



**COMPANY - TAX EXPERT**

Globaltaxation.in

**Get in touch with us**

**OUR INDIA OFFICE**

**2029, Bank St, Near Shreem Jewellers,  
Block 47, Beadonpura, Karol Bagh,  
New Delhi, Delhi 110005**

**MIDDLE EAST OFFICE:**

**La Rose Apartments Building No 7 Doha, Qatar**

**TEL: +974-6630 4561**

**Business Hrs ( Monday to Saturday )**

**10:00 AM to 6:30 PM**

**MOBILE NUMBER : +91-9990999281**

**LANDLINE NUMBER : 011-42137042**

**EMAIL ADDRESS: info@globaltaxation.in**

**WEBSITE: www.globaltaxation.in**

## **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](#).

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. At present five forms viz., FC-GPR, FC-TRS, LLP-I, LLP-II and CN are being made available for filing in SMF. The other four forms viz., ESOP, DI, InVi and DRR would be made available subsequently. With effect from September 01, 2018, all new filings for the above 5 forms have to be done in SMF only.

1.4 The first module was made available to the public for data entry between June 28 (at 1:00 PM) 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.

## 2.Important Abbreviations and Definitions

### Abbreviations

Abbreviation	Description
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	Authorised Dealer Bank
BU	Business User
EM	Entity Master
LLP	Limited Liability Partnership
CN	Convertible Notes

### Definitions

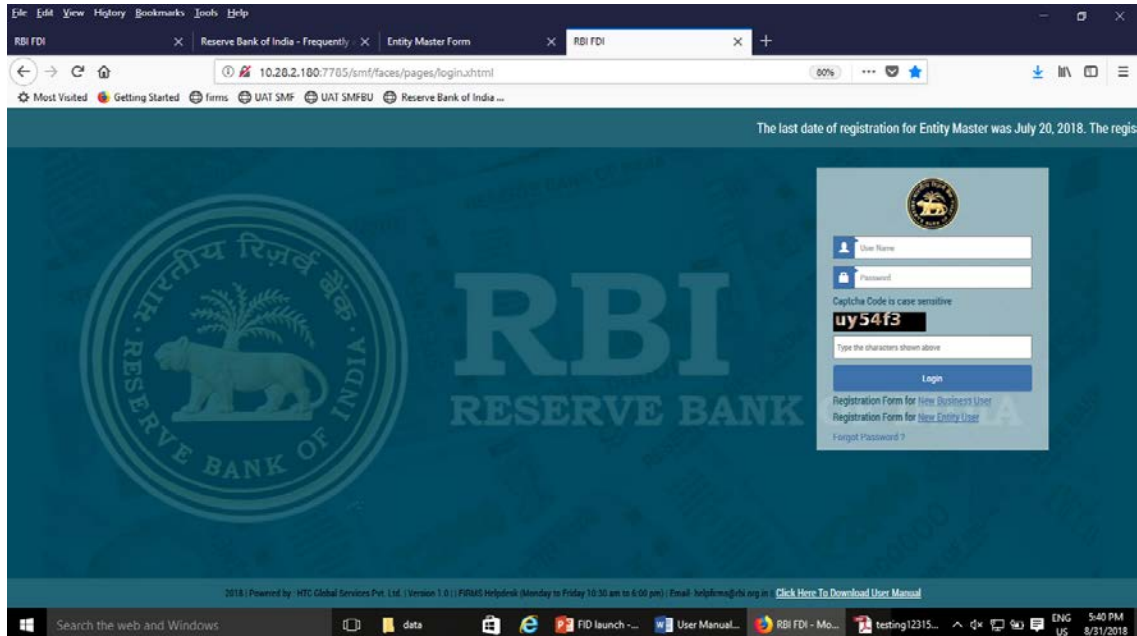
1. FIRMS: An online reporting platform for reporting of foreign investment in India in SMF. FEMA 20(R) prescribes for the reporting of foreign investment in India through various returns. FIRMS provides a one stop shop, 24\*7 online reporting facility for the applicant.
2. SMF: A master form which provides 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 would be made available. Other four forms viz., ESOP, DI, DRR and InVi would be made available subsequently.
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.

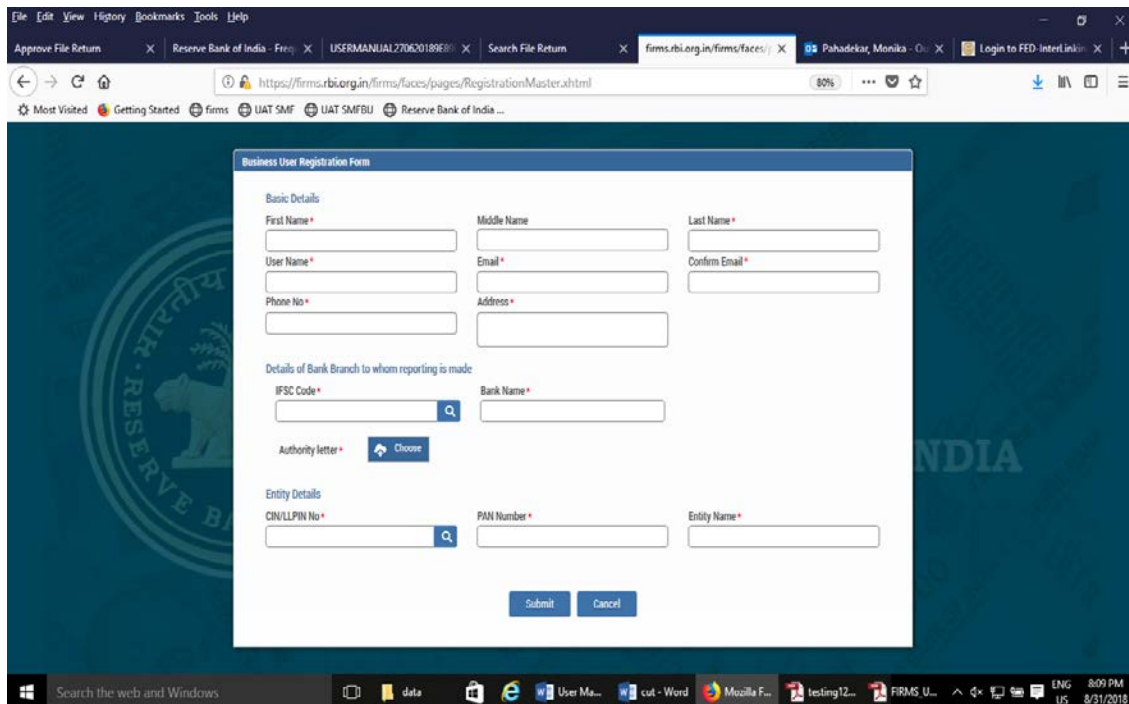
4. E-KYC: Every business user has to be eKYC verified before any reporting can be made in the Single Master Form. This would ensure that only genuine Logins are made available in the FIRMS application. All eKYC would be verified by the AD banks.

### 3.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.](#)



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

<b>Field Name</b>	<b>Description</b>
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
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
Company CIN/LLPIN	Select the CIN or LLPIN of the entity of which the foreign investment is being affected.
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.

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.

**Format of the Authority letter**

**LETTER OF AUTHORIZATION  
(ON THE ENTITY'S LETTER HEAD)**

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. \_\_\_\_\_

\_\_\_\_\_ 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 named \_\_\_\_\_, having registered office at \_\_\_\_\_ and PAN \_\_\_\_\_.

#The CIN/ LLPIN is \_\_\_\_\_/Company/LLP is not required to obtain CIN/LLPIN

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.

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

\_\_\_\_\_ (Specimen Signature of authorized representative)



Associated bank account of the entity/individual with the AD bank  
\_\_\_\_\_ and name of the authorized signatory for  
this \_\_\_\_\_ account \_\_\_\_\_ is  
\_\_\_\_\_ .

Yours faithfully

Signature of Managing Director / Director / Secretary of the Company / Designated  
Partner (in case of LLP)

Name:

Designation:

Date:

DIN / Registration Number of Secretary / DPIN of Partners:

Seal of the signing authority:

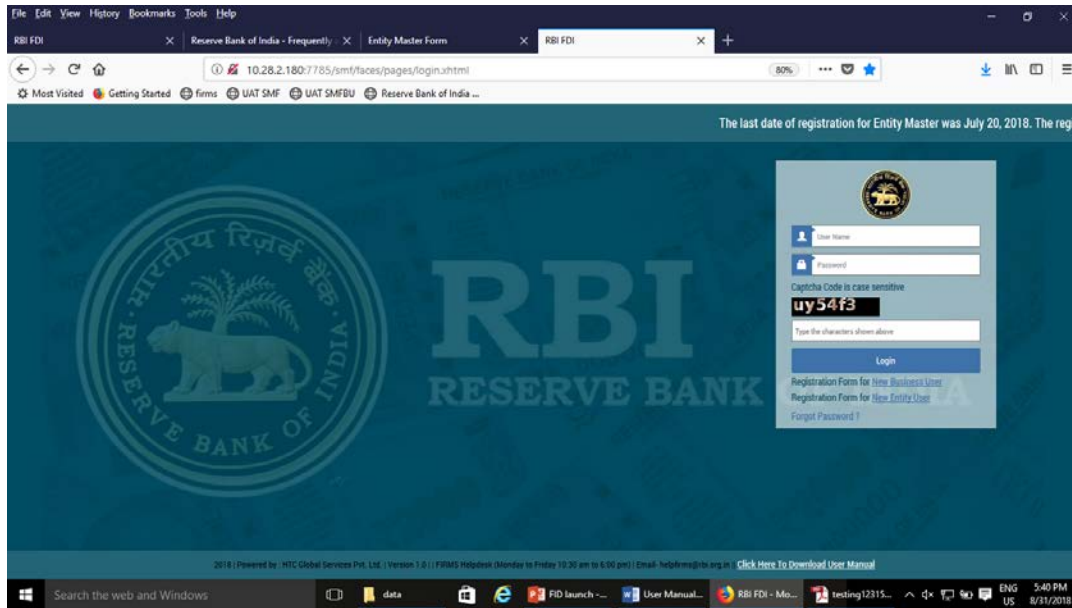
# *Strike out whichever is not applicable*

^ *Indicate the location of RBI Regional Office*

## 4. 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.



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, set 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.

## 5. Form Filing and Submission

### FC-GPR:

Step 1: Login into SMF and reach your workspace.

The screenshot shows the Reserve Bank of India SMF Dashboard. The dashboard is divided into three main sections: Approved Forms, Rejected Forms, and Pending Approval Forms. Each section contains a grid of form types and their respective counts.

Form Type	Count
FCGPR FORM	1
PCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0
DPR Form	0
DI Form	0
INX Form	0

Form Type	Count
FCGPR FORM	0
PCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0
DPR Form	0
DI Form	0
INX Form	0

Form Type	Count
FCGPR FORM	12
PCTRS Form	3
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0

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

The screenshot shows the Reserve Bank of India SMF Dashboard with the left navigation pane open. The 'SINGLE MASTER FORM' menu item is selected. The dashboard content remains the same as in the previous screenshot.

Form Type	Count
FCGPR FORM	1
PCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0
DPR Form	0
DI Form	0
INX Form	0

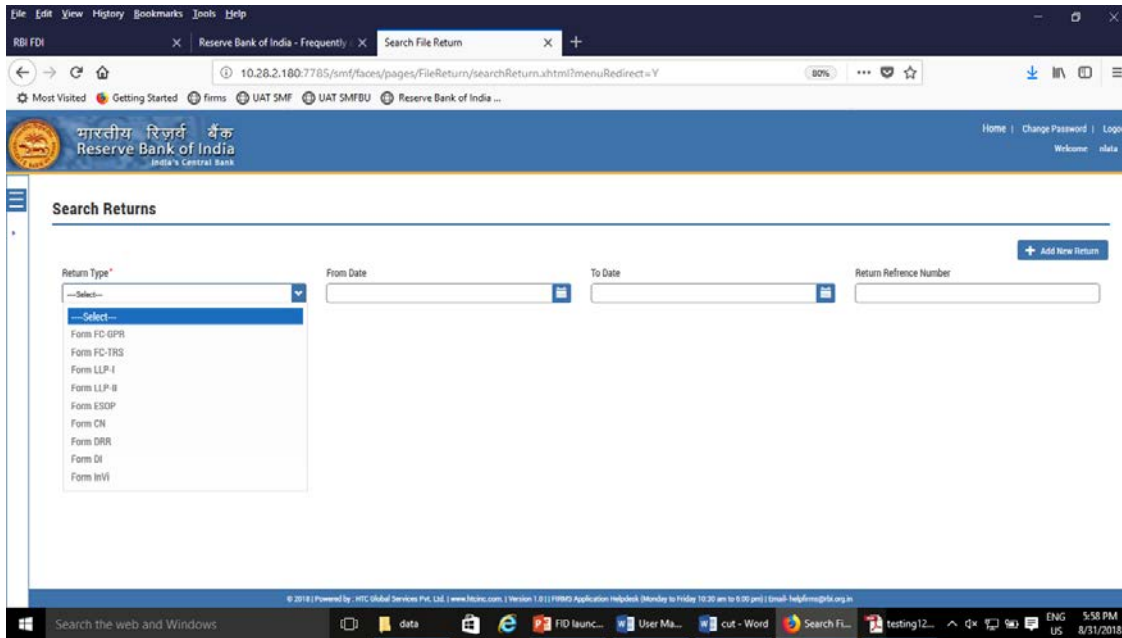
  

Form Type	Count
FCGPR FORM	0
PCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0
DPR Form	0
DI Form	0
INX Form	0

Form Type	Count
FCGPR FORM	12
PCTRS Form	3
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0

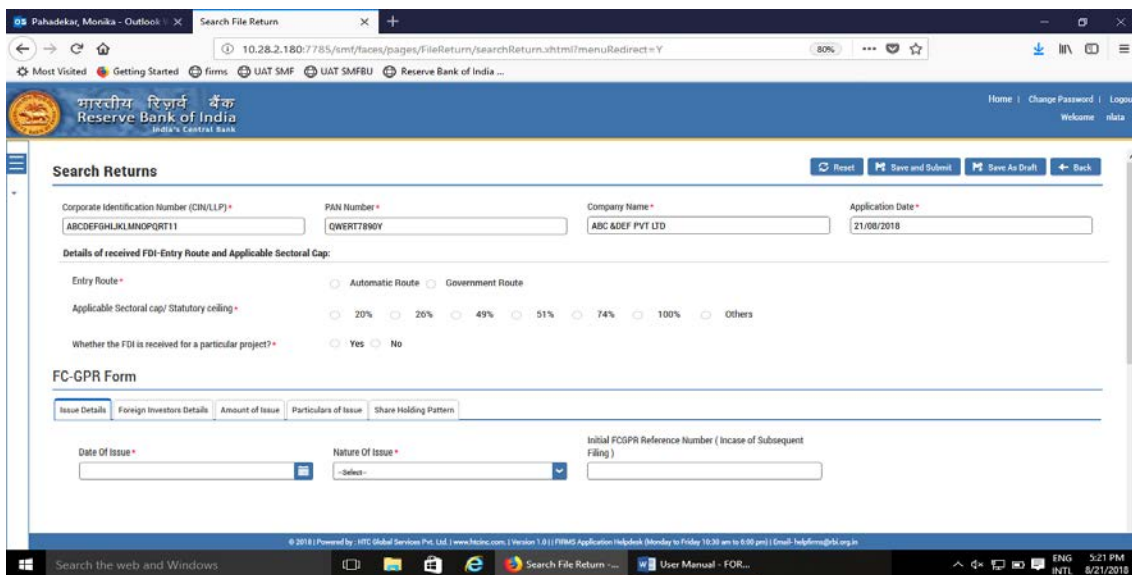
Step 2 : Click on drop down menu “Return Type”. Select “Form FC-GPR” and click on Add new return. The user will be taken to form FC-GPR.



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:



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" data-bbox="829 1759 1430 1869"> <tr> <td>PIN Code</td> <td>Enter the PIN code and click on arrow. If the</td> </tr> </table>	PIN Code	Enter the PIN code and click on arrow. If the
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.

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

Step 4.1: Tab 1: Issue details

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	The nature under which the capital instruments

have been issued, which can be one of the following :

**1. Preferential allotment/ Private placement/ Private arrangement**

**2. Rights**

**3. Bonus**

**4. Merger/ demerger /Amalgamation**  
.....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.

**5. Subscription to Memorandum of Association (MoA)**

**6. Conversion of Convertible notes**.....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

**7. Capital Instruments issued under Schedule 7 of FEMA 20(R) to FVCIs**

**8. Shares issued upon exercise of ESOPs**...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



	<p>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> <p><b>9. Issue of sweat equity shares</b></p> <p><b>10. Issue of participating interest /rights in oil fields</b></p> <p><b>11. Others (please specify)</b></p>
<p>Initial FC-GPR reference number (In case of subsequent filing )</p>	<p>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 an other attachment in the “other attachment” of the form in tab 5.</p>
<p>Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*</p>	<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.</p> <p>For understanding refer to chapter on Shareholding pattern.</p>

## Step 4.2: Tab 2 : Foreign investors details

The screenshot shows the 'Details of the foreign investor / collaborator' form on the Reserve Bank of India portal. 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 '0'. Below this is a section for 'General Details' with a '+ Add Investor' button. The form fields are:

- Name \*
- Address \*
- Town/City
- State
- Pincode / Zipcode
- Country Of Residence \*
- Constitution / Nature of the investing Entity \*

The footer of the page indicates it is powered by HFC Global Services Pvt. Ltd. and provides contact information.

The screenshot shows the 'Particulars of Issue/Allotment to Each Investor' form on the Reserve Bank of India portal. The form is titled 'Particulars of issue (Capital instrument as issued to that foreign investor)'. It includes a '+ Add Issue Particular' button. The form fields are:

- Type Of Capital Instrument \*
- Number of Instruments \*
- Conversion Ratio (Number of equity shares per CCPS/CCDs) \*
- Number of Equity Shares on fully diluted basis \*
- Face Value \*
- Premium \*
- Issue Price per instrument \*
- Amount of Consideration \*

Below the form is a table with the following columns:

Type Of Capital Instrument	Number of Instruments	Conversion Ratio/Applicable in case of CCPS/CCD/Share Warrants)	Number of Equity Shares on fully diluted basis	Face Value	Premium	Issue Price per instrument	Amount of Consideration	Edit/Update
No records found.								

The footer of the page indicates it is powered by HFC Global Services Pvt. Ltd. and provides contact information.

The screenshot shows the RBI FDI portal interface. The main heading is 'Remittance Details'. Below it, there are several input fields:
 

- Name of the AD Bank through whom remittance is received: [Text Box]
- Address of the AD Bank: [Text Box]
- Town/City: [Text Box]
- Pin Code: [Text Box]
- State: [Dropdown Menu]
- Mode of Payment: [Dropdown Menu]
- Whether the remitter is different from the foreign investor: [Radio Buttons (Yes/No)]

 Below this is an 'Investment Details' section with two more text boxes:
 

- Total Amount of Inflow (Rs): [Text Box]
- Total Amount for which Capital Instruments has been issued (Rs): [Text Box]

 At the bottom, there is a section for 'Details of the foreign investor' which is currently collapsed. The browser's address bar shows the URL: 10.28.2.180:7785/smf/faces/pages/FileReturn/searchReturn.xhtml?menuRedirect=Y. The Windows taskbar at the bottom shows the time as 6:12 PM on 8/31/2018.

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. For example, if the number of investors entered is 3, details of only 3 foreign investors can be added. In case, more number of investors (in case of incorrect number filled), please change the number in this field and then proceed ahead.												
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</td> <td>Country of residence</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	Country of residence
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	Country of residence												

	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 prefixed 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. 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>		
Menu options		Description
Inward remittance from abroad through banking channel		<b>Fields to be entered:</b> "Date of Remittance",

		<p>“Amount in Rs”  “FIRC number”  <b>Attachments:</b> FIRC and KYC of the foreign investor</p>
	NRE/FCNR	<p><b>Fields to be entered:</b>  “Date of debit”,  “Amount in Rs”  <b>Attachments:</b> Debit statement</p>
	Escrow A/c	<p><b>Fields to be entered:</b>  “Date of debit”,  “Amount in Rs”  “FIRC number ” (if any)  <b>Attachments:</b> Debit statement</p>
	Swap	<p><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</p>
	Issue of shares against fund payables to its foreign investor	<p><b>Fields to be entered:</b>  “Value of fund payables in Rs”-  Enter the value of fund payables for the allotment of the instant capital</p>



		<p>instruments in this allotment.</p> <p>“Description ”-Enter the description such as “conversion of ECB” or “import payables” etc as applicable</p> <p><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</p>
	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. For example, if the allotment is of Rs 10 crores and the investor, lets say is an NRI, has paid the same as, Rs 5 crore</p>

		<p>through inward remittance and Rs 5 crore as NRE/FCNR.</p> <p><b>Fields to be entered:</b></p> <p>“Date of Remittance”, -earliest date of date of remittances</p> <p>“Amount in Rs”-Total amount through all modes of payment.</p> <p>“Multimode Payment details”-Specify the individual mode of payment and amount received through that.</p> <p><b>Attachments:</b></p> <p>“Relevant documents 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>For allotments which does not involve any remittances , such as bonus issue, merger/demerger etc., select the mode of transfer 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>		

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 : 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

Applicable Sectoral cap/ Statutory ceiling \*  20%  26%  49%  51%  74%  100%  Others

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

**FC-GPR Form**

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

Amount of Issue

Total Amount of Inflow \*

Total amount for which capital instruments have been issued \*

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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

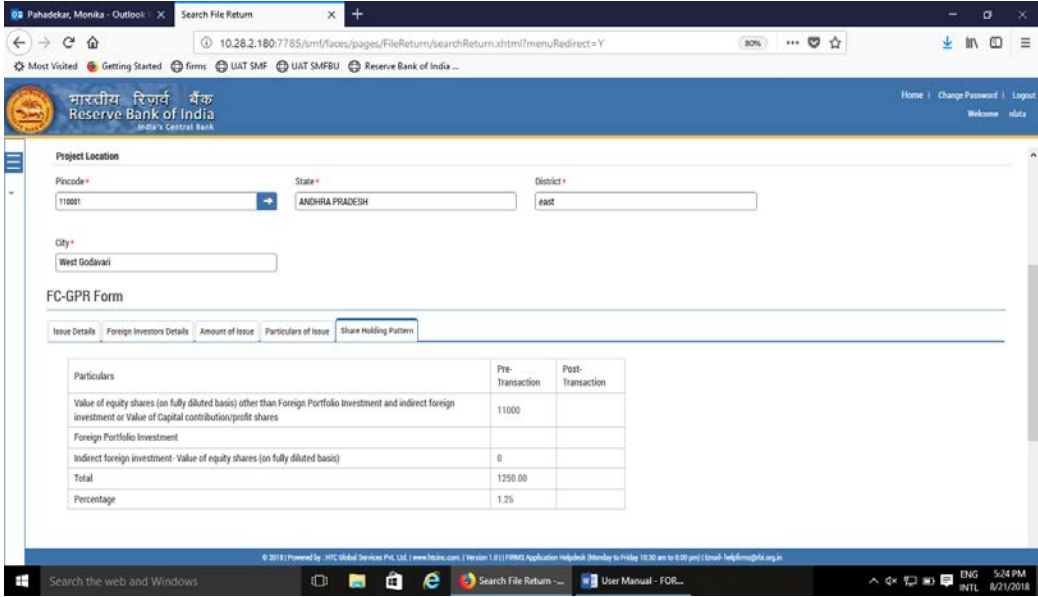
The screenshot shows the RBI portal interface. The 'Particulars of Issue' tab is selected. The table below shows 'No records found.' Below the table, there is a 'Fair Value of the shares (in Rs):' field with a 'Choose' button and a 'Valuation Certificate' section with a declaration checkbox.

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)	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".  Mandatory where nature of issues is "Preferential Allotment/Private Placement/Private arrangement " and "Conversion of Convertible Notes".
Declaration	<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</i>

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.” \*

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”.

Step 4.5-Tab 5-Shareholding Pattern



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

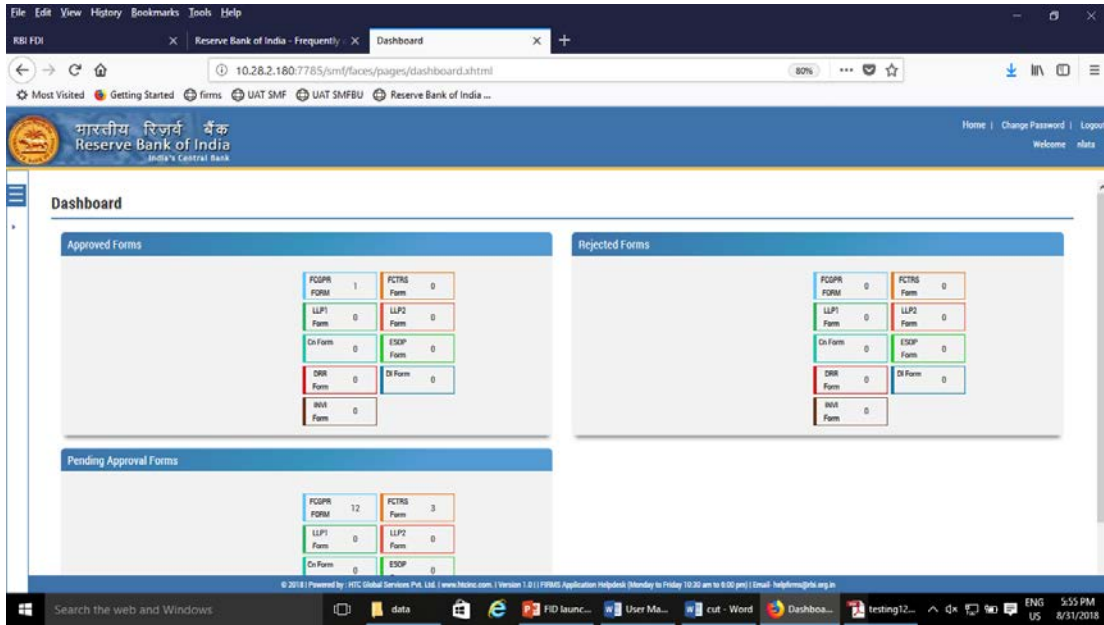
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

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

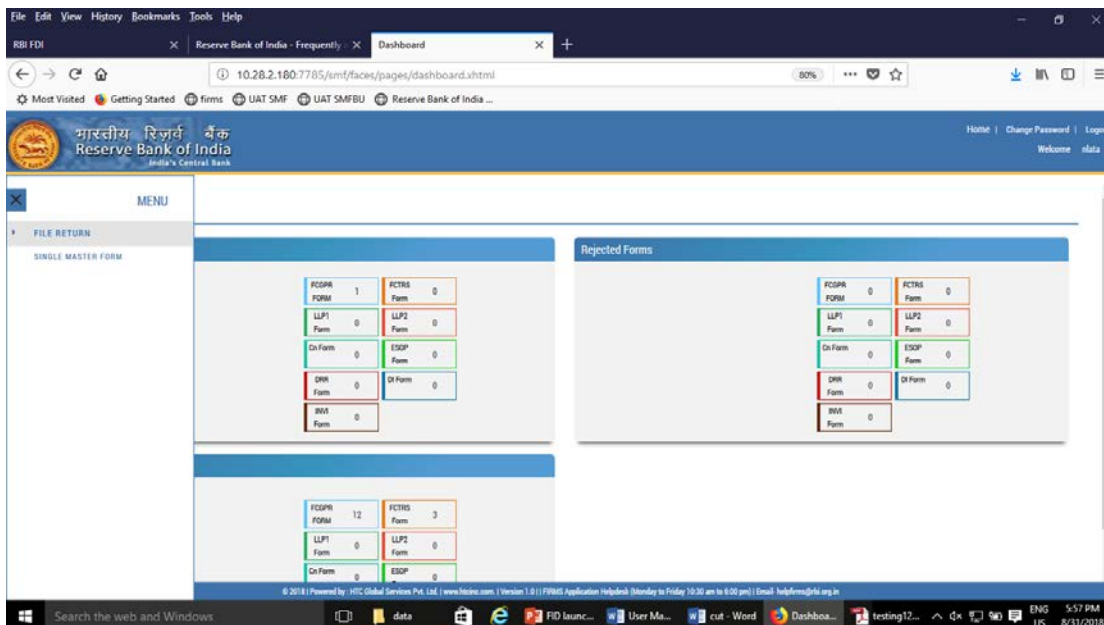
“Back” button: To go back to the Dashboard.

# 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 RBI Search Returns page. The 'Return Type' dropdown menu is open, showing a list of return types. The 'Form FC-TRS' option is selected. The search form includes fields for 'From Date', 'To Date', and 'Return Reference Number'. A blue button labeled '+ Add New Return' is located in the top right corner of the search area. The page header features the RBI logo and text in Hindi and English: 'भारतीय रिज़र्व बैंक Reserve Bank of India India's Central Bank'. The footer contains copyright information and system details.

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:

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).

	<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>								
<p>Whether the foreign investment received is for a specific project/manufacturing unit/ plant?</p>	<p>Select Yes or No as applicable. If yes is selected , fill up the details as below:</p> <table border="1" data-bbox="829 632 1425 1041"> <tr> <td data-bbox="829 632 1166 743">PIN Code</td> <td data-bbox="1166 632 1425 743">Enter the PIN code and click on arrow</td> </tr> <tr> <td data-bbox="829 743 1166 816">State</td> <td data-bbox="1166 743 1425 816">Pre-filled as per PIN code</td> </tr> <tr> <td data-bbox="829 816 1166 890">City/District</td> <td data-bbox="1166 816 1425 890">Enter the city/district</td> </tr> <tr> <td data-bbox="829 890 1166 1041">Brownfield/Greenfield</td> <td data-bbox="1166 890 1425 1041">Enter brownfield or greenfield as applicable for the investment.</td> </tr> </table>	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.
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' interface on the Reserve Bank of India website. The form is divided into several sections:

- General Details:** Includes fields for 'Transferor Name', 'Transferee Name', 'Address', 'Country', 'Status', and 'Date of Transfer'.
- Particulars of Transfer:** Includes fields for 'Transfer Type', 'Country', and 'Date of Transfer'.
- Shareholding Pattern:** Includes a section for 'Whether the FD is required for a particular project?' with radio buttons for 'Yes' and 'No'.
- Entry Route:** Includes radio buttons for 'Automatic Route' and 'Government Route'.
- Applicable Sectoral Cap/Shareholding ceiling:** Includes radio buttons for '20%', '25%', '40%', '51%', '74%', '100%', and 'Others'.

The form also includes a disclaimer at the bottom: 'In case the acquisition by the MF is either through issue of capital instruments or subordinated debt of MF may be attached. In case the acquisition by the MF is either through issue of capital instruments or subordinated debt of MF may be attached in case of joint venture MF approval, if any, may be attached.'

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:*	<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.</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</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</li> </ul>

	<p>person resident outside India</p> <ul style="list-style-type: none"> <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 Schedule 4 to FEMA 20(R) to a person resident outside India</li> <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>

	<b>NOT applicable for Transfer by Gift</b>
Buyer and Seller details for sale or Donee and Donor details for gift	Fill up the buyer and seller details for transfer by sale or Donee and Donor details for Transfer by Gift.

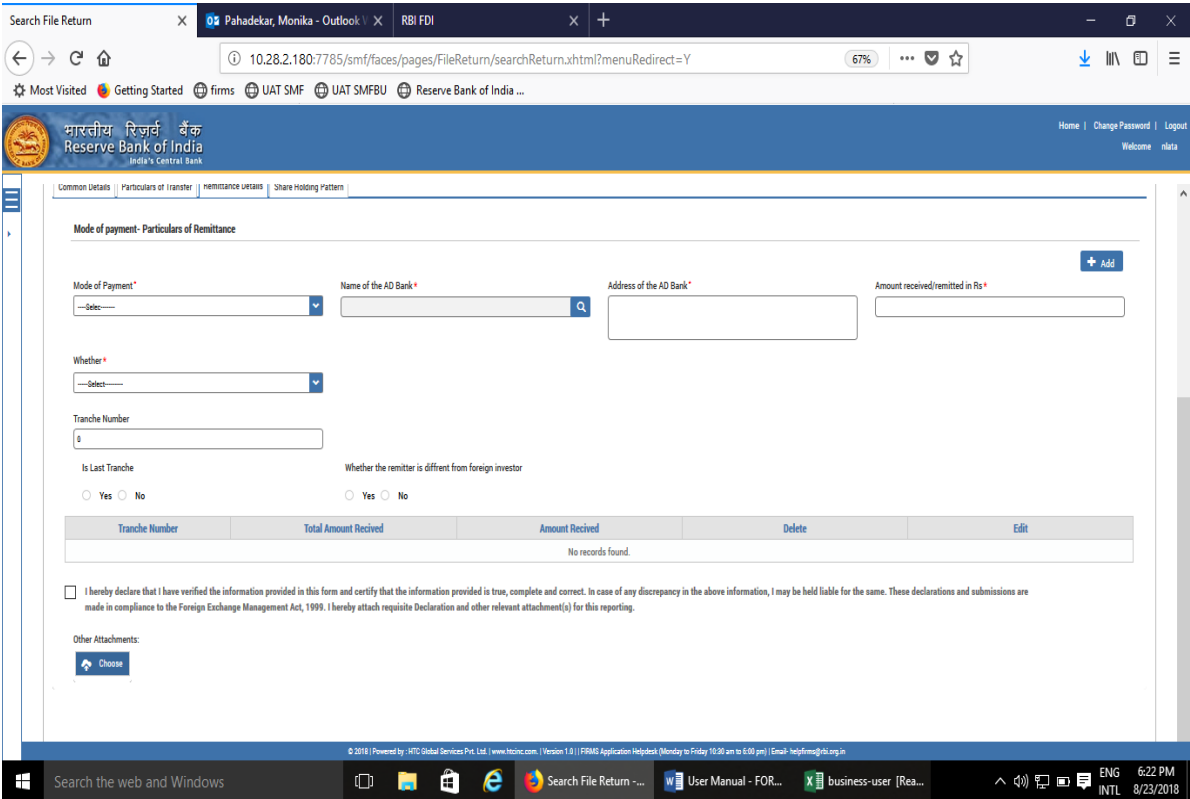
### Step 4.2-Tab 2-Particulars of Transfer

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 letter along with the valuation certificates at</p>

	<p>the attachment “Valuation certificate”</p> <p><b>In case of Gift, the field may be kept blank.</b></p>
--	---

**Step 4.3 : Tab 3-Remittance Details – Not applicable for Transfer by Gift**



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	<p>Select from the drop down menu as below</p> <p><b>Payment on full consideration</b></p> <table border="1"> <tr> <td>Date of remittance</td> <td>Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.</td> </tr> <tr> <td>Tranche number</td> <td>Enter tranche number as 1</td> </tr> <tr> <td>Is last tranche</td> <td>Select Yes</td> </tr> </table> <p>Payment on deferred basis In case it is first tranche payment</p> <table border="1"> <tr> <td>Tranche number</td> <td>Enter Tranche number as 1 (one)</td> </tr> <tr> <td>Amount in the tranche</td> <td>Enter the Amount as received in the tranche</td> </tr> <tr> <td>Date of remittance</td> <td>Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.</td> </tr> <tr> <td>Is last tranche</td> <td>Select YES or NO as applicable</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>In case it is 2,3,4.....etc tranche</p> <table border="1"> <tr> <td>Tranche number</td> <td>Enter Tranche number as 2,3...etc as applicable</td> </tr> <tr> <td>Amount in previous tranche(s)</td> <td>Enter the total amount as received in all earlier tranche(s).</td> </tr> <tr> <td>FC-TRS details</td> <td>Enter the FC-TRS reference number along with the</td> </tr> </table>	Date of remittance	Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.	Tranche number	Enter tranche number as 1	Is last tranche	Select Yes	Tranche number	Enter Tranche number as 1 (one)	Amount in the tranche	Enter the Amount as received in the 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			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
Date of remittance	Enter the Date of Remittance. In case the remittance date is future date, it may be left blank.																						
Tranche number	Enter tranche number as 1																						
Is last tranche	Select Yes																						
Tranche number	Enter Tranche number as 1 (one)																						
Amount in the tranche	Enter the Amount as received in the 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																						
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	Please select "NO" if the remitter is same as the foreign investor. 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		
Declaration	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.*  Check upon completing all details in the form.		

## Step 5.5-Tab 5-Shareholding Pattern

Applicable Sectoral cap/ Statutory ceiling\*  20%  26%  49%  51%  74%  100%  Others

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

FCTRS Form

Common Details | Particulars of Transfer | Remittance Details | **Share Holding 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	14000	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	0	
<b>Total</b>	<b>14000.00</b>	
<b>Percentage</b>	<b>14.00</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>		

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.

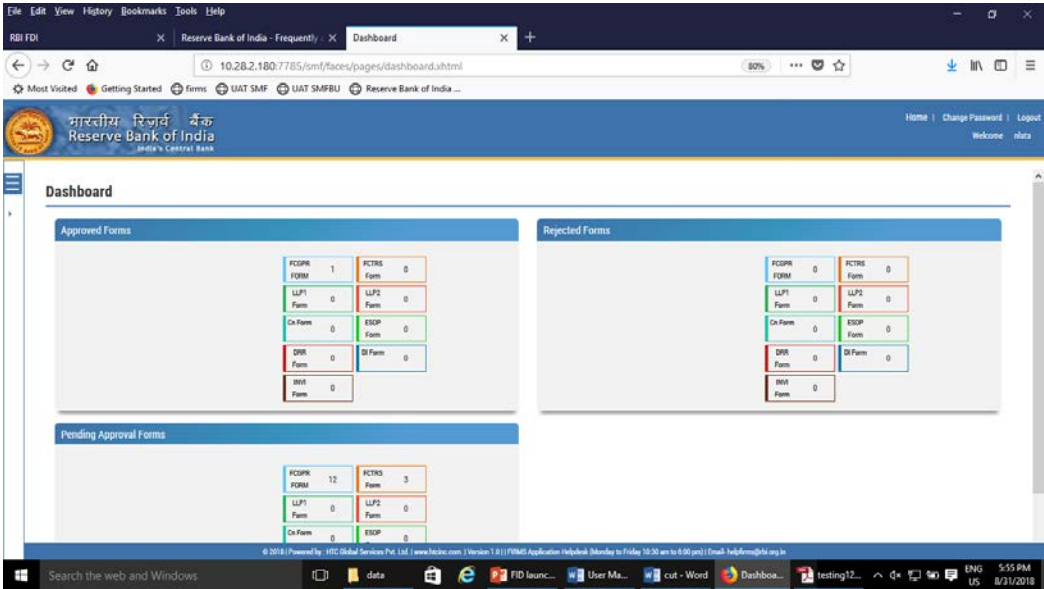
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

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

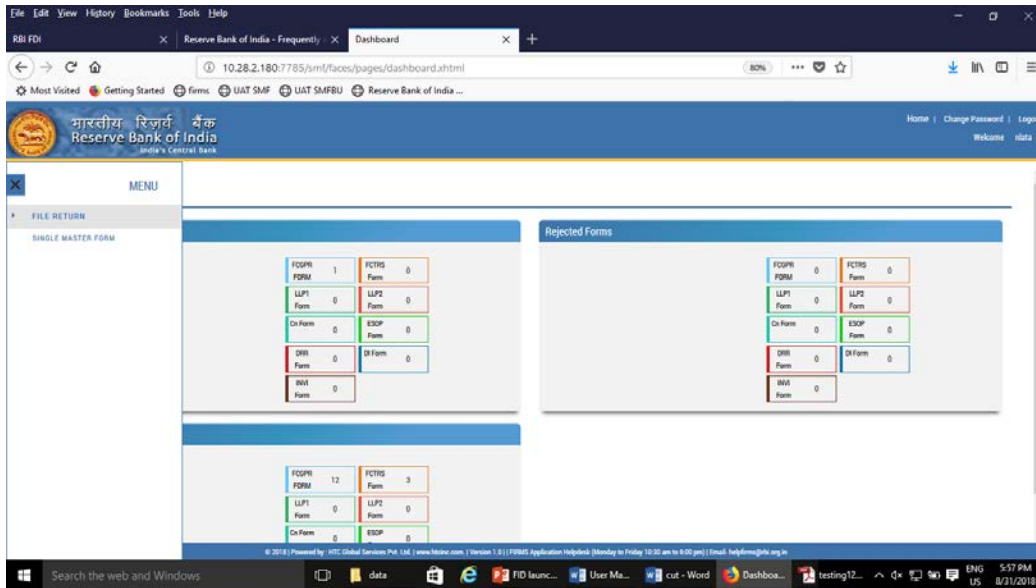
“Back” button: To go back to the Dashboard.

### LLP-I

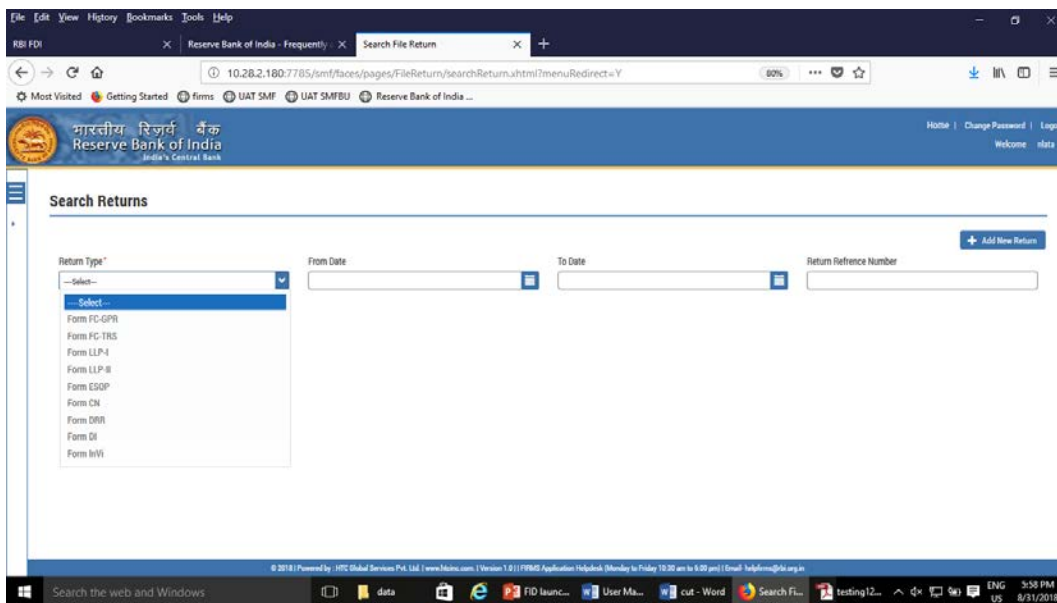
Step 1: Login into SMF and reach your workspace.



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



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



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

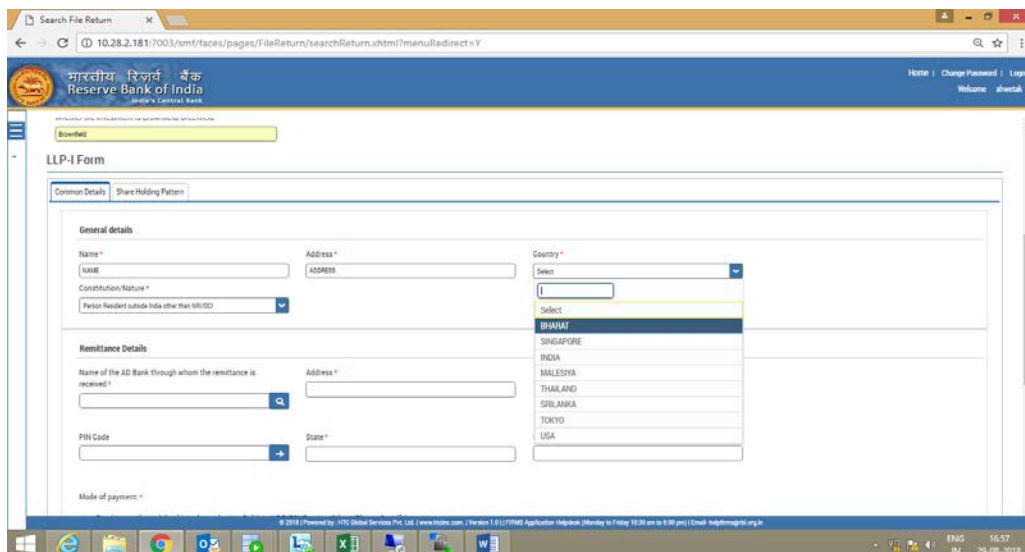
*(Common Investment details: These details are common to all returns that can be reported in SMF.)*

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

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" data-bbox="833 743 1425 1150"> <tr> <td data-bbox="833 743 1166 852">PIN Code</td> <td data-bbox="1174 743 1425 852">Enter the PIN code and click on arrow</td> </tr> <tr> <td data-bbox="833 856 1166 926">State</td> <td data-bbox="1174 856 1425 926">Pre-filled as per PIN code</td> </tr> <tr> <td data-bbox="833 930 1166 999">City/District</td> <td data-bbox="1174 930 1425 999">Enter the city/district</td> </tr> <tr> <td data-bbox="833 1003 1166 1150">Brownfield/Greenfield</td> <td data-bbox="1174 1003 1425 1150">Enter brownfield or greenfield as applicable for the investment.</td> </tr> </table>	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.
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 displays the RBI's online filing interface for Form 65. The page is titled 'Search File Return' and includes the RBI logo and navigation links. The main form area contains several sections:
 

- Mode of payment:** Radio buttons for 'Remittance through banking channel' (selected), 'Debit to NRE/FCNR', and 'Others(Please Specify)'.
- Declaration:** A checkbox for 'Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:' with 'NO' selected.
- Remittance Date:** A date field containing '28-08-2018'.
- Amount remitted (in Rupees):** A text field containing '100'.
- Value of capital contribution:** A text field containing '1000'.
- Paid Up Capital:** A text field containing '100'.
- Total Value of capital contribution for all investors:** A text field containing '1000.000'.
- Fair Value:** A text field containing '100'.
- Remarks:** An empty text area.
- FIRC/KYC statement:** A 'Choose' button with a file path 'LLP1\_FIRC\_shwetak\_Before\_15355421108580.pdf'.
- Valuation Certificate:** A 'Choose' button with a file path 'LLP1\_KYC\_shwetak\_After\_1535542111705.pdf'.
- Declaration:** A checked checkbox with the 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.'
- Other Attachment:** A 'Choose' button with a file path 'LLP1\_KYC\_shwetak\_After\_15355421152025.pdf'.

#### 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	<p>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.</p> <p>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.</p>
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

Entry Route:  Automatic Route  Government Route (Attach Copy of Government Approval)

Applicable Sectoral cap/ Statutory ceiling:  20%  26%  49%  51%  74%  100%  Others

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

**LLP-I Form**

Commons Details | **Share Holding 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 contributions/profit shares	14000	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	0	
<b>Total</b>	<b>14000.00</b>	
<b>Percentage</b>	<b>14.00</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		
	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>
--	---

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

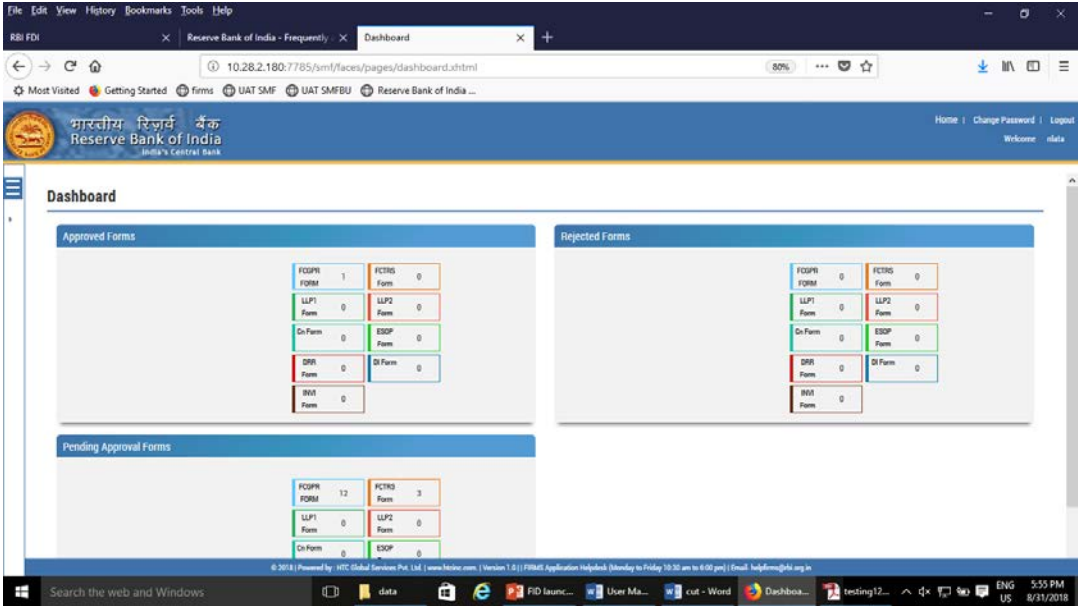
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

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

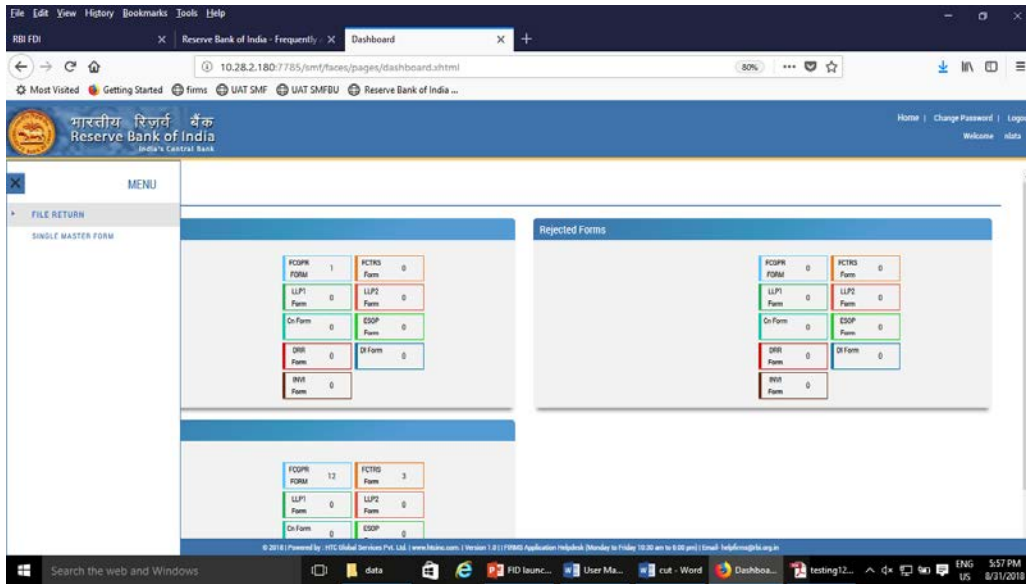
“Back” button: To go back to the Dashboard.

### LLP-II

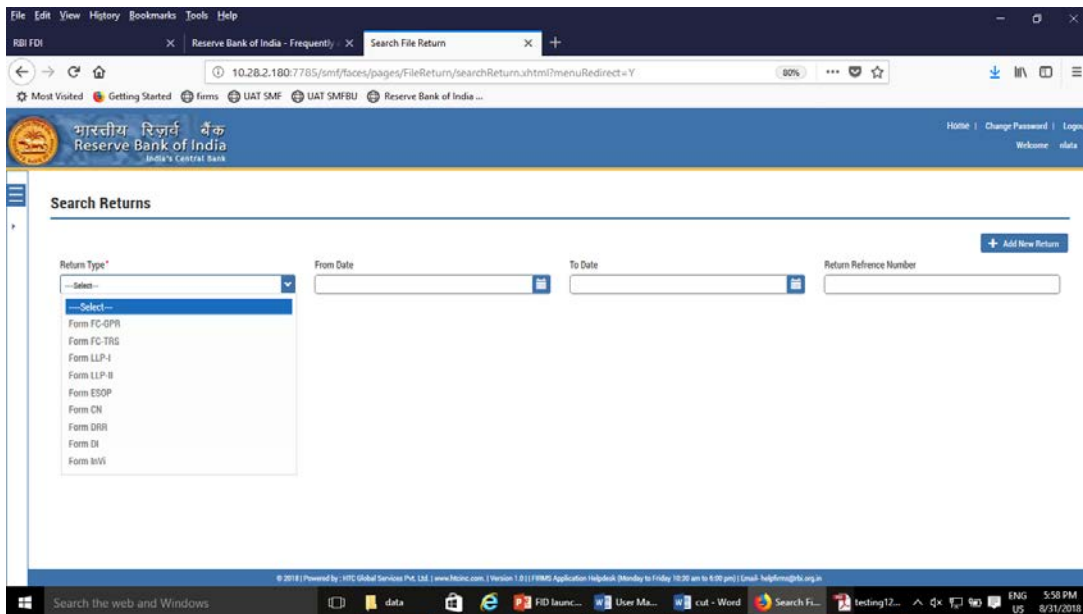
Step 1: Login into SMF and reach your workspace.



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 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.)*

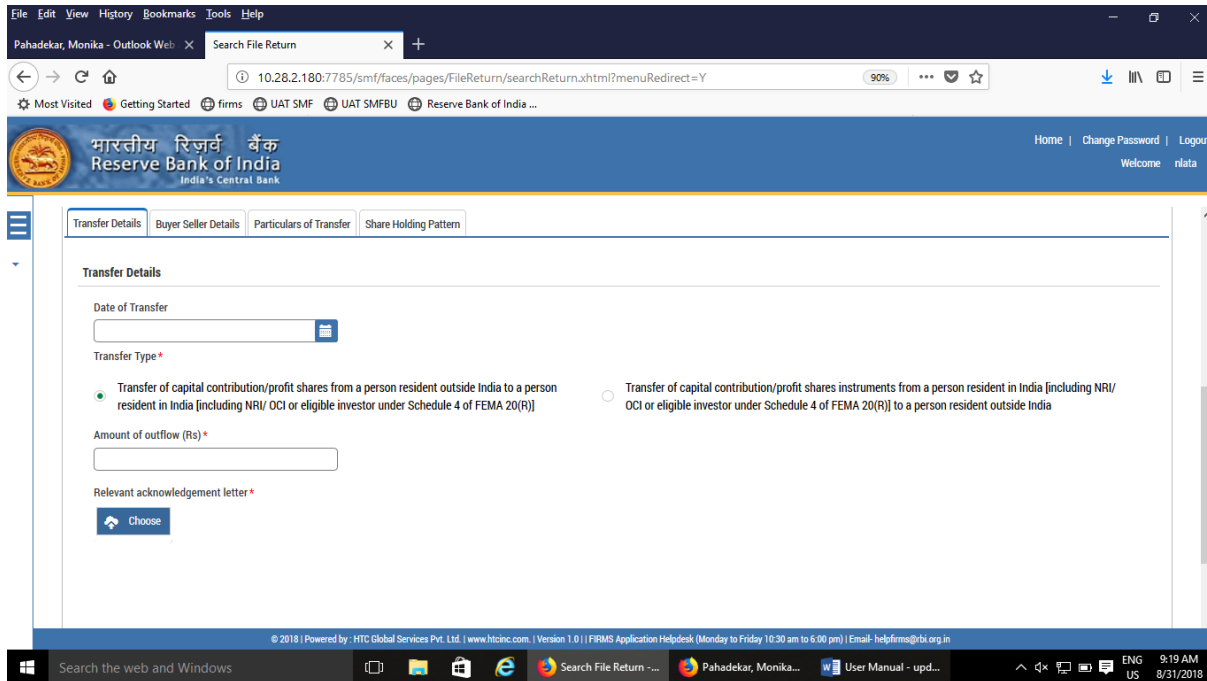
Step 3: Fill up the common investment details as below:

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</p>

	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%.								
Whether the foreign investment received is for a specific project/ manufacturing unit/ plant?	Select Yes or No as applicable. If yes is selected , fill up the details as below: <table border="1" data-bbox="829 890 1430 1297"> <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> <tr> <td>City/District</td> <td>Enter the city/district</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	State	Pre-filled as per PIN code	City/District	Enter the city/district	Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.
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

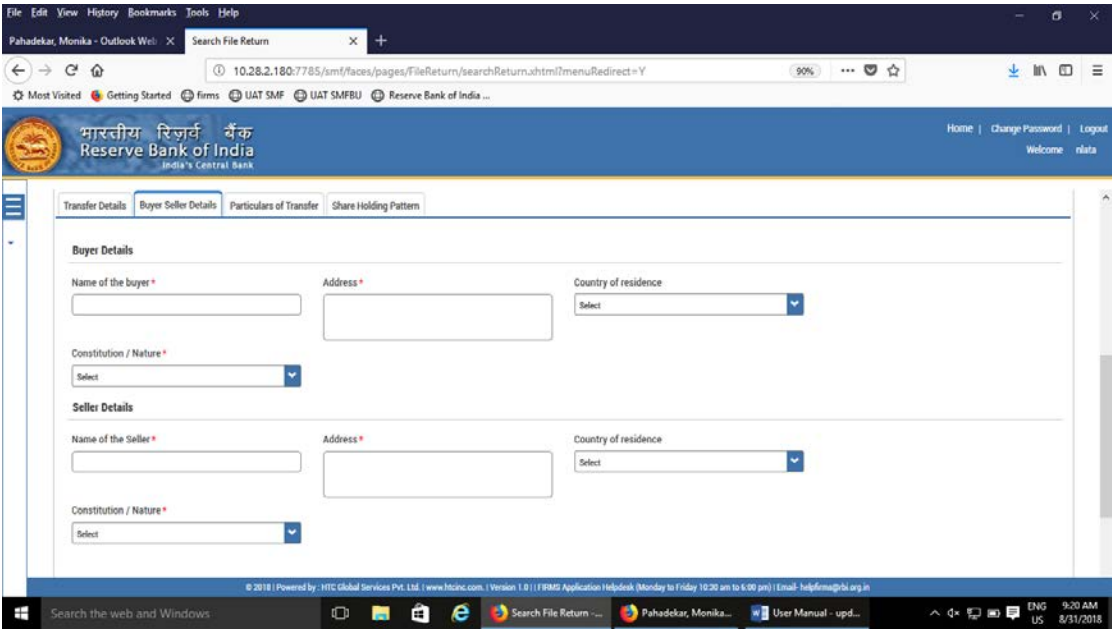


Field Name	Description
Date of Transfer	Select the date of transfer. In case the date of transfer is a future date , please leave this date as blank
Transfer Type	<p>Select from the following (radio buttons) as applicable :</p> <p>Transfer of capital contribution/profit shares from a person resident outside India to a person resident in India [including NRI/ OCI or eligible investor under Schedule 4 of FEMA 20(R)]. 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>
--	---

**Step 4.2: Tab 2- Buyer Seller details**



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 Attachments: Debit statement

	<p>Others: Others (please specify) Other Mode of Payment ...Description Other Remittance date Other Amount Remitted in Rs 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

Entry Route  Automatic Route  Government Route ( Attach Copy Of Government Approval )

Applicable Sectoral cap/ Statutory ceiling  20%  26%  49%  51%  74%  100%  Others

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

**LLP-II Form**

Transfer Details | Buyer Seller Details | Particulars of Transfer | **Share Holding 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	14000	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	0	
<b>Total</b>	<b>14000.00</b>	
<b>Percentage</b>	<b>14.00</b>	

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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)		
	<b>Total</b>		
	<b>Percentage</b>		
	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>
--	---

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

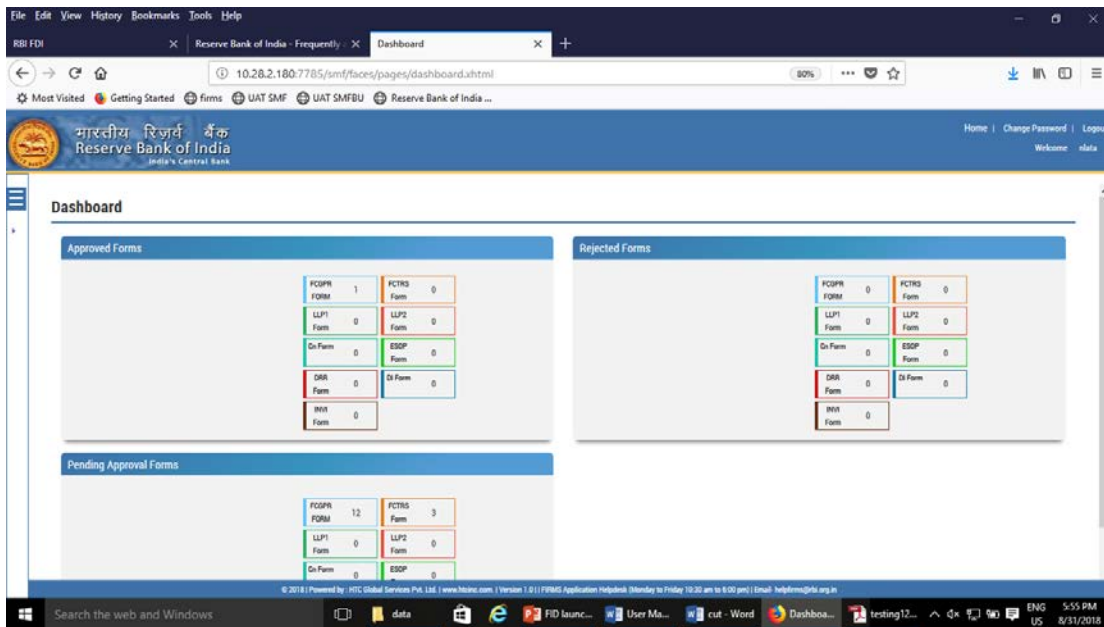
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

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

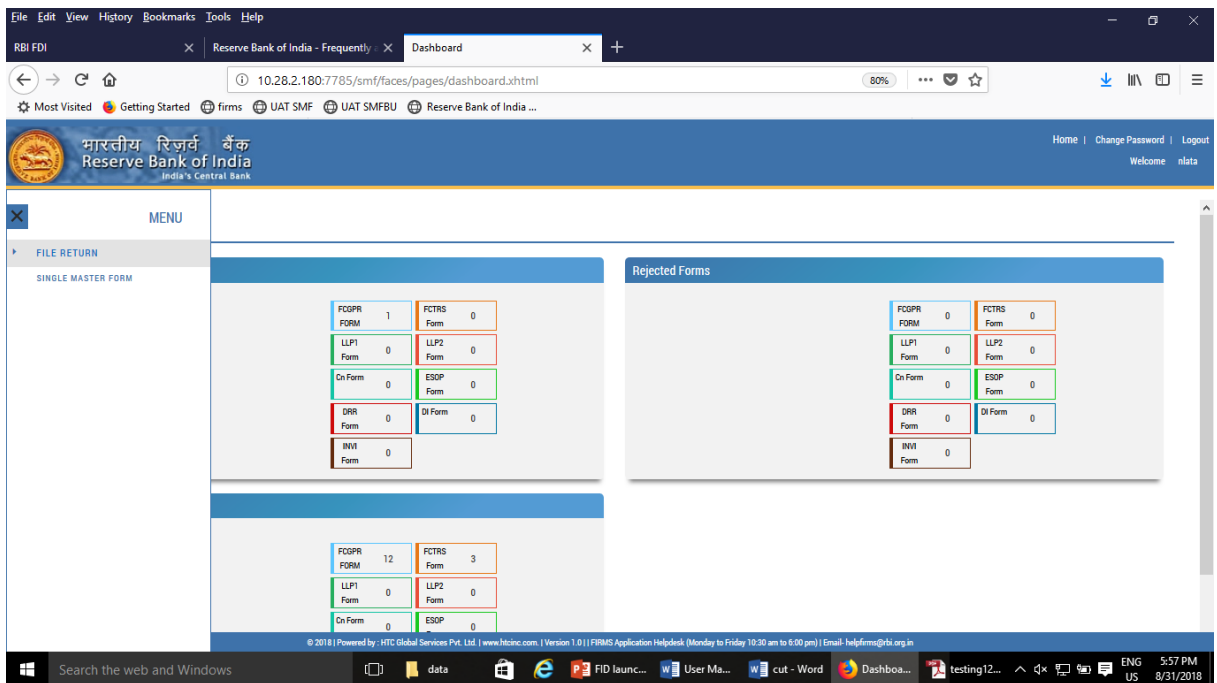
“Back” button: To go back to the Dashboard.

# FORM CN

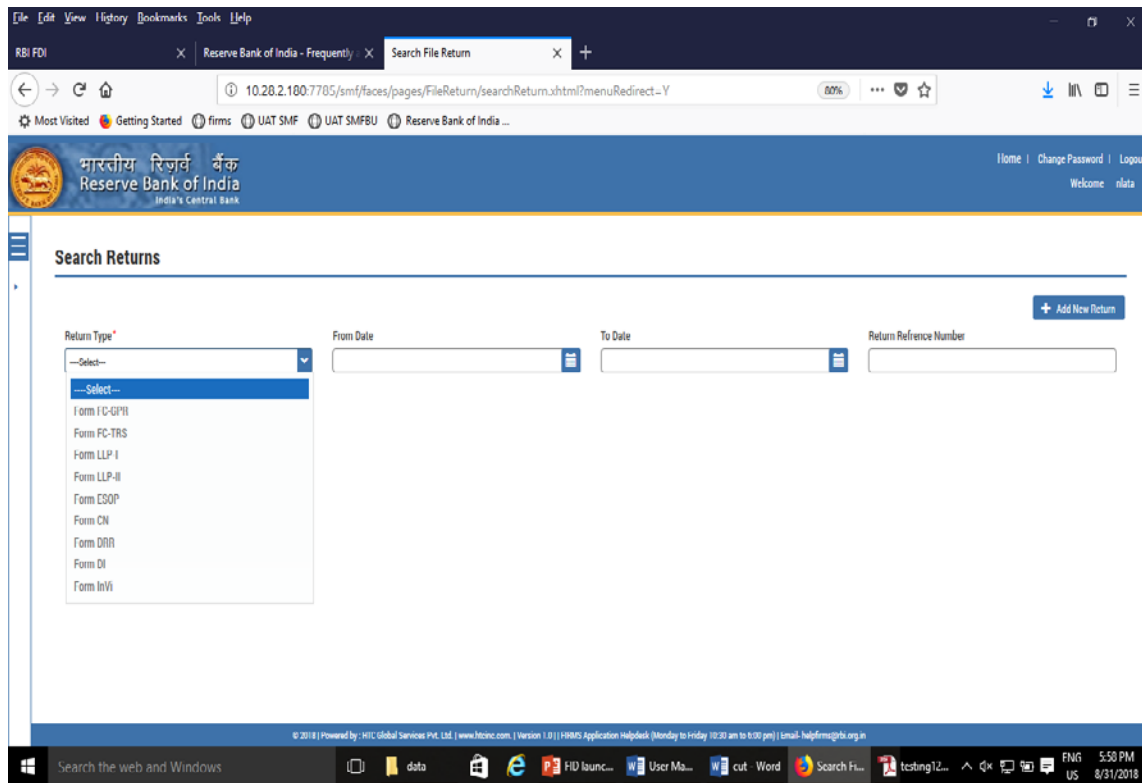
Step 1: Login into SMF and reach your workspace.



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



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



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:

The screenshot displays the 'Search Returns' interface on the Reserve Bank of India's portal. The form includes the following fields and options:

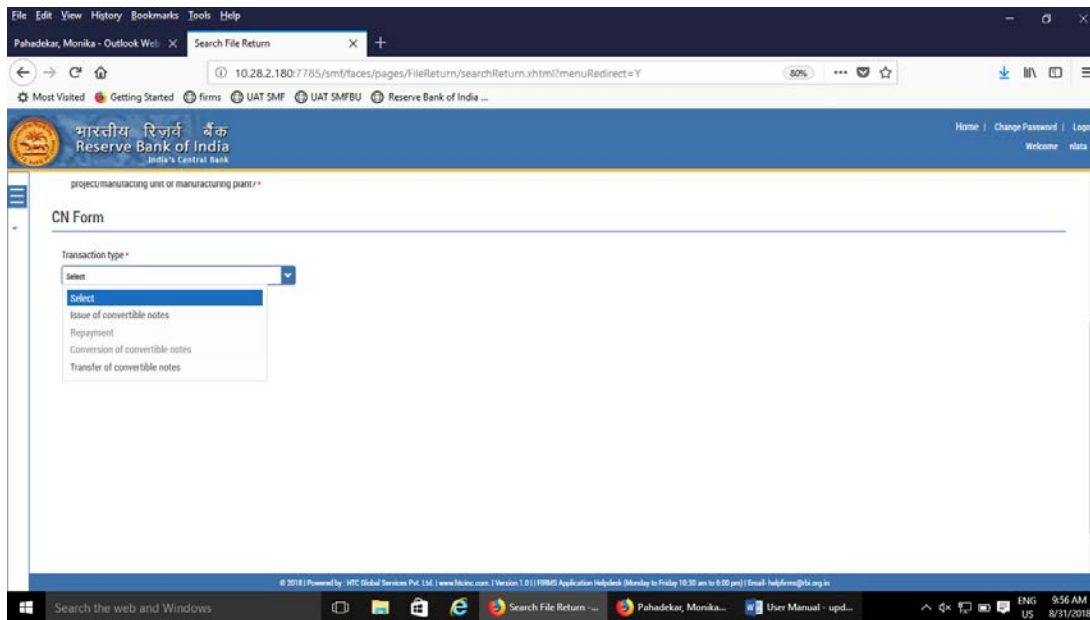
- Corporate Identification Number (CIN/L1P):** ABCDEFGHJKLMNOQRST11
- PAN Number:** QWERT7890Y
- Company Name:** ABC & DEF PVT LTD
- Application Date:** 21/08/2018
- Entry Route:** Radio buttons for Automatic Route and Government Route.
- Applicable Sectoral cap/ Statutory ceiling:** Radio buttons for 20%, 26%, 49%, 51%, 74%, 100%, and Others.
- Whether the FDI is received for a particular project?:** Radio buttons for Yes and No.
- FC-GPR Form:** A section with tabs for Issue Details, Foreign Investors Details, Amount of Issue, Particulars of Issue, and Share Holding Pattern. It contains fields for Date of Issue, Nature of Issue (a dropdown menu), and Initial FCGPR Reference Number.

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</p>



	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 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 web portal interface for issuing convertible notes. The page title is 'Issue of Convertible Notes'. The form includes the following fields:

- Transaction type: Issue of convertible notes (dropdown menu)
- Date of issue of convertible notes: [Text input field]
- Total amount of inflow: [Text input field]
- Number of foreign investors: [Text input field]
- Issue of Convertible Notes: [Section header]
- Details of the foreign investor:
  - Name of the foreign investor: [Text input field]
  - Address: [Text input field]
  - Country: [Dropdown menu]
  - Constitution/Nature: [Dropdown menu]
- Remittance Details: [Section header]

The form also includes an 'Add Investor' button and a footer with copyright information: © 2018 | Powered by: HTC Global Services Pvt. Ltd. | www.rbiac.com | Version 1.0 | FIRMS Application Helpdesk (Monday to Friday 10:30 am to 6:00 pm) | Email: help@firms@rbi.org.in

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:

	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</p>

	<table border="1" data-bbox="771 193 1430 657"> <tr> <td data-bbox="771 193 980 657"></td> <td data-bbox="980 193 1430 657"> <p>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> </td> </tr> </table> <p>Once the above details have been filled, click on ADD investor.</p> <p>Repeat the above process in case of multiple investors</p>		<p>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>
	<p>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>		
<p>Declaration text and other attachments</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 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

The screenshot shows the RBI FDI portal interface for filing a 'CN Form'. The form is titled 'Transfer of Convertible Notes' and includes the following sections:

- Transaction type:** A dropdown menu set to 'Transfer of convertible notes'.
- Date of Transfer:** A date selection field.
- Type of transfer:** 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 20(R)] Please provide the acknowledgement letter for the initial investment.
  - 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.
- Details of Buyer:** Fields for Name of the buyer, Address, Country of residence (dropdown), and Constitution / Nature (dropdown).
- Details of Seller:** Fields for Name of the Seller, Address, Country of residence (dropdown), and Constitution / Nature (dropdown).
- Name of the AD Bank through whom the remittance is received:** A search field.
- Mode of Payment:** Radio button options: Remittance through banking channel, NRE/FDI/Excess A/c, Others (please specify).
- Date of Remittance:** A date selection field.
- Amount remitted (in Rupees):** A text input field.
- Fair Value (in Rs):** A text input field.
- FRD/Debit statements/OCI:** A 'Choose' button.
- Valuation certificate/other attachments:** A 'Choose' button.

At the bottom, there is a declaration checkbox: '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. I hereby attach requisite Declaration and other relevant attachments(s) for this reporting.'

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>

	Enter the amount of inflow in Rs
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</p>

	relevant attachment(s) for this reporting.  Check the declaration text and attach other attachments, if any.
--	--

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

## 6.Shareholding pattern

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.

## 7.Processing at AD level

### Login Procedure

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

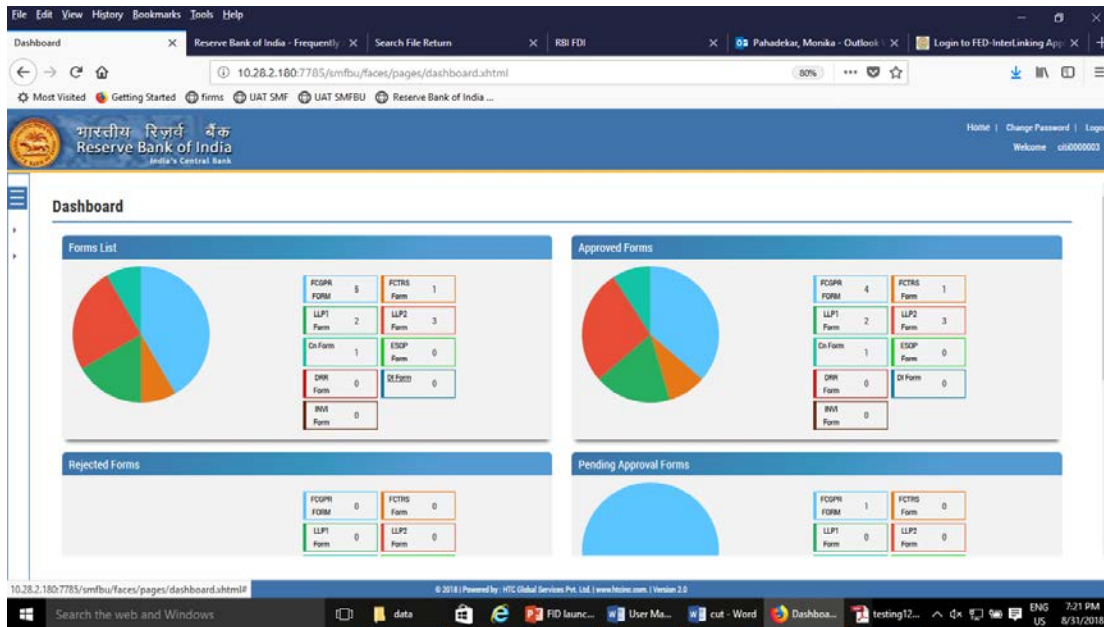
The screenshot shows a web browser window displaying the login page for the Foreign Exchange Department (FED) of the Reserve Bank of India (RBI). The page title is "Foreign Exchange Department Application Login" and the URL is "https://fed.rbi.org.in/FEDINTERLINK/login/Login.do". The page features a header with the RBI logo and the text "Foreign Exchange Department" and "विदेशी मुद्रा विभाग". The main content area contains a login form with the following fields and options:

- Use username / password given by Overseas Investment Division, FED, CO, RBI**
- User Type:** A dropdown menu set to "Bank User", with radio buttons for "FIRMS" and "OID".
- User Id:** A text input field.
- Password:** A text input field.
- Login:** A button to submit the form.
- Forgot Password / Change Password:** Links below the login button.

On the right side of the page, there is a "Study Material" section with links for "Master Direction", "Notification", "Presentation", "FAQ/Query", and "AP (DIR)". The footer of the page includes the text "Best Viewed in Internet Explorer 6.0 or above with screen Resolution of 1024\*768." and "Developed and Maintained by HCL". The Windows taskbar at the bottom shows the system tray with the date and time as 7:18 PM on 8/31/2016.



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 shows the User Master page with the following table:

User Name	User Type	Bank Name	Company CIN / LLPIN	Status	View
reoy	BUSINESS USER		U72209KL2002PTC123456	PENDING_APPROVAL	
reot	BUSINESS USER	CITI BANK	U23000KA2002PTC123456	PENDING_APPROVAL	

(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' page on the Reserve Bank of India portal. The page contains a form with the following fields:

- User Type: BUSINESS USER
- User Name: user
- First Name: user
- Middle Name: (empty)
- Last Name: user
- Bank Name: CBI BANK
- Bank Account No: 32523245
- Company PAN No: GKJL2345M
- IFSC Code: CBI0000000
- Company CIN / LLPIN: U27000KA3200PT023456
- Phone No: 325464578
- Email Id: mpahadkar@rbi.org.in
- Company Address: 45/678
- Company Account No: 972300272456

Buttons for 'Approve', 'Reject', and 'Back' are visible at the top right. A 'Download' button is located below the form, with a file named 'user11535441434886.pdf' listed below it. A 'Remarks' text area is also present.

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 3 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.

The screenshot shows the 'Approve Returns' page on the Reserve Bank of India portal. The page includes a dropdown menu for 'Return Type' with the following options: Form FC-GPR, Form FC-TRG, Form LLP-I, Form LLP-II, Form ESOP, Form CN, Form DRR, Form DI, and Form INV. The 'Form FC-GPR' option is currently selected. To the right of the dropdown, there are input fields for 'To Date', a 'Status' dropdown menu (currently set to 'PENDING APPROVAL'), and a table with columns for 'Company Name', 'CIN Number', 'RBI Remarks', and 'Status'. The table currently displays 'No records found.' and '(1 of 1)'.

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 5 working days for approving or rejecting the form or sending it to RBI.**

## **8.Contact Us**

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

FIRMS Helpdesk Team

[E-mail.](#)

Telephone Number (022 – 22601000 - Extn: 2617)