

FIRMS Application

Foreign investment in India - Reporting in Single Master Form

1.Introduction

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

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

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 1:00PM) and July 12, 2018. The date was extended till July 20, 2018. For those companies which could not register within the stipulated time period may register for the entity master with effect from September 01, 2018. However, they shall provide the reasons for not making registration within the time period along with the authority letter.

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

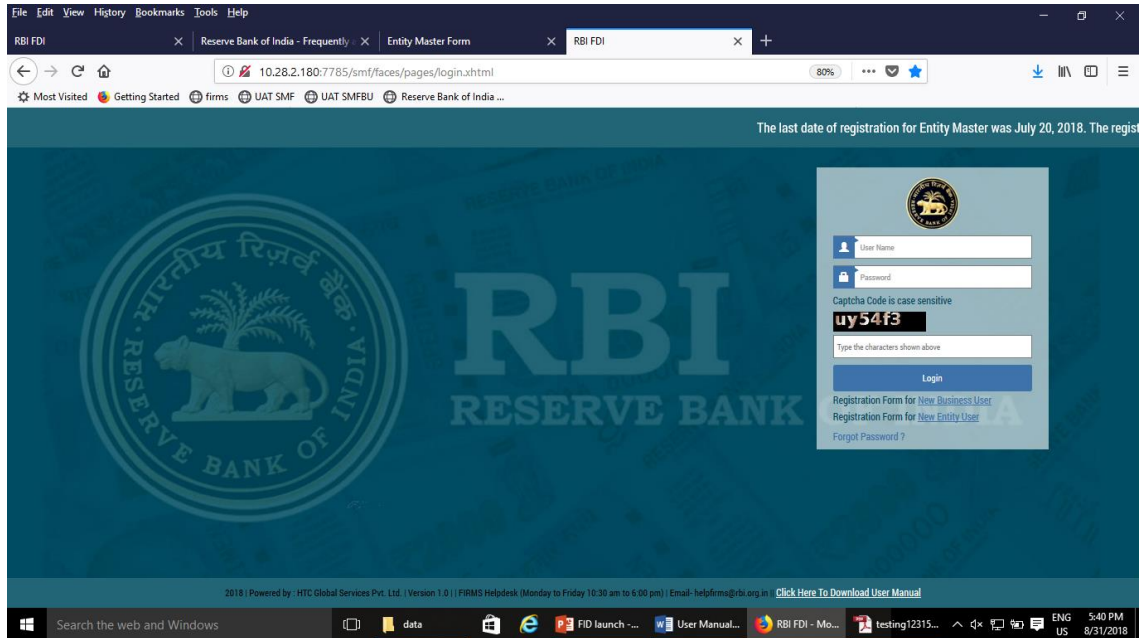
1. **FIRMS:** An online reporting platform for reporting of foreign investment in India in SMF. FEMA 20(R) prescribes for the reporting of foreign investment in India through various returns. FIRMS provides a one stop shop, 24*7 online reporting facility for the applicant.
2. **SMF:** A master form which 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.

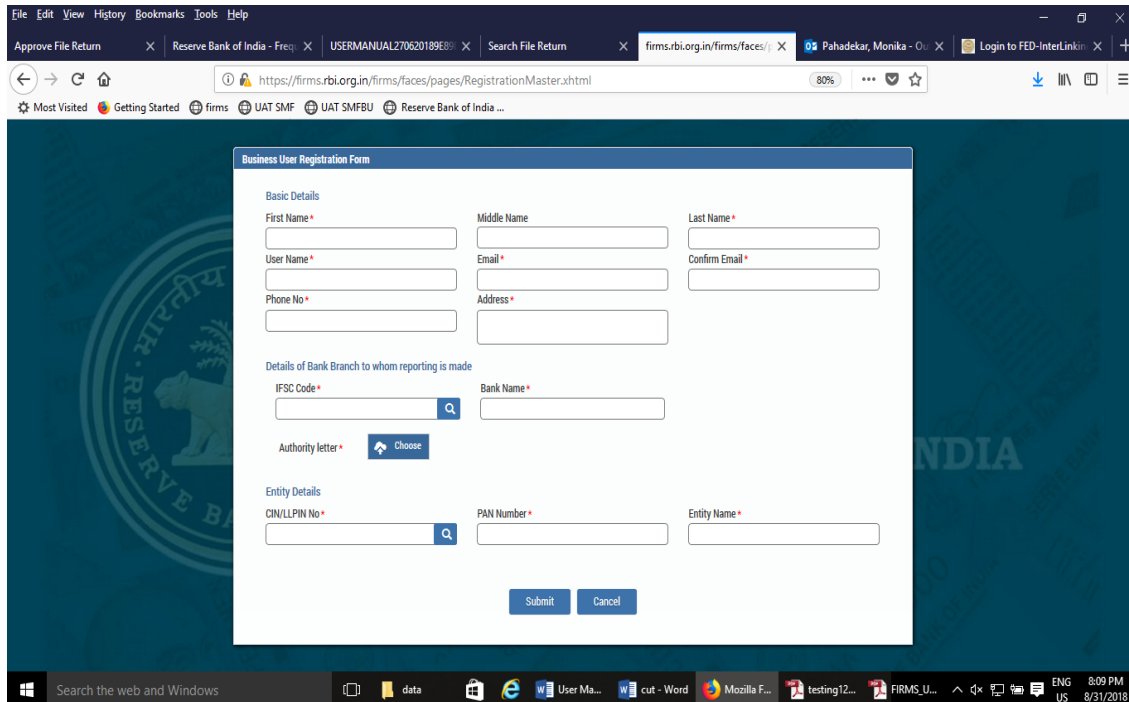
4. E-KYC: Every business user has to be eKYC verified before any reporting can be made in the Single Master Form. This would ensure that only genuine Logins are made available in the FIRMS application. All eKYC would be verified by the AD banks.

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

Field Name	Description
First Name	First Name of the BU
Middle Name	Middle Name of the BU
Last Name	Last Name of the BU
User Name	User name for the BU. It shall be unique.
Email	Email ID of the BU
Confirm email	Email ID of the BU
Phone No	Mobile No of the BU
Address	Correspondence Address of the BU
IFSC code	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. 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.
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:

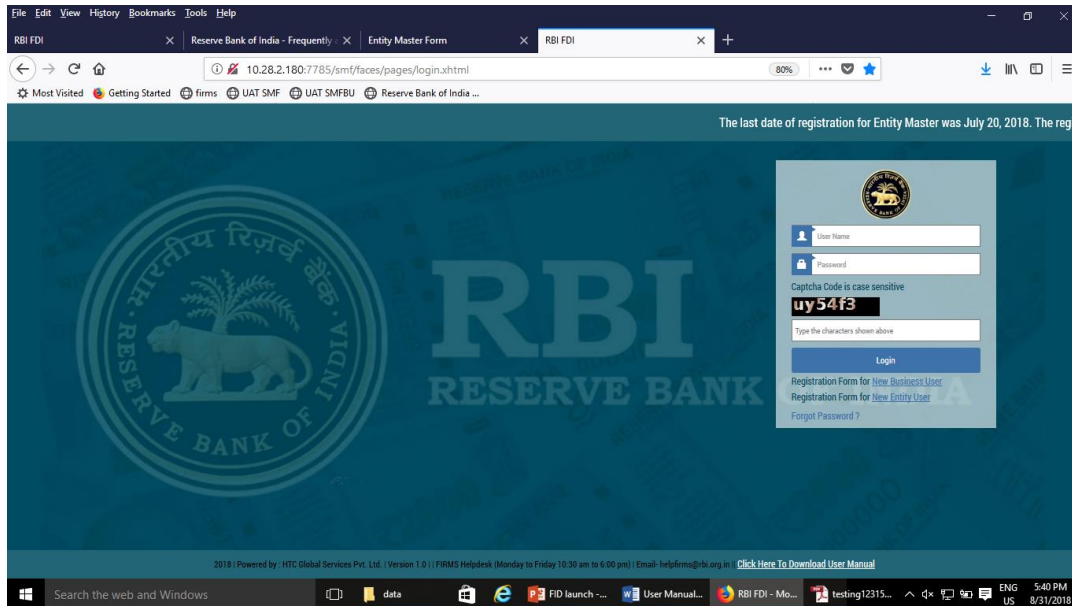
Strike out whichever is not applicable

^ *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 SMF Dashboard for the Reserve Bank of India. 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 counts.

Form Type	Count
FCGPR FORM	1
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Cn Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INV1 Form	0

Form Type	Count
FCGPR FORM	0
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Cn Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INV1 Form	0

Form Type	Count
FCGPR FORM	12
FCTRS Form	3
LLP1 Form	0
LLP2 Form	0
Cn Form	0
ESOP Form	0

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

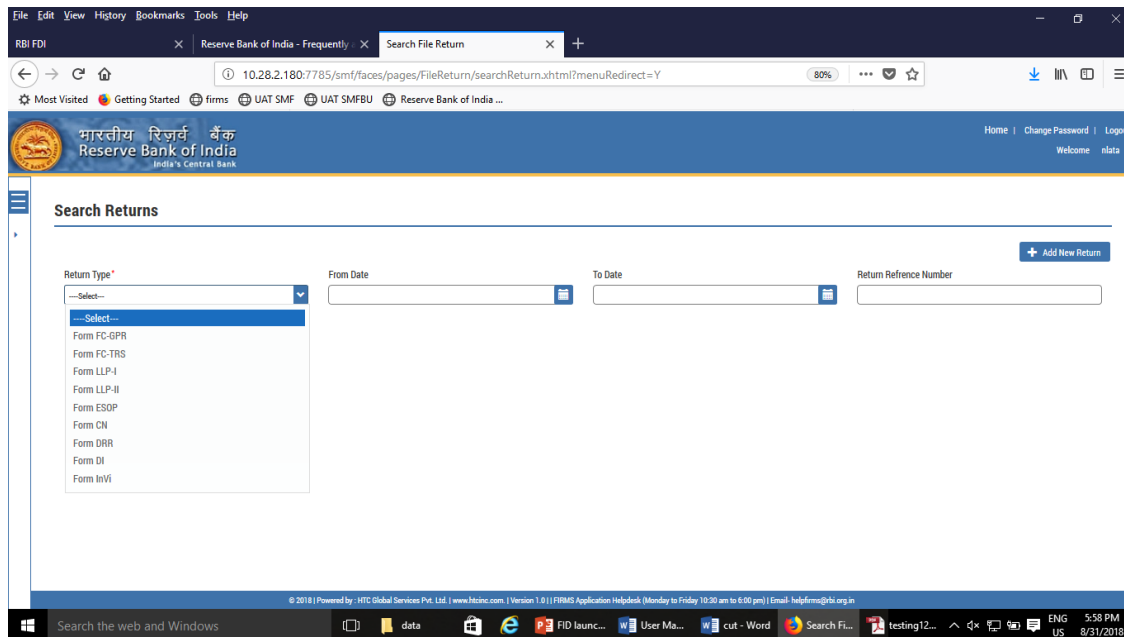
The screenshot shows the SMF Dashboard with the left navigation menu open. The 'SINGLE MASTER FORM' option is selected under the 'FILE RETURN' category. The dashboard content remains the same as in the previous screenshot.

Form Type	Count
FCGPR FORM	1
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Cn Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INV1 Form	0

Form Type	Count
FCGPR FORM	0
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Cn Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INV1 Form	0

Form Type	Count
FCGPR FORM	12
FCTRS Form	3
LLP1 Form	0
LLP2 Form	0
Cn 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.

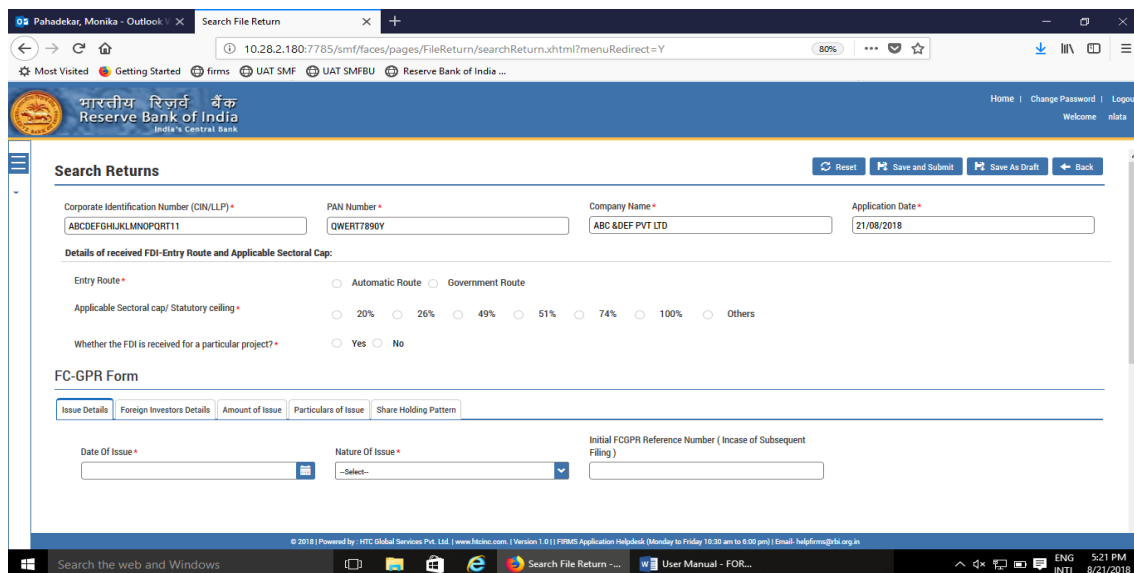


The screenshot shows the RBI Search Returns page. The 'Return Type' dropdown menu is open, displaying a list of return types: Form FC-GPR, Form FC-TRS, Form LLP-I, Form LLP-II, Form ESOP, Form CN, Form DRR, Form DI, and Form InVI. The 'Form FC-GPR' option is highlighted. The page also includes fields for 'From Date', 'To Date', and 'Return Reference Number', along with an 'Add New Return' button.

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 shows the RBI Search Returns page with the 'Common Investment details' section filled out. The 'Corporate Identification Number (CIN/LLP)' is ABCDEFGHJKLMNPQRT11, 'PAN Number' is QWERT7890Y, 'Company Name' is ABC &DEF PVT LTD, and 'Application Date' is 21/08/2018. The 'Details of received FDI-Entry Route and Applicable Sectoral Cap' section has 'Automatic Route' selected. The 'FC-GPR Form' section is partially visible, showing tabs for 'Issue Details', 'Foreign Investors Details', 'Amount of Issue', 'Particulars of Issue', and 'Share Holding Pattern'.

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="824 1759 1419 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	<p>The nature under which the capital instruments have been issued, which can be one of the following :</p> <table border="1" data-bbox="657 317 1365 1900"> <tr> <td data-bbox="657 317 1365 430">1. Preferential allotment/ Private placement/ Private arrangement</td> </tr> <tr> <td data-bbox="657 430 1365 506">2. Rights</td> </tr> <tr> <td data-bbox="657 506 1365 581">3. Bonus</td> </tr> <tr> <td data-bbox="657 581 1365 875">4. Merger/ demerger /Amalgamationalong with attachment of relevant approvals from the competent authority. This also includes cross border mergers which requires filing of FC-GPR as per Foreign Exchange Management (Cross Border Merger) Regulations 2018.</td> </tr> <tr> <td data-bbox="657 875 1365 989">5. Subscription to Memorandum of Association (MoA)</td> </tr> <tr> <td data-bbox="657 989 1365 1610">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</td> </tr> <tr> <td data-bbox="657 1610 1365 1724">7. Capital Instruments issued under Schedule 7 of FEMA 20(R) to FVCIs</td> </tr> <tr> <td data-bbox="657 1724 1365 1900">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</td> </tr> </table>	1. Preferential allotment/ Private placement/ Private arrangement	2. Rights	3. Bonus	4. Merger/ demerger /Amalgamationalong 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 notesalong 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
1. Preferential allotment/ Private placement/ Private arrangement									
2. Rights									
3. Bonus									
4. Merger/ demerger /Amalgamationalong 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 notesalong 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									

	<p>through physical filing, the same may be mentioned in the reference number/identification number field as “filed physically” with the copy of acknowledgement letter/ application made as “other attachments” of the form in tab 5. If the form ESOP has not been filed by the applicant for the issuance of ESOPs, the same may be declared as a separate attachment within “other attachments” of the form in tab 5.</p> <p>9. Issue of sweat equity shares</p> <p>10. Issue of participating interest /rights in oil fields</p> <p>11. Others (please specify)</p>
Initial FC-GPR reference number (In case of subsequent filing)	Non-mandatory. This field is applicable where the capital instruments issued are either partly paid up or share warrants where Form FC-GPR is filed multiple times for one allotment ,as and when the remittance is received. Enter the reference number, if any, which could be Ebiz application number or the acknowledgement number for the previously filed FC-GPR for that particular allotment. Please give the details of the allotment and payment schedule as an other attachment in the “other attachment” of the form in tab 5.
Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*	<p>Select Yes or No</p> <p>In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported.</p> <p>In case No is selected changes are reflected in the shareholding pattern for this transaction being reported accordingly.</p> <p>For understanding refer to chapter on Shareholding pattern.</p>

Step 4.2: Tab 2 : Foreign investors details

File Edit View History Bookmarks Tools Help

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Most Visited Getting Started firms UAT SMF UAT SMFBU Reserve Bank of India ...

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

Home | Change Password | Logout
Welcome nilata

Number of investors *
0

Details of the foreign investor / collaborator (Details of foreign residence to be given. Indian address if any should not be given)

+ Add Investor

General Details

General Details of Investor(s)

Name * Address * Town/City State

Pincode / Zipcode Country Of Residence * Constitution / Nature of the investing Entity *

-Select- -Select-

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

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Particulars Of Issue/Allotment to Each Investor

Particulars of issue (Capital instrument as issued to that foreign investor)

Type Of Capital Instrument * Number of Instruments *

-Select- -Select-

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

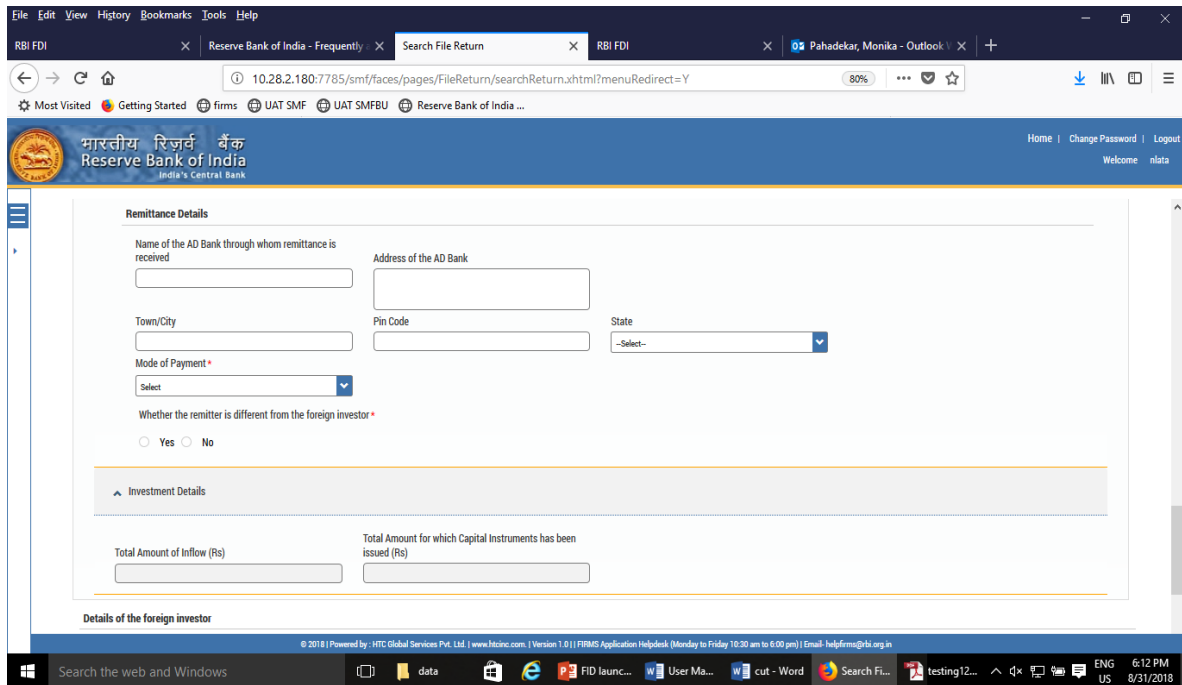
Issue Price per instrument * Amount Of Consideration *

+ Add Issue Particular

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.								

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Search the web and Windows data FID launc... User Ma... cut - Word Search FI... testing12... ENG 6:11 PM 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> </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
Name :	Name of the foreign investor (Ensure that the name is same as in the FIRC or KYC).										
Address	Address of the foreign investor										
Town/City	Town/City of the foreign investor										
State	State of the foreign investor										
PIN code/Zip Code	Pin Code /Zip Code of the foreign investor										

	Country of residence	Country of residence of the foreign investor. In case the investor belongs to Pakistan/Bangladesh, Government Approval shall be attached in the attachment "Government Approval" of the common details page.
	Constitution/nature of the investing entity (Specify whether)	Select Constitution/nature of the foreign investor as applicable from the drop down menu.

Particulars of Issue/Allotment to Each Investor	Type of Capital instrument	Select the type of capital instrument issued to the foreign investor from the drop down menu
	Number of instruments	Enter the number of instruments issued. For participating interest/rights in oil fields enter the value as 1 (one).
	Conversion ratio	In case of Equity shares, partly paid up shares, shares issued against convertible notes and, participating interest/rights in oil fields this is auto-populated as 1:1. For CCDs /CCPs/ share warrants enter the 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 NOT 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.

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.

If the details needs to be deleted entirely, click on the delete icon.

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.

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.

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

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

		<p>as “conversion of ECB” or “import payables” etc as applicable</p> <p>Attachments: “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>Fields to be entered: “Date of Remittance”, “Amount in Rs” “FIRC number”</p> <p>Attachments: 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 through inward remittance and Rs 5 crore as NRE/FCNR.</p> <p>Fields to be entered:</p>

		<p>“Date of Remittance”, -earliest date of date of remittances “Amount in Rs”-Total amount through all modes of payment. “Multimode Payment details”-Specify the individual mode of payment and amount received through that. Attachments: “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”. 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 :</p> <p>Please specify and give as other attachment (refer user manual), whether the excess amount:</p> <ol style="list-style-type: none"> 1. has already been utilized for previous allotment , if so reference no be provided 2. will be utilized for subsequent allotment 3. has been refunded, if so refunds details shall be provided 4. will be refunded, if so please be guided by proviso to para 2(3) of schedule 1 of FEMA 20 (R)). <p>Attachments to be provided in the attachment "other attachments" in the tab 5 of the form.</p>		
ADD Investor	<p>Upon filling all above details, click on the "ADD investor " check whether the details are reflected in the adjoining table (at the bottom) and verify the same. In case any of the details entered needs to be modified click on the edit icon under "Edit/Update " head of the table. This would populate the details in the respective fields. Modify and then click on "Save" button, this will save the details in the table again.</p> <p>Repeat the process in case of multiple investors.</p>	

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

Step 4.3 –Tab 3-Amount of Issue

The screenshot shows the Reserve Bank of India's FC-GPR Form. The 'Amount of Issue' tab is selected. The form contains two input fields:

- Total Amount of Inflow ***: An empty text input field.
- Total amount for which capital instruments have been issued ***: An empty text input field.

At the top of the form, there are radio button options for 'Applicable Sectoral cap/ Statutory ceiling' (20%, 26%, 49%, 51%, 74%, 100%, Others) and 'Whether the FDI is received for a particular project?' (Yes, No).

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

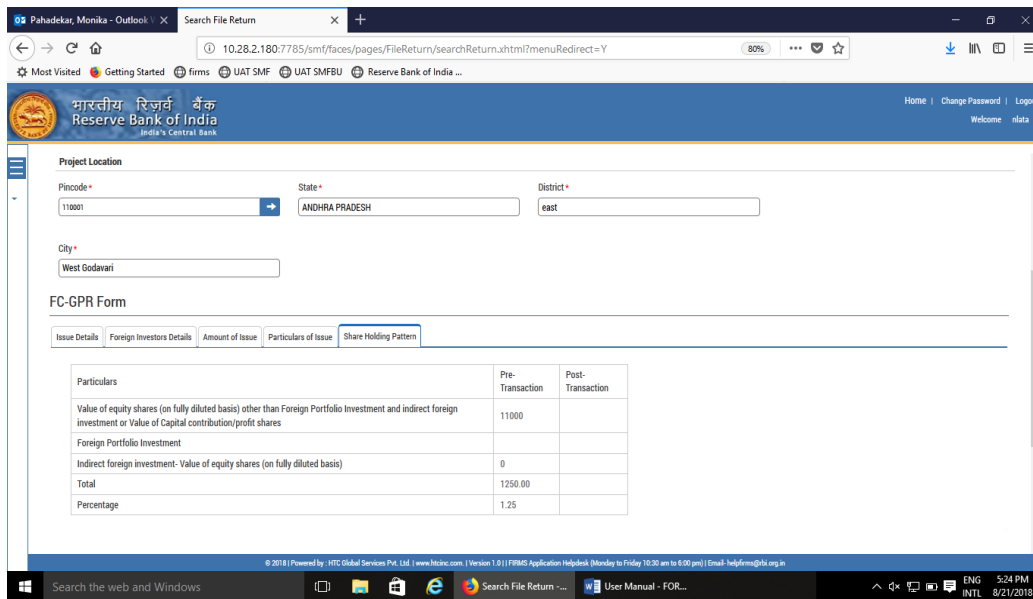
Step 4.4-Tab 4-Particulars of Issue

The screenshot shows the RBI portal interface. The 'Particulars of Issue' tab is active. 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. Below that, there is a 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, CS certificate and other relevant attachment(s) for this reporting.' There are radio buttons for 'Yes' and 'No'.

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 submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration,</i>

	<p>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”.</p>
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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. Post transaction=Pre transaction value of shares + Value of shares reported in the form.</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.

The screenshot shows the SMF Dashboard for the Reserve Bank of India. 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 counts.

Form Type	Count
FCGPR FORM	1
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INVI Form	0

Form Type	Count
FCGPR FORM	0
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INVI Form	0

Form Type	Count
FCGPR FORM	12
FCTRS 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.

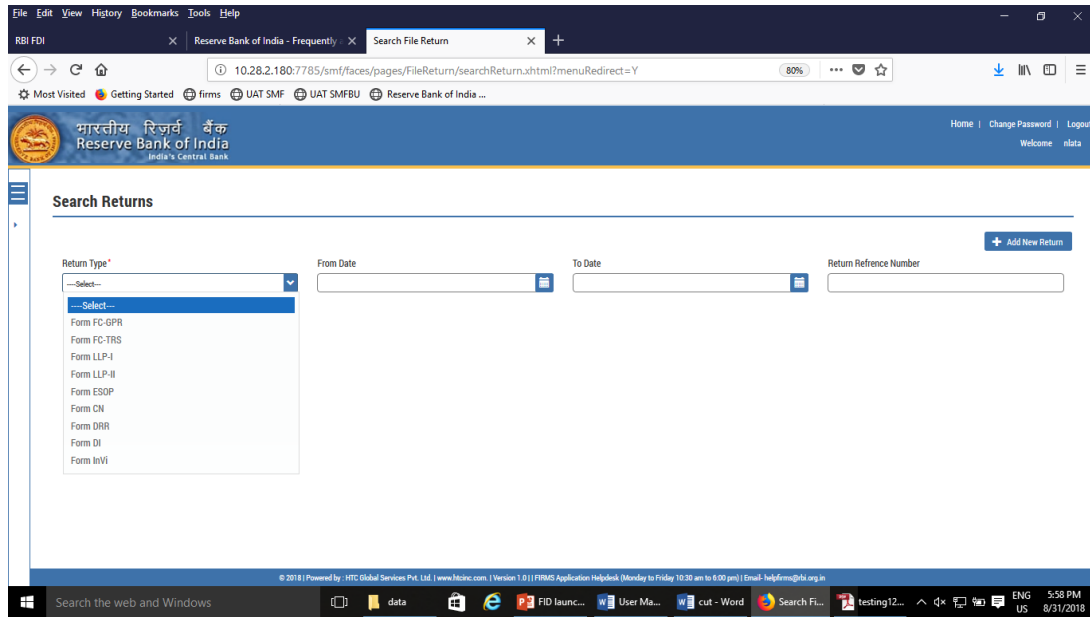
The screenshot shows the SMF Dashboard with the left navigation menu open. The 'SINGLE MASTER FORM' option is selected, and the dashboard content is filtered to show only the data for this form type. The counts for other form types are zero.

Form Type	Count
FCGPR FORM	1
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INVI Form	0

Form Type	Count
FCGPR FORM	0
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Co Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INVI Form	0

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

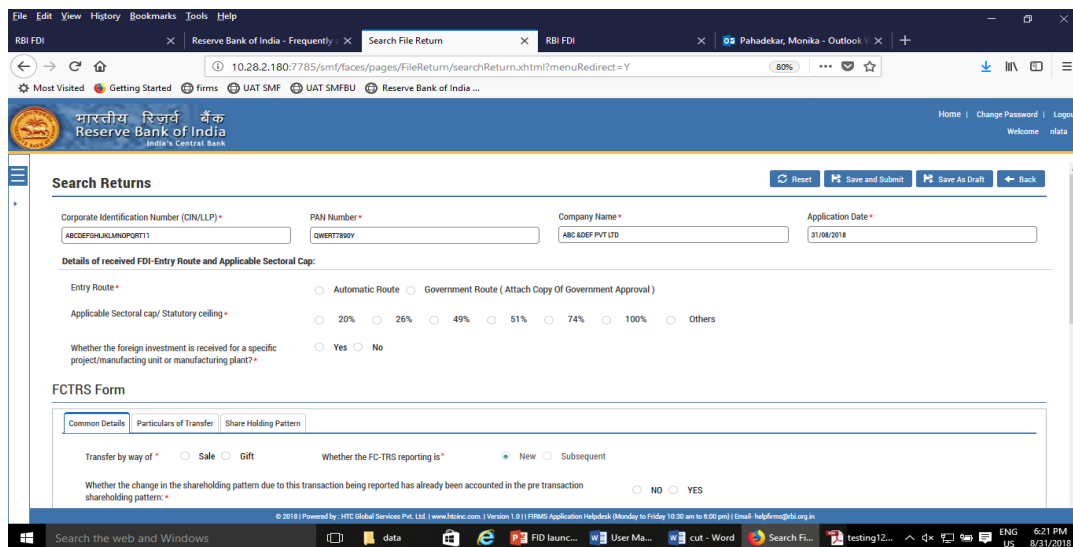
Step 2 : Click on drop down menu “Return Type”. Select “Form FC-TRS” and click on Add new return. The user will be taken to form FC-TRS.



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*	<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="824 1759 1419 1869"> <tr> <td>PIN Code</td> <td>Enter the PIN code and click on arrow</td> </tr> </table>	PIN Code	Enter the PIN code and click on arrow
PIN Code	Enter the PIN code and click on arrow		

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

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

Step 4.1-Tab 1-Common details

The screenshot shows the 'FCTRS Form' interface. At the top, there are radio buttons for 'Automatic Route' and 'Government Route', and percentage options (20%, 25%, 40%, 51%, 74%, 100%, Others). Below that, there are radio buttons for 'Yes' and 'No' under the heading 'Whether the FDI is required for a particular project?'. The main form area is divided into 'Common Details' and 'Particulars of Transfer'. Under 'Common Details', there are fields for 'Transfer by way of' (Sale or Gift), 'Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern.*' (Yes/No), 'Transferor Name', 'Transfer Type', 'Date of Transfer', 'Nature of Transfer', 'Address', 'Country', 'Status' (Resident/Non-Resident), 'Contribution / Nature', and 'Address'. The 'Particulars of Transfer' section has similar fields for the transferee. At the bottom, there is a note: 'In case the acquisition by the FDI holder is through issue of capital instruments acknowledgment of FC-TRF may be attached. In case the acquisition by the FDI holder is through transfer of capital instruments acknowledgment of FC-TRF may be attached in case of gift received FDI 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.*	Select Yes or No In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported. In case No is selected changes are reflected in the shareholding pattern for this transaction being reported accordingly.

	For explanation refer to the chapter under head “Shareholding Pattern”
Transfer from	<p>Select from the following options as applicable:</p> <ul style="list-style-type: none"> • Resident to Non-resident (including NRI/OCI on repatriable basis) • Non-resident (including NRI/OCI on repatriable basis) to Resident • NRI /OCI/eligible investor on non-repatriable basis to Non-resident(including NRI/OCI on repatriable basis) • Non-resident (including NRI/OCI on repatriable basis) to NRI/OCI/eligible investor on non-repatriable basis
Transfer Type	<p>Select from the following options as applicable:</p> <ul style="list-style-type: none"> • 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 • Transfer as per Regulation 10(4) of FEMA 20(R)-Sale of capital instruments from a person resident in India, including NRI/OCI or eligible investor under Schedule 4 to FEMA 20(R) to a person resident outside India • 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 • Transfer as per Regulation 10(12) of FEMA 20(R)-Invocation of pledge • Transfer of capital instruments as per Regulation 3 to FEMA 20(R) • Others (please specify)

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"> • Offer for sale in an IPO/ FPO • Private arrangement • Swap of capital instruments • Sale on stock exchange other than those under Schedule 2 and Schedule 3 of FEMA 20(R) • Purchase on stock exchange other than those under schedule 2 and Schedule 3 of FEMA20(R) • Participating interests / rights in oil fields • Merger / Demerger / Amalgamation • Buy back • Invocation of pledge • Others (please specify) <p>NOT applicable for Transfer by Gift</p>
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

The screenshot shows the RBI FDI portal interface. The 'Particulars of Transfer' tab is active. The form contains the following fields:

- Type of Capital Instrument* (Dropdown menu)
- Number of Instruments* (Text input)
- Conversion Ratio* (Text input)
- Number of equity shares on Fully diluted basis* (Text input)
- Face Value* (Text input)
- Transfer Price Per Instrument* (Text input)
- Total Amount Consideration* (Text input)

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

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

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	Enter the face value of the equivalent equity shares. In case of CCDs/CCPs

	<p>/share warrants do NOT 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 the attachment "Valuation certificate"</p> <p>In case of Gift, the field may be kept blank.</p>

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

The screenshot shows the RBI FDI portal interface. The main heading is 'Mode of payment- Particulars of Remittance'. The form contains several input fields and dropdown menus. Below the form is a table with the following structure:

Tranche Number	Total Amount Received	Amount Received	Delete	Edit
No records found.				

At the bottom of the form, 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, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting." Below this is an 'Other Attachments' section with a 'Choose' button.

Field Name	Description		
Mode of payment	Select from the drop down menu		
Name of AD bank	Click on the search icon .A pop-up window will open, select the AD bank facilitating the transfer.		
Address of the AD bank	Address is auto-populated based on bank selection. In case the address is not correct, edit the details accordingly.		
Amount remitted/received in Rs	Amount in Rs as being received or remitted in this reporting		
Whether and Tranche number	Select from the drop down menu as below Payment on full consideration		
	<table border="1"> <tr> <td>Date of remittance</td> <td>Enter the Date of Remittance. In case the remittance date is</td> </tr> </table>	Date of remittance	Enter the Date of Remittance. In case the remittance date is
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
<p>Payment on deferred basis In case it is first tranche payment</p>	
Tranche number	Enter Tranche number as 1 (one)
Amount in the tranche	Enter the Amount as received in the tranche
Date of remittance	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
<p>In case it is 2,3,4.....etc tranche</p>	
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	
Total	14000.00	
Percentage	14.00	

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

Shareholding pattern	Particulars	Pre-Transaction	Post-Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares		
	Foreign Portfolio Investment		
	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		
	<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. Post transaction=Pre transaction value of shares + Value of shares reported in the form.</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.

LLP-I

Step 1: Login into SMF and reach your workspace.

The screenshot shows the SMF Dashboard with the following data:

Form Type	Count
FCGPR FORM	1
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
On Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INVI Form	0

Form Type	Count
FCGPR FORM	0
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
On Form	0
ESOP Form	0
DRR Form	0
DI Form	0
INVI Form	0

Form Type	Count
FCGPR FORM	12
FCTRS Form	3
LLP1 Form	0
LLP2 Form	0
On Form	0
ESOP Form	0

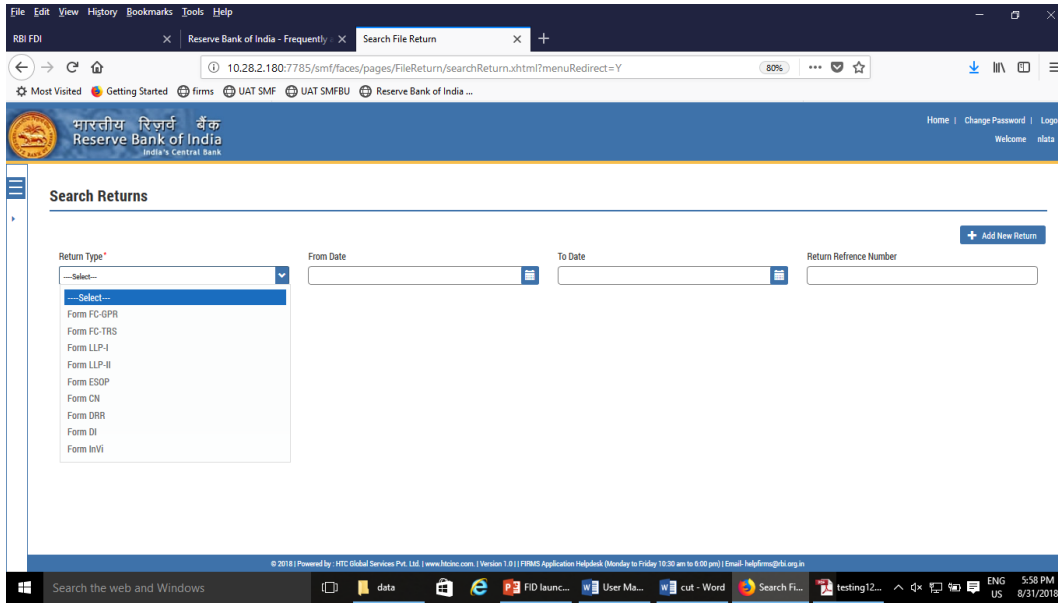
Click on the left navigation button and select Single Master Form.

The screenshot shows the SMF Dashboard with the left navigation menu open. The menu items are:

- FILE RETURN
- SINGLE MASTER FORM

The dashboard data is the same as in the previous screenshot.

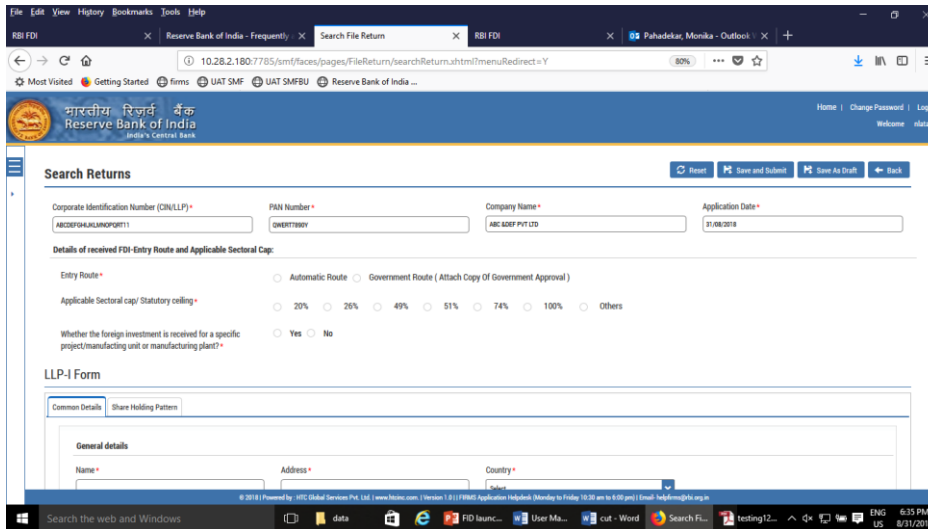
Step 2 : Click on drop down menu “Return Type”. Select “Form LLP-I” and click on Add new return. The user will be taken to form LLP-I.



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="824 1633 1419 1892"> <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> </table>	PIN Code	Enter the PIN code and click on arrow	State	Pre-filled as per PIN code	City/District	Enter the city/district
PIN Code	Enter the PIN code and click on arrow						
State	Pre-filled as per PIN code						
City/District	Enter the city/district						

	Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.
--	-----------------------	------------------------------------------------------------------

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

The screenshot shows the 'LLP-I Form' on the Reserve Bank of India portal. The 'General details' section includes fields for Name, Address, and Country. The 'Country' dropdown is currently open, displaying a list of countries. The 'Constitution/Nature' dropdown is set to 'Person Resident outside India other than NRI/OCI'. The 'Remittance Details' section includes fields for the AD Bank name, Address, PIN Code, and State. The 'Mode of payment' section is partially visible at the bottom.

The screenshot shows the 'LLP-I Form' on the Reserve Bank of India portal, focusing on the 'Mode of payment' and 'Remittance Details' sections. The 'Mode of payment' is set to 'Remittance through banking channel'. The 'Remittance Date' is 28/08/2018, 'Amount remitted (in Rupees)' is 100, and 'Value of capital contribution' is 1000. The 'Paid Up Capital' is 100, 'Total Value of capital contribution for all investors' is 1000.000, and 'Fair Value' is 100. The 'Remarks' field is empty. The 'FIRC/Debit statement/KYC' and 'Valuation Certificate' sections are also visible, with 'Choose' buttons and file names like 'LLP1_FIRC_shwetak_Before_1535542108580.pdf' and 'LLP1_KYC_shwetak_After_1535542111785.pdf'. A declaration checkbox is checked, and an 'Other Attachment' section is visible at the bottom.

Step 4.1: Tab 1: Common details

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

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

Step 4.2-Tab 2-Shareholding Pattern

The screenshot shows the 'Share Holding Pattern' tab of the LLP-I Form. It includes a table with the following data:

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

Field name	Description		
Shareholding pattern	Particulars	Pre-Transaction	Post-Transaction
	Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares		
	Foreign Portfolio Investment		
	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		
	<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. Post transaction=Pre transaction value of shares + Value of shares reported in the form.</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.

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
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Ch Form	0
ESOP Form	0
DRR Form	0
DI Form	0
BVI Form	0

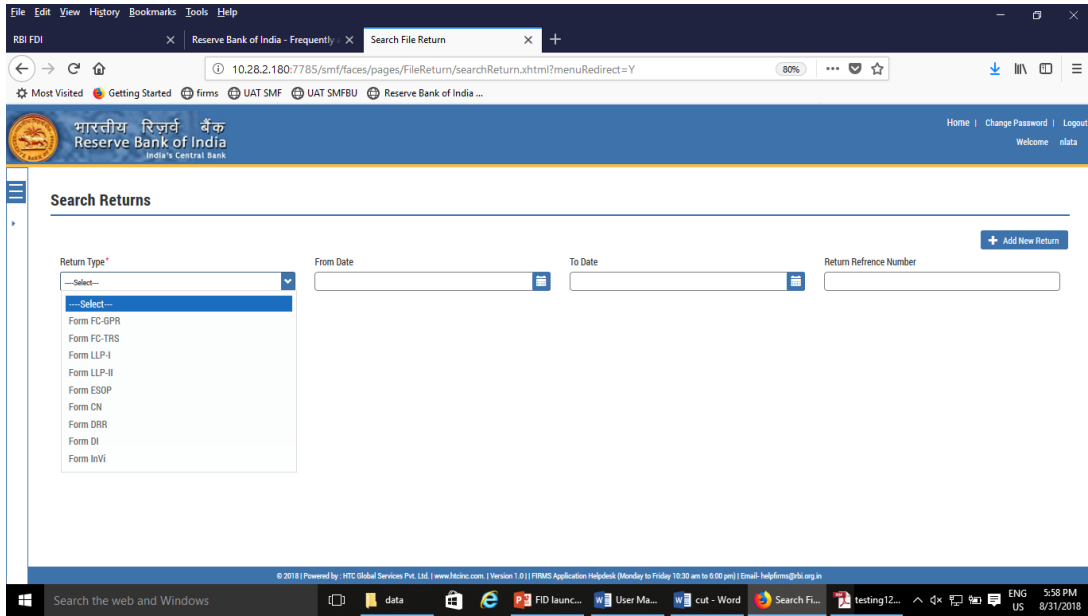
Form Type	Count
FCGPR Form	0
FCTRS Form	0
LLP1 Form	0
LLP2 Form	0
Ch Form	0
ESOP Form	0
DRR Form	0
DI Form	0
BVI Form	0

Form Type	Count
FCGPR Form	12
FCTRS Form	3
LLP1 Form	0
LLP2 Form	0
Ch 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 menu open. The menu is expanded to show 'FILE RETURN' and 'SINGLE MASTER FORM'. The 'SINGLE MASTER FORM' option is selected. The main content area of the dashboard remains the same as in the previous screenshot.

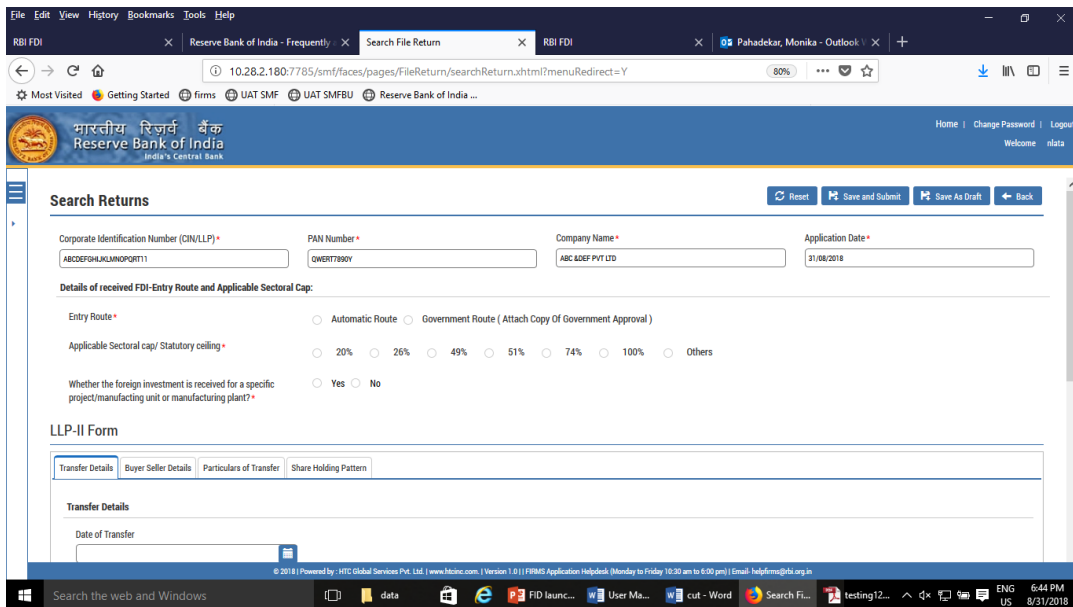
Step 2 : Click on drop down menu "Return Type". Select "Form LLP-II" and click on Add new return. The user will be taken to form LLP-II.



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 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="824 1759 1419 1869"> <tr> <td>PIN Code</td> <td>Enter the PIN code and click on arrow</td> </tr> </table>	PIN Code	Enter the PIN code and click on arrow
PIN Code	Enter the PIN code and click on arrow		

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

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

Step 4.1: Tab 1- Transfer details

The screenshot shows the 'Transfer Details' tab in the RBI Firms Application portal. The form contains the following fields and options:

- Date of Transfer:** A text input field with a calendar icon.
- Transfer Type:** Two radio button options:
 - Transfer of capital contribution/profit shares from a person resident outside India to a person resident in India [including NRI/ OCI or eligible investor under Schedule 4 of FEMA 20(R)]
 - 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
- Amount of outflow (Rs):** A text input field.
- Relevant acknowledgement letter:** A 'Choose' button with an upward arrow icon.

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

to a person resident in India [including NRI/ 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.

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

Upon selection of this option enter the amount of inflow in Rs and attach the relevant acknowledgement letters, if any.

(In case, there is no necessary attachments, attach a declaration specifying the same)

Step 4.2: Tab 2- Buyer Seller details

The screenshot shows the RBI web portal interface. The browser window title is 'Search File Return'. The URL is '10.28.2.180:7785/smf/faces/pages/FileReturn/searchReturn.xhtml?menuRedirect=Y'. The page header includes the RBI logo and name in Hindi and English, along with navigation links like 'Home', 'Change Password', and 'Logout'. The main content area has four tabs: 'Transfer Details', 'Buyer Seller Details', 'Particulars of Transfer', and 'Share Holding Pattern'. The 'Buyer Seller Details' tab is active, showing two sections: 'Buyer Details' and 'Seller Details'. Each section has four fields: 'Name of the buyer/seller', 'Address', 'Country of residence' (a dropdown menu), and 'Constitution / Nature' (a dropdown menu). The footer contains copyright information for HTIC Global Services Pvt. Ltd. and the date '8/31/2018'.

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

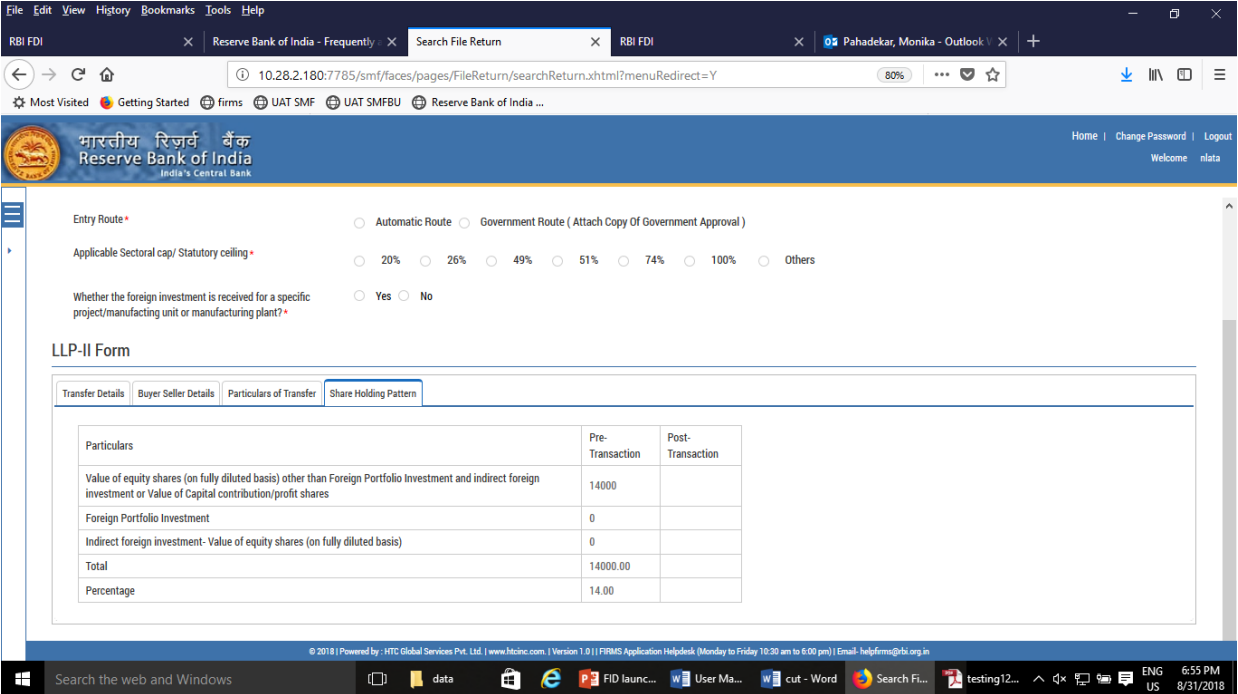
Step 4.3: Tab 3- Particulars of Transfer

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	<p>Select the applicable mode of payment from the following options (check box)</p> <p>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 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	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 the declaration box and attach requisite declaration and other attachments, if any
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Step 4.4: Tab 4- 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. Post transaction=Pre transaction value of shares + Value of shares reported in the form.</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.

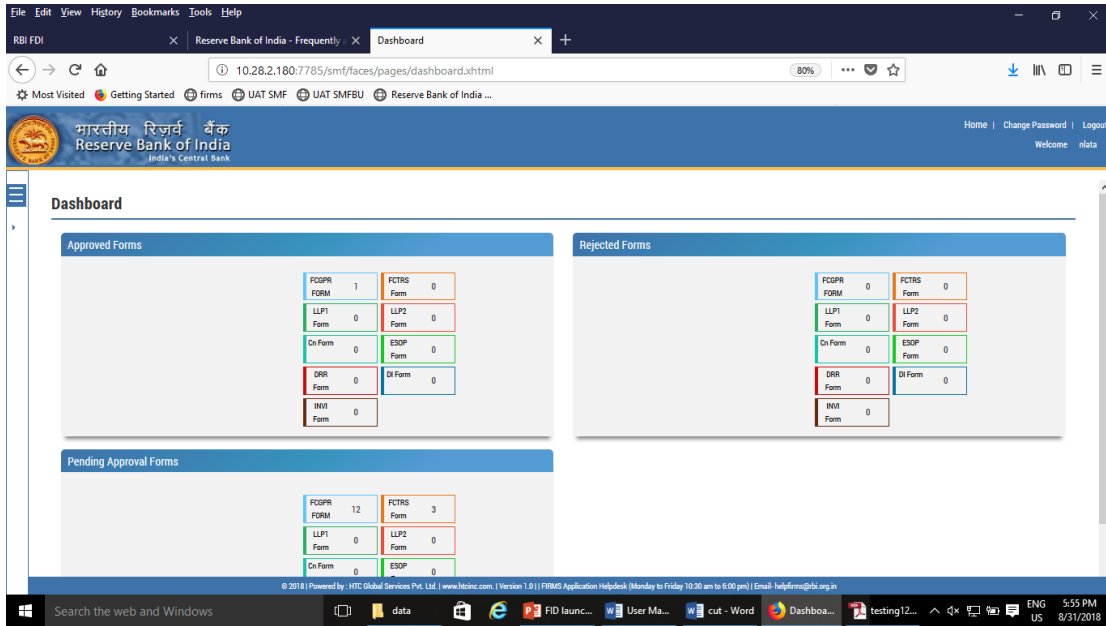
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

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

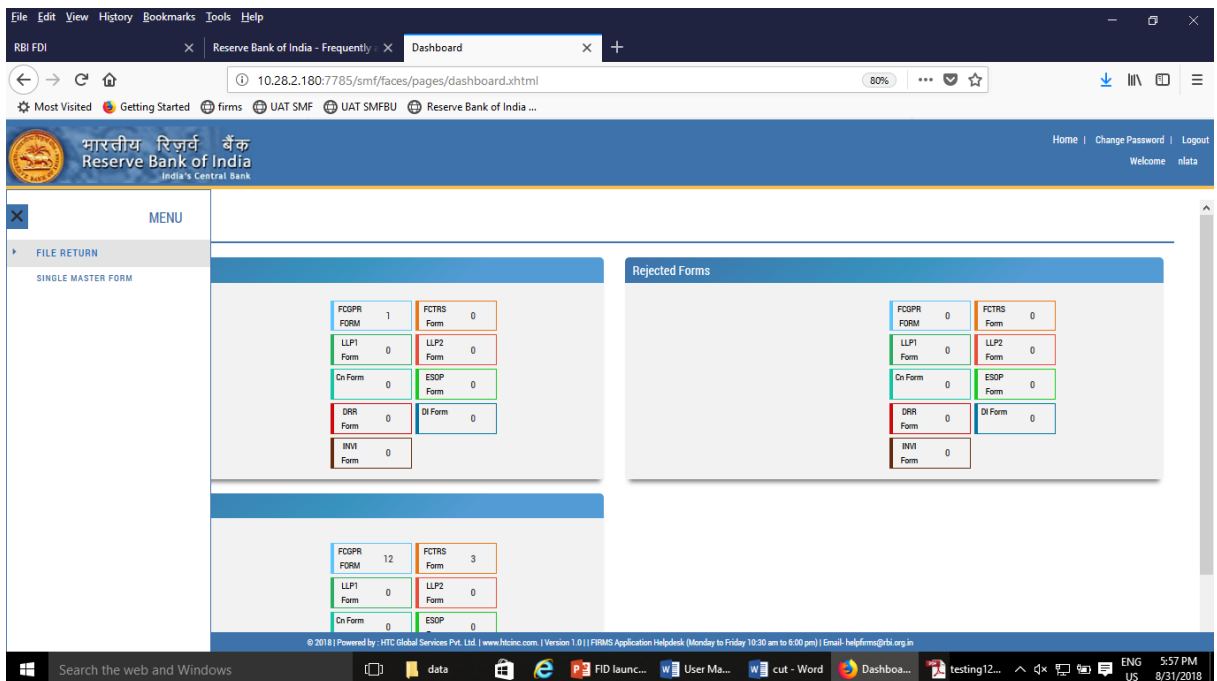
“Back” button: To go back to the Dashboard.

FORM CN

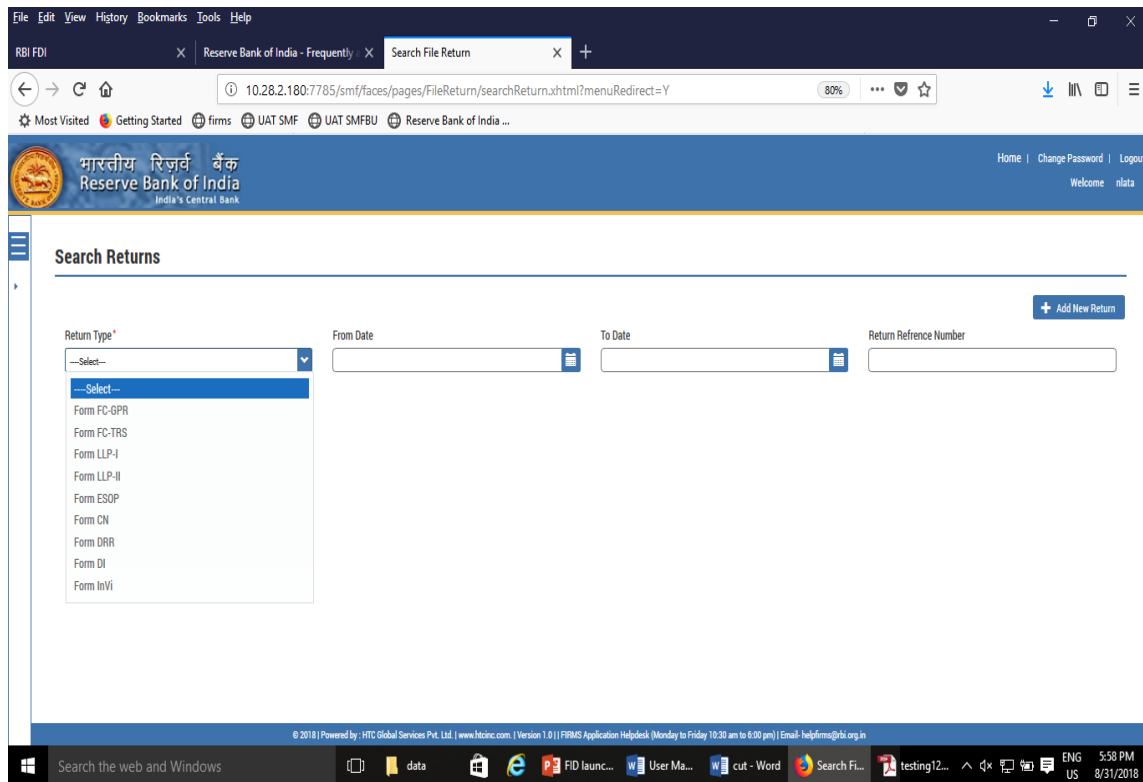
Step 1: Login into SMF and reach your workspace.



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.

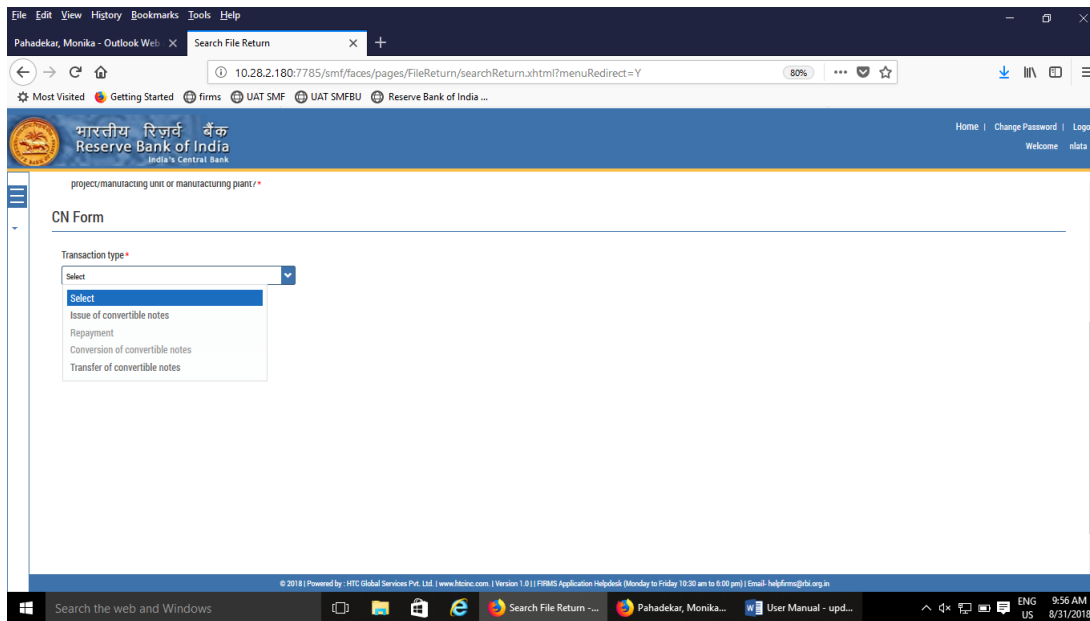
(Common Investment details: These details are common to all returns that can be reported in SMF.)

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

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</p>

	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.
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 displays the 'Issue of Convertible Notes' form on the RBI portal. The form is titled 'Issue of Convertible Notes' and includes the following fields and sections:

- Transaction type:** A dropdown menu set to 'Issue of convertible notes'.
- Date of issue of convertible notes:** A text input field.
- Total amount of inflow:** A text input field.
- Number of foreign investors:** A text input field.
- Issue of Convertible Notes:** A section header with an '+ Add Investor' button.
- Details of the foreign investor:**
 - Name of the foreign investor:** A text input field.
 - Address:** A text input field.
 - Country:** A dropdown menu set to 'Select'.
- Constitution/Nature:** A dropdown menu set to 'Select'.
- Remittance Details:** A section header.

The page footer includes the text: '© 2018 | Powered by: HTC Global Services Pvt. Ltd. | www.htcnc.com | Version 1.0 | FRMS Application Helpdesk (Monday to Friday 10:30 am to 6:00 pm) | Email: helpfrms@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

<p>Details of foreign investor</p>	<p>Enter the details of the foreign investor as below:</p>	
<p>Name of the foreign investor</p>	<p>Enter the name of the foreign investor</p>	
<p>Address</p>	<p>Enter the address of the foreign investor</p>	
<p>Country</p>	<p>Select the country of the foreign investor from the drop down menu</p>	
<p>Constitution/ Nature</p>	<p>Select the constitution /nature of the foreign investor from the drop down menu</p>	
<p>Remittance Details- Name of the AD bank and address</p>	<p>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.</p>	
<p>Mode of payment</p>	<p>Select the mode of payment from the following (check boxes)</p> <ul style="list-style-type: none"> • Remittance through banking channel • NRE/FCNR/Escrow • Others (please specify) <p>Enter the Date of remittance, amount remitted in foreign currency and amount remitted in Rs</p>	

	<p>Attachments : FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check boxes , and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of remittance through all modes.</p> <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>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 displays the 'CN Form' interface on the Reserve Bank of India's website. The form is titled 'Transfer of Convertible Notes' and contains several sections:

- Transaction type:** A dropdown menu set to 'Transfer of convertible note'.
- 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 dropdown menu.
- Address:** A text input field.
- Pincode:** A text input field.
- State:** A dropdown menu.
- Mode of Payment:** Radio button options for 'Remittance through banking channel', 'NRE/FCNR/ECNOR A/C', and 'Others (Please specify)'. There is also a checkbox for 'FIRC/Debit statement/RTGS'.
- Date of Remittance:** A date selection field.
- Amount sent (in Rupees):** A text input field.
- Fair Value (in \$):** A text input field.
- Valuation certificate (with attachments):** A button labeled 'Choose'.
- Declaration:** A 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.'
- Submit:** A blue button at the bottom right.

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	Select from the following options as applicable 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

	<p>acknowledgement letter for the initial investment</p> <p>Enter the amount of Outflow in Rs</p> <p>Transfer of convertible notes from a person resident in India ((Including investment by NRI/OCI or eligible Investor under Schedule 4 of FEMA 20(R))) to a person resident outside India</p> <p>Enter the amount of inflow in Rs</p>
Details of the Buyer	Enter the details of the buyer
Details of the seller	Enter the details of the seller
Details of the AD bank	Select the name of the AD bank facilitating the transfer and check for the address. If the same is incorrect, modify the same accordingly.
Mode of payment	<p>Select the mode of payment from the following (check boxes)</p> <ul style="list-style-type: none"> • Remittance through banking channel • NRE/FCNR/Escrow • Others (please specify) <p>Enter the Date of remittance and amount remitted in Rs</p> <p>Attachments : FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check boxes , and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of remittance through all modes.</p>
Fair value	Enter the fair value of the convertible note being transferred and attach the valuation certificate

Declaration text and other attachments	<p>Declaration text I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.</p> <p>Check the declaration text and attach other attachments, if any.</p>
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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 the login page for the Foreign Exchange Department (FED) of the Reserve Bank of India. The page title is "Foreign Exchange Department Application Login" and it is part of the "Foreign Exchange Department" website. The login form is titled "Foreign Exchange Department Application Login" and contains the following fields and options:

- Use username / password given by Overseas Investment Division, FED, CO, RBI
- User Type: Bank User (selected), FIRMS, or OID
- User Id: [Text Input Field]
- Password: [Text Input Field]
- Login button
- Forgot Password and Change Password links

On the right side, there is a "Study Material" menu with links for Master Direction, Notification, Presentation, FAQ/Query, and AP (DIR). The page footer indicates it is developed and maintained by HCL. The browser address bar shows the URL: <https://fed.rbi.org.in/FEDINTERLINK/login/Login.do>.

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:

The screenshot shows the dashboard for the Reserve Bank of India (RBI) user. The dashboard is titled "Dashboard" and displays various statistics and charts. The main content area is divided into four sections:

- Forms List:** A pie chart and a table showing the number of forms in various stages. The table data is as follows:

FDGPR Form	5	FCTRS Form	1
LLP1 Form	2	LLP2 Form	3
On Form	1	ESOP Form	0
DRR Form	0	DI Form	0
BNV Form	0		
- Approved Forms:** A pie chart and a table showing the number of approved forms. The table data is as follows:

FDGPR Form	4	FCTRS Form	1
LLP1 Form	2	LLP2 Form	3
On Form	1	ESOP Form	0
DRR Form	0	DI Form	0
BNV Form	0		
- Rejected Forms:** A table showing the number of rejected forms. The table data is as follows:

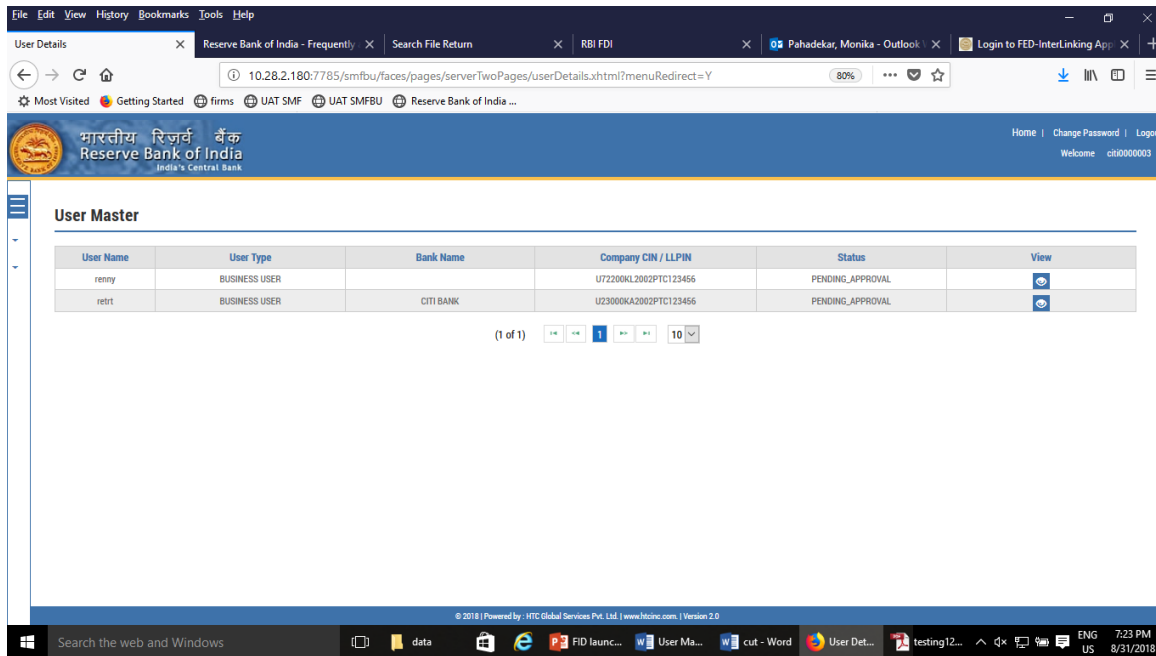
FDGPR Form	0	FCTRS Form	0
LLP1 Form	0	LLP2 Form	0
- Pending Approval Forms:** A pie chart and a table showing the number of pending approval forms. The table data is as follows:

FDGPR Form	1	FCTRS Form	0
LLP1 Form	0	LLP2 Form	0

The dashboard also includes a navigation menu on the left and a footer with the text "© 2018 | Powered by: HTC Global Services Pvt. Ltd. | www.rbi.com | Version 3.0". The browser address bar shows the URL: 10.28.2.180:7785/smfbu/faces/pages/dashboard.xhtml.

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.

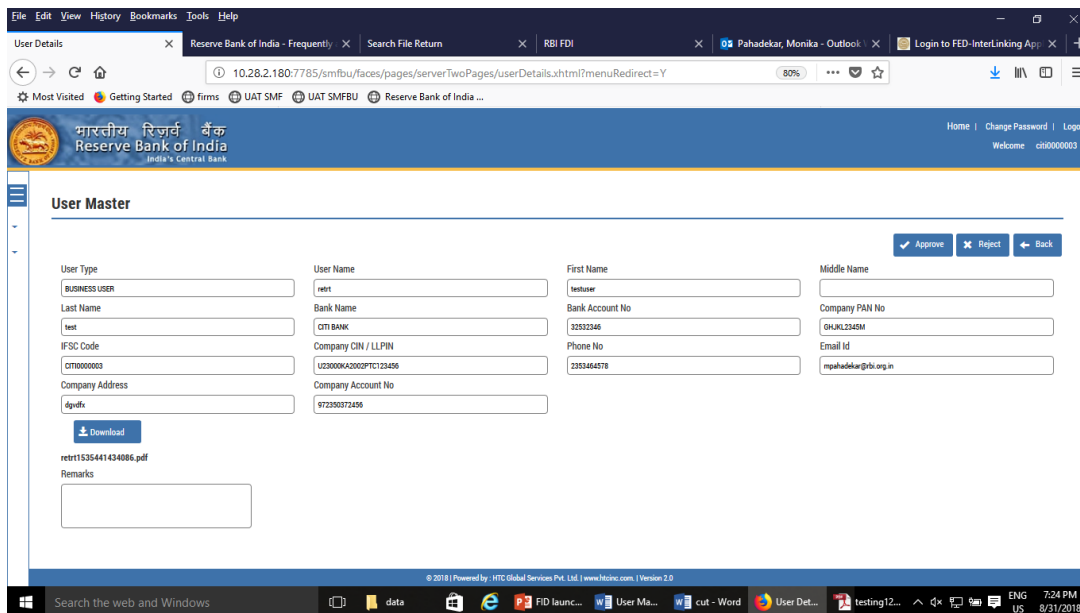


The screenshot shows the RBI User Master interface. The page title is "User Master". Below the title is a table with the following columns: User Name, User Type, Bank Name, Company CIN / LLPIN, Status, and View. The table contains two rows of data:

User Name	User Type	Bank Name	Company CIN / LLPIN	Status	View
renny	BUSINESS USER		U72200KL2002PTC123456	PENDING_APPROVAL	
retrt	BUSINESS USER	CITI BANK	U23000KA2002PTC123456	PENDING_APPROVAL	

Below the table, there is a pagination control showing "(1 of 1)" and a "10" dropdown menu.

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



The screenshot shows the RBI User Master interface with the details of a Business User. The page title is "User Master". Below the title is a form with the following fields:

Field	Value
User Type	BUSINESS USER
User Name	retrt
First Name	testuser
Middle Name	
Last Name	test
Bank Name	CITI BANK
Bank Account No	32532346
Company PAN No	GHKL2345M
IFSC Code	CTM0000003
Company CIN / LLPIN	U23000KA2002PTC123456
Phone No	2353464578
Email Id	mpahadkar@rbi.org.in
Company Address	972350372456
Company Account No	

Below the form, there is a "Download" button and a "Remarks" field. The "Remarks" field contains the text "retrt1535441434086.pdf".

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 RBI portal. The 'Return Type' dropdown is open, showing options: Form FC-GPR, Form FC-TRS, Form LLP-I, Form LLP-II, Form ESOP, Form CN, Form DRR, Form DI, and Form InVI. The 'To Date' field is empty, and the 'Status' dropdown is set to 'PENDING APPROVAL'. Below the form is a table with the following structure:

Company Name	CIN Number	RBI Remarks	Status
No records found.			

At the bottom of the table, it says '(1 of 1)' with navigation arrows.

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: helpfirms@rbi.org.in (hyperlink)

Telephone Number (022 – 22601000 - Extn: 2617)