advisory No - Reject the application No - Raise objection memo

- 13. Maker selects any of the options shown in the above screen. If maker selects options to provide approval or rejection, move to next step. If maker selects option to raise objection memo, move to section on the same. If maker selects option to issue compounding advisory, move to next section.
- 14. Maker can enter comments and click on next. Maker will receive a task to forward the application.

Forward the application		
Name of Applicant: Recomended Action:	a	
Where do tou want to send the application for approval?	Send to checker for verification Send directly to authorizer for authorization	
Submit	Cancel	

15. Checker receives a task to "Verify application". Checker can either forward to authorizer or send the file back with comments.

eBiz – User Manual for ESIC Service



Verify Report		
Name of Applicant:	a	
Recomended Action:	I	
Is the Report and Documents as per guidelines?	Yes - Forward to Authorizer No - Send back file	
Submit	Close	

16. Authorizer receives an activity with action link "Verify application". Authorizer verifies application and if application is in order approves the application to be forwarded to AD Bank or sends back the file to maker with comments.

All the notes given by the previous users are visible under "Notes" section in "Work Item Detail".

Verify Report		
Name of Applicant: Recomended Action:	a	
ls the Report and Documents as per guidelines?	Yes - Forward to Ad Bank	
Submit	Close	

17. AD Bank receives the approval or rejection forwarded by the RBI RO. Based on the action recommended by RBI RO, AD Bank selects the required action. If AD Bank selects option – issue certificate, move to step 6.If AD Bank selects option – reject application, move to step 7.



8 Processing of the Application – Compounding Advisory

8.1 Process Flow for issuing compounding advisory





8.2 Steps for issuing compounding advisory

1. If the application does not conform to guidelines, RBI can issue approval with notification to AD Bank to raise a compounding advisory. Maker will select the option to provide approval and raise compounding advisory in the activity "Verify Application"

	Verify Report	
Name of Applicant:	a	
Maker Comments:	issue in submission	
Checker Comments:	I	
Authorizer Comments:	1	
ls the Report and Documents as per guidelines?	 Yes - Provide approval for the transaction Yes - Provide approval and issue compounding advisory No - Reject the application No - Raise objection memo 	

2. Maker can enter comments and click on next. Maker will receive a task to forward the application.

Forward the application		
Name of Applicant: Recomended Action:	a	
Where do tou want to send the application for approval?	Send to checker for verification Send directly to authorizer for authorization	
Submit	Cancel	

3. Checker receives a task to "Verify application". Checker can either forward to authorizer or send the file back with comments.

eBiz – User Manual for ESIC Service



Verify Report	
Name of Applicant:	a
Recomended Action:	I
Is the Report and Documents as per guidelines?	Yes - Forward to Authorizer No - Send back file
Submit	

4. Authorizer receives an activity with action link "Verify application". Authorizer verifies application and if application is in order approves the application to be forwarded to AD Bank or sends back the file to maker with comments.

All the notes given by the previous users are visible under "Notes" section in "Work Item Detail".

Verify Report		
Name of Applicant: Recomended Action:	a	
Is the Report and Documents as per guidelines?	Yes - Forward to Ad Bank	
Submit	Close	

5. AD Bank receives the approval or rejection forwarded by the RBI RO. Based on the action recommended by RBI RO, AD Bank selects the required action.

R.	Forwarding by AD Bank
Name of Applicant: RBI comments:	a
Action by AD Bank:	 Forward approval to applicant Forward rejection to applicant Issue compounding notice Forward objection memo
	Submit



6. AD Bank receives an activity to "Issue compounding notice" in their inbox. They can upload the letter and mention the date of letter.

A	DBankIssueCA
	Name of Applicant:
	Attach Letter /root/Desktop/Acknowledgement.r Browse Upload
	Date of Letter
	Upload Successful. Please click on Submit below to complete the upload.
	Submit

- 7. Applicant completes the guidelines as mentioned in the compounding notice and submits documentary evidence on the portal.
- 8. AD Bank receives the documentary evidence with respect to filing of compounding application from applicant. User clicks on "verify compounding closure" activity and views the letter sent by applicant. AD Bank user issues certificate. Move to step 6.



9 Processing of the Application – Raise Objection Memo

9.1 Process Flow for objection memo





9.2 Steps to raise objection memo

1. AD Bank receives the application and scrutinizes it. AD Bank user receives an activity for "Action by AD Bank". If there are shortfalls, AD Bank selects the option to raise objection memo and receives an activity to "Enter obj memo comments". Move to step 3.

Enter Comments					
Name of Applicant:	a				
Comments:	Objection Raised Since documents not attached.				
	Send Back Close				

2. Maker can also choose to raise an objection memo if there are shortfalls in the application. They receive an activity to "Enter obj memo comments".

	Verify Report	
Name of Applicant:	a	
Maker Comments:	Please raise objection Memo	_
Checker Comments:	I	
Authorizer Comments:	I	
Is the Report and Documents as per guidelines?	 Yes - Provide approval for the transaction Yes - Provide approval and issue compounding advisory No - Reject the application No - Raise objection memo 	
	Enter Comments	
Name of Applicant:	1	_
Comments:	Dijection Raised iince documents not att∣ached.	_
	Sand Bask	-



3. System will generate the objection memo in specified template in which the above comments will be inserted. AD Bank user / Maker will print the same. The objection memo is visible under the attachments section. For AD Bank user, move to step 6.

Attach	ments				
eBizReferen	ce Number :	DM1733			
Documen	t Uploaded by Busin	ess User			
Document	Name	Uploaded	On	Uploaded By	
final1filled.p	df	Oct 10,06:	30 PM	sanchitgupta	
Documen	t uploaded by Depar	tment User			
Delete	Document Name	Uploaded On	Uploaded By		
	Objection_Memo_	Certificate.pdf	Oct 10,06	5:37:59 PM Department	
		Delete			

4. Maker will select to forward the objection memo to checker or authorizer.

Objection Memo							
ł	Name of Applicant: Objection Memo	a					
	Where do tou want to send the application for approval?	Checker for confirmation Authorizer for confirmation					
	Submit	Cancel					

5. Checker / authorizer will sign the objection memo. They can forward it to maker or send the file back with comments.

OMMemoStatusScreen				
ApplicantName	a			
ObjectionMemoStatus	Yes - Sign and send to Maker No - Send back file			
Submit	Close			



6. Maker / AD Bank user will scan and upload the objection memo in the activity "Upload obj memo".

OMScanAndUpI	oad					
Name of A	pplicant:					
Objection Memo:	[/root/Desktop/Acknowledgement.p] Browse	Upload				
Upload Suc the upload.	Upload Successful. Please click on Submit below to complete the upload.					
5	Cancel					

7. If maker is raising the objection memo, it will be forwarded to AD Bank and AD Bank can forward it to applicant.

ankForwardO	M	
Name of App	olicant:	
Objection Memo	Please Check the Attachments	
Action by AD Bank:		Forward to applicant
Su	bmit	Cancel

9.3 Resubmission by Applicant

1. If the AD Bank user or RBI RO user raises an objection memo, application will be redirected to the applicant for resubmission. The status will be changed to "Resubmission required"



Services	My Account	Business Administration
----------	------------	-------------------------

Submit Forms

You are here: Home > My Account > Status

Home

My Account	Status of S	ubmitted Appli	ications				
Status	Filter Items						
listory	Organization		Pagion		Suba	viscion Date	
Jpload and Submit Form	select	~	select		✓	IISSION Date	
ayment History	1						
y Workspace	select	~	Go	Refresh			
am Workspace							
hange Password	Posulte						Eiret 4 L O L
y Profile	A seliestics	0	Outries -	Deview -	Autorianian Data -	Carbonitta d Dare	Pirst 1 [2]
y Saved License and Permits	Application	Organization V	Service V	Region V	Submission Date		Status
usiness Registration	BD6804	deini inty	Advance Foreign Remittance	Central	10-Oct-2014 14:46	avneet11	Resubmission
Links	HI5750	delhi infy	Submission of FC-TRS Central	Central	09-Oct-2014 15:27	avneet11	Resubmission
PP Online	PS7022	delhi infy	Submission of FC-TRS Central	Central	09-Oct-2014 15:15	avneet11	Resubmission
Online	EB9986	delhi infy	Submission of EC-TRS Central	Central	09-Oct-2014 14:20	avneet11	Resubmission
milNadu Online	DZ7349	delhi infy	Submission of EC-TRS Central	Central	09-Oct-2014 14:15	avneet11	Submitted
aryana Online			re-nto ocnira				First 41.01
elhi Online	1						First 1 [2]
aharashtra Online	1						

2. On clicking the status, applicant can view objection memo sent by AD Bank / RBI RO.

My Account	Status of Submitted Applications					
Status						
History	Date: 10-Oct-2014 15:04					
Upload and Submit Form	Subject: On scrutiny of your application for Advance Foreign Inward Remittance we find one of the clarification required as mentioned in					
Payment History	Comments:					
My Workspace	Download attachment: Ø Objection_Memo.pdf					
Team Workspace	Resubmit					
Change Password	Back					
My Profile	Click hara to view all commante					
My Saved License and Permits						
Business Registration						

3. Applicant can make the required changes in the form and save it. They will click on the "Resubmit" button under comments. They can upload the revised form.



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
My Account Status History Upload and Submit Form Payment History My Workspace Team Workspace Change Password My Profile	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
My Saved License and Permits Business Registration	Continue
Confirmation Service has bee	n resubmitted successfully to the relevant department for further processing and no payment is required.
	OfficeAddress -
	ICICI Bank, Ahmedabad, ICICI Bank, Ahmedabad, India,
	To check the progress of your application click here .
	Ok

4. The status of the application will change to "Resubmission complete"



Status of Submitted Applications

Filter Items						
Organization		Region		Subm	ission Date	
select	~	select		✓		16
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



10 Contact Us

Call us: +91-9840631429

Email us: ebizsupport-Indc@nic.in



End of Document