

**USER MANUAL FOR SINGLE MASTER FORM-**  
**FIRMS**

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## **FIRMS Application**

### **Foreign investment in India - Reporting in Single Master Form**

#### **1. Introduction**

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

1.2 In order to implement this announcement, the Reserve Bank is introducing an online application, FIRMS (Foreign Investment Reporting and Management System), which would provide for the SMF. FIRMS would be made online in two phases. In the first phase, the first module viz., the Entity Master, was made available online. Instructions in this regard were already issued through A. P. Dir. Series Circular No. 30 dated June 07, 2018 ([https://rbi.org.in/Scripts/BS\\_CircularIndexDisplay.aspx?Id=11297](https://rbi.org.in/Scripts/BS_CircularIndexDisplay.aspx?Id=11297)).

1.3 In the second phase, the second module is being made available with effect from September 01, 2018. With the implementation of SMF, the reporting of FDI, which is presently a two-step procedure viz., ARF and FC-GPR is merged into a single revised FC-GPR. With effect from September 01, 2018, five forms viz., FC-GPR, FC-TRS, LLP-I, LLP-II and CN were being made available for filing in SMF. The other three forms viz., ESOP, DI, and DRR are being made available for filing with effect from October 23, 2018. With effect from September 01, 2018, all new filings for the 5 forms and other three forms viz., ESOP, DRR and DI with effect from October 23, 2018 have to be done in SMF only. Form InVi has been made available for filing in SMF with effect from February 05, 2019.

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

## 2. Important Abbreviations and Definitions

### Abbreviations

Abbreviation	Description
NDI Rules, 2019	Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time.
FEMA 395	Foreign Exchange Management (Mode of Payment and reporting of Non-Debt Instruments) Regulations, 2019 dated October 17, 2019 and as amended from time to time.
FEMA 20(R)	Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 dated November 07, 2017 and as amended from time to time.
FIRMS	Foreign Investment Reporting and Management System
SMF	Single Master Form
AD Bank	Authorized Dealer Bank
BU	Business User
EM	Entity Master
LLP	Limited Liability Partnership
CN	Convertible Notes
ESOP	Employee Stock options
DR	Depository Receipts
ADR	American Depository Receipts
GDR	Global Depository Receipts
DI	Downstream Investment
InVi	Investment vehicle

### Definitions

1. FIRMS: An online reporting platform for reporting of foreign investment in India in SMF. FEMA 395 prescribes for the reporting of foreign investment in India through various returns. FIRMS provides a one stop shop, 24\*7 online reporting facility for the applicant.
2. SMF: A master form which provides for the reporting of 9 forms for foreign investment viz., FC-GPR, FC-TRS, LLP-I, LLP-II, CN, DRR, ESOP, DI, InVi. With effect from September 1, 2018, five forms viz., FC-GPR., FC-TRS, LLP-1, LLP-II

and CN were made available. Other three forms viz., ESOP, DI and DRR are being made available for filing with effect from October 23, 2018. Form InVi is available for filing with effect from February 05, 2019.

3. **Business User:** The applicant reporting the for the transaction in Single Master form at FIRMS. A BU can use his login credentials for only the entity that has authorized him/her to report the transactions. If the person wants to act as a BU for another entity, he must register himself separately. Further, at the time of registration, BU has to select the IFSC code of the bank which would approve the eKYC (explained under the head “Registration of Business User”) and the reporting would be made in SMF. In case the IFSC details are changed i.e. BU wishes to submit the reporting to another branch or another bank, the entity being the same, he/she needs to repeat the registration process for Business user with the new IFSC code and obtain separate Login.
4. **E-KYC:** Every business user has to be eKYC verified before any reporting can be made in the Single Master Form. This would ensure that only genuine Logins are made available in the FIRMS application. All eKYC would be verified by the AD banks.
5. **KYC: Know Your Customer:** For the remittance received from the non-resident investor, the KYC of the same is to be provided along with the forms in SMF as and where applicable and indicated. The format of the KYC is as below:

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

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

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

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

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

Date :

Place :

Stamp :

### 3. Process flow in SMF-FIRMS

#### Legend

SS – Scrutiny Sheet

TM – Transaction Master

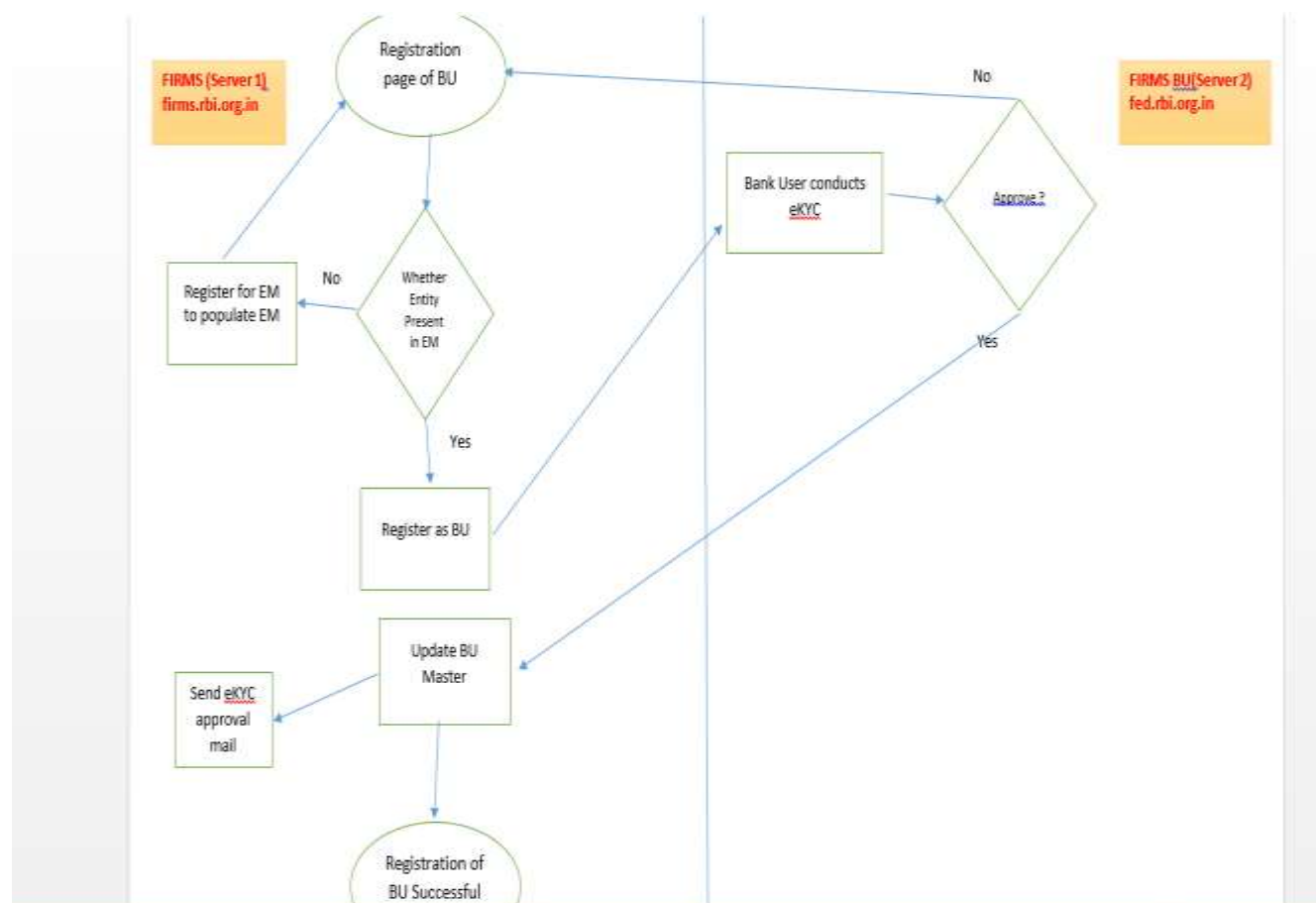
EM – Entity Master (investee)

BU – Business User (return filer)

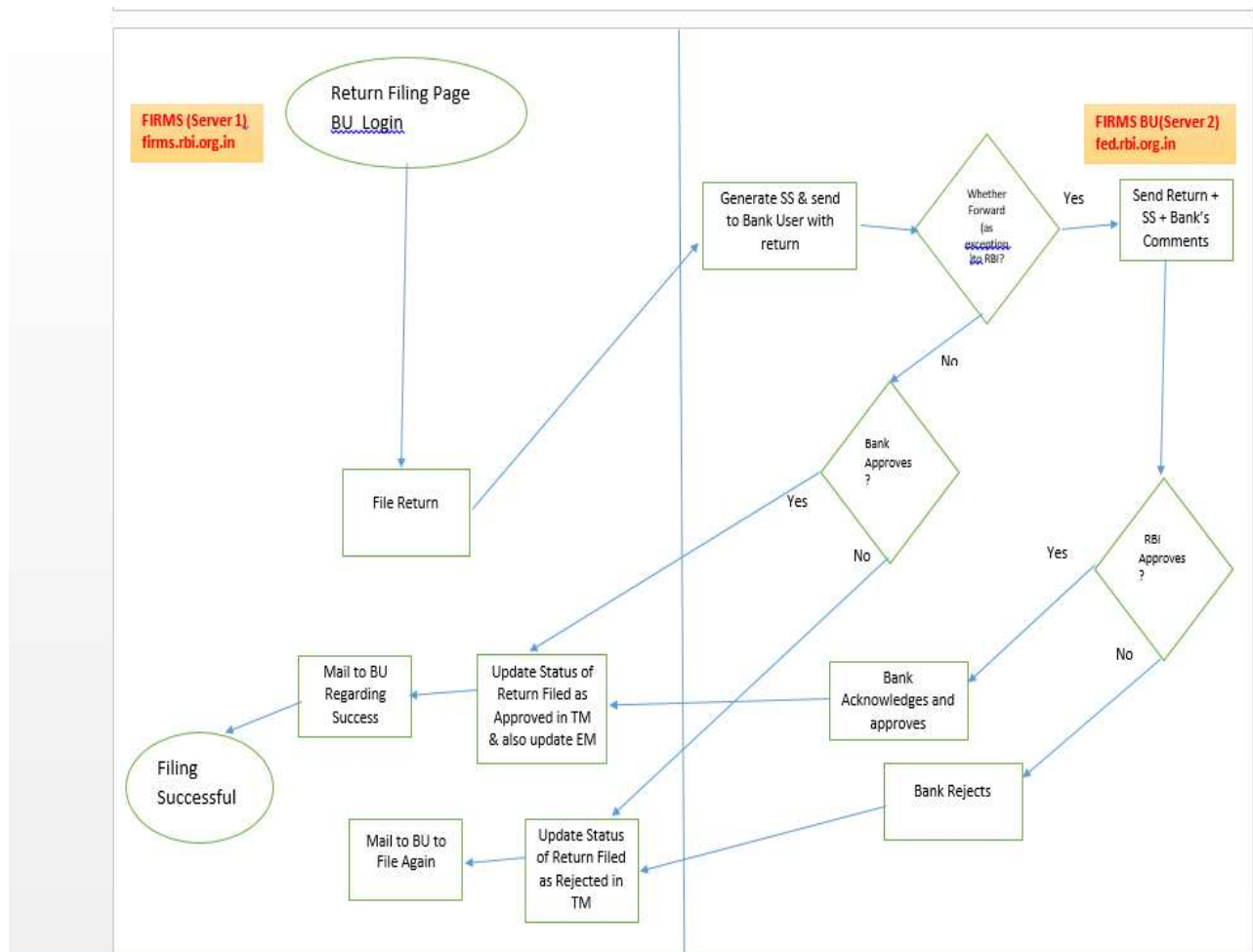
FIRMSBU – portal for AD/RBI users (accessed via “fed.rbi.org.in”)

FIRMS – portal for public (accessed over internet via firms.rbi.org.in)

#### For Business user registration



## For Filing forms in SMF-FIRMS application





#### 4. Registration for Business User.

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



Step 2. At the Login box, click on Registration form for [New Business User](#).

A screenshot of the 'Business User Registration Form' displayed in a web browser. The form is titled 'Business User Registration Form' and contains several sections. The 'Basic Details' section includes fields for 'First Name', 'Middle Name', 'Last Name', 'User Name', 'Email', 'Confirm Email', 'Phone No', and 'Address'. Below this is a radio button question: 'Whether the Business user is for IFBI Form: NO YES'. The 'Details of Bank Branch to whom reporting is made' section includes fields for 'IFSC Code' and 'Bank Name', with a 'Choose' button next to the 'Bank Name' field. At the bottom, there is a field for 'Authority letter (Please see the user manual on FIRMS)' and a 'Choose' button. The form has 'Submit' and 'Cancel' buttons at the bottom. The browser's address bar shows the URL 'https://firms.rbi.org.in/RegistrationMaster.html'. The taskbar at the bottom shows various open applications and the system clock indicating 5:57 PM on 8/31/2018.

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

Field Name	Description
First Name	First Name of the BU
Middle Name	Middle Name of the BU
Last Name	Last Name of the BU
User Name	User name for the BU. It shall be unique.
Email	Email ID of the BU
Confirm email	Email ID of the BU
Phone No	Mobile No of the BU.
Address	Correspondence Address of the BU
Whether the Business user is for InVi Form	<p>Select YES or NO.</p> <p>If yes is selected , the CIN/LLPIN details of investee company is NOT required as form INVi is for reporting foreign inflows in an Investment vehicle and not foreign investment in an Entity.</p> <p>If NO is selected, CIN/LLPIN of the investee company is required for making registration.</p>
IFSC code	<p>Select the IFSC code of the Bank branch to whom the reporting would be made. This field shall be carefully selected so that the reporting is made to the correct branch of the bank. The applicant shall be versed with the working model of his/her bank for the foreign investment reporting in terms of the branches which are operating for the approval/rejection of the reported forms in the FIRMS application. Not all branches are incorporated in the FIRMS application, but only those as specified by the respective bank.</p> <p>If the applicant is unable to find its respective branch under the IFSC code, he/she may contact its branch for clarification on this issue.</p>
Bank name	Auto-populated as per the IFSC code selected
Authority letter-Attachment	Attachment in the specified format for Authority letter. It is common for all forms

	filing in SMF. Attach PAN card of the individual registering as a Business User
Company CIN/LLPIN	Select the CIN or LLPIN of the entity of which the foreign investment is being affected i.e. the Indian investee company.
PAN Number	Auto-populated based upon CIN/LLPIN selection
Entity name	Auto-populated based upon CIN/LLPIN selection

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

Step 5: A Message “Record Saved Successfully” is displayed at the top of Login box. This message intimates that the form has been submitted for processing and is not equivalent to approval.

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

Note: Unlike Entity user registrations, Business user registration is processed at AD bank level, who's IFSC has been selected at the time of registration.

If the error faced at the time of registration is “username already exists”, use a different username and submit.

Board Resolution is not required at the time of BU registration. Only the authority letter in the specified format is necessary.

## Format of the Authority letter

### LETTER OF AUTHORIZATION

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

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

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

Date

Dear Sir,

**Sub: Letter of Authorization for filing in FIRMS application**

We hereby authorize Shri. / Smt. / Ms.

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

#The CIN/ LLPIN/ SEBI registration number (for Investment vehicle) \_\_\_\_\_ is \_\_\_\_\_/Company/LLP is not required to obtain CIN/LLPIN. **(Not applicable for individual)**

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

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

4. The Specimen signature of Shri. / Smt./ Ms. \_\_\_\_\_ (Authorized representative) is attested below:

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

5. Associated bank account of the entity/individual/ investment vehicle with the AD bank  
\_\_\_\_ (account number) and name of the  
authorized signatory for this account is  
\_\_\_\_\_.

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

\_\_\_\_\_ (signature of the authorized signatory for the bank account)

Yours faithfully

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

Name:

Designation:

Date:

DIN / Registration Number of Secretary / DPIN of Partners:

Seal of the signing authority:

# *Strike out whichever is not applicable*

^*Indicate the location of RBI Regional Office*

Notes:

*The format of the authority letter is same for all business user registrations and for all applicants viz., Company, LLP, Individual or Investment Vehicle*

*The authority letter for individuals need not be on any letterhead*

*CIN/LLPIN is not required for individual or investment vehicle*

*This authority letter is for business user registration only. The authority letter for Entity user is different, as specified in user manual for entity master*

## 5. Logging into FIRMS

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

Step: 2 Enter User Name and default password as provided via email notification. Enter captcha and click submit. Please do not copy paste the password, instead type the same. If the wrong password is provided, the account will be locked after three failed attempts.



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

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

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

### Using forgot password:

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

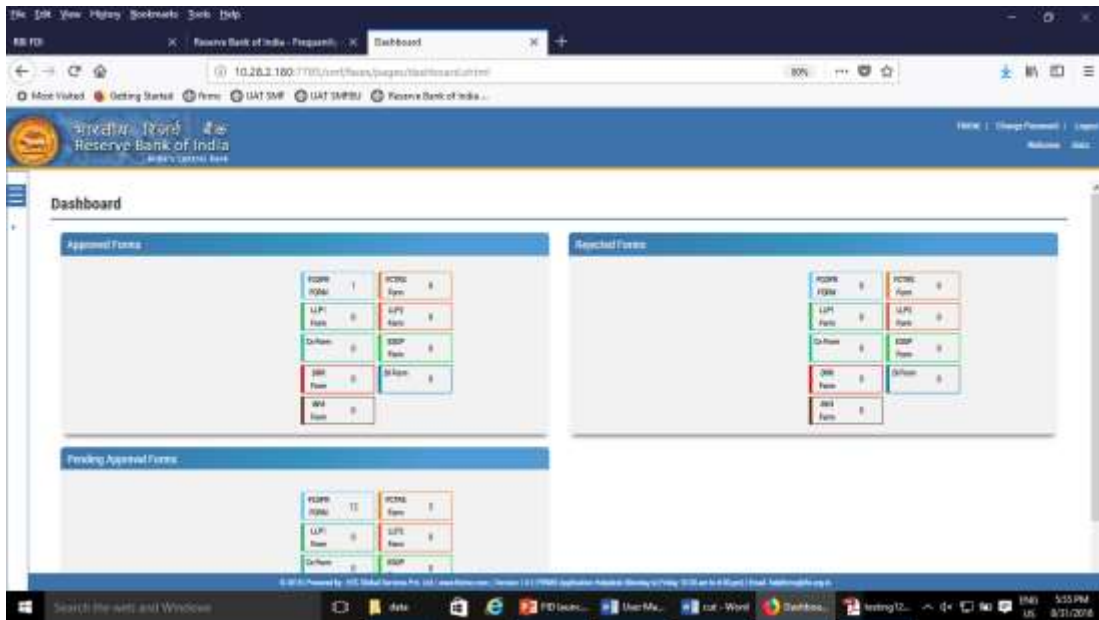
Step 1: Click on forgot password in the Login Box.

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

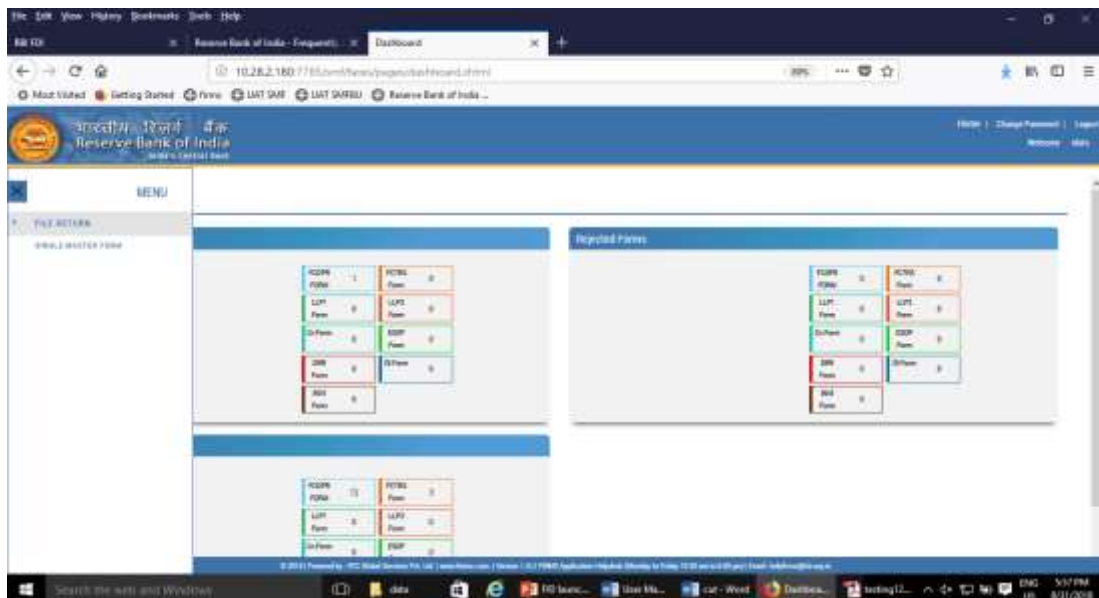
## 6. Form Filing and Submission

### FC-GPR:

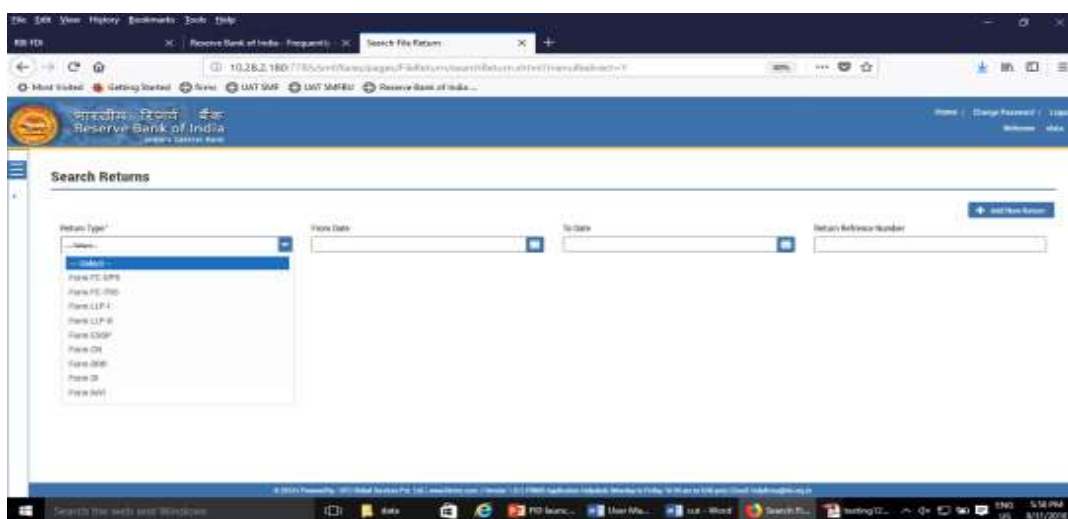
Step 1: Login into SMF and reach your workspace.



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



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



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



	Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.								
Whether the foreign investment received is for a specific project/ manufacturing unit/ plant?	<p>Select Yes or No as applicable. If yes is selected , fill up the details as below:</p> <table border="1"> <tr> <td>PIN Code</td><td>Enter the PIN code and click on arrow. If the PIN code is not available, enter the nearby PIN code</td></tr> <tr> <td>State</td><td>Pre-filled as per PIN code (editable)</td></tr> <tr> <td>City/District</td><td>Enter the city/district (editable)</td></tr> <tr> <td>Brownfield/Greenfield</td><td>Enter brownfield or greenfield as applicable for the investment.</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow. If the PIN code is not available, enter the nearby PIN code	State	Pre-filled as per PIN code (editable)	City/District	Enter the city/district (editable)	Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.
PIN Code	Enter the PIN code and click on arrow. If the PIN code is not available, enter the nearby PIN code								
State	Pre-filled as per PIN code (editable)								
City/District	Enter the city/district (editable)								
Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.								

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

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

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

**Search Returns**

Corporate Identification Number (CIN) [LP]\*:

PAN Number\*:

Company Name\*:

Application Date\*:

**Details of received FDI Entry Route and Applicable Sectoral Cap:**

Entry Route\*: ☐ Automatic Route ☐ Government Route

Applicable Sectoral cap/ Statutory ceiling\*: ☐ 25% ☐ 26% ☐ 49% ☐ 51% ☐ 74% ☐ 100% ☐ Others

Whether the FDI is received for a particular project?\*: ☐ Yes ☐ No

**FC-GPR Form**

**Share Details** | Foreign Investors Details | Amount of Issue | Particulars of Issue | Share Holding Pattern

Date of Issue\*:

Nature of Issue\*:

Initial FC-GPR Reference Number (In Case of Subsequent Filing):

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

Step 4.1: Tab 1: Issue details

Applicable Sectoral cap/ Statutory ceiling\*: ☐ 25% ☐ 26% ☐ 49% ☐ 51% ☐ 74% ☐ 100% ☐ Others

Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant?\*: ☐ Yes ☐ No

**FC-GPR Form**

**Issue Details** | Foreign Investors Details | Amount of Issue | Particulars of Issue | Share Holding Pattern

Date of Issue\*:

Nature of Issue\*:

Initial FC-GPR Reference Number (In Case of Subsequent Filing):

Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern\*: ☐ NO ☐ YES

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

	<div data-bbox="721 191 1356 814"> <p><b>8. Shares issued upon exercise of ESOPs</b>...along with the along with the reference number/identification number for the form ESOP filed for the issuance of ESOPs. Where the form ESOP is filed through physical filing, the same may be mentioned in the reference number/identification number field as “filed physically” with the copy of acknowledgement letter/ application made as “other attachments” of the form in tab 5. If the form ESOP has not been filed by the applicant for the issuance of ESOPs, the same may be declared as a separate attachment within “other attachments” of the form in tab 5.</p> </div> <div data-bbox="721 821 1201 852"> <p><b>9. Issue of sweat equity shares</b></p> </div> <div data-bbox="721 894 1349 961"> <p><b>10. Issue of participating interest /rights in oil fields</b></p> </div> <div data-bbox="721 1003 1118 1037"> <p><b>11. Others (please specify)</b></p> </div>	
Initial FC-GPR reference number (In case of subsequent filing )	Non-mandatory. This field is applicable where the capital instruments issued are either partly paid up or share warrants where Form FC-GPR is filed multiple times for one allotment ,as and when the remittance is received. Enter the reference number, if any, which could be Ebiz application number or the acknowledgement number for the previously filed FC-GPR for that particular allotment. Please give the details of the allotment and payment schedule as another attachment in the “other attachment” of the form in tab 5.	
Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*	<p>Select Yes or No</p> <p>In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported.</p> <p>In case No is selected changes are reflected in the shareholding pattern for this transaction being reported accordingly. A data entry filed “Paid up capital” would be populated. Enter the post</p>	

	<p>transaction paid up capital. This field would be utilized for calculating the post transaction foreign shareholding.</p> <p>For understanding refer to chapter on Shareholding pattern.</p>
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#### Step 4.2: Tab 2: Foreign investors details

The screenshot shows the RBI website interface for adding foreign investor details. The form is titled 'Details of the foreign investor / collaborator (Details of foreign residence to be given. Indian address if any should not be given)'. It includes a 'Number of investors' field with the value '1'. Below this is a section for 'General Details of Investor(s)' with the following fields:

- Name: [Text Field]
- Address: [Text Field]
- Time/City: [Text Field]
- State: [Text Field]
- Pincode / Zipcode: [Text Field]
- Country of Residence: [Dropdown Menu]
- Constitution / Nature of the Investing Entity: [Dropdown Menu]

The 'Country of Residence' dropdown is currently set to 'India'. The 'Constitution / Nature of the Investing Entity' dropdown is currently set to 'Other'. The form also includes a 'Save Details' button and an 'Add Investor' button.

Particulars of Issue Allotment to Each Investor

Particulars of Issue (Capital Instrument as issued to that foreign investor)

Type Of Capital Instrument\*  Number of Instruments\*

Conversion Ratio (Number of equity shares per OCP/CCP)\*  Number of Equity Shares on fully diluted basis\*  Face Value\*  Premium\*

Issue Price per Instrument\*  Amount Of Consideration\*

[+ Add Issue Particular](#)

Type Of Capital Instrument	Number of Instruments	Conversion Ratio (Number of equity shares per OCP/CCP)	Number of Equity Shares on fully diluted basis	Face Value	Premium	Issue Price per Instrument	Amount of Consideration	Subtotals
No records found								

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Reserve Bank of India

Particulars of Issue

Name of the AD Bank through whom remittance is received\*  Address of the AD Bank\*

Town/City\*  Pin Code\*  State\*

Mode of Payment\*

Whether the remittance is different from the foreign investor\* ☐ Yes ☐ No

Investment Details

Total amount of inflow (Rs.)  Total Amount for which Capital Instruments has been issued (Rs.)

Details of the foreign investor

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Field name	Description
Number of investors	Enter the number of foreign investors to whom the capital instruments have been allotted in the issue being reported. Only that number of foreign investors can be entered in the form. (At present maximum of

	999 investor details can be added in the form) For example, if the number of investors entered is 3, details of only 3 foreign investors can be added. In case the number of investors entered is incorrect, , please change the number first in this field and then proceed ahead. Else the system will throw error.															
General details	<table border="1"> <tr> <td>Name :</td><td>Name of the foreign investor (Ensure that the name is same as in the FIRC or KYC).</td></tr> <tr> <td>Address</td><td>Address of the foreign investor</td></tr> <tr> <td>Town/City</td><td>Town/City of the foreign investor</td></tr> <tr> <td>State</td><td>State of the foreign investor</td></tr> <tr> <td>PIN code/Zip Code</td><td>Pin Code /Zip Code of the foreign investor</td></tr> <tr> <td>Country of residence</td><td>Country of residence of the foreign investor. In case the investor belongs to Pakistan/Bangladesh, Government Approval shall be attached in the attachment "Government Approval" of the common details page.</td></tr> <tr> <td>Constitution/nature of the investing entity (Specify whether)</td><td>Select Constitution/nature of the foreign investor as applicable from the drop down menu.</td></tr> </table>		Name :	Name of the foreign investor (Ensure that the name is same as in the FIRC or KYC).	Address	Address of the foreign investor	Town/City	Town/City of the foreign investor	State	State of the foreign investor	PIN code/Zip Code	Pin Code /Zip Code of the foreign investor	Country of residence	Country of residence of the foreign investor. In case the investor belongs to Pakistan/Bangladesh, Government Approval shall be attached in the attachment "Government Approval" of the common details page.	Constitution/nature of the investing entity (Specify whether)	Select Constitution/nature of the foreign investor as applicable from the drop down menu.
Name :	Name of the foreign investor (Ensure that the name is same as in the FIRC or KYC).															
Address	Address of the foreign investor															
Town/City	Town/City of the foreign investor															
State	State of the foreign investor															
PIN code/Zip Code	Pin Code /Zip Code of the foreign investor															
Country of residence	Country of residence of the foreign investor. In case the investor belongs to Pakistan/Bangladesh, Government Approval shall be attached in the attachment "Government Approval" of the common details page.															
Constitution/nature of the investing entity (Specify whether)	Select Constitution/nature of the foreign investor as applicable from the drop down menu.															

Particulars of Issue/Allotment to Each Investor	Type of Capital instrument	Select the type of capital instrument issued to the foreign investor from the drop down menu
	Number of instruments	Enter the number of instruments issued. For participating interest/rights in oil fields enter the value as 1 (one).
	Conversion ratio	In case of Equity shares, partly paid up shares, shares issued against convertible notes and, participating interest/rights in oil fields this is auto-populated as 1:1. For CCDs /CCPs/ share warrants enter the pre-fixed upfront conversion ratio.( In case there is no upfront conversion ratio enter the ratio as per the maximum permissible conversion of CCDs/CCPs/share warrants into equity shares in compliance to the pricing guidelines)
	Number of Equity shares on fully diluted basis	Auto-calculated as per the conversion ratio and number of instruments
	Face value	Enter the face value of the equivalent equity shares. In case of CCDs/CCPs /share warrants do <b>NOT</b> enter the face value of CCDs/CCPs/share warrants as it will not give the correct shareholding pattern.  For participating interest/rights in oil fields enter the value as 0 (one).
	Premium	Enter the value of premium, if any, else enter 0 (Zero).



	Issue Price per instrument	Enter the Issue price per instrument. For participating interest/rights in oil fields enter the total value of the participating interest/rights in oil fields
	Amount of Consideration	Auto calculated as Issue Price per instrument multiplied with number of instruments.
<p>After entering all details click on “Add issue particular” and check whether the details are reflected in the adjoining table and verify the same. In case any of the details entered needs to be modified click on the edit icon under “Edit/Update” head of the table. This would populate the details in the respective fields. Modify and then click on “Save” button, this will save the details in the table again.</p> <p>If the details needs to be deleted entirely, click on the delete icon.</p> <p>Further, in case the investor has been allotted more than one capital instrument in the same allotment, add the details using the above procedure. Multiple details would be added as different rows in the adjoining table.</p> <p>In case the investor has been issued equity shares of different face value, for example, 100 equity shares of face value 10 and 50 equity shares of face value 20, then enter the details as two different rows and NOT a single record.</p> <p>This would ensure correct shareholding pattern</p>		

Mode of Payment	Name of the AD bank through whom remittance has been received	Enter the name of the AD Bank				
	Address of the AD bank	Enter the address of the AD bank				
	Town/City	Enter the Town/City of the AD bank				
	Pin code	Enter the PIN code of the AD bank				
	State	Enter the State or Union territory of the AD bank				
	Mode of payment	Select the mode of payment from the drop down menu. @				
	Whether the remitter is different from the foreign investor	<p>Please select "NO" if the remitter is same as the foreign investor to whom the capital instruments have been allotment.</p> <p>In case the two are different (third party payment ,if permissible ) , Please select "YES" enter the details viz., Name of the Remitter, Country of remitter, relationship between Remitter and foreign investor and attach the requisite documents.</p>				
<p>@ Details of the menu options of Mode of payment drop down. Menu options are as follows:</p> <table border="1"> <thead> <tr> <th>Menu options</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Inward remittance from abroad through banking channel</td> <td> <p><b>Fields to be entered:</b>            "Date of Remittance",            "Amount in Rs"            "FIRC number"</p> <p><b>Attachments:</b> FIRC and KYC of the foreign investor</p> </td> </tr> </tbody> </table>			Menu options	Description	Inward remittance from abroad through banking channel	<p><b>Fields to be entered:</b>            "Date of Remittance",            "Amount in Rs"            "FIRC number"</p> <p><b>Attachments:</b> FIRC and KYC of the foreign investor</p>
Menu options	Description					
Inward remittance from abroad through banking channel	<p><b>Fields to be entered:</b>            "Date of Remittance",            "Amount in Rs"            "FIRC number"</p> <p><b>Attachments:</b> FIRC and KYC of the foreign investor</p>					

	NRE/FCNR	<b>Fields to be entered:</b> "Date of debit", "Amount in Rs" <b>Attachments:</b> Debit statement
	Escrow A/c	<b>Fields to be entered:</b> "Date of debit", "Amount in Rs" "FIRC number " (if any) <b>Attachments:</b> Debit statement
	Swap	<b>Fields to be entered:</b> "Value of Capital instruments in Rs"- Enter the value of capital instruments that are being swapped for the allotment of the instant capital instruments in this allotment. <b>Attachments:</b> "Valuation certificate": Attach the valuation certificate for the value of capital instrument as entered in the above field
	Issue of shares against fund payables to its foreign investor	<b>Fields to be entered:</b> "Value of fund payables in Rs"- Enter the value of fund payables for the allotment of the instant Equity instruments in this allotment.  "Description "-Enter the description such as "conversion of ECB" or "import payables" etc. as applicable <b>Attachments:</b> "Relevant documents from RBI/GOI and related documents": Attach the related Government approvals

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

	<table border="1"> <tr> <td data-bbox="682 180 1055 703"></td><td data-bbox="1055 180 1435 703"> <p>from RBI/GOI and related documents": Attach the related Government approvals or RBI approvals, if any and any other related documents as applicable for the mode of payment as specified for the individual mode of payment.</p> </td></tr> </table> <p>For allotments which does not involve any remittances, such as bonus issue, merger/demerger etc., select the mode of payment as "others (please specify)". A new field will pop-up as "others". Enter "non cash transaction" in this field".</p> <p>In "Date of remittance" select the date of allotment and in "Amount of remittance" enter 0 (zero). Leave the FIRC number blank.</p>		<p>from RBI/GOI and related documents": Attach the related Government approvals or RBI approvals, if any and any other related documents as applicable for the mode of payment as specified for the individual mode of payment.</p>
	<p>from RBI/GOI and related documents": Attach the related Government approvals or RBI approvals, if any and any other related documents as applicable for the mode of payment as specified for the individual mode of payment.</p>		

Investment details	Total amount of Inflow (in Rs)	Auto-populated from mode of payment details (Amount in Rs)
	Amount for which capital instruments have been issued	Auto-populated from “Particulars of issue/ details of individual investor” details. (Amount of Consideration)
<p>Note : If the Total amount of inflow is in excess in comparison to Amount for which capital instruments have been issued, then specify the details as per the validation note as below :</p> <p>Please specify and give as other attachment (refer user manual), whether the excess amount:</p> <ol style="list-style-type: none"> <li>1. has already been utilized for previous allotment , if so reference no be provided</li> <li>2. will be utilized for subsequent allotment</li> <li>3. has been refunded, if so refunds details shall be provided</li> <li>4. Will be refunded, if so please be guided by proviso to para 2(3) of schedule 1 of FEMA 20 (R)).</li> </ol> <p>Attachments to be provided in the attachment “other attachments” in the tab 5 of the form.</p>		
ADD Investor	<p>Upon filling all above details, click on the “ADD investor” check whether the details are reflected in the adjoining table (at the bottom) and verify the same. In case any of the details entered needs to be modified click on the edit icon under “Edit/Update” head of the table. This would populate the details in the respective fields. Modify and then click on “Save” button, this will save the details in the table again.</p> <p>Repeat the process in case of multiple investors.</p>	

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

### Step 4.3 –Tab 3-Amount of Issue

The screenshot shows the RBI FC-GPR Form interface. The 'Amount of Issue' tab is active, displaying two input fields: 'Total Amount of Inflow' and 'Total amount for which capital instruments have been issued'. The 'Particulars of Issue' tab is also visible, showing a table for 'Consolidated Particulars of Issue' with columns for 'Type of Capital Instrument', 'Number of Instruments', 'Current rate/Price/Applyable in case of GDRs/CDR Shares/Warrants', 'Number of Equity Shares or Fully Allotted Bonds', 'Face Value', 'Premium', 'Issue Price per Instrument', and 'Amount of Consideration'. The table currently shows 'No records found'.

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

### Step 4.4-Tab 4-Particulars of Issue

The screenshot shows the RBI FC-GPR Form interface, specifically the 'Particulars of Issue' tab. It displays a table titled 'Consolidated Particulars of Issue' with the following columns: 'Type of Capital Instrument', 'Number of Instruments', 'Current rate/Price/Applyable in case of GDRs/CDR Shares/Warrants', 'Number of Equity Shares or Fully Allotted Bonds', 'Face Value', 'Premium', 'Issue Price per Instrument', and 'Amount of Consideration'. The table currently shows 'No records found'. Below the table, there is a section for 'Particulars of Issue' with a 'Face Value of the instrument(s)' field and a 'Submission Certificate' button. A declaration statement is also present at the bottom.

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

#### Step 4.5-Tab 5-Shareholding Pattern

The screenshot shows the RBI FC-GPR Form interface. The 'Shareholding Pattern' tab is selected. The form includes fields for Project Location (Pincode, State, District, City, Select Outlets) and a table for Shareholding Pattern. The table has columns for Particulars, No. Transaction, and Price Transaction. The data shows a total of 1100 shares at a price of 1.00.

Particulars	No. Transaction	Price Transaction
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution profit share	1100	
Foreign Portfolio Investment		
Indirect Foreign Investment- Value of equity shares (on fully diluted basis)	0	
Total	1100.00	
Percentage	1.00	



Field name	Description		
Shareholding pattern	Particulars	Pre-Transaction	Post-Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares		
	Foreign Portfolio Investment		
	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		
	<p>Pre transaction values are auto-populated from the Entity Master (tab 3 )</p> <p>Post transaction values are auto-calculated based upon the details provided in the form. <b>Post transaction=Pre transaction value of shares + Value of shares reported in the form.</b></p> <p>The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct. For any incorrect details the Business user would be liable for the same.</p>		

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

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

“Reset” feature: This will reset the complete form.

“Back” button: To go back to the Dashboard

**Format of the declaration:**

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

We hereby declare that:

1. We comply with the procedure for issue of equity instruments as laid down under Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time.

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

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

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

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

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

(ii) A certificate from SEBI registered Merchant Banker / Chartered Accountant / cost accountant or any other person as authorized under Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time, indicating the manner of arriving at the price of the shares issued to the persons resident outside India (*wherever applicable*)

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

(Signature of the Applicant)\* : \_\_\_\_\_

(Name in Block Letters) : \_\_\_\_\_

(Designation of the signatory) : \_\_\_\_\_

Place:

Date:

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

**Format for Company Secretary Certificate:**

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

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

- (i) all the requirements of the Companies Act, 2013 have been complied with;
- (ii) terms and conditions of the Government approval, if any, have been complied with;
- (iii) The company is eligible to issue equity instruments/receive equity instruments under Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time.
- (iv) The company has all certificates issued by authorized dealers in India evidencing receipt of amount of consideration in accordance with Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time.
- (v) The Investment Agreement/ Shareholder Agreement between the investor and the investee company is in compliance with the provisions of Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time.

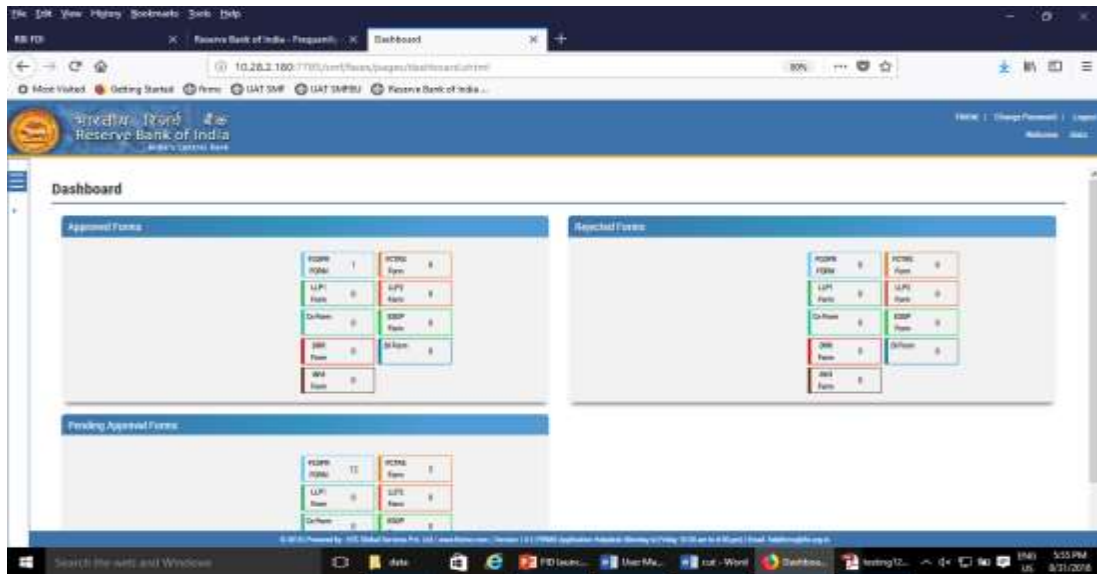
(Name & Signature and Seal of the Company Secretary/practicing Company  
secretary)

### **List of documents to be submitted along with Form FC-GPR**

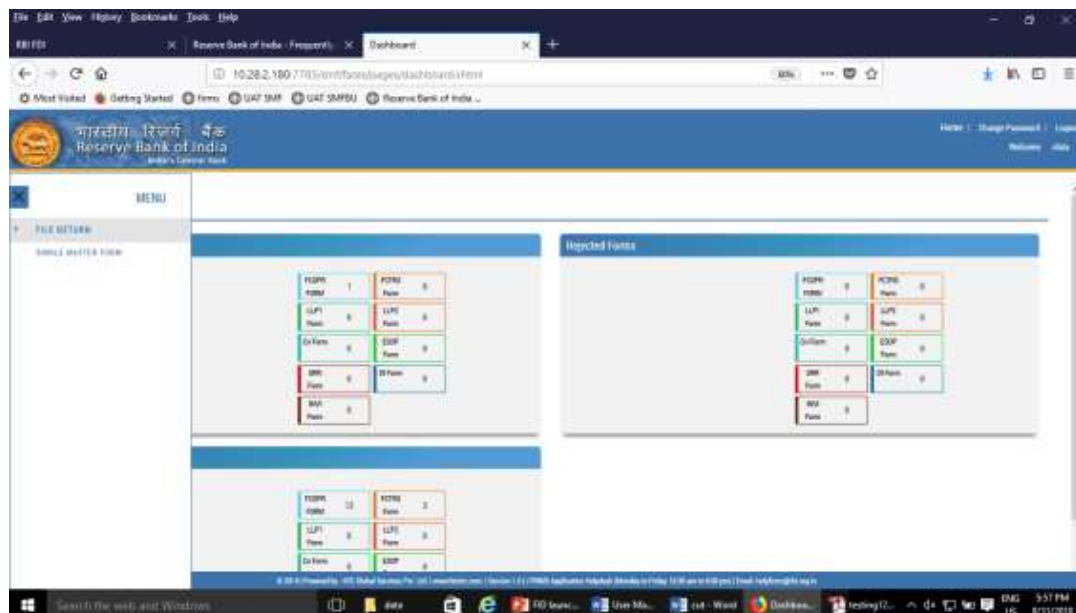
1. Declaration: As per the above format. To be attached as “other attachments”
2. CS certificate: As per the above format. To be attached as “other attachments”
3. Valuation certificate: As prescribed and applicable under NDI Rules, 2019. To be attached at “Valuation certificate”. For rights issue, valuation certificate is not required. A declaration (plain paper) may be attached that the rights issue to person’s resident outside India is not at a price less than the price offered to persons resident in India.
4. Board resolution: Only the relevant extracts. To be attached as “other attachments”
5. Memorandum of Association: if applicable. Relevant extracts to be attached as “other attachment”.
6. Merger/ Demerger/ Amalgamation: relevant extracts to be attached at the specified attachment “relevant approvals from the competent authority”.
7. For Rights/ Bonus issue: Acknowledgement letter of FC-GPR/FC-TRS, as applicable, of the original investment.
8. FIRC and KYC: at the specified attachments.

## FC-TRS

Step 1: Login into SMF and reach your workspace.



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



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

The screenshot shows the Reserve Bank of India's 'Search Returns' page. The page has a header with the RBI logo and navigation links. The main content area contains a search form with the following fields:

- Return Type:** A dropdown menu is open, showing a list of return types: Form FC-SFS, Form FC-SFB, Form LLP-I, Form LLP-B, Form CGP, Form CH, Form DB, Form DB, and Form DBI.
- From Date:** A text input field.
- To Date:** A text input field.
- Return Reference Number:** A text input field.

There is a '+ Add New Return' button on the right side of the form. The page also includes a footer with copyright information and a taskbar at the bottom.

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

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

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

The screenshot shows the Reserve Bank of India's 'Search Returns' page, specifically the 'Details of received FDI Entry Route and Applicable Sectional Expt.' and 'FC-TRS Form' sections.

**Details of received FDI Entry Route and Applicable Sectional Expt.:**

- Corporate Identification Number (CIN/LLP):** A text input field.
- File Number:** A text input field.
- Company Name:** A text input field.
- Application Date:** A text input field.
- Entry Route:** A dropdown menu with options: Automatic Route, Government Route (Attach Copy Of Government Approval).
- Applicable Sectional cap/ Statutory ceiling:** A dropdown menu with options: 30%, 20%, 40%, 61%, 74%, 100%, Others.
- Whether the foreign investment is received for a specific project/undertaking with its manufacturing plant?** A dropdown menu with options: Yes, No.

**FC-TRS Form:**

- Common Details:** A tab selected.
- Particulars of Transfer:** A text input field.
- Share Holding Pattern:** A text input field.
- Transfer by way of:** A dropdown menu with options: Sale, Gift.
- Whether the FC-TRS reporting is:** A dropdown menu with options: New, Subsequent.
- Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the per transaction shareholding pattern:** A dropdown menu with options: No, Yes.

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

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

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

Step 4.1-Tab 1-Common details

The screenshot shows the FC-TRS Form (Form 1) with the 'Common details' tab selected. The form includes the following fields:

- Transfer by way of:** A dropdown menu with options 'Sale' and 'Gift'.
- Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:.\*** A dropdown menu with options 'Yes' and 'No'.
- PAN:** A text field for the Permanent Account Number.
- Aadhaar:** A text field for the Aadhaar number.
- MCA21:** A text field for the MCA21 number.
- Other identification numbers:** Fields for 'Other PAN', 'Other Aadhaar', and 'Other MCA21'.

Field name	Description
Transfer by way of	Select sale or Gift as the case may be
Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:.*	Select Yes or No In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported.



	<p>In case No is selected changes are reflected in the shareholding pattern for this transaction being reported accordingly.</p> <p>For explanation refer to the chapter under head “Shareholding Pattern”</p>
Transfer from	<p>Select from the following options as applicable:</p> <ul style="list-style-type: none"> <li>• Resident to Non-resident (including NRI/OCI on repatriable basis)</li> <li>• Non-resident (including NRI/OCI on repatriable basis) to Resident.(Also use this option for sale on stock exchange or offer for sale in an IPO)</li> <li>• NRI /OCI/eligible investor on non-repatriable basis to Non-resident(including NRI/OCI on repatriable basis)</li> <li>• Non-resident (including NRI/OCI on repatriable basis) to NRI/OCI/eligible investor on non-repatriable basis</li> </ul>
Transfer Type	<p>Select from the following options as applicable:</p> <ul style="list-style-type: none"> <li>• Transfer as per Regulation 10(3) of FEMA 20(R)-Sale of capital instruments from a person resident outside India to a person resident in India</li> <li>• Transfer as per Regulation 10(4) of FEMA 20(R)-Sale of capital instruments from a person resident in India, including NRI/OCI or eligible investor under Schedule 4 to FEMA 20(R) to a person resident outside India</li> <li>• Transfer as per Regulation 10(5) of FEMA 20(R)-Gift of capital instruments from a person resident in India, including NRI/OCI or eligible investor under</li> </ul>

	<p>Schedule 4 to FEMA 20(R) to a person resident outside India</p> <ul style="list-style-type: none"> <li>• Transfer as per Regulation 10(12) of FEMA 20(R)-Invocation of pledge</li> <li>• Transfer of capital instruments as per Regulation 3 to FEMA 20(R)</li> <li>• Others (please specify)</li> </ul>
Date of Transfer	<p>Select the date of transfer from the calendar.</p> <p>(In case the date of transfer is after the date of filing of FC-TRS form i.e. future date, select the date as application date and provide the date of transfer as per the Transfer agreement as an attachment under “Other attachments”).</p>
Nature of Transfer	<p>Select from the following options as applicable:</p> <ul style="list-style-type: none"> <li>• Offer for sale in an IPO/ FPO</li> <li>• Private arrangement</li> <li>• Swap of capital instruments</li> <li>• Sale on stock exchange other than those under Schedule 2 and Schedule 3 of FEMA 20(R)</li> <li>• Purchase on stock exchange other than those under schedule 2 and Schedule 3 of FEMA20(R)</li> <li>• Participating interests / rights in oil fields</li> <li>• Merger / Demerger / Amalgamation</li> <li>• Buy back</li> <li>• Invocation of pledge</li> <li>• Others (please specify)</li> </ul> <p><b>NOT applicable for Transfer by Gift</b></p>
Buyer and Seller details for sale or Donee and Donor details for gift	<p>Fill up the buyer and seller details for transfer by sale or Donee and Donor details for Transfer by Gift.</p>

## Step 4.2-Tab 2-Particulars of Transfer

The screenshot displays the 'Particulars of Transfer' tab on the RBI portal. The form contains the following fields:

- Type of Capital Instrument:** A dropdown menu.
- Number of Instruments:** A text input field.
- Conversion Ratio:** A text input field.
- Number of equity shares on fully diluted basis:** A text input field.
- Face Value:** A text input field.
- Transfer Price Per Instrument:** A text input field.
- Total Amount Consideration:** A text input field.

Below the form fields is a table with the following columns: Type, Number of Instruments, Face Value, Number of equity shares on fully diluted basis, Transfer Price Per Instrument, Total Amount Consideration, and Debit. The table currently displays 'No records found'.

At the bottom of the form, there is a field for 'Fair value of the capital instrument at the time of transfer (₹)' and a section for 'Transfer Agreement / Valuation Certificate'.

Field Name	Description
Type of capital instrument	Select the type of capital instrument as transferred from the drop down menu. In case of gift, if the shares are transferred select as “Shares transferred as Gift”, if not, then the capital instrument as transferred
Number of Instruments	Enter the number of instruments as transferred.
Conversion ratio	In case of Equity shares, partly paid up shares, shares transferred as Gift, participating interest/rights in oil fields enter as 1:1. For CCDs /CCPs/ share warrants enter the pre-fixed upfront conversion ratio. (In case there is no upfront conversion ratio enter the ratio as per the maximum permissible conversion

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

	<p>letter along with the valuation certificates at the attachment “Valuation certificate”</p> <p><b>In case of Gift, the field may be kept blank.</b></p>
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#### Step 4.3: Tab 3-Remittance Details – Not applicable for Transfer by Gift

The screenshot shows the 'Search File Return' portal of the Reserve Bank of India. The form is titled 'Mode of payment: Particulars of Remittance'. It contains the following fields and options:

- Mode of Payment:** A dropdown menu.
- Name of the AD Bank:** A dropdown menu with a search icon.
- Address of the AD Bank:** A text field.
- Amount remitted/received in Rs:** A text field.
- Whether and Tranche number:** A dropdown menu.
- I hereby declare that I have verified the information provided in this form and certify that the information provided is true, accurate and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. (I hereby attach requisite declaration and other relevant attachments) for this reporting.** A checkbox.
- Other attachments:** A button labeled 'Upload'.

At the bottom of the form, there is a summary table:

Tranche Number	Total Amount Remitted	Amount Received	Balance
No records found			

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

<b>Payment on full consideration</b>	
Date of remittance	<p>Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.</p> <p>The date of remittance shall be mandatorily provided where the remittance has made before the filing of form FC-TRS.</p>
Tranche number	Enter tranche number as 1
Is last tranche	Select Yes
<p><b>Payment on deferred basis</b> In case it is first tranche payment</p>	
Tranche number	Enter Tranche number as 1 (one)
Amount in the tranche	Enter the Amount as received in the tranche
Date of remittance	<p>Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.</p> <p>The date of remittance shall be mandatorily provided where the remittance has made before the filing of form FC-TRS.</p>
Is last tranche	Select YES or NO as applicable
In case it is 2,3,4.....etc. tranche	

	Tranche number	Enter Tranche number as 2,3...etc. as applicable
	Amount in previous tranche(s)	Enter the total amount as received in all earlier tranche(s).
	FC-TRS details	Enter the FC-TRS reference number along with the tranche amount reported in the FC-TRS
	Amount in the tranche	Enter the Amount as received in this tranche
	Date of remittance	Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.
	Is last tranche	Select YES or NO as applicable
Indemnity Arrangement		
In case it is first FC-TRS reporting		
	Tranche number	Enter Tranche number as 1
	Amount indemnified /Amount being paid as indemnity	Enter the Amount indemnified in Rs
	Date of remittance	Enter the Date of Remittance. In case the remittance date is future date, it may be left blank. This date is the date on which the Amount is received for the transfer
	Is last tranche	Select NO
In case it is first FC-TRS reporting for reporting indemnity payment		

	Tranche number	Enter Tranche number as 2
	Amount in previous tranche(s)	Enter the total amount as received in all previous tranches
	FC-TRS details	Enter the FC-TRS reference number along with the tranche amount reported in the FC-TRS
	Amount Indemnified /Amount paid as Indemnified in Rs	Enter the Amount being paid as indemnity
	Date of Remittance	Enter the date of remittance.
	Is last tranche	Select YES or No as applicable
Whether the remitter is different from a foreign investor	<p>Please select "NO" if the remitter is same as the foreign investor.</p> <p>In case the two are different (third party payment ,if permissible ) , Please select "YES" enter the details viz., Name of the Remitter, Country of remitter, relationship between Remitter and foreign investor and attach the requisite documents</p>	
Declaration	<p>Declaration text- I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.*</p> <p>Check upon completing all details in the form.</p>	



## Step 5.5-Tab 5-Shareholding Pattern

Reserve Bank of India

Application for Sectoral/Case Specific Approval

Whether the foreign investment is required for a specific project/manufacturing unit or manufacturing plant? ☐ Yes ☒ No

FCTRS Form

Common details Particulars of Transaction Shareholding Pattern

Particulars	Pre-Transaction	Post-Transaction
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares	10000	
Foreign Portfolio Investment	0	
Indirect foreign investment - Value of equity shares (on fully diluted basis)	0	
Total	10000.00	
Percentage	14.68	

Field name	Description		
Shareholding pattern	Particulars	Pre-Transaction	Post-Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares		
	Foreign Portfolio Investment		

	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		

Pre transaction values are auto-populated from the Entity Master (tab 3 )

Post transaction values are auto-calculated based upon the details provided in the form. **Post transaction=Pre transaction value of shares + Value of shares reported in the form.**

The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.

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

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

“Reset” feature: This will reset the complete form.

“Back” button: To go back to the Dashboard.

## **Format for Declaration by the Non-resident transferor / transferee**

### **I/We hereby declare that**

- i. The particulars given above are true and correct to the best of my/our knowledge and belief.
- ii. I/ We, was/were holding the equity instruments of the company as per Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time, on repatriation/non-repatriation basis.
- iii. I/ We, am/are eligible to acquire the equity instruments in a company in terms of rules, *ibid.*
- iv. The investment is within the sectoral cap / statutory ceiling permissible under the rules, *ibid.*, and in compliance with the attendant conditions.

**Signature of the Declarant or his duly authorized agent**

**Date:**

**List of documents to be attached along with form FC-TRS:**

For Transfer by way of Gift:

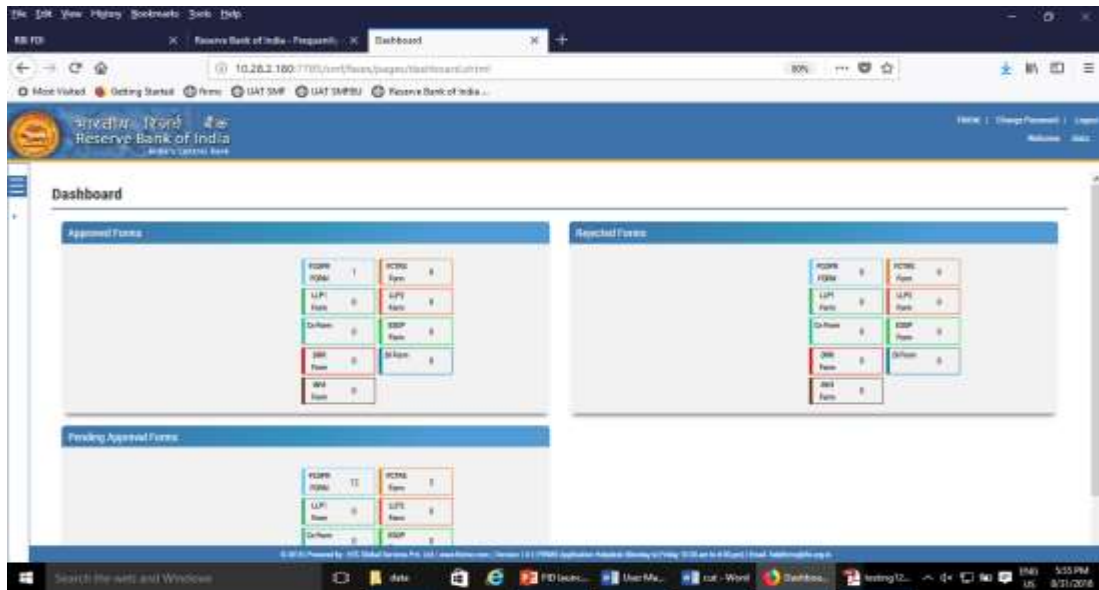
1. Relevant regulatory approvals, wherever applicable, to be attached as "other attachment".
2. Consent letter: Consent letter between donor and donee for the transfer to be attached as other attachment.
3. Non-resident declaration :As per the above format, to be attached as "other attachments"

For transfer by way of sale:

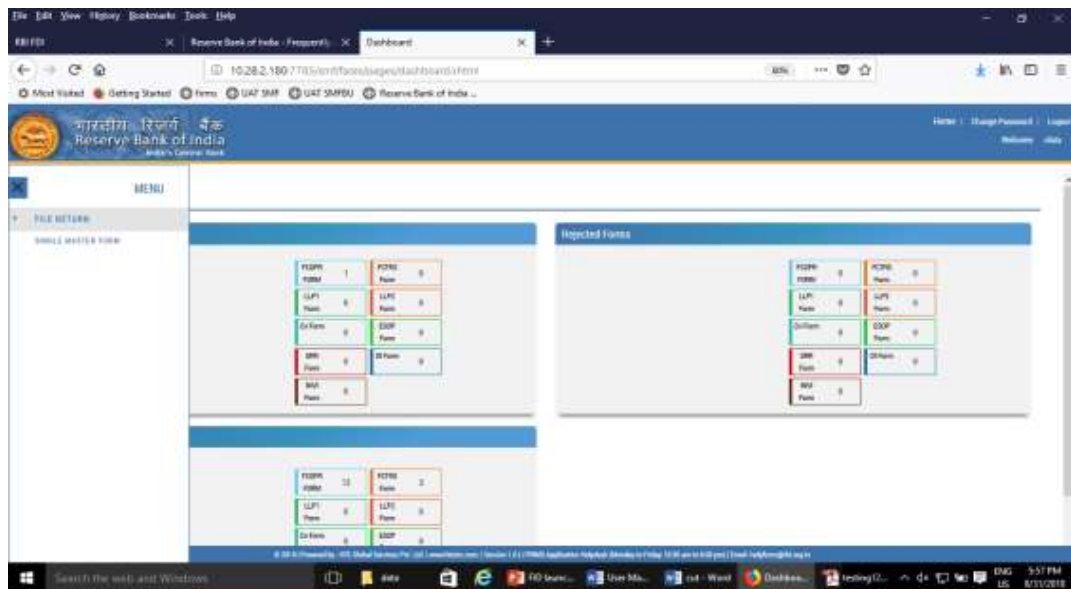
1. Transfer agreement: relevant extracts of the transfer agreement along with the consent letter between buyer and seller. For sale/ purchase on stock exchange, the contract note may be attached, at "Transfer agreement/ Valuation certificate"
2. Valuation Certificate: valuation certificate as per NDI Rules, 2019 to be attached at "Transfer agreement/ Valuation certificate".
3. Non-resident declaration :As per the above format, to be attached as "other attachments"
4. In case of sale by a non-resident, acknowledgement of FC-GPR/ FC-TRS as applicable for the capital instruments being sold, to be attached as "other attachment".
5. FIRC /Outward remittance certificate and KYC to be attached at the specified attachment

## LLP-I

Step 1: Login into SMF and reach your workspace.



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



[illegible]

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

The screenshot displays the RBI's 'Search Returns' interface. At the top, the RBI logo and name are visible. The main heading is 'Search Returns'. Below this, there are search filters and a search bar. The search results show details for a specific return, including the Deposit Identification Number (DIN/LLP), PAN Number, Company Name, and Application Date. The details section includes fields for Entry Mode (Automatic or Government), Applicable Sectoral cap/Statutory ceiling, and Whether the foreign investment is required for a specific project/manufacturing unit or manufacturing plant. The page also has a 'LLP-I Form' section with a 'General details' tab.

Field Name	Description				
CIN	Pre-filled, non-editable as per the BU registration details				
Company name	Pre-filled, non-editable as per the BU registration details				
PAN number	Pre-filled, non-editable as per the BU registration details				
Application date	Pre-filled, non-editable , system date				
Entry Route*	<p>Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.</p> <p>Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route. If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.</p>				
Applicable Sectoral cap/ Statutory ceiling*	<p>Applicable sectoral cap as per FEMA 20(R).</p> <p>Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.</p>				
Whether the foreign investment received is for a specific project/ manufacturing unit/ plant?	<p>Select Yes or No as applicable. If yes is selected , fill up the details as below:</p> <table border="1"> <tr> <td>PIN Code</td><td>Enter the PIN code and click on arrow</td></tr> <tr> <td>State</td><td>Pre-filled as per PIN code</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow	State	Pre-filled as per PIN code
PIN Code	Enter the PIN code and click on arrow				
State	Pre-filled as per PIN code				

	City/District	Enter the city/district
	Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.

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

The screenshot shows the 'LLP-I Form' on the Reserve Bank of India website. The 'General Details' tab is active. The form includes the following fields:

- Name:** A text input field.
- Address:** A text input field.
- Country:** A dropdown menu with 'India' selected.
- Authorized Signatory:** A dropdown menu with 'Partner/Member/Authorized Signatory' selected.
- Branch of the AD Bank through which the remittance is received:** A text input field.
- Branch:** A text input field.
- PRR Code:** A dropdown menu.
- State:** A text input field.
- Mode of payment:** A text input field.

The screenshot shows the 'Remittance Details' section of the 'LLP-I Form'. It includes the following fields and options:

- Mode of payment:** Radio buttons for 'Remittance through banking channel' (selected) and 'Other (Please specify)'. There is also a 'Send to MNC/ITSE' option.
- Whether the change in the remittance pattern due to this transaction being reported has already been accounted in the pre transaction remittance pattern:** Radio buttons for 'NO' (selected) and 'YES'.
- Remittance ID:** A text input field.
- Amount remitted to Resident:** A text input field.
- Value of capital contribution:** A text input field.
- Send the Capital:** A text input field.
- Total Value of capital contribution for all investors:** A text input field.
- Fee Value:** A text input field.
- Remarks:** A text input field.
- PRR Code remittance ID:** A dropdown menu.
- Signature/Seal:** A text input field.
- File Attachments:** Two upload buttons labeled 'Upload'.
- File 1 (PRR, remittance, ID):** A text input field.
- File 2 (PRR, remittance, ID):** A text input field.
- Declaration:** A checkbox for 'I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any false reporting in the above information, I may be held liable for the same. These declarations and statements are made in compliance to the Foreign Exchange Management Act, 1998. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.'.
- Other Attachments:** A text input field.



Step 4.1: Tab 1: Common details

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

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

#### Step 4.2-Tab 2-Shareholding Pattern

The screenshot shows the RBI LLP-I Form, Tab 2-Shareholding Pattern. The form is displayed in a web browser window. The 'Shareholding Pattern' tab is active, showing a table with columns for 'Particulars', 'Pre-Transaction', and 'Post-Transaction'. The table contains the following data:

Particulars	Pre-Transaction	Post-Transaction
Value of equity shares (or fully diluted bonds) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contributing/profit shares	10000	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (or fully diluted bonds)	0	
Total	10000.00	
Percentage	10.00	

The form also includes sections for 'Entry Route' (Automatic Route or Government Route) and 'Applicable Sectional cap/ Statutory ceiling' (20%, 30%, 49%, 51%, 74%, 100%, or Others).

Field name	Description		
Shareholding pattern	Particulars	Pre-Transaction	Post-Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares		
	Foreign Portfolio Investment		
	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		
	<p>Pre transaction values are auto-populated from the Entity Master (tab 3 )</p> <p>Post transaction values are auto-calculated based upon the details provided in the form. <b>Post transaction=Pre transaction value of shares + Value of shares reported in the form.</b></p> <p>The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.</p>		

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

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

“Reset” feature: This will reset the complete form.

“Back” button: To go back to the Dashboard

## Format for Declaration

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

We hereby declare that:

1. We comply with the procedure for receipt of capital contribution as laid down under Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time.

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

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

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

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

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

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

(Signature of the Applicant)\* : \_\_\_\_\_

(Name in Block Letters) : \_\_\_\_\_

(Designation of the signatory) : \_\_\_\_\_

Place:

Date:

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

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

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

- (i) all the requirements Limited Liability Act, 2008 have been complied with;
- (ii) terms and conditions of the Government approval, if any, have been complied with;
- (iii) The LLP is eligible to receive capital contribution under Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time.
- (iv) The company/LLP has all certificates issued by authorized dealers in India evidencing receipt of amount of consideration in accordance with Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time. The Investment Agreement/ Shareholder Agreement between the investor and the investee LLP is in compliance with the provisions of Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time

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

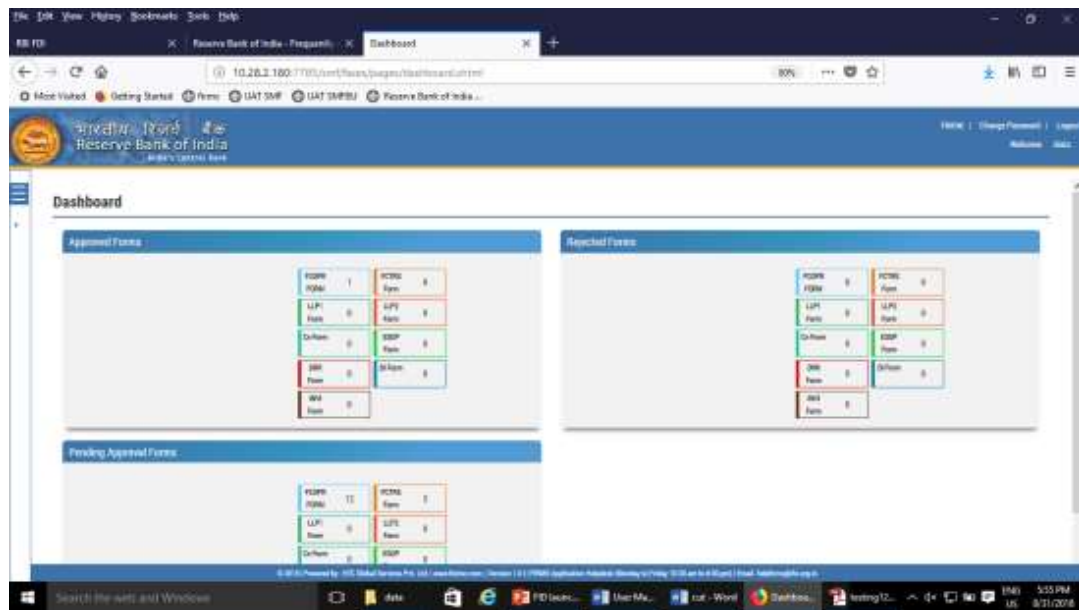
(Seal)

**Documents to be attached with form LLP-I**

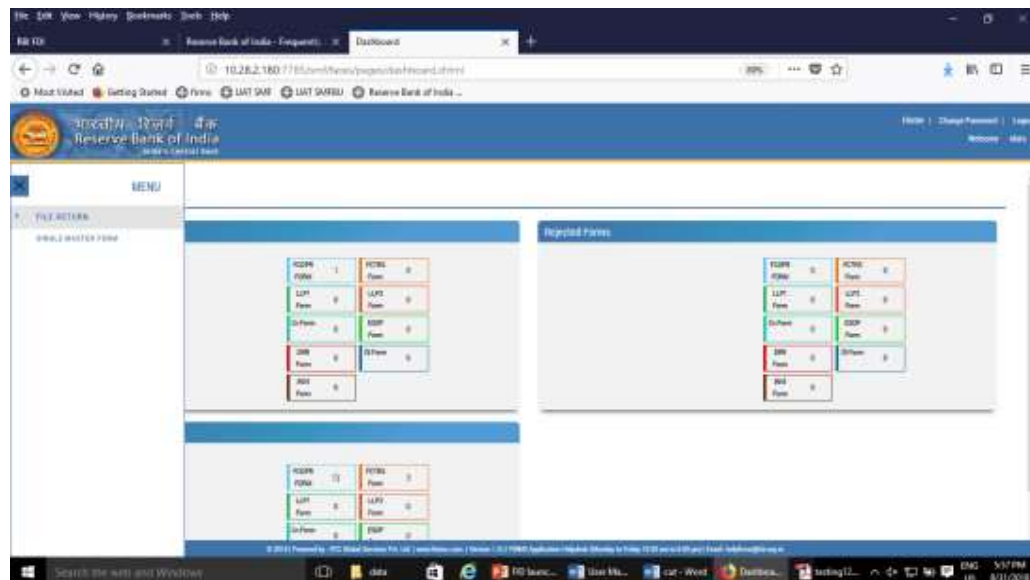
1. FIRC /Debit statement and KYC, as applicable to be attached at the specified attachment.
2. Valuation certificate to be attached at the specified attachment.
3. Declaration and the certificate from the designated partner/ authorized representative in the above formats to be attached as “other attachment”

## LLP-II

Step 1: Login into SMF and reach your workspace.



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



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

The screenshot shows the Reserve Bank of India's 'Search Returns' portal. The page has a blue header with the RBI logo and navigation links. The main content area contains a search form with the following fields:

- Return Type:** A dropdown menu with a list of options including Form: FD-MF, Form: FD-MF, Form: LLP-I, Form: LLP-II, Form: EISOP, Form: EIS, Form: EIS, Form: EIS, Form: EIS, Form: EIS.
- From Date:** A text input field.
- To Date:** A text input field.
- Return Reference Number:** A text input field.

There is an 'Add New Return' button on the right side of the form. The page footer shows the date and time as 10:28:21 AM on 8/11/2018.

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

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

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

The screenshot shows the 'Common Investment details' section of the 'Search Returns' portal. The form includes the following fields and sections:

- Corporate Identification Number (CIN):** A text input field.
- PAN Number:** A text input field.
- Company Name:** A text input field.
- Application Date:** A text input field.
- Details of received FDI Entry Receipt and Applicable Technical Copy:**
  - Copy Recd:** Radio buttons for Automatic Recd and Government Recd (Attach Copy of Government Approval).
  - Applicable Technical Copy/Statutory filing:** Radio buttons for 30%, 25%, 49%, 51%, 74%, 100%, and Others.
  - Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant?** Radio buttons for Yes and No.
- LLP-II Form:** A section with tabs for Transfer Details, Shareholder Details, Particulars of Transfer, and Shareholding Nature.

The page footer shows the date and time as 10:28:21 AM on 8/11/2018.



Field Name	Description		
CIN	Pre-filled, non-editable as per the BU registration details		
Company name	Pre-filled, non-editable as per the BU registration details		
PAN number	Pre-filled, non-editable as per the BU registration details		
Application date	Pre-filled, non-editable , system date		
Entry Route*	<p>Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.</p> <p>Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route. If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.</p>		
Applicable Sectoral cap/ Statutory ceiling*	<p>Applicable sectoral cap as per FEMA 20(R).</p> <p>Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.</p>		
Whether the foreign investment received is for a specific project/ manufacturing unit/ plant?	<p>Select Yes or No as applicable. If yes is selected , fill up the details as below:</p> <table border="1"> <tr> <td>PIN Code</td><td>Enter the PIN code and click on arrow</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow
PIN Code	Enter the PIN code and click on arrow		

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

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

Step 4.1: Tab 1- Transfer details

The screenshot shows the RBI website interface for the LLP-II form. The 'Transfer Details' tab is active. The form contains the following fields and options:

- Date of Transfer:** A text input field with a calendar icon.
- Transfer Type:** Two radio button options:
  - ☒ Transfer of capital contribution/profit shares from a person resident outside India to a person resident in India (including NRI/OCI or eligible investor under Schedule 4 of FEMA 2009)
  - ☐ Transfer of capital contribution/profit shares instruments from a person resident in India (including NRI/OCI or eligible investor under Schedule 4 of FEMA 2009) to a person resident outside India
- Amount of outflow (Rs):** A text input field.
- Relevant acknowledgement letter:** A text input field with a 'Choose' button.

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

	<p>OCI or eligible investor under Schedule 4 of FEMA 20(R)].</p> <p>Upon selection of this option enter the amount of outflow in Rs and attach the relevant acknowledgement letters, if any.</p> <p>Transfer of capital contribution/profit shares instruments from a person resident in India [including NRI/ OCI or eligible investor under Schedule 4 of FEMA 20(R)] to a person resident outside India</p> <p>Upon selection of this option enter the amount of inflow in Rs and attach the relevant acknowledgement letters, if any.</p> <p>(In case, there is no necessary attachments, attach a declaration specifying the same )</p>
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## Step 4.2: Tab 2- Buyer Seller details

The screenshot shows the RBI website interface. The 'Buyer Seller Details' tab is selected. The form contains the following fields:

- Buyer Details:**
  - Name of the Buyer\*
  - Address\*
  - Country of residence (dropdown menu)
  - Constitution / Nature\* (dropdown menu)
- Seller Details:**
  - Name of the Seller\*
  - Address\*
  - Country of residence (dropdown menu)
  - Constitution / Nature\* (dropdown menu)

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

### Step 4.3: Tab 3- Particulars of Transfer

Field name	Description
Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*	Select Yes or No accordingly. For explanation refer to the head under “Shareholding pattern”
Value of capital contribution in Rs	Enter the value of capital contribution being transferred
Fair price in Rs	Enter the fair value of the capital contribution and attach the valuation certificate
Remittance Details	Select the name of the AD bank facilitating remittance for this transfer and enter the address of the same
Remittance details –Mode of Payment	Select the applicable mode of payment from the following options (check box)  Remittance through banking channel Remittance date Amount remitted in rs Attachments : FIRC and KYC NRE/FCNR NRE remittance date NRE Amount remitted in rs

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

#### Step 4.4: Tab 4- Shareholding pattern

The screenshot shows the RBI LLP-II Form, Tab 4- Shareholding Pattern. The form includes the following fields:

- Entry Route: ☐ Automatic Route ☐ Government Route (Back Copy Of Government Approval)
- Applicable Sector cap (Statutory ceiling): ☐ 24% ☐ 33% ☐ 49% ☐ 51% ☐ 74% ☐ 100% ☐ Others
- Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant? ☐ Yes ☐ No

The Shareholding Pattern table is as follows:

Particulars	Pre-Transaction	Post-Transaction
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares	14000	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	0	
Total	14000.00	
Percentage	14.00	

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

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



**Format for Declaration by the Non-resident transferor / transferee**

**I/We hereby declare that**

- i. The particulars given above are true and correct to the best of my/our knowledge and belief.
- ii. I/ We, was/were holding the capital contribution /profit shares in an LLP as per Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time.
- iii. The investment is within the sectoral cap / statutory ceiling permissible under the rules, *ibid.*, and in compliance with the attendant conditions.

**Signature of the Declarant or his duly authorized agent**

**Date:**

### **Documents to be attached with form LLP-II**

1. FIRC /Debit statement/ outward remittance certificate and KYC, as applicable to be attached at the specified attachment.
2. Relevant acknowledgement letters for the capital contribution being transferred to be attached as specified.
3. Valuation certificate to be attached at the specified attachment.
4. Buyer and seller consent letter and transfer agreement (relevant extracts) to be attached as “other attachments”
5. Declaration from the Non-resident transferor/ transferee in the specified format to be attached as “other attachment”

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

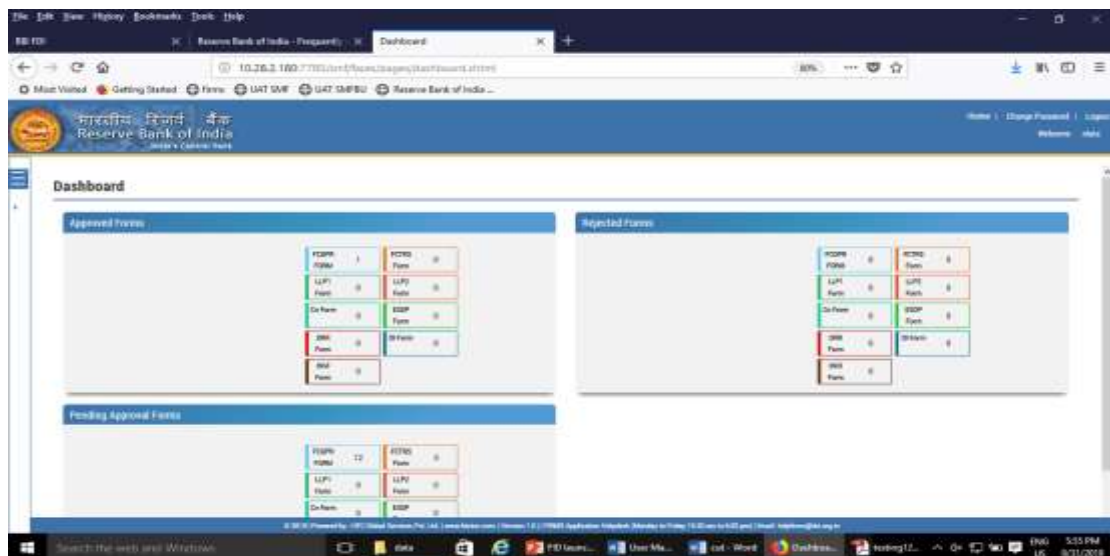
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

“Reset” feature: This will reset the complete form.

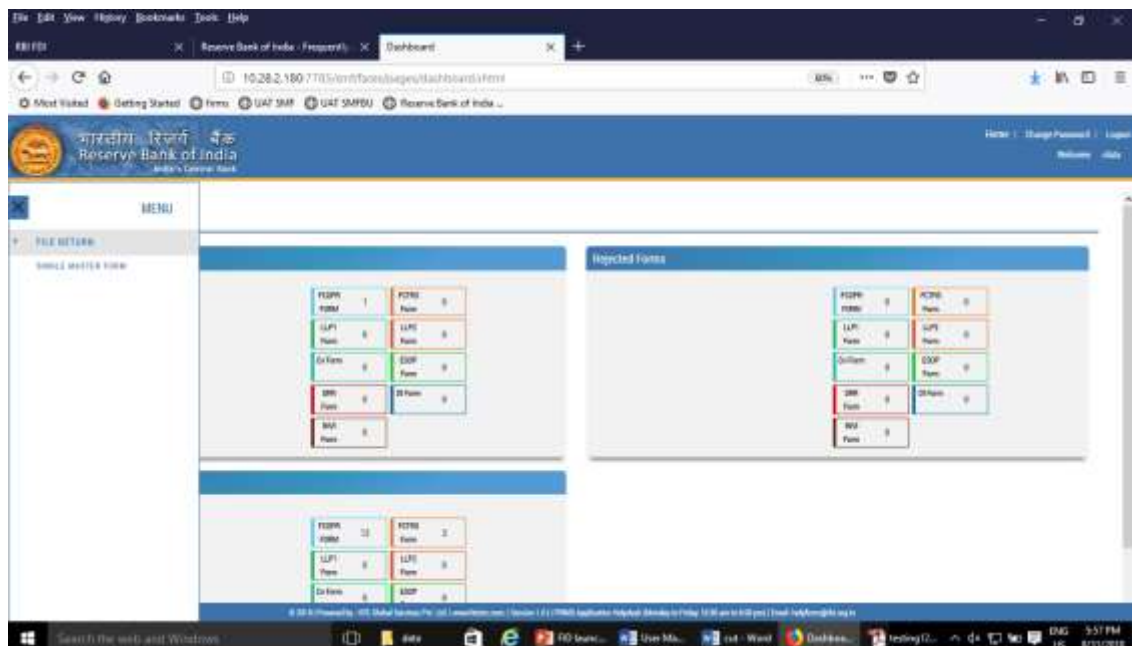
“Back” button: To go back to the Dashboard.

## FORM CN

Step 1: Login into SMF and reach your workspace.



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



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

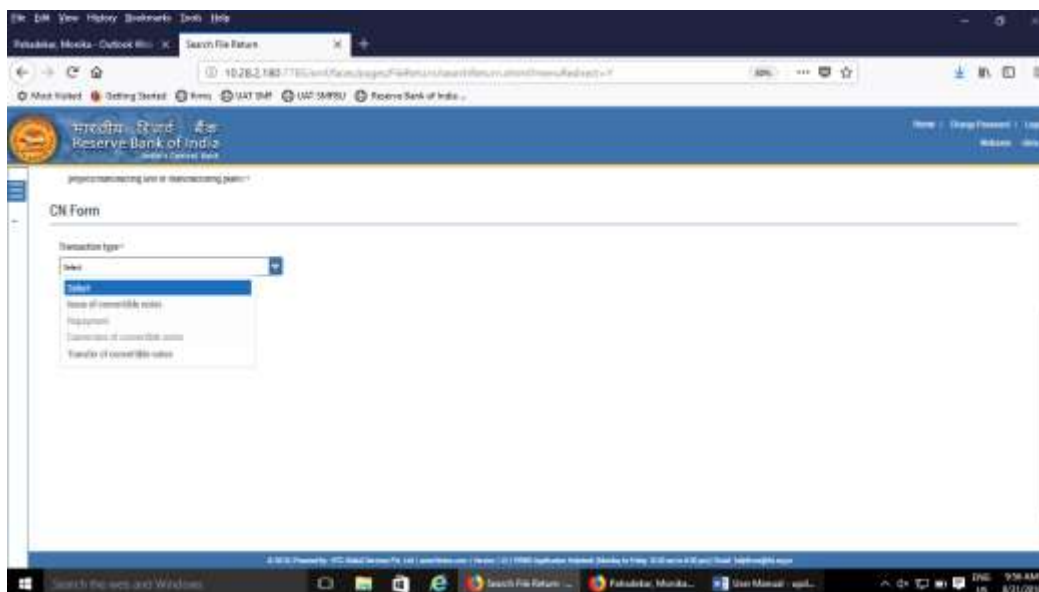
The complete form is arranged into two parts, Common Investment details and “Form CN”

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

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

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

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



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

## Step 5.1: For issue of Convertible Notes

The screenshot shows the RBI website interface for issuing convertible notes. The form is titled 'Issue of Convertible Notes' and includes the following fields:

- Transaction type:** A dropdown menu with 'Issue of convertible notes' selected.
- Date of issue of convertible notes:** A date selection field.
- Total amount of inflow:** A text input field.
- Number of foreign investors:** A text input field.
- Details of the foreign investor:** A section containing:
  - Name of the foreign investor:** A text input field.
  - Address:** A text input field.
  - Country:** A dropdown menu with 'India' selected.
  - Constitution/Nature:** A dropdown menu with 'Debt' selected.

A blue button labeled 'Add Investor' is located to the right of the 'Details of the foreign investor' section.

Field Name	Description								
Date of issue of convertible notes	Select the date of issue of convertible notes								
Total amount of Inflow	Enter the total amount of inflow being reported in this form CN								
Number of foreign investors	Enter the number of foreign investors to whom convertible notes are being issued								
Details of foreign investor	Enter the details of the foreign investor as below: <table border="1"> <tr> <td>Name of the foreign investor</td><td>Enter the name of the foreign investor</td></tr> <tr> <td>Address</td><td>Enter the address of the foreign investor</td></tr> <tr> <td>Country</td><td>Select the country of the foreign investor from the drop down menu</td></tr> <tr> <td>Constitution/ Nature</td><td>Select the constitution /nature of the foreign</td></tr> </table>	Name of the foreign investor	Enter the name of the foreign investor	Address	Enter the address of the foreign investor	Country	Select the country of the foreign investor from the drop down menu	Constitution/ Nature	Select the constitution /nature of the foreign
Name of the foreign investor	Enter the name of the foreign investor								
Address	Enter the address of the foreign investor								
Country	Select the country of the foreign investor from the drop down menu								
Constitution/ Nature	Select the constitution /nature of the foreign								

		investor from the drop down menu
	Remittance Details- Name of the AD bank and address	Select the name of the AD bank from the available option, other details are auto-populated based upon selection. If the details are not correct, the same may be modified accordingly. The field is editable.
	Mode of payment	<p>Select the mode of payment from the following (check boxes)</p> <ul style="list-style-type: none"> <li>• Remittance through banking channel</li> <li>• NRE/FCNR/Escrow</li> <li>• Others (please specify)</li> </ul> <p>Enter the Date of remittance, amount remitted in foreign currency and amount remitted in Rs</p> <p>Attachments: FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check boxes, and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of</p>



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

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

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

“Reset” feature: This will reset the complete form.

“Back” button: To go back to the Dashboard.

## Step 5.2. For transfer of convertible notes

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

Details of the AD bank	Select the name of the AD bank facilitating the transfer and check for the address. If the same is incorrect, modify the same accordingly.
Mode of payment	<p>Select the mode of payment from the following (check boxes)</p> <ul style="list-style-type: none"> <li>• Remittance through banking channel</li> <li>• NRE/FCNR/Escrow</li> <li>• Others (please specify)</li> </ul> <p>Enter the Date of remittance and amount remitted in Rs</p> <p>Attachments: FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check boxes, and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of remittance through all modes.</p>
Fair value	Enter the fair value of the convertible note being transferred and attach the valuation certificate
Declaration text and other attachments	<p>Declaration text I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.</p> <p>Check the declaration text and attach other attachments, if any.</p>

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

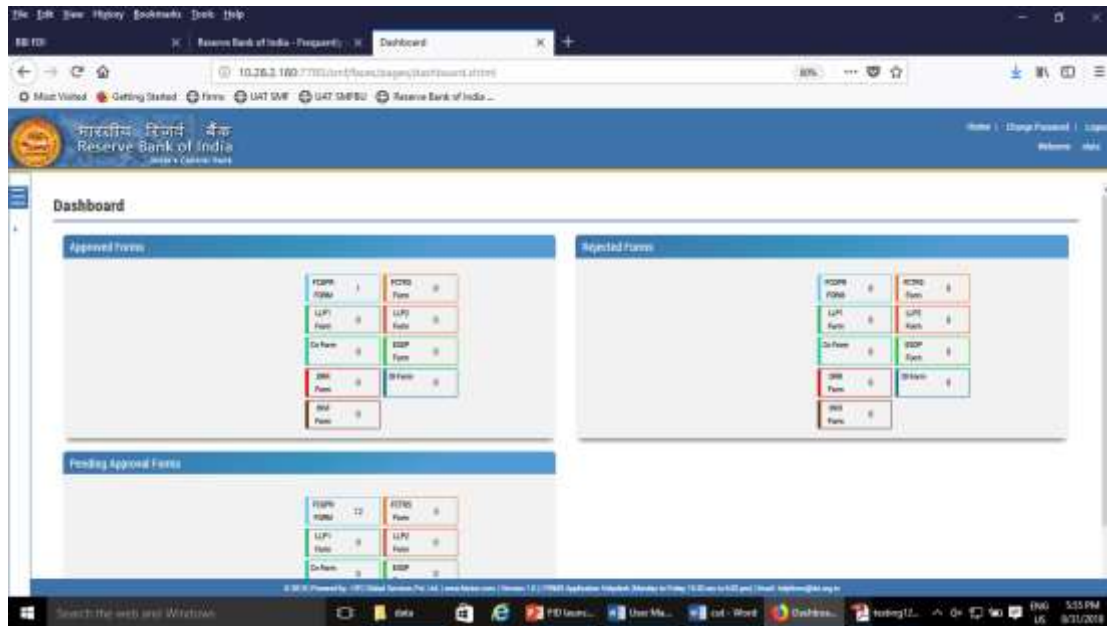
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

“Reset” feature: This will reset the complete form.

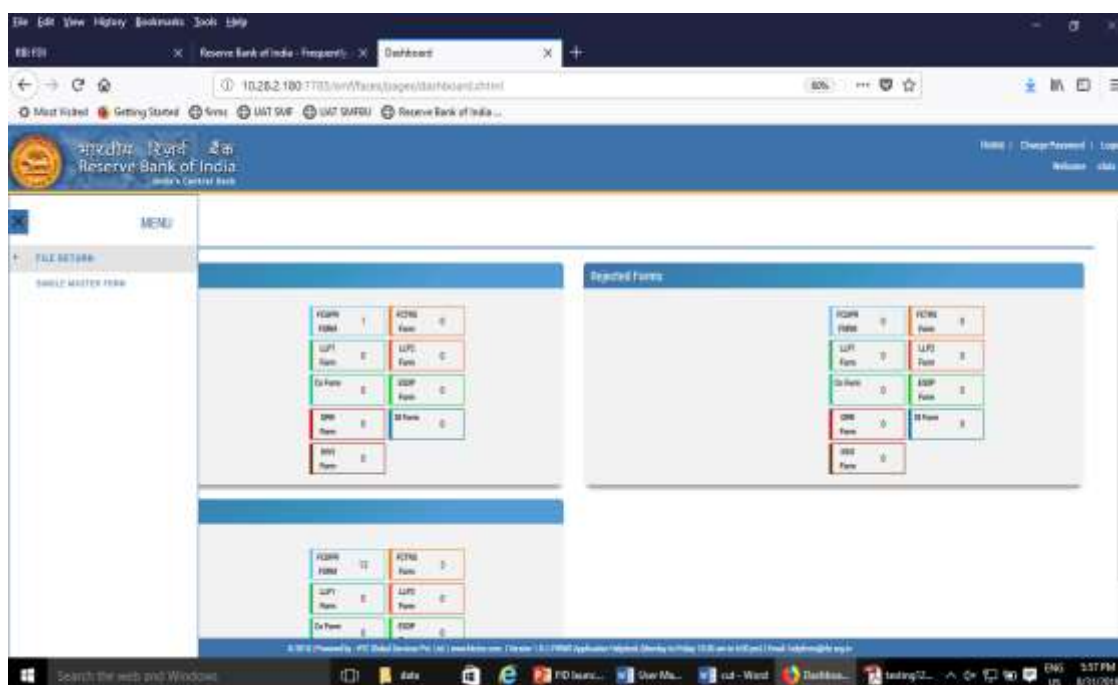
“Back” button: To go back to the Dashboard

## FORM ESOP

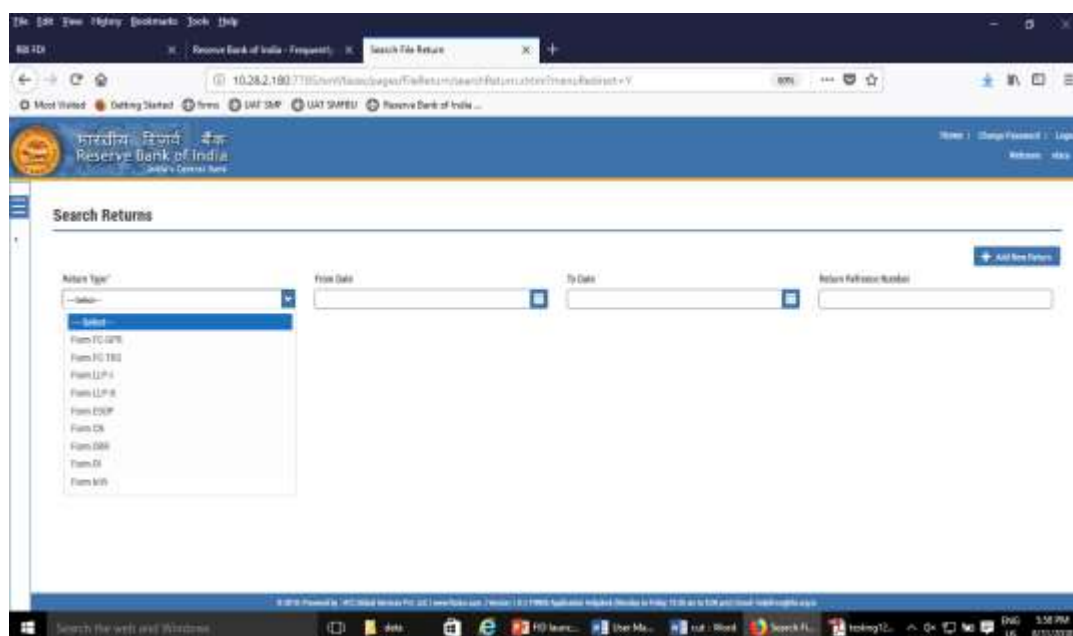
Step 1: Login into SMF and reach your workspace.



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



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



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

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

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

Field Name	Description
CIN	Pre-filled, non-editable as per the BU registration details
Company name	Pre-filled, non-editable as per the BU registration details
PAN number	Pre-filled, non-editable as per the BU registration details
Application date	Pre-filled, non-editable , system date
Entry Route*	<p>Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.</p> <p>Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route. If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment</p>

	being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.
Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per FEMA 20(R).  Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.

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

Step 4.1: Tab 1-ESOP details:

Field Name	Description
Scheme Under which ESOPs are issued	Mention the name of the scheme under which the ESOPs are being issued and attach the relevant extracts of the same at



	the attachment "Attach the relevant extracts of the scheme"
Date of Issue	Select the date from the calendar in which the ESOPs have been issued
Number of ESOPs issued	Enter the Total number of ESOPs being issued as per the scheme
Pre-determined Issue price	Enter the pre-determined issue price on which the underlying would be issued upon exercise of ESOPs
Conversion Ratio	Enter the conversion ratio as per which the shares would be issued upon exercise of the ESOPs. In case of an ADR/GDR linked ESOP, enter the conversion ratio on a fully diluted basis. For example , if the as per the scheme 1 ESOP has an underlying of 2 GDRs and GDRs in turn has underlying of 10 equity shares, than the conversion ratio would be 1: 20.
Equivalent equity shares on fully diluted basis	Auto-calculated as per Number of ESOPs issued and the conversion ratio
Face value of equity shares	Enter the face value of the underlying Equity shares
Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*	Select Yes or No In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported. In case No is selected, a field for Paid up capital on fully diluted basis will pop-up. Enter the paid up capital value on fully diluted basis. The changes would be reflected in the shareholding pattern for this transaction being reported accordingly.
Value of shares in Rs	Auto-calculated as per Equivalent equity shares on fully diluted basis and the face value of equity shares
Declaration	Declaration text- "I hereby declare that I have verified the information provided in

	<p>this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration, CS certificate and other relevant attachment(s) for this reporting.”*</p> <p>Check upon completing all details in the form.</p>
--	--

#### Step 4.2: Tab 2 –Shareholding pattern

ESOP Form

ESOP Details | **Shareholding Pattern**

Particulars	Pre-Transaction	Post-Transaction
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment on Value of Capital contribution/profit share	401000	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	805670	
<b>Total</b>	<b>1216670.000</b>	
<b>Percentage</b>	<b>12.08</b>	

Field name	Description		
Shareholding pattern	Particulars	Pre-Transaction	Post-Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares		
	Foreign Portfolio Investment		
	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		
	<p>Pre transaction values are auto-populated from the Entity Master (tab 3 )</p> <p>Post transaction values are auto-calculated based upon the details provided in the form. <b>Post transaction=Pre transaction value of shares + Value of shares reported in the form.</b></p> <p>The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.</p>		

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

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

Please click yes and form submission is complete.

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

“Reset” feature: This will reset the complete form.

“Back” button: To go back to the Dashbo

## Format for Declaration

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

We hereby declare that:

1. We comply with the procedure for issue of equity instruments as laid down under Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time.

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

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

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

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

(ii) A certificate from SEBI registered Merchant Banker / Chartered Accountant / cost accountant or any other person as authorized under Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time to time, indicating the manner of arriving at the price of the shares issued to the persons resident outside India ( *wherever applicable*)

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

(Signature of the Applicant)\* : \_\_\_\_\_

(Name in Block Letters) : \_\_\_\_\_

(Designation of the signatory) : \_\_\_\_\_

Place:

Date:

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

**Format for Company Secretary Certificate:**

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

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

- (i) all the requirements of the Companies Act, 2013 have been complied with;
- (ii) terms and conditions of the Government approval, if any, have been complied with;
- (iii) The company is eligible to issue equity instruments/receive equity instruments under Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time.
- (iv) The company has all certificates issued by authorized dealers in India evidencing receipt of amount of consideration in accordance with Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time.
- (v) The Investment Agreement/ Shareholder Agreement between the investor and the investee company is in compliance with the provisions of Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time.

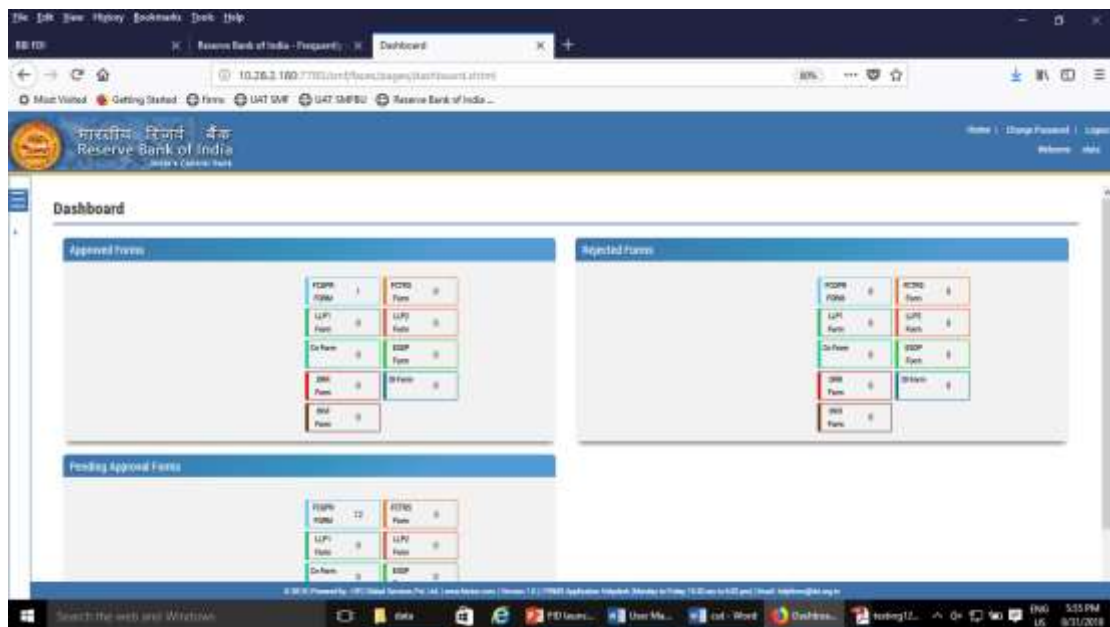
(Name & Signature and Seal of the Company Secretary/practicing Company secretary)

**Documents to be attached**

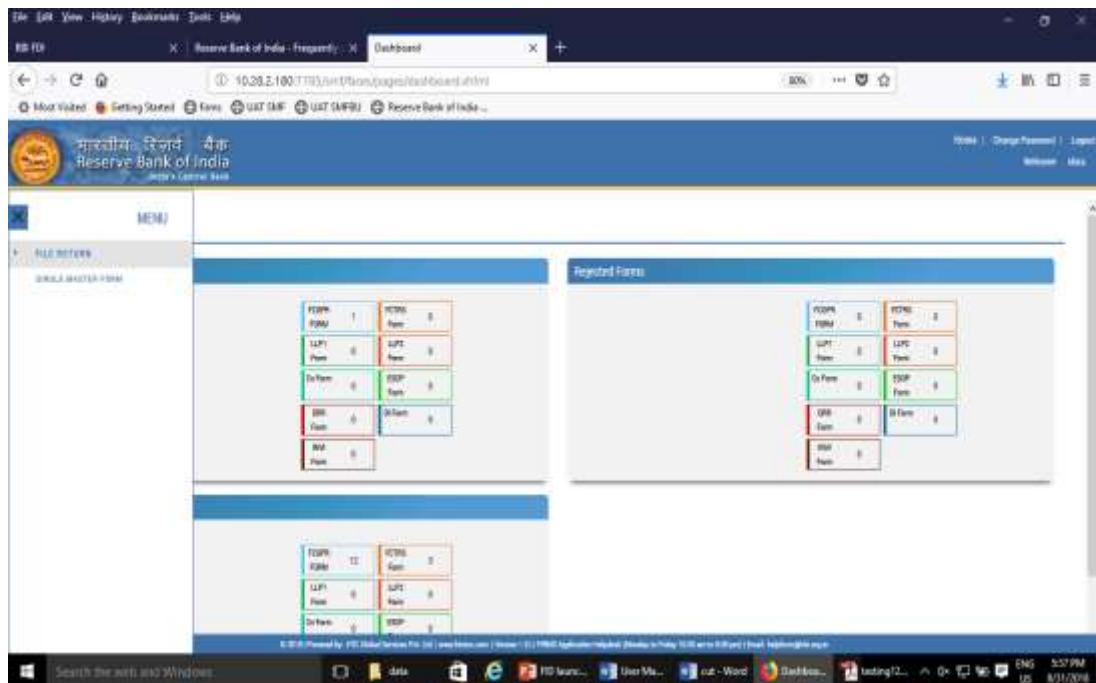
1. Relevant extracts of the ESOP scheme to be attached at the specified attachment
2. Declaration and CS certificate in the specified format to be attached as “other attachments”

## FORM DI

Step 1: Login into SMF and reach your workspace.



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



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

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

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

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



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

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

Step 4.1: Tab 1-DI details:

**भारतीय रिज़र्व बैंक**  
Reserve Bank of India  
India's Central Bank

Home | Change Password | Logout  
Welcome: **rksh**

**DI Details** | Share Holding Pattern

*For reporting of indirect foreign investment – investment by an FDI in the Indian company/LP directly or through investment on stock exchanges or Downstream investment by an Investment Vehicle in which neither the Sponsor nor the Manager nor the Investment Manager is Indian 'owned and controlled' directly or through investment on stock exchanges (To be reported within 30 days of the date of allotment of shares/ CCs/CCPS/warrants (partly paid up shares or within 30 days from the date the investment becomes indirect foreign investment for the investee Indian entity).*

**Investment Details:**

Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern: ☐ NO ☐ YES

**Investor Type \***  **Name \***  **Address \***

**PIN Code**  **State**  **District**

**Date on which investment become indirect foreign investment \***  **Date of allotment \***  **Amount (In Rupees) \***

**Type of Instruments \***  **Number of Instruments \***  **Conversion Ratio \***

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**भारतीय रिज़र्व बैंक**  
Reserve Bank of India  
India's Central Bank

Home | Change Password | Logout  
Welcome: **rksh**

**DI Details** | Share Holding Pattern

**Investor Type \***  **Name \***  **Address \***

**PIN Code**  **State**  **District**

**Date on which investment become indirect foreign investment \***  **Date of allotment \***  **Amount (In Rupees) \***

**Type of Instruments \***  **Number of Instruments \***  **Conversion Ratio \***

**Number of shares on fully diluted basis \***  **Face value of equity shares \***  **Value of shares \***

☐ I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1998. \*

**Other Attachments:**

© 2018 | Powered by: HTS Global Services Pvt. Ltd. | www.rbi.gov.in | Version 1.0.1 | FIMIS Application Helpdesk (Monday to Friday 10:30 am to 5:00 pm) | Email: help@imfinfo.org.in

Field name	Description
Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*	<p>Select Yes or No</p> <p>In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported.</p> <p>In case No is selected, a field for Paid up capital on fully diluted basis will pop-up. Enter the paid up capital value on fully diluted basis. The changes would be reflected in the shareholding pattern for this transaction being reported accordingly.</p>
Investor Type	<p>Select the type of resident investor making downstream investment in the investee indian company from the drop down menu as :</p> <ul style="list-style-type: none"> <li>• Company</li> <li>• LLP</li> <li>• Investment Vehicle</li> </ul>
Name	Enter the name of the resident investor making downstream investment
Address	Enter the address of the resident investor making downstream investment
PINCode	Enter the Pin code and click on the Right arrow. If the PIN code is available in the system, the State and District are auto-filled. Or else, enter the State and district. The details are editable
Date on which the investment become Indirect foreign investment	Select the date on which the investment by the resident investor in the Indian Investee company became indirect foreign investment for the investee company, as per Regulation 14 of FEMA 20(R).
Date of allotment	Select the date on which the capital instruments were issued to the resident investor by the Indian investee company. This date would be same as Date on which the investment become Indirect foreign investment if the investment by resident investor is downstream investment, in terms of Regulation 14 of FEMA 20(R), at the time of allotment itself.

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

#### Step 4.2: Tab 2 –Shareholding pattern

The screenshot shows the RBI DI Form interface. The 'Share Holding Pattern' tab is selected. The table below represents the data shown in the form:

Particulars	Pre-Transaction	Post-Transaction
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and Indirect foreign investment or Value of Capital contribution/profit shares	661080	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	668676	
Total	132975.000	
Percentage	13.38	

Field name	Description
------------	-------------

Shareholding pattern	Particulars	Pre-Transaction	Post-Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares		
	Foreign Portfolio Investment		
	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		
	<p>Pre transaction values are auto-populated from the Entity Master (tab 3 )</p> <p>Post transaction values are auto-calculated based upon the details provided in the form. <b>Post transaction=Pre transaction value of shares + Value of shares reported in the form.</b></p> <p>The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.</p>		

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

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

“Reset” feature: This will reset the complete form.

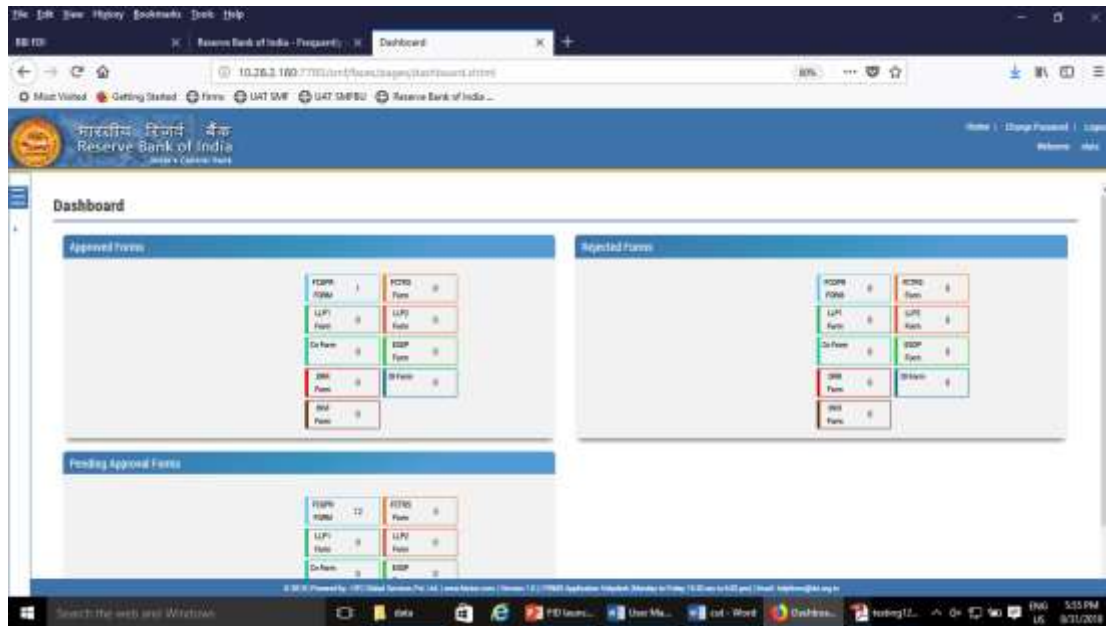
“Back” button: To go back to the Dashboard.

**Documents to be attached with Form DI**

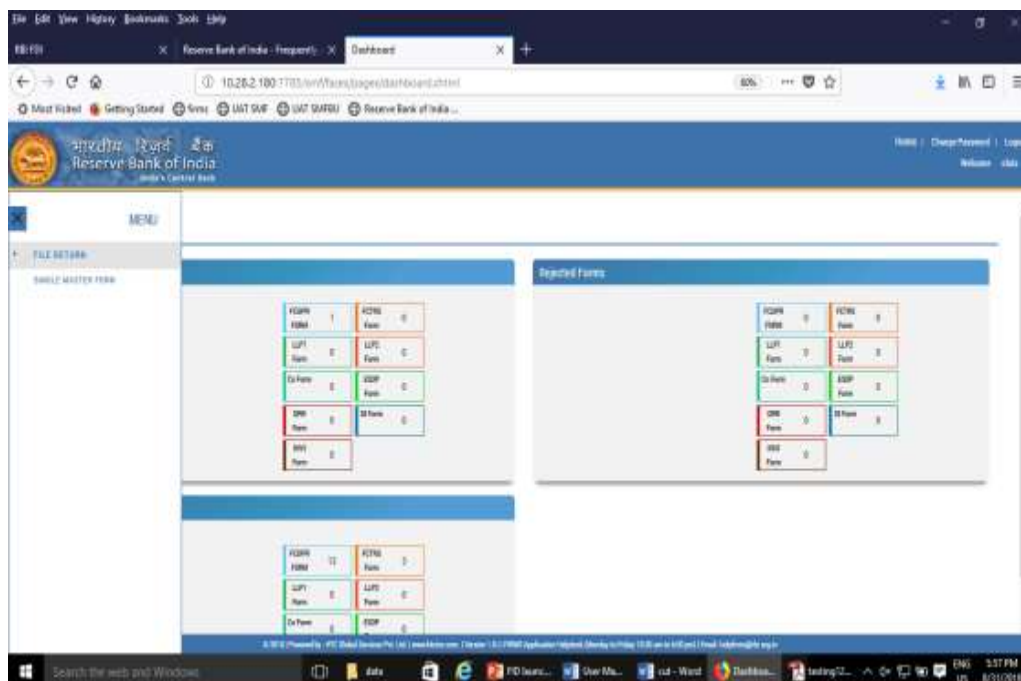
1. Board of Director's Resolution
2. Shareholder's Resolution, if any
3. Valuation certificate.

## FORM DRR

Step 1: Login into SMF and reach your workspace.



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



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

The screenshot shows the 'Search Returns' interface on the Reserve Bank of India portal. The 'Return Type' dropdown menu is expanded, displaying a list of return types including Form DRR, Form FDI, Form LLP, Form LLP-6, Form LLP-8, Form LLP-9, Form LLP-10, Form LLP-11, Form LLP-12, Form LLP-13, Form LLP-14, Form LLP-15, Form LLP-16, Form LLP-17, Form LLP-18, Form LLP-19, Form LLP-20, Form LLP-21, Form LLP-22, Form LLP-23, Form LLP-24, Form LLP-25, Form LLP-26, Form LLP-27, Form LLP-28, Form LLP-29, Form LLP-30, Form LLP-31, Form LLP-32, Form LLP-33, Form LLP-34, Form LLP-35, Form LLP-36, Form LLP-37, Form LLP-38, Form LLP-39, Form LLP-40, Form LLP-41, Form LLP-42, Form LLP-43, Form LLP-44, Form LLP-45, Form LLP-46, Form LLP-47, Form LLP-48, Form LLP-49, Form LLP-50, Form LLP-51, Form LLP-52, Form LLP-53, Form LLP-54, Form LLP-55, Form LLP-56, Form LLP-57, Form LLP-58, Form LLP-59, Form LLP-60, Form LLP-61, Form LLP-62, Form LLP-63, Form LLP-64, Form LLP-65, Form LLP-66, Form LLP-67, Form LLP-68, Form LLP-69, Form LLP-70, Form LLP-71, Form LLP-72, Form LLP-73, Form LLP-74, Form LLP-75, Form LLP-76, Form LLP-77, Form LLP-78, Form LLP-79, Form LLP-80, Form LLP-81, Form LLP-82, Form LLP-83, Form LLP-84, Form LLP-85, Form LLP-86, Form LLP-87, Form LLP-88, Form LLP-89, Form LLP-90, Form LLP-91, Form LLP-92, Form LLP-93, Form LLP-94, Form LLP-95, Form LLP-96, Form LLP-97, Form LLP-98, Form LLP-99, Form LLP-100. The 'Add New Return' button is located at the top right of the search area.

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

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

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

The screenshot shows the 'Search Returns' interface with the 'Common Investment details' section expanded. The form includes the following fields and options:

- Corporate Identification Number (CIN):** [Text field]
- PAN Number:** [Text field]
- Company Name:** [Text field]
- Application Date:** [Text field]
- Details of Investment FDI-Investor Details and Applicable Sectional Cap:**
  - Party Mode:**
    - ☒ Automatic Route
    - ☐ Government Route (Attach Copy Of Government Approval)
  - Applicable Sectional cap/Statutory ceiling:**
    - ☐ 25%
    - ☐ 33%
    - ☐ 40%
    - ☐ 51%
    - ☐ 74%
    - ☒ 100%
    - ☐ Others
  - Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant:**
    - ☐ Yes
    - ☒ No
- DRR Form:**
  - DRR Details:**
    - Name of the Domestic Contributor:** [Text field]
    - Address of the Domestic Contributor:** [Text field]
    - Name of Global Contributor:** [Text field]
    - Address of the Global Contributor:** [Text field]
    - Rate of issue:** [Text field]
    - Country:** [Text field]



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

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

Step 4.1: Tab 1-DRR details:

The screenshot shows the RBI DRR Form interface. The form is titled "DRR Form" and contains various input fields for domestic and global custodians, issue details, and underlying securities. The fields are organized into a grid-like structure with labels in English and Hindi. The interface includes a search bar at the top and a sidebar on the left.

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

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

## Step 4.2-Tab 5-Shareholding Pattern

Particulars	Pre-Transaction	Post-Transaction
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares	881788	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	884676	
Total	1206464	
Percentage	13.31	

Field name	Description		
Shareholding pattern	Particulars	Pre-Transaction	Post-Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares		
	Foreign Portfolio Investment		
	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		
	<p>Pre transaction values are auto-populated from the Entity Master (tab 3 )</p> <p>Post transaction values are auto-calculated based upon the details provided in the form. <b>Post transaction=Pre</b></p>		

	<p><b>transaction value of shares + Value of shares reported in the form.</b></p> <p>The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.</p>
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Step 4.3: After filling in all details, click on Save and Submit for submitting the form.

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

“Reset” feature: This will reset the complete form.

“Back” button: To go back to the Dashboard.

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

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

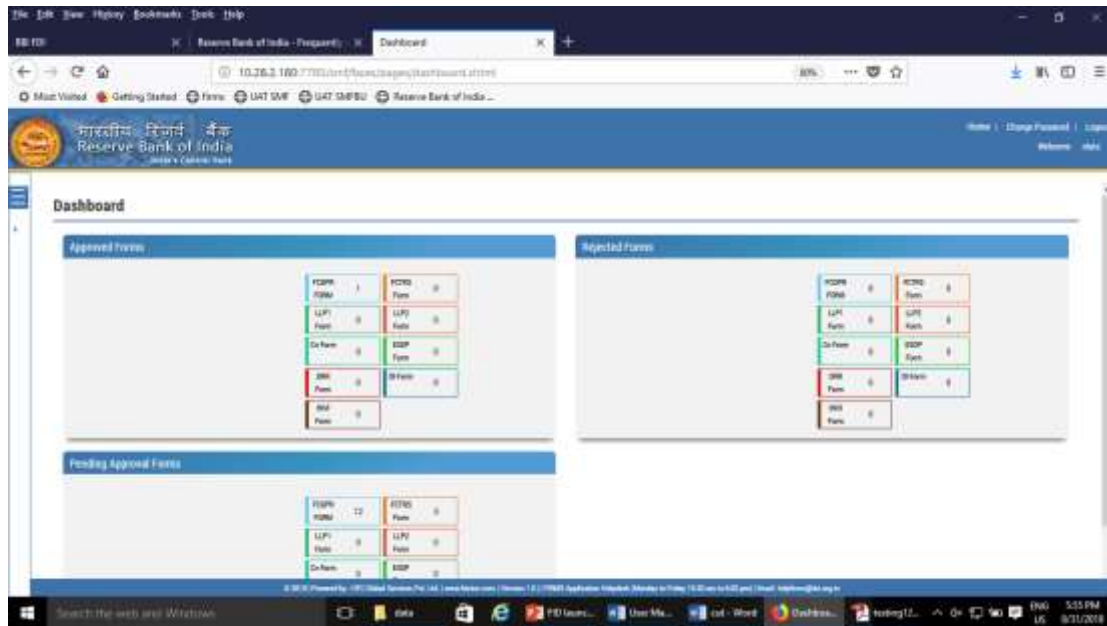
Step 4.4.2: Select Return Type as Form DRR. If the reference number of the earlier filed form DRR is known, enter the same in the field Return Reference Number and click on search return. Or else, enter the from date and search return. Select the initial filed Form DRR and open the same upon clicking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

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

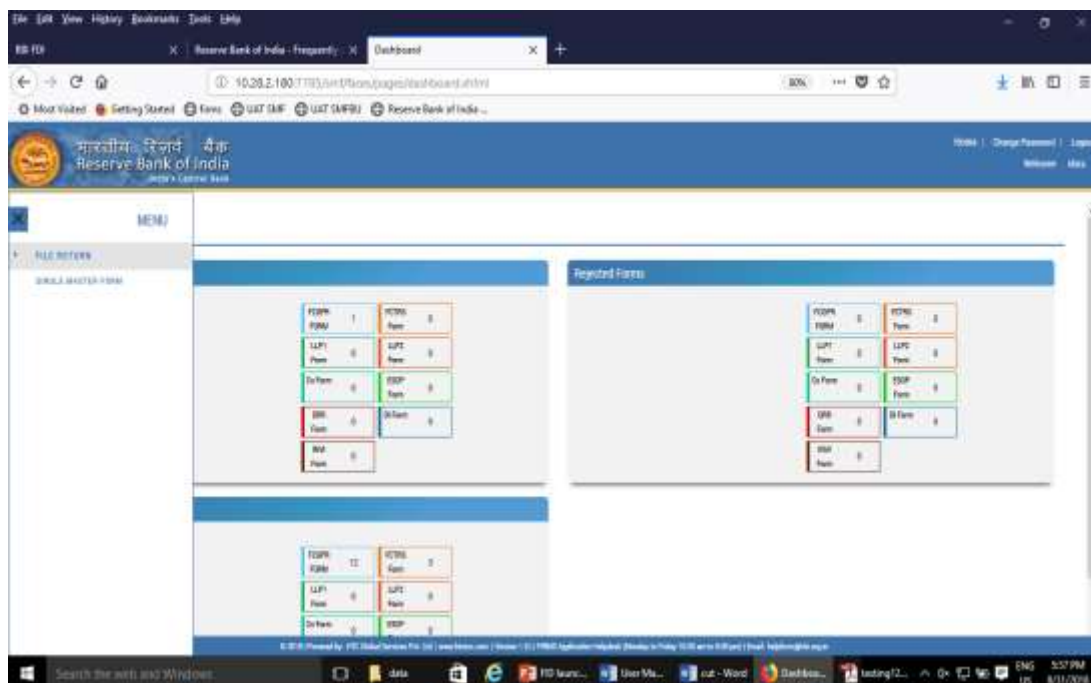
Step 4.4.4. Check the declaration and attach the FIRC for the amount repatriated in the “Other attachments” and click on “Submit” button at top right.

## Form InVi

Step 1: Login into SMF and reach your workspace.



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



Step 2: Click on drop down menu “Return Type”. Select “Form InVi” and click on Add new return. The user will be taken to form InVi. (As the Business user registration is for form InVi, only one option of Form InVi is available in the drop down menu.)

The screenshot shows the 'InVi Form' interface on the Reserve Bank of India's website. The form is titled 'InVi Form' and is for reporting details of inflow in investment vehicle from persons resident outside India. It includes fields for Application Date, Name of the investment vehicle, Type of investment vehicle, Targeted Amount in Rs, Foreign inflow details, Number of foreign investors, Date of issue of units, Number of units issued to the foreign investors, Consolidated foreign inflow, Total Amount of foreign inflow so far in Rs, Total Number of foreign investors, Total number of units issued to foreign investors so far, and Country wise inflow. There is a checkbox for declaration and an option to attach documents.

Field Name	Description
Application Date	Date on which the submission is being made in form InVi. System date
Name of the Investment Vehicle	Name of the investment vehicle receiving foreign inflow
Type of investment vehicle	Select the type of the investment vehicle from the following drop down menu Real estate Investment Trust Infrastructure Investment Trust Alternate Investment Fund –I Alternate Investment Fund-II Alternate Investment Fund-III Others

	(If others is chosen, a separate data entry field will pop-up. Enter the type of investment vehicle )
Targeted amount in Rs	The total amount of inflow in Rs, both resident as well as non-resident, as targeted for the corpus of the Investment Vehicle.
Foreign Inflow details being reported: Amount of foreign inflow being reported in (Rs)	Enter the amount of foreign inflow in Rupees being received and being reported in the current return.
Number of foreign investors	Enter the number of foreign investors contributing for the amount received and being reported in the current return.
Date of issue of units	Select the date on which the units have been issued for the amount as received and being reported in the current return
Number of units issued to the foreign investors	Enter the number of units as issued to the foreign investor for the amount as received and being reported in the current return.
Consolidated Foreign Inflow Total amount of foreign inflow so far in Rs	Enter the total amount of foreign inflow as being received in the Investment vehicle till date from all foreign investors.
Total number of foreign investors	Enter the total number of foreign investors till date from which the foreign inflow has been received in the Investment vehicle.
Total Number of units as issued to the foreign investors so far	Enter the total number of units as issued to all the foreign investors till date,



Country wise inflow	<p>Attach a .pdf file (max size 1 MB) with the following details for the country wise inflow for the total foreign inflow as received from various countries :</p> <p>where , Name of the country is the country from which the foreign inflow is received so far;</p> <table border="1" data-bbox="824 552 1372 926"> <thead> <tr> <th>Name of the country</th> <th>Number of foreign investors</th> <th>Amount being reported in the current form in Rs</th> <th>Total amount as received so far in Rs</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Number of foreign investors is the number of foreign investors from that country from which the foreign inflow has been received so far;</p> <p>Amount being reported in the current form in Rs is the amount of foreign inflow country wise as received and being reported in the current return;</p> <p>Total amount as received so far in Rs is the total amount of foreign inflow so far from the country as received.</p>	Name of the country	Number of foreign investors	Amount being reported in the current form in Rs	Total amount as received so far in Rs																
Name of the country	Number of foreign investors	Amount being reported in the current form in Rs	Total amount as received so far in Rs																		

Declaration	<p>Check the Declaration text and attach the declaration in the specified format and submit.</p> <p>Declaration text "I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment (s) for this reporting"</p> <p>Check upon completing all details in the form and attach other documents, if any."</p>
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## **Format for Declaration**

### **DECLARATION TO BE FILED BY THE AUTHORISED REPRESENTATIVE OF THE INVESTMENT VEHICLE :**

We hereby declare that:

1. We comply with the procedure for receiving foreign inflow as laid down under Foreign Exchange Management (Non-Debt Instruments) Rules, 2019 dated October 17, 2019 and as amended from time.

2. The foreign inflow is in compliance with Rule 6(c) of NDI Rules, 2019 to be read with Schedule VIII of NDI Rules, 2019.

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

(Signature of the Applicant)\* : \_\_\_\_\_

(Name in Block Letters) : \_\_\_\_\_

(Designation of the signatory) : \_\_\_\_\_

Place:

Date:

(\* To be signed by Sponsor /Investment Manager of the Investment Vehicle)

## **7. Shareholding pattern-An explanation**

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

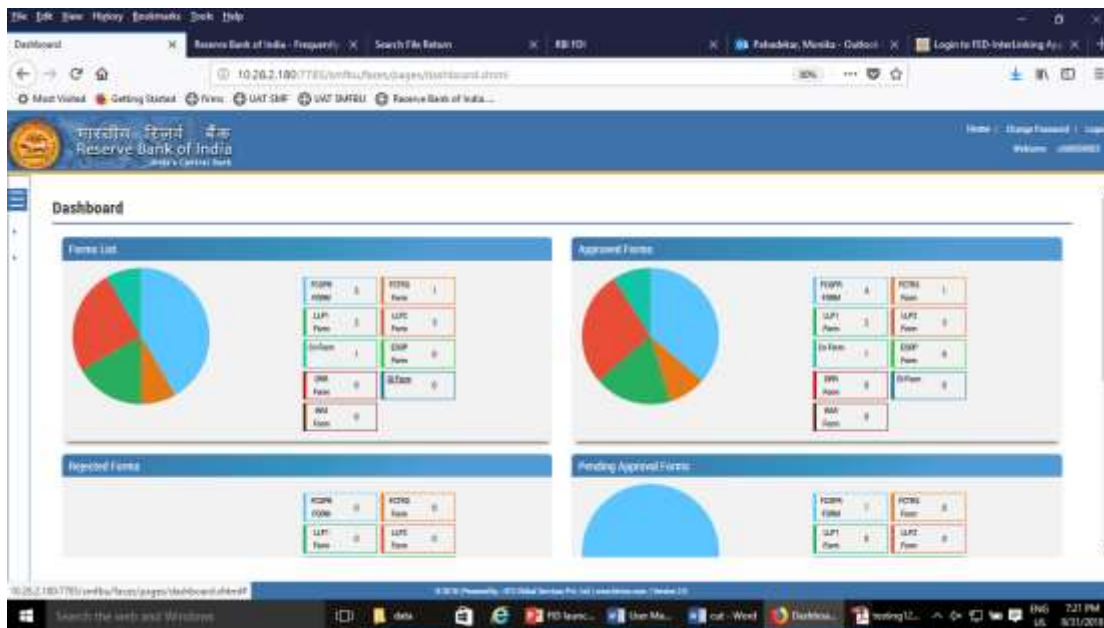
## 8. Processing at AD level

### Login Procedure

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

The screenshot shows a web browser window displaying the 'Foreign Exchange Department Application Login' page. The page has a blue header with the RBI logo and the text 'Foreign Exchange Department' and 'विदेशी मुद्रा विभाग'. The main content area is white and contains a login form. The form has a red header 'Foreign Exchange Department Application Login' and a sub-header 'Use username / password given by Overseas Investment Division, FED, CO, RBI'. Below this, there are radio buttons for 'Bank User' (selected), 'FIRMS', and 'QID'. There are input fields for 'User Id' and 'Password', and a 'Login' button. Below the login button are links for 'Forgot Password' and 'Change Password'. On the right side of the page, there is a 'Study Material' section with links for 'Master Direction', 'Notification', 'Presentation', 'FAQ/Query', and 'AP.0003'. The footer of the page mentions 'Best viewed in Internet Explorer 6.0 or above with screen Resolution of 1024\*768' and 'Developed and Maintained by HCL'.

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



## Verifying eKYC for the Business user

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

The screenshot displays the RBI User Master page with the following table:

User Name	User Type	Bank Name	Company CN / LLPIN	Status	View
XXXX	BUSINESS USER		U72200KL3007102046	PENDING_APPROVAL	<a href="#">View</a>
XXXX	BUSINESS USER	CTI BANK	U22000KL3007102046	PENDING_APPROVAL	<a href="#">View</a>

(1 of 1)

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

The screenshot shows the 'User Master' form on the RBI website. The form is titled 'User Master' and contains the following fields:

- User Type:
- User Name:
- First Name:
- Middle Name:
- Last Name:
- Bank Name:
- Bank Account No.:
- Phone No.:
- Email ID:
- Company Name:
- Company Address:

There are also buttons for 'Add User', 'Edit User', and 'Delete User'.

Step 3: Download the authority letter using download button.

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

AD bank will have 2 working days for verifying the eKYC of the Business User.

## Verifying the filed forms

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

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

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

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

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

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

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

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

**AD bank will have only 3 working days for approving or rejecting the form or sending it to RBI.**



## **9. Instruction set to AD banks –FIRMS application**

1. All business user registration shall be processed within 2 days of receiving the same. AD bank may not ask for any other document except those prescribed in the user manual for Business user registration viz., Authority letter, in the format as given in the user manual for SMF-FIRMS and the PAN card of the Business user.
2. Multiple rejections may be avoided. Guide your customers appropriately for the same.
3. All forms filed in the SMF shall be processed within 3 days of receiving the same.
4. While scrutinizing the form, the AD shall check the shareholding pattern and compliance with the applicable sectoral cap.
5. AD shall not forward the application to the Regional office (RO), except for the indicated reasons i.e. delay in filing, - and entity under investigation.
6. If the form is being filed with delay, AD shall not reject the application for not attaching the delay letter. Such application may be forwarded to the respective Regional office for advice on Late Submission Fee (LSF).
7. If the RO has advised the AD bank for conditional acknowledgement subject to payment of applicable LSF or compounding, AD shall not reject the same but approve citing the approval being subject to applicable LSF or compounding.

8. While approving any return in the form, the AD bank may mention the following in the remarks :

Name of the applicant

Name of the investee company

Date of issue/ date of transfer (as per the return)

Total amount of consideration in Rs

9. AD Bank may read the user manuals as hosted on the FIRMS website. The AD bank may appoint a nodal in charge who would be responsible for overseeing and sensitizing the staff with the working of the new system.
10. AD bank may take initiatives to familiarize their clients with the new system. They may provide the contact point details to their customers for resolving queries as being faced in the FIRMS portal. AD bank shall be the first point of contact for the customers.

**11. Excess/ Shortfall of remittance due to exchange rate fluctuations:**

- i. In general cases, the amount of remittance as received from the foreign investor shall be equal to the total amount of consideration for which the permissible instruments are being issued/ transferred. Accordingly, any excess remittance is to be refunded and for any shortfall, the difference amount is to be brought in. However, it has been observed that at times the excess or shortfall is on account of exchange rate fluctuations and is negligible in comparison to the total amount of consideration.
- ii. Therefore, the AD banks are advised that in cases of excess/shortfall of remittance wherein the excess/ shortfall of remittance is due to the exchange rate fluctuations and is not exceeding, 0.5% of the total amount of consideration and maximum up to Rs.10,000, AD banks may acknowledge the form at their end. Needless to say the measure is only to facilitate ease of reporting.
- iii. In case the shortfall exceeds this permissible amount, the form may be rejected with advice to bring in the requisite amount and make fresh reporting thereafter. In case of excess, if the form exceeds this permissible amount, the form may be rejected with advice to refund the excess amount. However, if the applicant submits a declaration that excess amount has already been refunded or would be refunded or utilized for further permissible transactions or has already been utilized in previous transaction, (instructions in the user manual), the form may be approved if otherwise in order.
- iv. No case of this nature shall be referred to RBI for any advice.

## **10. Contact Us**

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

FIRMS Helpdesk Team

E-mail: [helpfirms@rbi.org.in](mailto:helpfirms@rbi.org.in)

For technical queries: [fedsupport@rbi.org.in](mailto:fedsupport@rbi.org.in)

Telephone Number (022 – 22601000 - Extn: 2617)