



eBiz – A G2B Platform for Government of India

User Manual

-
- RBI - Submission of FC-TRS
-

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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

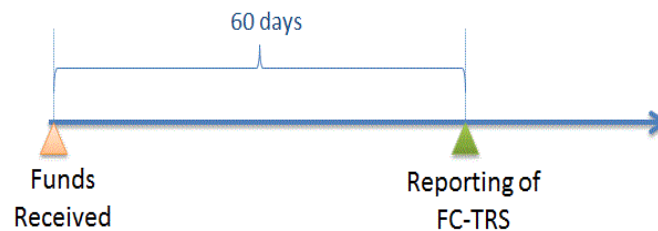


Figure 2: Timelines for Reporting FC-TRS

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 "[Master Circular for Foreign Investment in India](#)" 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	<ul style="list-style-type: none"> • Register on eBiz portal • Submit application • Make Payment • Provide clarification sought by the department • View status updates sent by department
AD Bank User	<ul style="list-style-type: none"> • Process the application • Forward to RBI RO • Raise objection if required • Update status • Issue certificate
Department User	<ul style="list-style-type: none"> • 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 Certificate Procedure.pdf](https://onlinetenders.co.in/Digital_Certificate_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

- 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
 - 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 (<https://www.ebiz.gov.in/home>), click on the New User 'Register' button.***

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

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

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 -STD-

Mobile +91

Fax +91 -STD-

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](#).

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.

e Biz 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:

Home Services My Account

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

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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.

The screenshot shows the 'Register As Member: Security & Terms' page. At the top, there's a navigation bar with 'Home', 'Services', and 'My Account'. A search bar and 'Submit Forms' button are also present. The main content area is titled 'Register As Member: Security & Terms' and includes a progress indicator with steps 1, 2, and 3. Step 1 is active, showing a 'Security check and Terms of use and your Privacy' section. It asks the user to enter a verification code from a distorted image. A 'Re load' button is provided. Below this is a scrollable area for terms and conditions, with a checkbox for 'I have read the Terms and Conditions and accept them for Registration'. At the bottom, there are 'Back', 'Cancel', and 'Submit' buttons. A sidebar on the right contains a privacy notice.

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

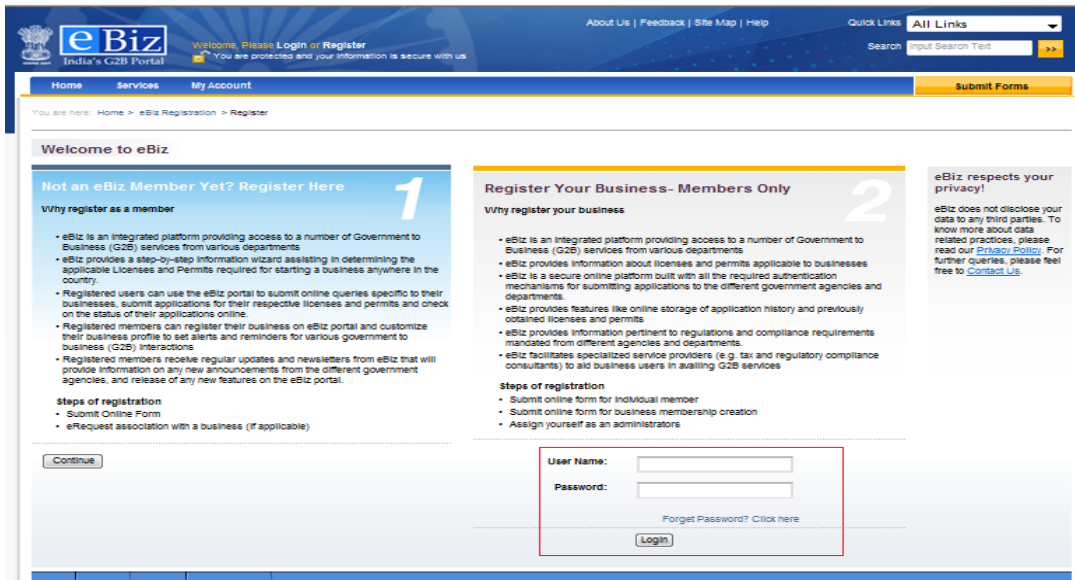
The screenshot shows the 'Register as a Member: Confirmation' page. It features the same navigation bar as the previous page. The main content area is titled 'Register as a Member: Confirmation' and displays a congratulatory message: 'Congratulations, your registration as an eBiz member is complete. You can now browse across the website and download and submit forms.' Below this is an 'IMPORTANT:' section with instructions: 'Register your business to submit the forms for various services related ad allocate the staff to the business and services.' or 'OR Contact business admin to allocate you to Business and Service gp. to submit the form or register business to allocate your staff.' At the bottom, there is an 'OK' button. A sidebar on the right contains a privacy notice.

3.3.2 Steps for Business Registration

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



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.

Register Your Business: Organization Details

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

Organization Name*

Organization Type*

Head Office 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 -<STD>

Mobile +91

Fax +91 -<STD>

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.

Register Business

Security check and Terms of use and your Privacy

Enable Digital Certificate Administration

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.

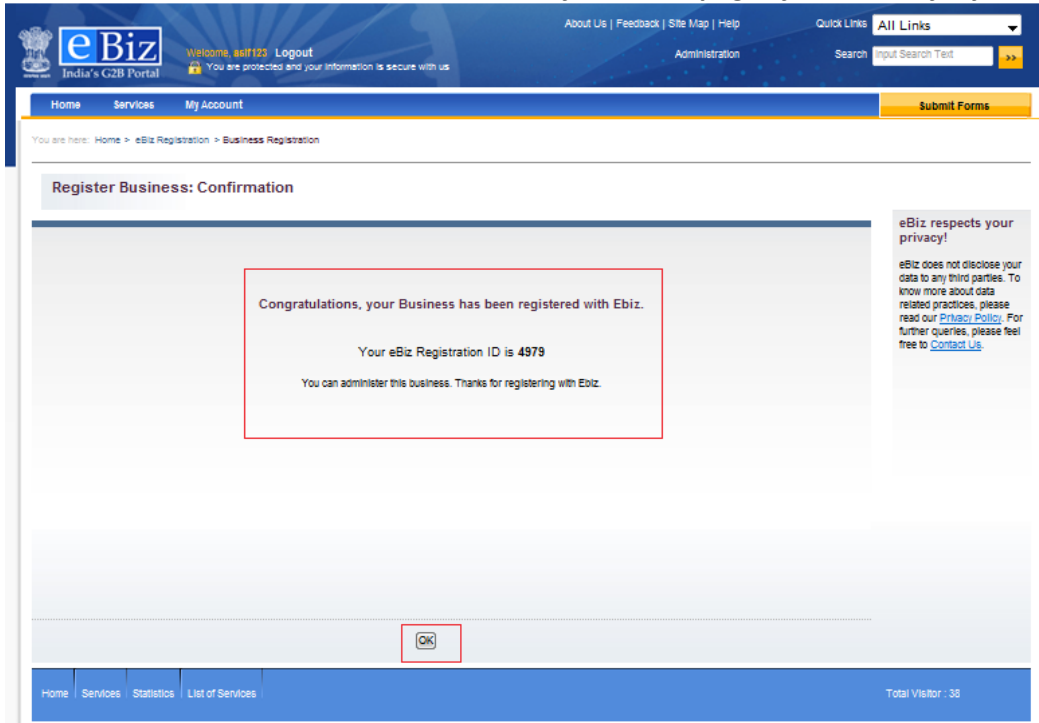
1. Modifications and additions

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 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

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

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

- 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.

The screenshot shows the eBiz portal interface for downloading the Form FC-TRS. The navigation bar includes 'Home', 'Services', 'My Account', 'Business Administration', and 'Submit Forms'. The breadcrumb trail indicates the user is in 'Home > Services > Service'. The main content area is titled 'Central> Reporting of FC-TRS (Transfer of shares)'. It contains a description of the form, a list of related services (None), and a section for frequently asked questions. The 'Download Forms' section is highlighted, showing the 'Form FC-TRS' button, which is circled in red. Below the button, there is a description of the form, its language (English), and a link to the guide and instructions. A note mentions that eBiz supports Class2 digital signature for secure online form submission and that the eForm functionalities are best experienced in Adobe Reader 9.1 or above. A link to download Adobe Reader is provided. A final note states that fees are non-refundable and users should read the instructions carefully.

Home Services My Account Business Administration Submit Forms

You are here: Home > Services > Service

Central> Reporting of FC-TRS (Transfer of shares)

Description:-
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.

- Transfer of shares by a Person resident outside India
 - 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.
 - NRI to NRI (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.
 - Non Resident to Resident(Sale / Gift)
- Transfer of shares/convertible debentures from Resident to Person Resident outside India
- Transfer of Shares by Resident which requires Government approval
- Prior permission of the Reserve Bank in certain cases for acquisition / transfer of security
- Escrow account for transfer of shares

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 normal course.
- 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 01 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

Download Forms

Form FC-TRS

Description - Application Form for FC-TRS.

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
None

Related Frequently Asked Questions

- [Under what conditions should a company / organization apply to RBI?](#)
- [What form should I use?](#)
- [Are there any payments to be made while applying?](#)
[more](#)

Make your life easy...
Finance advisors
easymoney@co.in

- 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.

You are here: Home > Services > Service

Central> Reporting of FC-TRS (Transfer of shares)

Description:-

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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.
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Download Forms

Form FC-TRS

Description - Application Form for FC-TRS.

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

None

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?](#)
- [more](#)



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

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

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

Select Form 1 2 3 4

To apply for a service, duly fill the required service form and upload here. To download the required service form click here.

Region:

Service Name:

Organization Name:

File: [Browse...](#)

- 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.

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

Confirm Invoice

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.

Payment Component	Amount(in Rupees)
Statutory Charges	
eBiz Services Fee	30.00
Total Amount	30.00

Billing Information

Name:

Address:

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

- 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.

You are here: Home > My Account > Make Payment

Payment GateWay Page

Select the payment mode:

Select the Bank:

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

Status of Submitted Applications

Filter Items

Organization: Region: Submission Date:

Service:

Results First 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next Last

Application	Organization	Service	Region	Submission Date	Submitted By	Status
JJ1311	delhi infy	Submission of FC-TRS Central	Central	12-Oct-2014 10:05	avneet11	Submitted
TW9943	delhi infy	Submission of FC-TRS Central	Central	12-Oct-2014 10:04	avneet11	Initial Payment Pending
AI1891	delhi infy	Submission of FC-TRS Central	Central	12-Oct-2014 09:57	avneet11	Application Approved
FF4381	delhi infy	Submission of FC-TRS Central	Central	11-Oct-2014 20:51	avneet11	Submitted
ZY3521	delhi infy	Submission of FC-TRS Central	Central	11-Oct-2014 20:47	avneet11	Submitted

First 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next Last

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.

Status of Submitted Applications

Filter Items

Organization: Region: Submission Date:

Service:

Results First 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next Last

Application	Organization	Service	Region	Submission Date	Submitted By	Status
JJ1311	delhi infy	Submission of FC-TRS Central	Central	12-Oct-2014 10:05	avneet11	Submitted
TW9943	delhi infy	Submission of FC-TRS Central	Central	12-Oct-2014 10:04	avneet11	Initial Payment Pending
AI1891	delhi infy	Submission of FC-TRS Central	Central	12-Oct-2014 09:57	avneet11	Application Approved
FF4381	delhi infy	Submission of FC-TRS Central	Central	11-Oct-2014 20:51	avneet11	Submitted
ZY3521	delhi infy	Submission of FC-TRS Central	Central	11-Oct-2014 20:47	avneet11	Submitted

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-TRS 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 ✕

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

Your Service Request number is AI1891
 Please submit the physical documents to the following address

SBI, Jaipur ,
 SBI, Jaipur,India.

Download attachment:  abc4filled.pdf

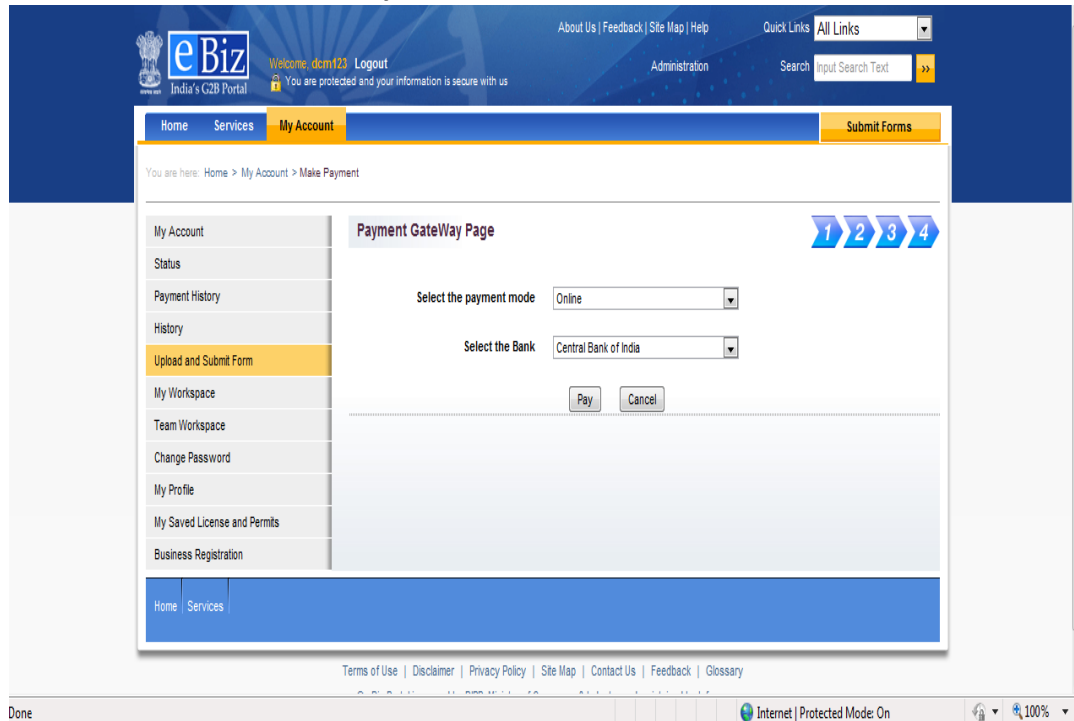
Total Amount:30

PaymentDetails

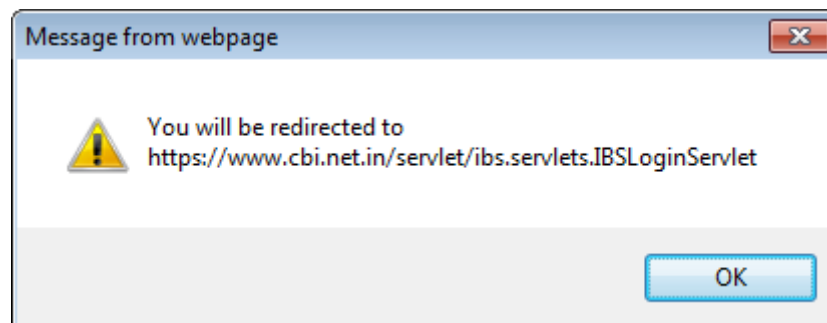
ITEM	SERVICE_TAX	AMOUNT
eBiz Services Fee	0	30

5 Steps for Online Payment

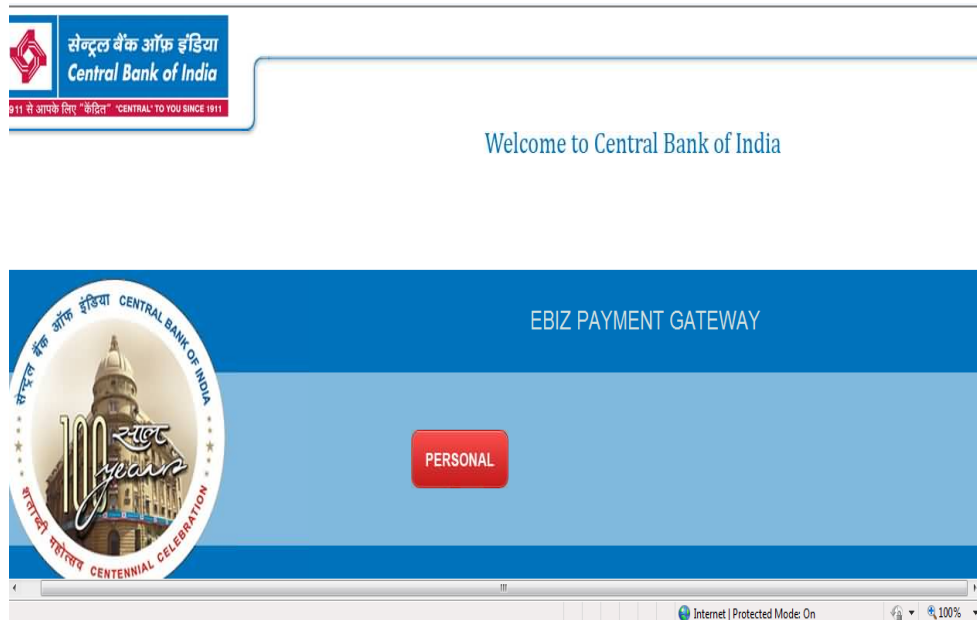
1. After upload and submit of form, user will be asked to proceed to payment. **“Payment Gateway Page”** will be displayed in to the right panel. User will have to **“Select the payment mode”** and **“Select the Bank”** and click on **“Pay”** button.



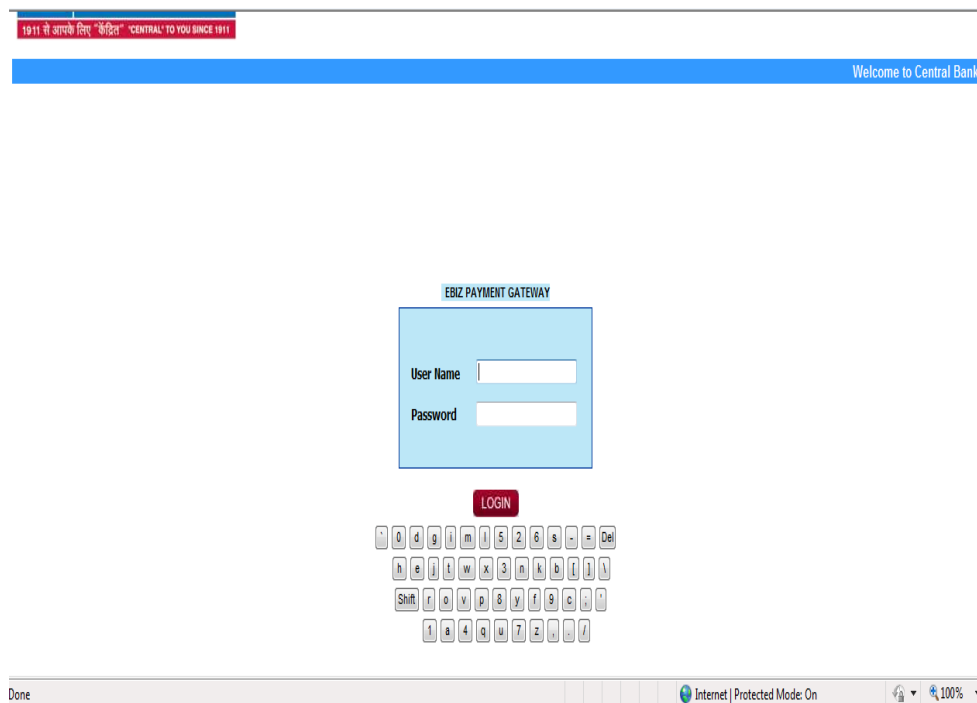
2. **“Pop Up”** message will be displayed to the user for redirecting to the bank site.



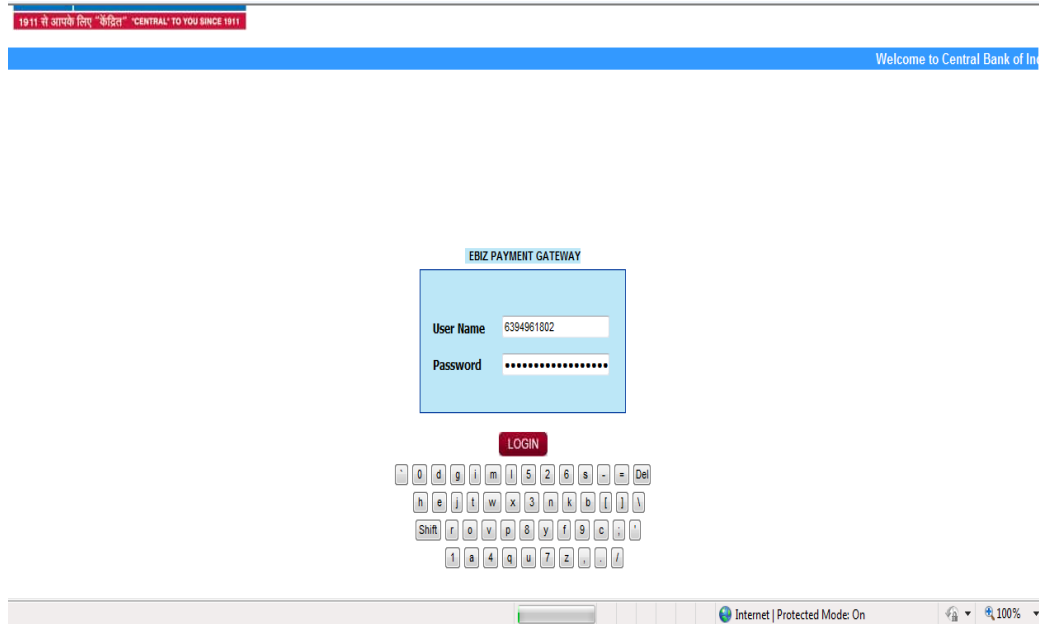
3. User will have to click on “Personal” button.



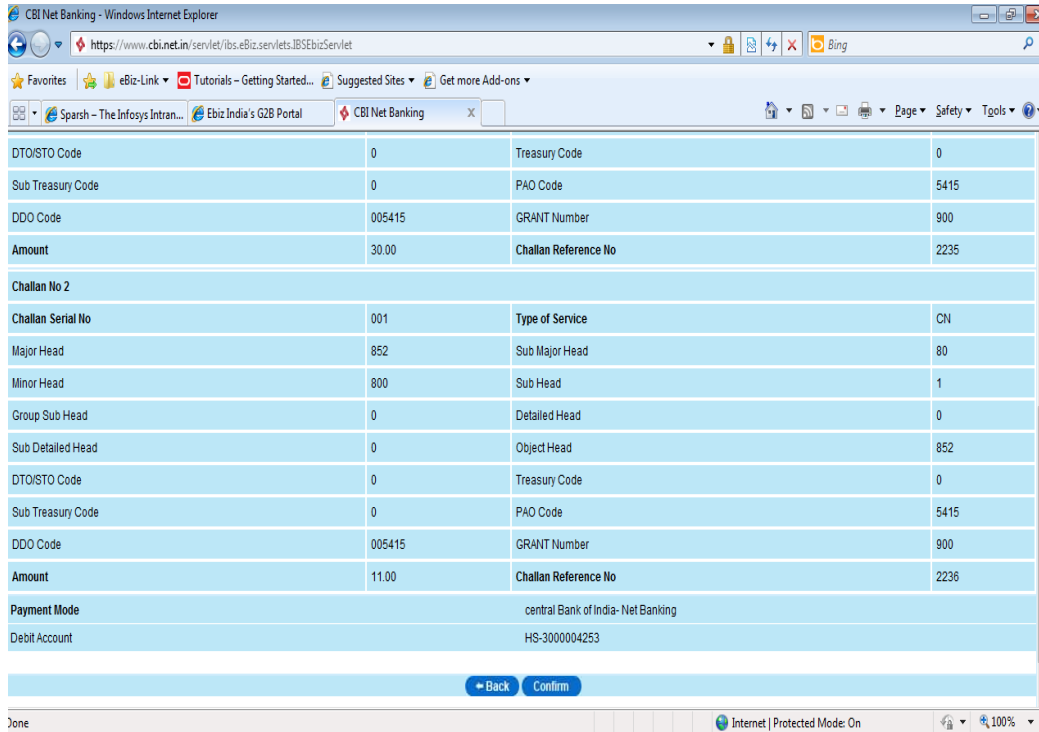
4. Ebiz Payment gateway page will be displayed



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



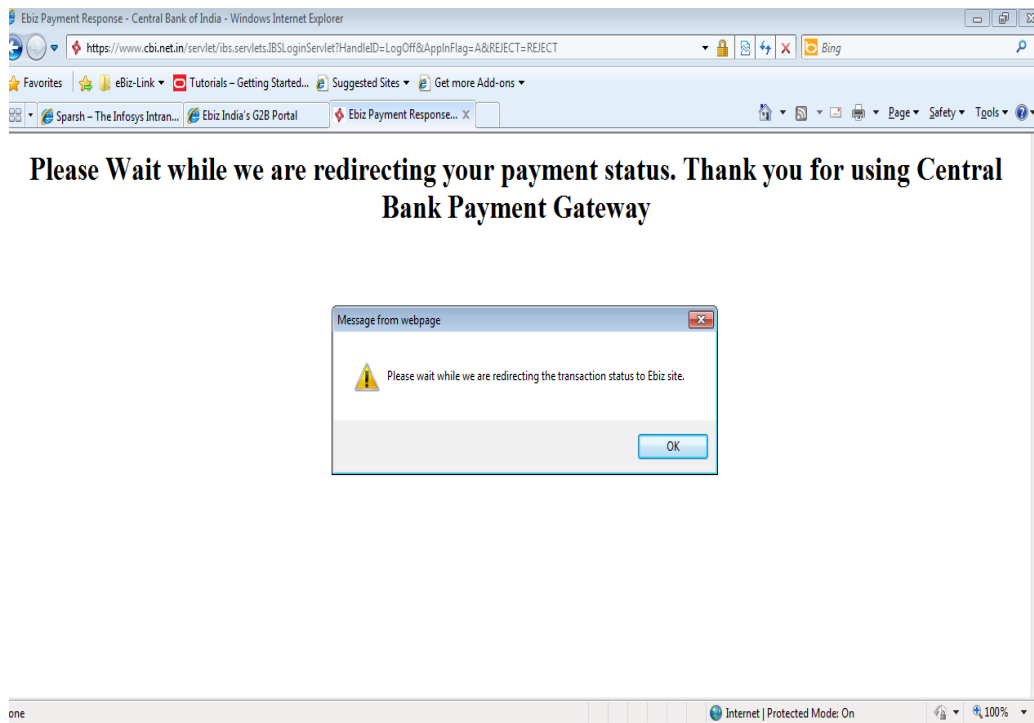
- “Payment confirmation” page will be displayed. User will click on “Confirm” Button.



- 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.

Acknowledgement Receipt for Online Payment to EBIZ			
Ebiz Service Id	CN_DIPP_0012		
Application Number	34529		
Ebiz Transaction Ref No	1502		
Name Of the Party	Illyas		
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	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	Bank Receipt Number	028216918092013000022

- Click on **“Return to Ebiz”** link. User will be redirected to Ebiz Portal.



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 Account** Submit Forms

You are here: Home > My Account > Make Payment

- 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

eBiz Payment Receipt

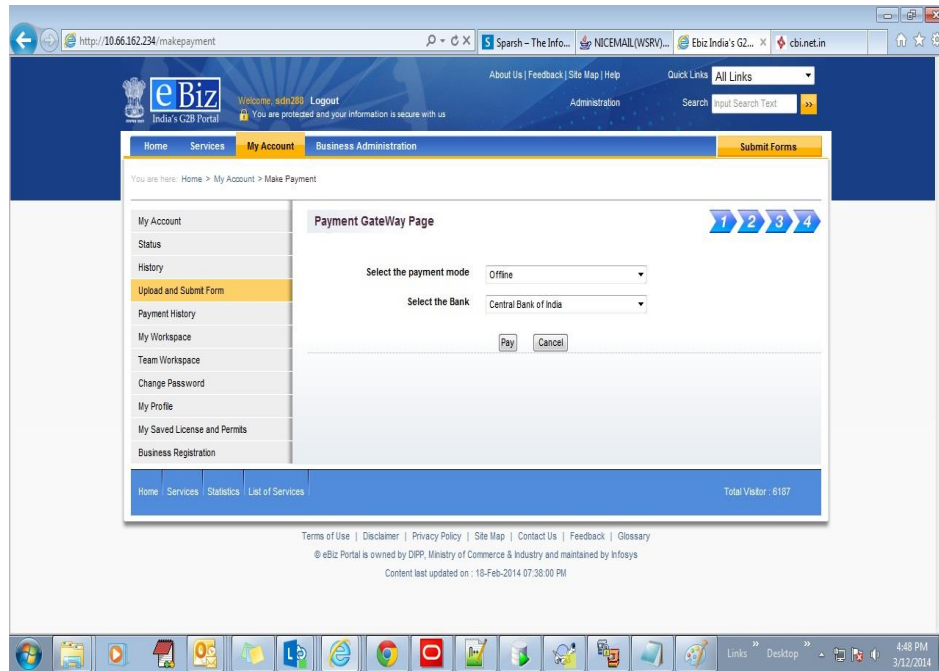
Your payment of Rupees **2530.0** has been received by eBiz.
Statutory fees remitted by you will be transferred to Department Account(s).
Details of the transaction are as below:

Receipt No.	CBIINBX09042013863863,CBIINBX09042013863863
Date	Tue Jul 15 18:07:06 GMT+05:30 2014
eBiz Application Number	38087
eBiz Application Reference Number	PB3900
eBiz Service ID	CN_DIPP_0013
Mode Of Payment	Online
Transaction Reference Number	5692
Name And Address of The Payee	Chandra,Mysore
Statutory 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

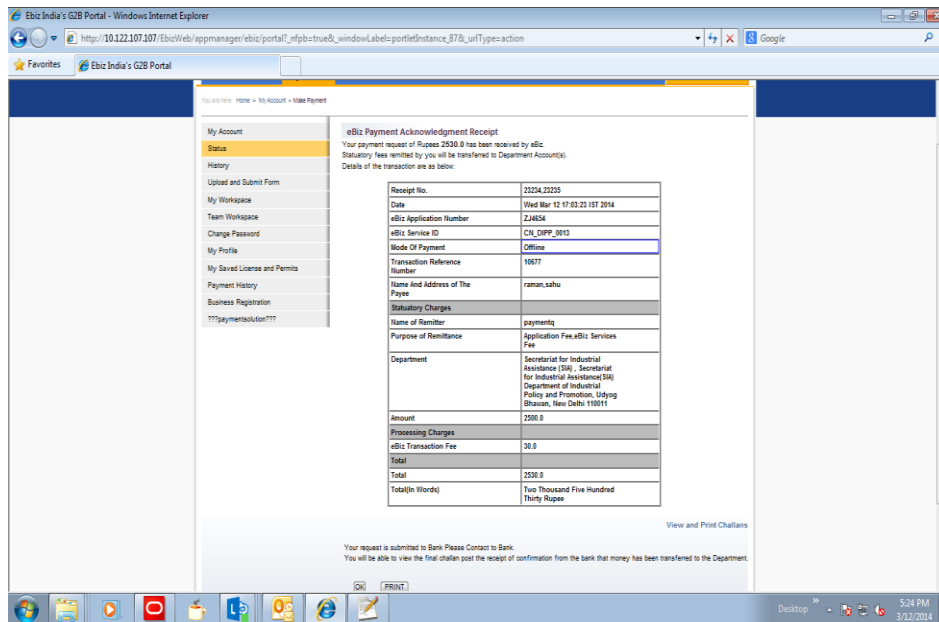
[View and Print Challans](#)

6 Steps for Offline Payment

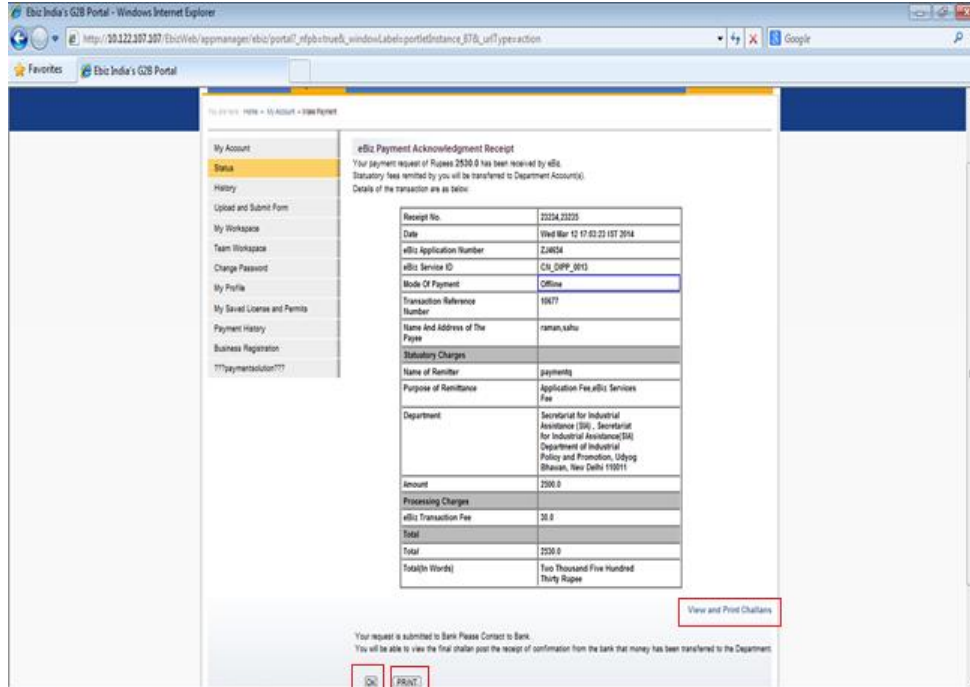
1. **“Payment Gateway Page”** will be displayed. User will have to **“Select the payment mode”**- offline- and **“Select the Bank”** and click on **“Pay”** button.



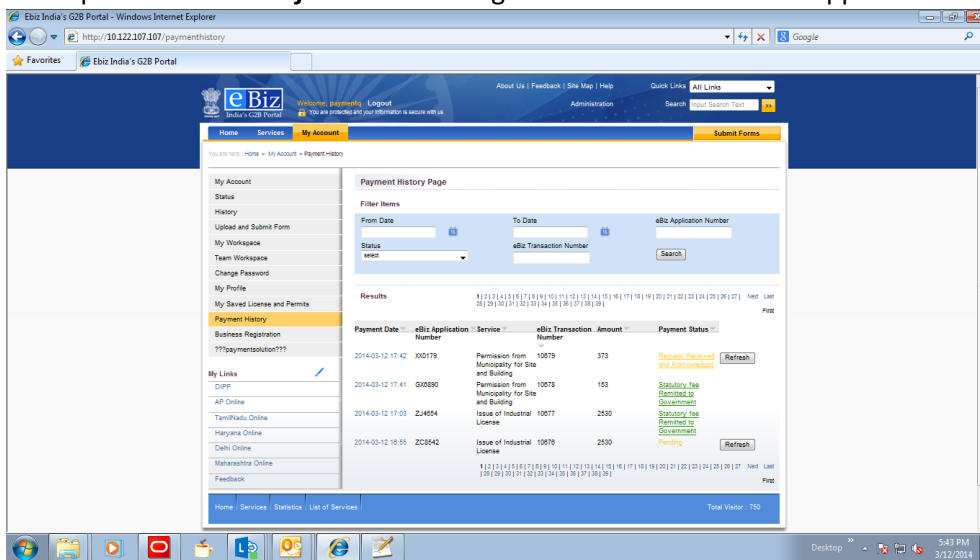
2. User will be redirect to **‘eBiz Payment Acknowledgement Receipt’** page.



- 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**.

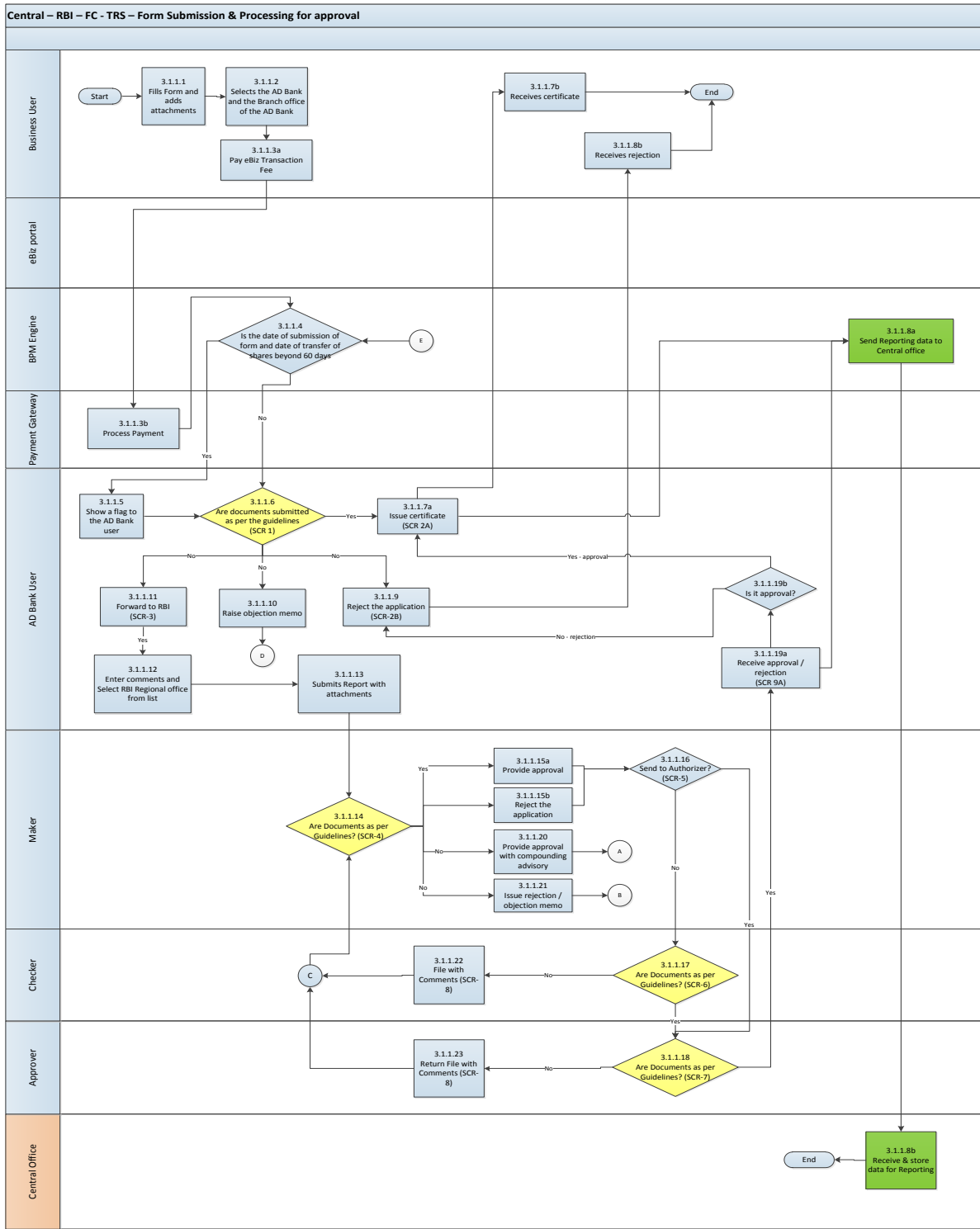


- Once the payment is made at Central Bank Branch, **the offline payment process will be completed**. User can verify the status of his application by clicking on the payment history link from the left panel. Use the 'Refresh' button to get the latest status of the application.



7 Processing of the Application – Approval or Rejection

7.1 Process Flow for approval or rejection of application



7.2 Steps to process the application for approval / rejection

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.

Work Items											
View: Inbox Show filters Add/Remove Columns											
<input type="checkbox"/>			eBiz Reference	Business Name	Description	Participant	Received	Activity	Status	Attachment	Action
<input type="checkbox"/>			HI5750		Description	Unassigned	Oct 9 3:32 PM	ADBankUser		Attachments	ADBankUser
<input type="checkbox"/>			AE3487		Description	Unassigned	4:17:35 PM	ADBankForwardComments		Attachments	ADBankForwardComments
<input type="checkbox"/>			EC5124		Description	Unassigned	4:41:51 PM	ADBankUser		Attachments	ADBankUser
<input type="checkbox"/>			CS2598		Description	Unassigned	5:25:53 PM	ADBankUser		Attachments	ADBankUser
<input type="checkbox"/>			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.

Payment Details

Payment Reference : 6664
 Bank Transaction Ref No : 9999999999999999
 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](#)

- User can click on the “attachments” link to view the application form submitted by the applicant.

Attachments

EBizReference Number : HI3497

Document Uploaded by Business User

Document Name	Uploaded On	Uploaded By
final1filledTRS.pdf	Oct 10,05:26 PM	sanchitgupta

- 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).

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

- 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.

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

- 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

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

ADBankForwardComments □ ×

Action by AD Bank- Forward To RBI

Name of Applicant: a

RBI regional Office:

Comments:

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.

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.

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

Verify Report

Name of Applicant: a

Recommended Action: |

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: a

Recommended Action:

Is the Report and Documents as per guidelines?

Yes - Forward to Ad Bank

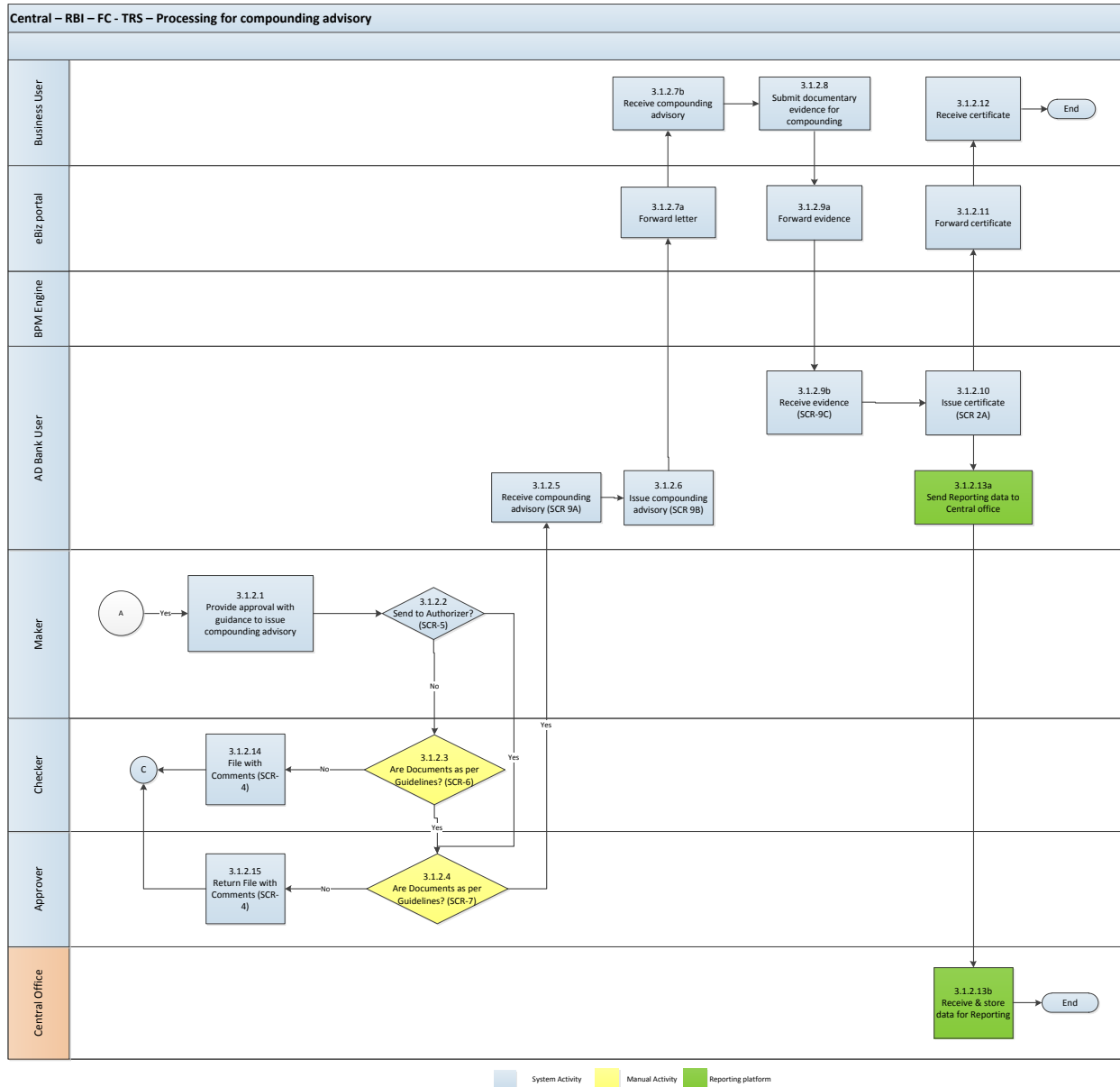
No - Send back file

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:	<input type="text" value="a"/>
Maker Comments:	<input type="text" value="issue in submission"/>
Checker Comments:	<input type="text"/>
Authorizer Comments:	<input type="text"/>
Is the Report and Documents as per guidelines?	<input type="radio"/> Yes - Provide approval for the transaction <input checked="" type="radio"/> Yes - Provide approval and issue compounding advisory <input type="radio"/> No - Reject the application <input type="radio"/> 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:	<input type="text" value="a"/>
Recommended Action:	
Where do you want to send the application for approval?	<input checked="" type="radio"/> Send to checker for verification <input type="radio"/> Send directly to authorizer for authorization
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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

Verify Report

Name of Applicant: a

Recommended Action: |

Is the Report and Documents as per guidelines?

Yes - Forward to Authorizer
 No - Send back file

Submit
Close

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: a

Recommended Action:

Is the Report and Documents as per guidelines?

Yes - Forward to Ad Bank
 No - Send back file

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.

Forwarding by AD Bank

Name of Applicant: a

RBI comments: |

Action by AD Bank:

Forward approval to applicant
 Forward rejection to applicant
 Issue compounding notice
 Forward objection memo

Submit
Close

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

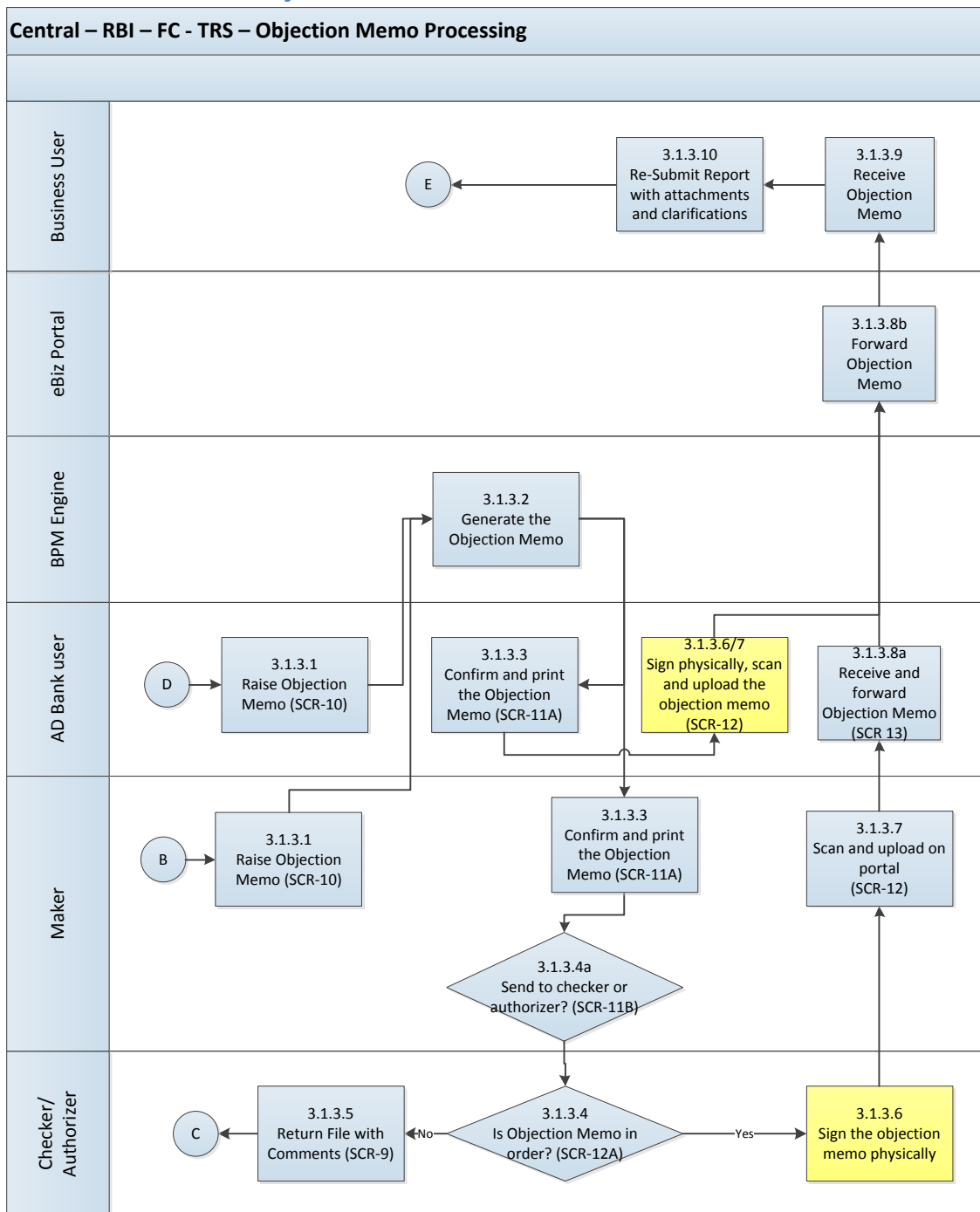
The screenshot shows a web browser window titled "ADBankIssueCA". The form contains the following elements:

- Name of Applicant:** A text input field.
- Attach Letter:** A text input field containing the file path "/root/Desktop/Acknowledgement.p", a "Browse..." button, and an "Upload" button.
- Date of Letter:** A text input field.
- A success message: "Upload Successful. Please click on Submit below to complete the upload."
- Two buttons at the bottom: "Submit" and "Cancel".

- Applicant completes the guidelines as mentioned in the compounding notice and submits documentary evidence on the portal.
- 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:

Comments:

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:

Maker Comments:

Checker 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

Enter Comments

Name of Applicant:

Comments:

- 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.

Attachments

eBizReference Number : DM1733

Document Uploaded by Business User

Document Name	Uploaded On	Uploaded By
final1filled.pdf	Oct 10,06:30 PM	sanchitgupta

Document uploaded by Department User

Delete	Document Name	Uploaded On	Uploaded By
<input type="checkbox"/>	Objection_Memo_Certificate.pdf	Oct 10,06:37:59 PM	Department

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

Objection Memo

Name of Applicant: a

Objection Memo

Where do you want to send the application for approval?

Checker for confirmation
 Authorizer for confirmation

- 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

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

The screenshot shows a window titled "OMScanAndUpload". It contains the following fields and buttons:

- Name of Applicant:** (text field)
- Objection Memo:** (text field containing "/root/Desktop/Acknowledgement.p") with a "Browse..." button and an "Upload" button.
- Message:** "Upload Successful. Please click on Submit below to complete the upload."
- Buttons:** "Submit" and "Cancel".

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

The screenshot shows a window titled "ADBankForwardOM". It contains the following fields and buttons:

- Name of Applicant:** (text field)
- Objection Memo:** (text field containing "Please Check the Attachments")
- Action by AD Bank:** (text field) with a radio button selected and the text "Forward to applicant".
- Buttons:** "Submit" and "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"

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

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

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

Status of Submitted Applications

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

[Click here to view all comments](#)

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\Desktop Browse...

Back Next

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

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

Confirmation

Service has been 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

- The status of the application will change to "Resubmission complete"

Status of Submitted Applications

Filter Items

Organization select	Region select	Submission Date <input type="text"/> 16
Service select	<input type="button" value="Go"/>	<input type="button" value="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-lndc@nic.in

End of Document
