**Foreign Liabilities and Assets Information Reporting (FLAIR)**

User Manual for FLA User Registration Form (Company/LLP/Others)

**1. Who is an Entity?**

* A Company within the meaning of section 1(4) of the Companies Act, 2013
* A Limited Liability Partnership (LLP) registered under the Limited Liability Partnership Act, 2008
* Others [include SEBI registered Alternative Investment Funds (AIFs), Partnership Firms, Public Private Partnerships (PPPs) etc.]

**1.1** System requirement at company’s side for filling the FLA Return through web-based online portal.

One needs to have access to the URL *https://flair.rbi.org.in*, any of internet explorer, google chrome, firefox etc. would support this application.

**2. Process Flows**

2.1 Schematic representation of Entity User Registration

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| New Entity User  (1 per Company /LLP/Others)  Received Mail with User ID and Password  Fill User Registration Form  With New Password Go to Login Page (user will receive OTP on the registered mail id) for Further Reporting  Change the password for first time |

**3. Registration for an Entity User**

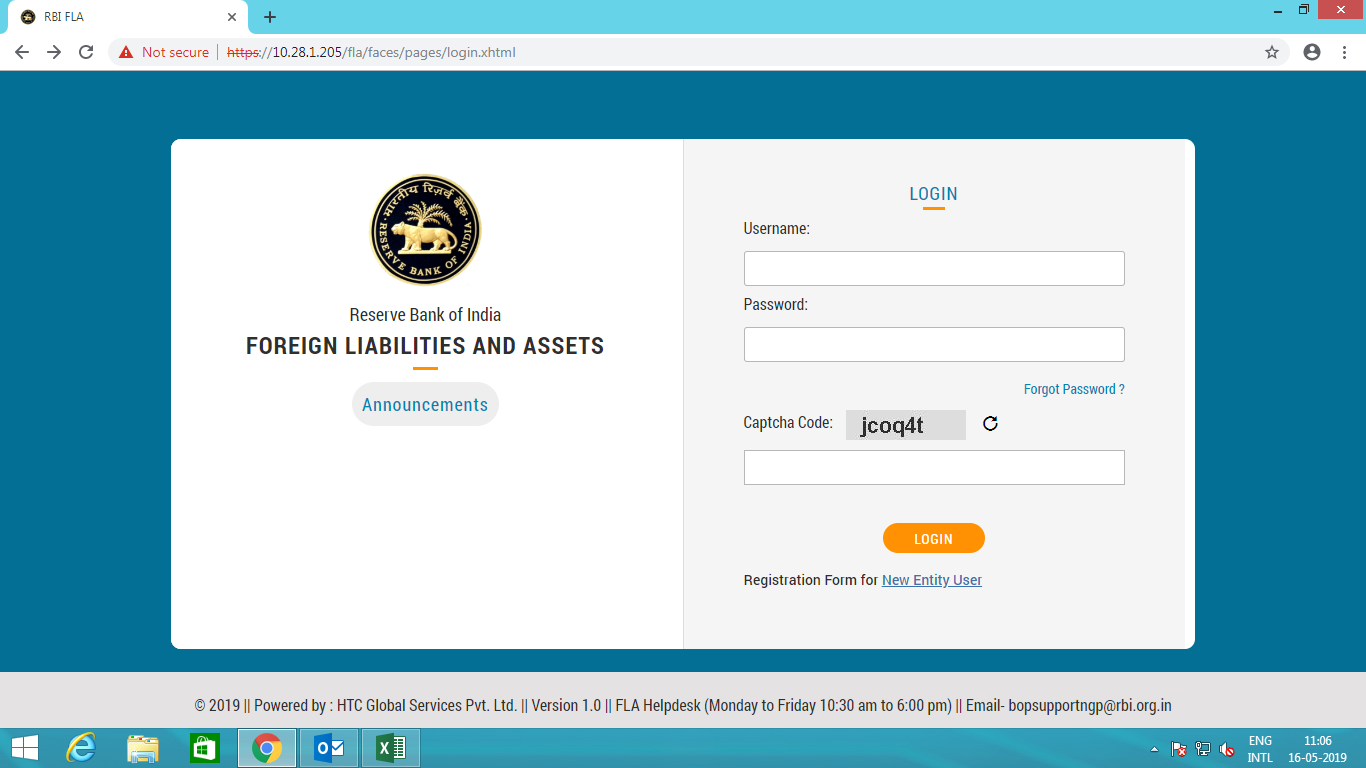
**3.1 Registration Process**

* Uniform Resource Locators (URL) of the application is <https://flair.rbi.org.in>
* The person, for registering as Entity User, may access the login page of the FLA application using the above URL on the internet.

**3.2 Pre-requisites**

* **Verification letter:** The soft copy of the verification letter (doc) is available on FLAIR portal; companies/LLPs/Others are required to download the same and fill the required details and convert the same to PDF format and thereafter .pdf file should be attached in User Registration Form under authorised person’s details.
* **Authority letter:** The soft copy of the authority letter (doc) is available on FLAIR portal; companies/LLPs/Others are required to download the same and fill the required details and this authority letter has to be signed by concern authority and then after scanning the same; convert it to PDF format and thereafter .pdf file should be attached in User Registration Form under authorised person’s details

**3.3 Login page for Registering an Entity User**

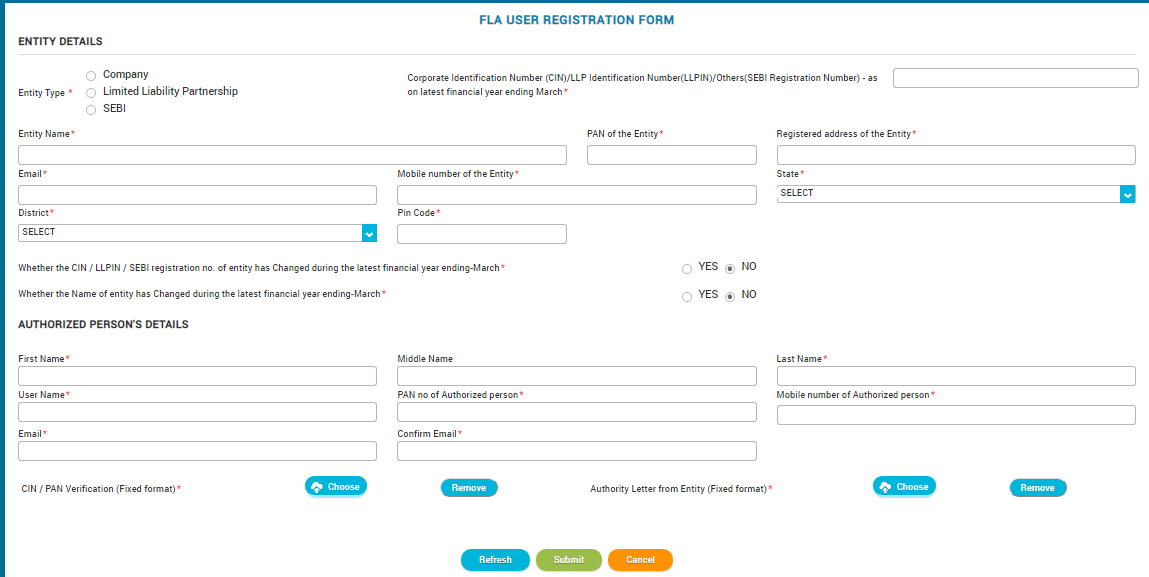


**3.4 Creation of New Entity User.**

Step 0:In case your company has already registered on the FLAIR portal earlier, proceed to filling the FLA Return by logging into the portal with existing username and password. Refer to User Manual for Filling Online FLA Form available on FLAIR portal. If you are a new entity, go to Step 1.

Step 1: Click on Registration form for New Entity User

Step 2: On clicking the above, FLA User Registration form will be displayed on the screen.



Step 3: Fill all the details in the FLA User Registration Form.

**3.5 Field Descriptions**

The fields in the FLA User Registration Form are described in the following table.

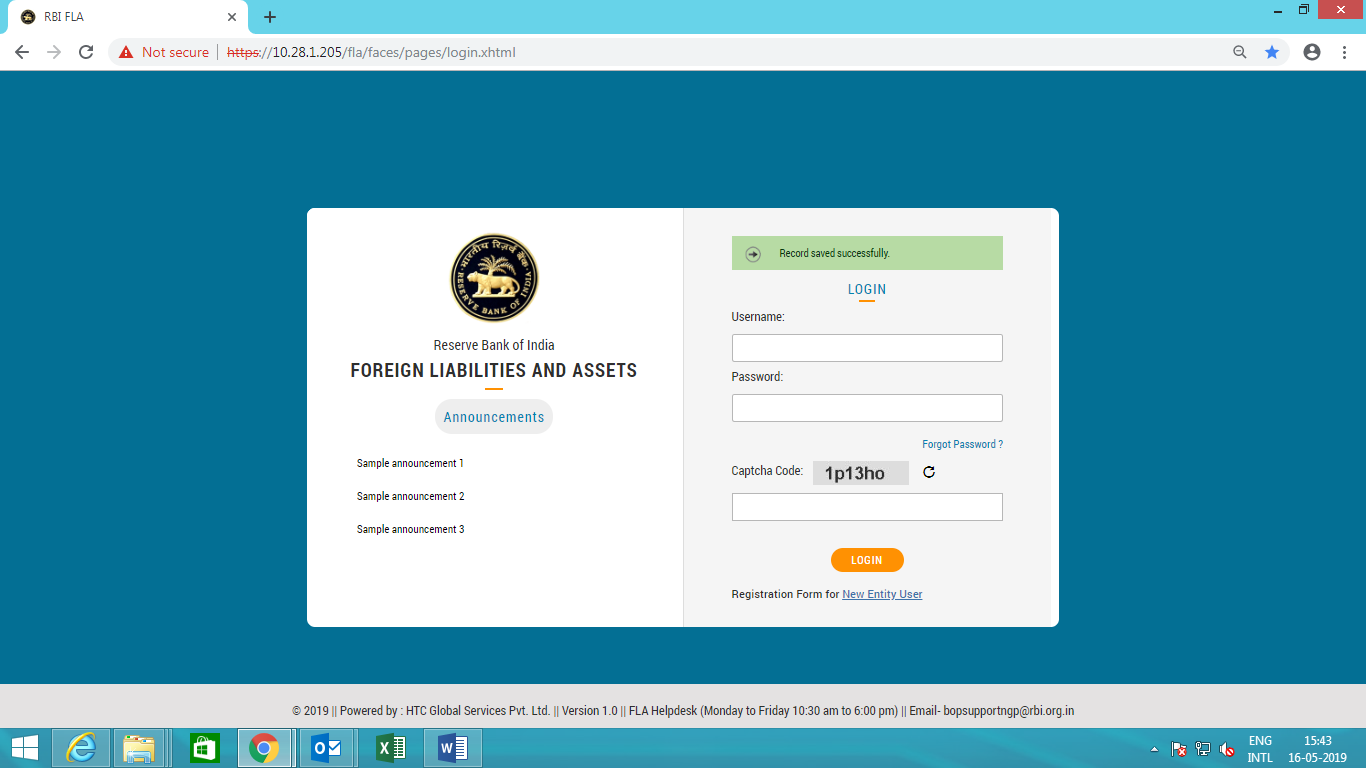
There are three parts in the FLA User Registration Form: (A) Entity Details; (B) Authorized Person's Details; (C) Attachments.

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| **Field Name** | **Field Description** |
| **ENTITY DETAILS** | |
| Entity Type\* | Choose appropriate options, from the following:   * Company * Limited Liability Partnership * Others * Partnership Firms |
| Corporate Identification Number (CIN) / LLP Identification Number (LLPIN) / Others (UIN) / Partnership Firm - as on latest financial year ending March\* | Provide the appropriate details |
| Entity Name\* | Enter entity name |
| PAN of the Entity\* | Enter entity PAN Number |
| Registered address of the Entity\* | Enter registered address of the entity |
| Email\* | Enter email of the entity |
| Mobile number of the Entity\* | Enter mobile number of the entity |
| State\* | Select appropriate option from drop down menu |
| District\* | Select appropriate option from drop down menu |
| Pin Code\* | Enter PIN code of registered address of the entity |
| Whether the CIN / LLPIN / Others (UIN) of entity has changed during the latest financial year ending-March? \* | Select Yes or No |
| * If Yes, Old CIN / LLPIN / SEBI registration no. of entity \* * Effective Date of Change\* | If Yes is selected for the above question, these two questions will pop up. Please fill the Old CIN/LLPIN/SEBI registration no. of entity and select the effective date of change in information from the drop-down calendar. |
| Whether the Name of entity has Changed during the latest financial year ending-March? \* | Select Yes or No |
| * If Yes, Old Name of entity\* * Effective Date of Change\* | If Yes is selected for the above question, these two questions will pop up. Please fill the Old Entity name and select the effective date of change in information from the drop-down calendar. |
| **AUTHORIZED PERSON'S DETAILS** | |
| First Name\* | Enter Authorized person's first name |
| Middle Name | Enter Authorized person's middle name |
| Last Name\* | Enter Authorized person's last name |
| User Name | Enter username the entity wants to use as login credential for FLAIR portal. |
| PAN no of Authorized person\* | Enter Authorized person's PAN Number |
| Mobile number of Authorized person\* | Enter Authorized person's mobile number |
| Email\* | Enter Authorized person's email |
| Confirm Email\* | Re-enter Authorized person's email entered above to confirm. |

*Please note, the fields marked \* are mandatory.*

Step 4: Click on **Submit** button after filling all the details.

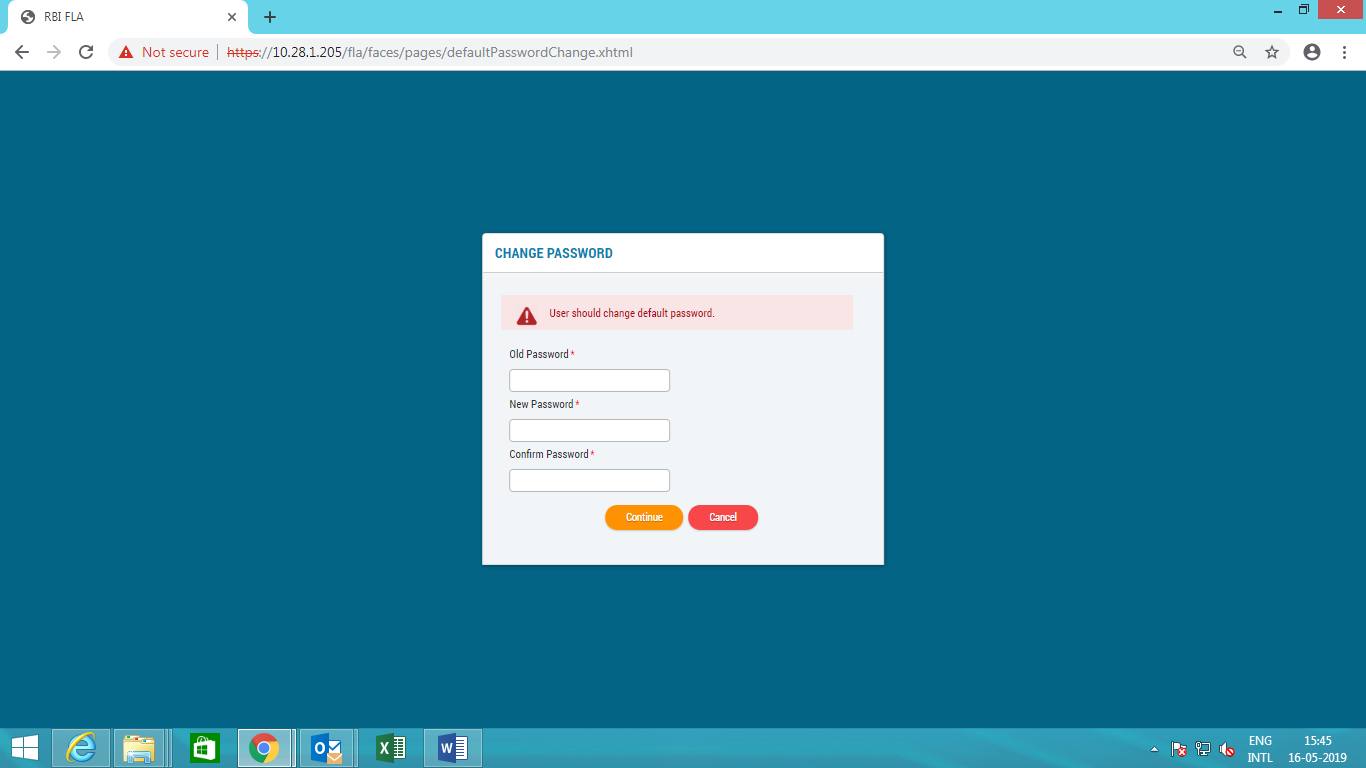
Step 5: Message “**Record Saved Successfully**” pops up. User has created its default password with the user name specified in the FLA user registration form.



Step 6: Enter User Name and Password as provided to the authorised person in the email (provided in FLA user registration Form) and click Login. The user would be asked to change his/her password upon first time Login.

**3.6 Change Password**

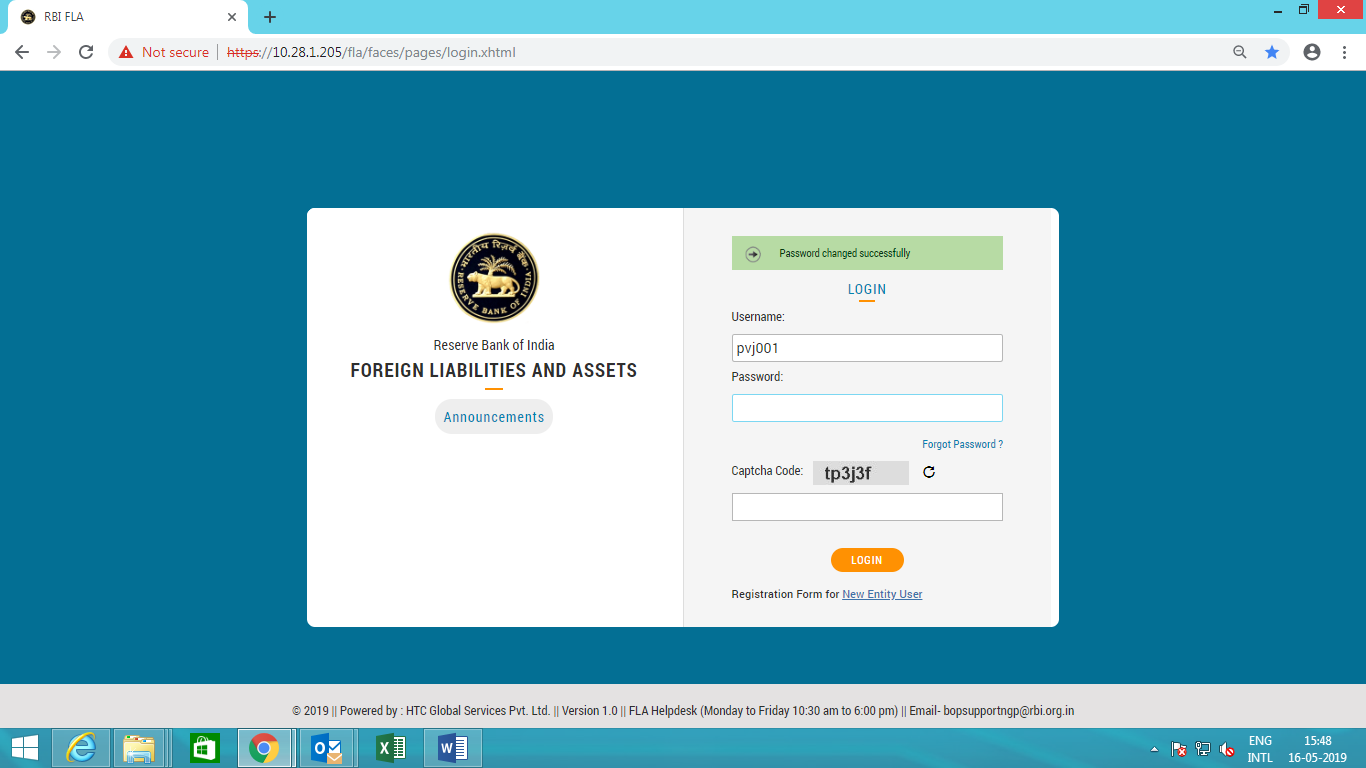
Step 1. The Change Password window is displayed.



Step 2. Enter your old password (default password that you have received in the registered email) in the Old Password field and new password in the New Password field. (Password should contain at least one numeric, at least one special character [!@#$%^&\*\_()] and at least one Uppercase. Minimum password length should be: 8)

Step 3. Re-enter the new password to confirm it and click continue.

Step 4. While clicking logging in (after change of password), user will receive OTP on the registered mail id.



Step 5. User needs to enter the OTP received in the registered email and click continue. This will complete the registration process.

**Annex-I**

**Format of Verification letter**

**“Name of Company”**

**Corporate Office / Central Office**

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**VERIFICATION LETTER**

The Director Date: DD / MM / YYYY

International Investment Position Division (IIPD)

Department of Statistics and Information Management (DSIM)

Bandra Kurla Complex, Bandra (E), Mumbai

Reserve Bank of India

Dear Sir / Madam

**Sub:** Verification Letter for CIN / LLPIN / Others UIN (in case of Alternative Investment Fund / Partnership Firm / Public Private Partnership) and PAN of authorised person filing annual FLA form

We hereby authorize Shri. / Smt. / Ms.

Name and Designation: **­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Having Permanent Account Number (PAN)

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to register as Business user for submission of annual return on Foreign Liabilities and Assets (FLA) on behalf of our company named \_\_\_\_\_\_\_\_\_\_\_

Having CIN / LLPIN / Others UIN

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We further confirm that the information provided herein in respect of Name and CIN / LLPIN / Others UIN of entity and PAN of authorised person is correct and the same can be treated as verified by us as per the attached authority letter.

Name of Signatory on the attached authority letter: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:**

**(After furnishing all details, convert this word file of Verification Letter into pdf file and then attach the same in FLA user registration form)**

**Annex-II**

**Format of Authority Letter**

**“Name of Company”**

**Corporate Office / Central Office**

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**AUTHORITY LETTER**

The Director Date: DD / MM / YYYY

International Investment Position Division (IIPD)

Department of Statistics and Information Management (DSIM)

Bandra Kurla Complex, Bandra (E), Mumbai

Reserve Bank of India

Dear Sir / Madam

**Sub: Letter of Authorization for filing of annual return on FLA**

We hereby authorize Shri. / Smt. / Ms.

Name and Designation: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Permanent Account Number (PAN) **\_\_\_\_\_\_\_\_\_\_\_\_**

to register as Business user for submission of annual return on Foreign Liabilities and Assets (FLA) on behalf of our company/ LLP/ Others named \_\_\_\_\_\_\_\_\_

CIN/ LLPIN/ Others UIN **\_\_\_\_\_\_\_\_\_\_\_\_**

Registered office at **\_\_\_\_\_\_\_\_\_\_\_\_\_**

and PAN of Authorised person **\_\_\_\_\_\_\_\_\_\_\_\_**

2. 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 representative shall be treated as if these acts were committed by the company/ LLP/ Others.

Yours faithfully

(Signature of Managing Director / Director / Head of Institution / Chartered Accountant / Designated Partner in case of LLP / Investment manager or Sponsor for Investment vehicle)

Name:

Designation:

Date:

Seal of the signing authority:

**(After furnishing all details, take print out of this word file of authority letter and get it signed from appropriate authority as mentioned above and then scan it. Convert it to PDF and then upload the same in FLA user registration form)**