



Confidential

Reserve Bank of India  
Department of Statistics and Information Management  
(International Investment Position Division)

Coordinated Portfolio Investment Survey (CPIS) for Mutual Fund Companies

*Tips while filling the form: Use [Tab] or [Enter] to navigate through the fields while filling the form.*

**Please read the guidelines/definitions carefully before filling-in the Return.**

[Click here to read](#)

**System Requirement and Technical Instruction**

1. The company **must use the latest survey schedule** which is in **.xls format** without any macros.
2. The company is required to save the survey schedule in Excel 97-2003 workbook i.e. in **.xls format only**.
3. In order to save the survey schedule in .xls format, follow the below-mentioned steps:
  - a. Go to **Office Button / File → Save As → Save As type**
  - b. Select **“Excel 97-2003 Workbook”** and **Save** the survey schedule in **.xls format**.
4. Filled-in the Excel based **CPIS MF** schedule should be sent by email at [cpismf@rbi.org.in](mailto:cpismf@rbi.org.in). Any other attachment should not be forwarded along with the **CPIS MF** survey schedule.
5. After sending the filled Excel based CPIS MF survey schedule to [cpismf@rbi.org.in](mailto:cpismf@rbi.org.in), **you will receive an acknowledgement. Ensure that you have received a successful processing acknowledgement. If some error is mentioned in the acknowledgement rather than successful processing statement, then you are required to resubmit the form by rectifying the mentioned error.**

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**Coordinated Portfolio Investment Survey (CPIS) for Mutual Fund Companies**

**INSTRUCTIONS**

The Reserve Bank's Co-ordinated Portfolio Investment Survey (CPIS) are conducted under the auspices of the International Monetary Fund (IMF), wherein information is collected from Mutual Fund (MF) companies on their foreign financial assets position as at end-March of the previous financial year (FY) and end-September of the latest FY. This information is used in the compilation of India's Balance of Payments (BoP), International Investment Position (IIP), and Coordinated Portfolio Investment (CPIS data).

We request for information on foreign assets from you to enable us to compile correct semi-annual external assets of the country. The information **furnished in the schedule will remain confidential with the Reserve Bank of India.**

**The following points should be taken into account before filling-in this Schedule**

- 1) All information should relate to the position as at the end of March and end of September of the current year.
- 2) Country-wise information on all external assets should be disclosed in Block 1 of the return.
- 3) For the purpose of valuation, market value should relate to
  - i) The mid-value of the stock market buy and sell closing price on the reference dates (end march previous year & end march current year). In case, stock markets were closed on the reference dates, stock price on the previous working day should be used.
  - ii) In case the market value is not available, net asset value per instrument on the reference dates should be used.
- 4) While furnishing the information about the foreign assets in Block 1, kindly select the proper option for description of assets in terms of financial instruments e.g. investment in foreign equity, debt securities, mutual fund units, dividend/ redemptions receivables, cash balances etc.
- 5) All amount reported in Indian rupees should be rounded off to the nearest lakhs. Rupee value may be worked out on the basis of exchange rates on March 31, previous year and September 30, current year.
- 6) The completed return in Excel format should be sent at e-mail: [cpismf@rbi.org.in](mailto:cpismf@rbi.org.in)

**For any clarification, please contact our Helpdesk:**

e-mail : [cpis@rbi.org.in](mailto:cpis@rbi.org.in)  
Tel. No.: 022-26578348/8293

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Coordinated Portfolio Investment Survey (CPIIS) for Mutual Fund Companies

Survey round September 2024

**Confidentiality Clause:** The information furnished in the schedule will remain confidential with the Reserve Bank of India.

**Objective of the survey:** The input of this survey is used to compile India's Coordinated Portfolio Investment Survey (CPIIS) data and submit to International Monetary Fund as per India's commitment under Special Data Dissemination Standards.

Please read the instructions and FAQs carefully before filling-in this schedule.

1. Company Name & Address

- (i) Name of the Mutual Fund Company (MF Company)  
(ii) SEBI Registration Number  
(iii) Name of the Asset Management Companies (AMC)  
(iv) CIN Number of AMC allotted by Ministry of Corporate Affairs, Govt (21 digit)  
(v) Registered Address  
  
(vi) City  
(vii) State  
(viii) Pin Code


2. Contact Details

- (i) Name  
(ii) Email  
(iii) Tel. No. / Mobile No.


BLOCK 1

Foreign Assets of Mutual Fund Company

i) Please indicate here the Foreign Assets on account of Investment in Equity, Debt securities, Mutual Fund units abroad, Balances held abroad, etc

ii) Country wise and currency wise consolidated information pertaining to each type of investment should be reported separately.

	S.No.	Description of the Assets	Country of Non-Resident	Currency of denomination	Amount in ₹ Lakhs	
					As on end- March, 2024	As on end- September, 2024
	(1)	(2)	(3)	(4)	(5)	(6)
			> TOTAL →	> TOTAL →	0.00	0.00
	1	Select description of assets	Select Country	Select Currency		
	2	Select description of assets	Select Country	Select Currency		
	3	Select description of assets	Select Country	Select Currency		
	4	Select description of assets	Select Country	Select Currency		
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	149	Select description of assets	Select Country	Select Currency		
	150	Select description of assets	Select Country	Select Currency		

Declaration		
Item Number	Validation points for confirmation	Select (Yes/No)
1.Company Name & Address	Company name, CIN Number and SEBI Registration Number are entered correctly and in correct format. Address is entered correctly.	Select
2.Contact Details	Contact details are entered correctly	Select
3. Block-1	Description of assets is selected correctly from the drop-down menu.	Select
Block-1	Country of Non-Resident is selected correctly from the drop-down menu.	Select
Block-1	Amount is provided in Rupees Lakh.	Select

\* I hereby declare that the information given in this return is complete and correct to the best of my knowledge and belief.

i. Name in Full	
ii. Designation	
iii. Email ID:	
iv. Date (dd-mm-yyyy):	

Survey form is complete. Now you can submit the form by email to the email id [cpismf@rbi.org.in](mailto:cpismf@rbi.org.in)

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### Contact Detail:

Please complete the survey schedule and mail it to [cpismf@rbi.org.in](mailto:cpismf@rbi.org.in).

In case of any query or clarifications required, kindly contact us on below mentioned details:

Email: [cpis@rbi.org.in](mailto:cpis@rbi.org.in)

Telephone no: [022-26578348/8293](tel:022-26578348/8293)