

## **FIRMS Application**

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

#### **1.Introduction**

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

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

1.3 In the second phase, the second module is being made available with effect from September 01, 2018. With the implementation of SMF, the reporting of FDI, which is presently a two-step procedure viz., ARF and FC-GPR is merged into a single revised FC-GPR. 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.

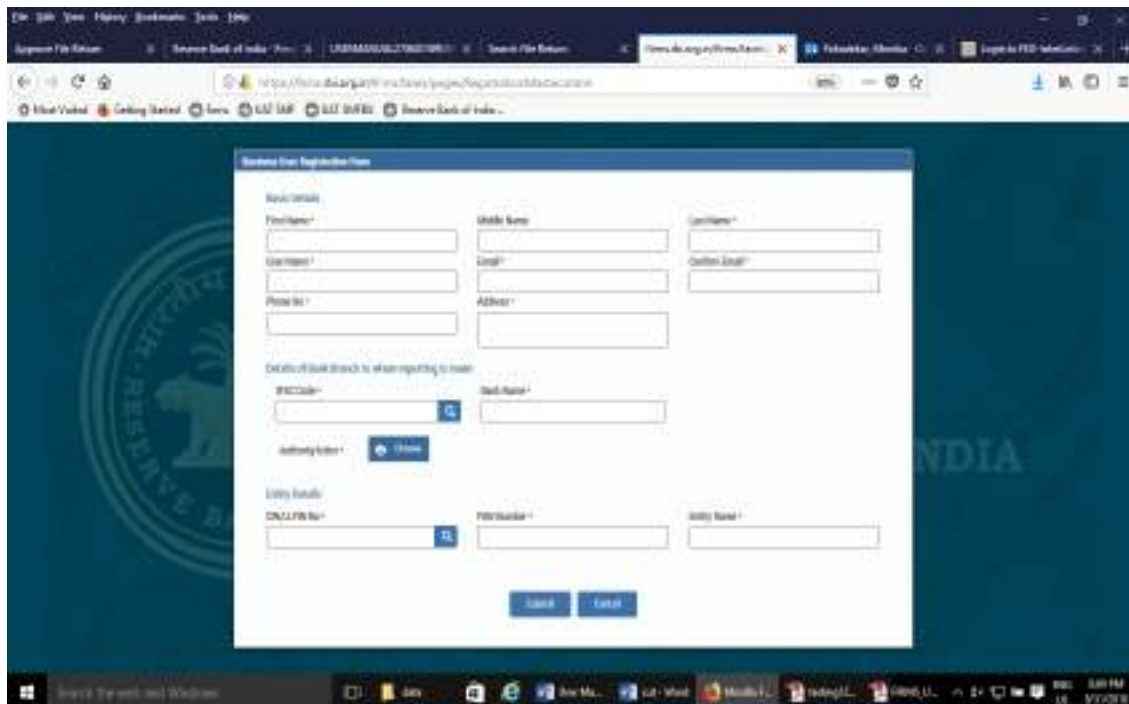
4. E-KYC: Every business user has to be eKYC verified before any reporting can be made in the Single Master Form. This would ensure that only genuine Logins are made available in the FIRMS application. All eKYC would be verified by the AD banks.

### 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	<p>Select the IFSC code of the Bank branch to whom the reporting would be made. This field shall be carefully selected so that the reporting is made to the correct branch of the bank. The applicant shall be versed with the working model of his/her bank for the foreign investment reporting in terms of the branches which are operating for the approval/rejection of the reported forms in the FIRMS application. Not all branches are incorporated in the FIRMS application, but only those as specified by the respective bank.</p> <p>If the applicant is unable to find its respective branch under the IFSC code, he/she may contact its branch for clarification on this issue.</p>
Bank name	Auto-populated as per the IFSC code selected
Authority letter-Attachment	Attachment in the specified format for Authority letter
Company CIN/LLPIN	Select the CIN or LLPIN of the entity of which the foreign investment is being affected.
PAN Number	Auto-populated based upon CIN/LLPIN selection
Entity name	Auto-populated based upon CIN/LLPIN selection

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

Step 5: A Message “Record Saved Successfully” is displayed at the top of Login box.

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

Format of the Authority letter

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

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

Date

Dear Sir,

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

We hereby authorize Shri. \_\_\_\_\_ / Smt. \_\_\_\_\_ / Ms. \_\_\_\_\_

(Name and Designation) holding Permanent Account Number (PAN) \_\_\_\_\_ (copy to be attached) to register as Business user for submission of returns in Foreign Investment Reporting and Management System (FIRMS) on behalf of our company/ LLP 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  
this \_\_\_\_\_ and name of the authorized signatory for  
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.

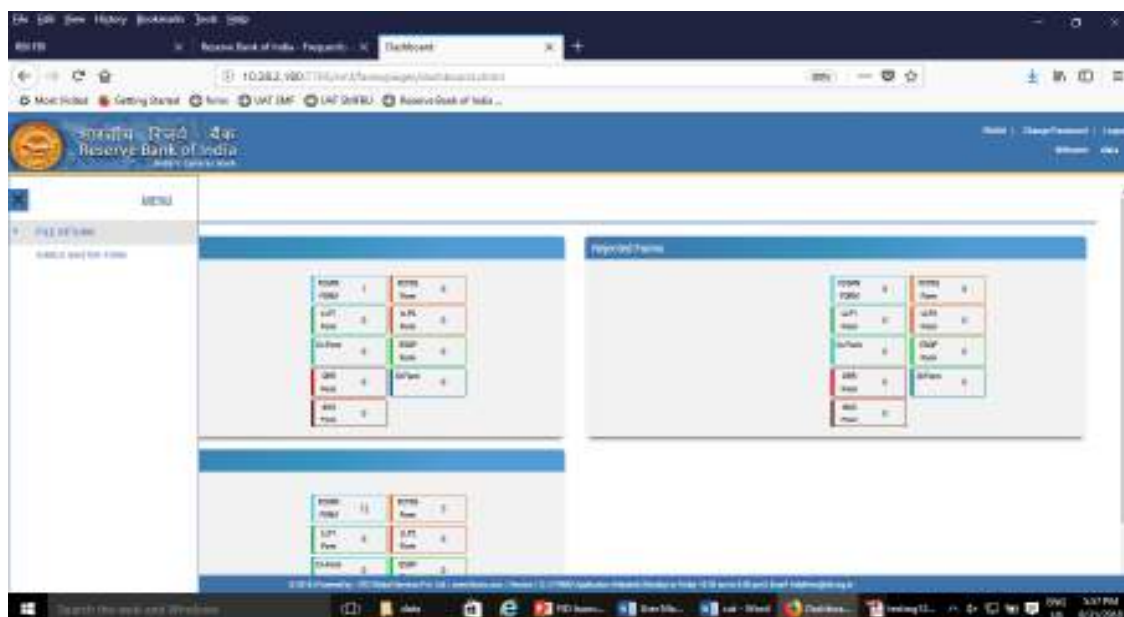
## 5. Form Filing and Submission

### FC-GPR:

Step 1: Login into SMF and reach your workspace.



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 screenshot displays the 'Search Returns' page on the Reserve Bank of India's website. The page has a blue header with the RBI logo and navigation links. The main content area is white and contains a search form. The 'Return Type' dropdown menu is open, showing a list of options including 'Return', 'Form 15', 'Form 16', 'Form 17', 'Form 18', 'Form 19', 'Form 20', 'Form 21', 'Form 22', 'Form 23', 'Form 24', 'Form 25', 'Form 26', 'Form 27', 'Form 28', 'Form 29', 'Form 30', 'Form 31', 'Form 32', 'Form 33', 'Form 34', 'Form 35', 'Form 36', 'Form 37', 'Form 38', 'Form 39', 'Form 40', 'Form 41', 'Form 42', 'Form 43', 'Form 44', 'Form 45', 'Form 46', 'Form 47', 'Form 48', 'Form 49', 'Form 50', 'Form 51', 'Form 52', 'Form 53', 'Form 54', 'Form 55', 'Form 56', 'Form 57', 'Form 58', 'Form 59', 'Form 60', 'Form 61', 'Form 62', 'Form 63', 'Form 64', 'Form 65', 'Form 66', 'Form 67', 'Form 68', 'Form 69', 'Form 70', 'Form 71', 'Form 72', 'Form 73', 'Form 74', 'Form 75', 'Form 76', 'Form 77', 'Form 78', 'Form 79', 'Form 80', 'Form 81', 'Form 82', 'Form 83', 'Form 84', 'Form 85', 'Form 86', 'Form 87', 'Form 88', 'Form 89', 'Form 90', 'Form 91', 'Form 92', 'Form 93', 'Form 94', 'Form 95', 'Form 96', 'Form 97', 'Form 98', 'Form 99', 'Form 100'. The 'From Date' and 'To Date' fields are empty, and the 'Return Reference Number' field is also empty. A 'Search' button is located to the right of the search form. The footer of the page contains the website URL and contact information.

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:

[illegible]

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

The screenshot shows the 'FC-GPR form' in the Reserve Bank of India portal. The form is titled 'FC-GPR form' and includes fields for 'Date of issue', 'Issue of shares', and 'Whether the change in the shareholding pattern from the transaction being reported has already been announced to the pre-transacted shareholding pattern?'. The 'Date of issue' field is currently empty, and the 'Issue of shares' field is set to '1000'. The 'Whether the change...' field has radio buttons for 'No' and 'Yes'.

Field name	Description
Date of issue	The date on which the capital instruments have been allotted persons resident outside India pertaining to instant reporting

Nature of Issue	<p>The nature under which the capital instruments have been issued, which can be one of the following :</p> <table><tr><td>1. <b>Preferential allotment/ Private placement/ Private arrangement</b></td></tr><tr><td>2. <b>Rights</b></td></tr><tr><td>3. <b>Bonus</b></td></tr><tr><td>4. <b>Merger/ demerger /Amalgamation</b> .....along with attachment of relevant approvals from the competent authority. This also includes cross border mergers which requires filing of FC-GPR as per Foreign Exchange Management (Cross Border Merger) Regulations 2018.</td></tr><tr><td>5. <b>Subscription to Memorandum of Association (MoA)</b></td></tr><tr><td>6. <b>Conversion of Convertible notes</b>.....along with the reference number/identification number for the form CN filed for the issuance of Convertible notes. Where the CN form is filed through physical filing, the same may be mentioned in the reference number/identification number field with the copy of acknowledgement letter/ application made as “other attachments” of the form in tab 5. If the form CN has not been filed by the applicant for the issuance of Convertible notes, the same may be declared as a separate attachment within “other attachments” of the form in tab 5</td></tr><tr><td>7. <b>Capital Instruments issued under Schedule 7 of FEMA 20(R) to FVCIs</b></td></tr><tr><td>8. <b>Shares issued upon exercise of ESOPs</b>...along with the along with the reference number/identification number for the form ESOP filed for the issuance of ESOPs. Where the form ESOP is filed</td></tr></table>	1. <b>Preferential allotment/ Private placement/ Private arrangement</b>	2. <b>Rights</b>	3. <b>Bonus</b>	4. <b>Merger/ demerger /Amalgamation</b> .....along with attachment of relevant approvals from the competent authority. This also includes cross border mergers which requires filing of FC-GPR as per Foreign Exchange Management (Cross Border Merger) Regulations 2018.	5. <b>Subscription to Memorandum of Association (MoA)</b>	6. <b>Conversion of Convertible notes</b> .....along with the reference number/identification number for the form CN filed for the issuance of Convertible notes. Where the CN form is filed through physical filing, the same may be mentioned in the reference number/identification number field with the copy of acknowledgement letter/ application made as “other attachments” of the form in tab 5. If the form CN has not been filed by the applicant for the issuance of Convertible notes, the same may be declared as a separate attachment within “other attachments” of the form in tab 5	7. <b>Capital Instruments issued under Schedule 7 of FEMA 20(R) to FVCIs</b>	8. <b>Shares issued upon exercise of ESOPs</b> ...along with the along with the reference number/identification number for the form ESOP filed for the issuance of ESOPs. Where the form ESOP is filed
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2. <b>Rights</b>									
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		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.
		<b>9. Issue of sweat equity shares</b>
		<b>10. Issue of participating interest /rights in oil fields</b>
		<b>11. Others (please specify)</b>
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



Reserve Bank of India

### Details of the foreign investor / contributor (Details of foreign investors to be given, before whom it may should not be given)

[Add Investor](#)

**Investor Details**

Personal details of investor(s)

Name *	Address *	Phone No.	E-mail *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender / Gender	Country of Residence *	Investor(s) / Name of the investing entity *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Reserve Bank of India

### Particulars of Issue/Subscription to Government

Particulars of Issue (Capital investment account to the foreign investor)

Type of Capital Instrument *	Number of Instruments *
<input type="text"/>	<input type="text"/>
Government Authorization of Issuance (G.O. No.) *	Number of Issuing Shares on fully paid basis *
<input type="text"/>	<input type="text"/>
Issue Price per Instrument *	Amount of Contribution *
<input type="text"/>	<input type="text"/>

[Add Issue Particulars](#)

Type of Capital Instrument	Number of Instruments	Government Authorization of Issuance (G.O. No.)	Number of Issuing Shares on fully paid basis	Issue Price	Amount	Investor/Issuing Institution	Amount of Contribution	USD Equity

Investor's Name

The screenshot shows the Reserve Bank of India (RBI) website. The header includes the RBI logo and name in Hindi and English. The main content area displays a form titled 'Investment Details'. The form has several input fields: 'Name of the AR Bank through whom investment is received', 'Address of the Investor', 'Town/City', 'Pin Code', 'State', and 'Total amount for which Capital Instruments Issued'. There are also checkboxes for 'Whether the investor is a different from the foreign investor' and 'Investment Details'. The form is set against a blue background with the RBI logo.

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 pre-fixed upfront conversion ratio.( In case there is no upfront conversion ratio enter the ratio as per the maximum permissible conversion of CCDs/CCPs/share warrants into equity shares in compliance to the pricing guidelines)
	Number of Equity shares on fully diluted basis	Auto-calculated as per the conversion ratio and number of instruments
	Face value	Enter the face value of the equivalent equity shares. In case of CCDs/CCPs /share warrants do <b>NOT</b> enter the face value of CCDs/CCPs/share warrants as it will not give the correct shareholding pattern.  For participating interest/rights in oil fields enter the value as 0 (one).

	Premium	Enter the value of premium, if any, else enter 0 (Zero).
	Issue Price per instrument	Enter the Issue price per instrument. For participating interest/rights in oil fields enter the total value of the participating interest/rights in oil fields
	Amount of Consideration	Auto calculated as Issue Price per instrument multiplied with number of instruments.

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><b>Fields to be entered:</b> "Date of Remittance", "Amount in Rs"</td> </tr> </tbody> </table>		Menu options	Description	Inward remittance from abroad through banking channel
Menu options	Description				
Inward remittance from abroad through banking channel	<b>Fields to be entered:</b> "Date of Remittance", "Amount in Rs"				

		<p>"FIRC number"</p> <p><b>Attachments:</b> FIRC and KYC of the foreign investor</p>
	NRE/FCNR	<p><b>Fields to be entered:</b></p> <p>"Date of debit", "Amount in Rs"</p> <p><b>Attachments:</b> Debit statement</p>
	Escrow A/c	<p><b>Fields to be entered:</b></p> <p>"Date of debit", "Amount in Rs" "FIRC number " (if any)</p> <p><b>Attachments:</b> Debit statement</p>
	Swap	<p><b>Fields to be entered:</b></p> <p>"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><b>Attachments:</b></p> <p>"Valuation certificate": Attach the valuation certificate for the value of capital instrument as entered in the above field</p>
	Issue of shares against fund payables to its foreign investor	<p><b>Fields to be entered:</b></p> <p>"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><b>Attachments:</b>  “Relevant documents from RBI/GOI and related documents”: Attach the related Government approvals or RBI approvals and any other related documents as applicable</p>
	Others	<p>Select in case of any other mode of payment.</p> <p><b>Fields to be entered:</b>  “Date of Remittance”,  “Amount in Rs”  “FIRC number”</p> <p><b>Attachments:</b> related documents, if any, as per the mode of payment and to be attached at the “other attachments” at tab 5 in the form.</p>
	Multiple mode of payment	<p>Select this option if the total payment has been made through more than one mode. For example, if the allotment is of Rs 10 crores and the investor, lets say is an NRI, has paid the same as, Rs 5 crore through inward remittance and Rs 5 crore as NRE/FCNR.</p> <p><b>Fields to be entered:</b></p>



	<div data-bbox="1015 193 1359 1255"> <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. <b>Attachments:</b> “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> </div> <div data-bbox="690 1291 1359 1619"> <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> </div>
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Investment details	Total amount of Inflow (in Rs)	Auto-populated from mode of payment details (Amount in Rs)
	Amount for which capital instruments have been issued	Auto-populated from "Particulars of issue/ details of individual investor" details. (Amount of Consideration)
<p>Note : If the Total amount of inflow is in excess in comparison to Amount for which capital instruments have been issued, then specify the details as per the validation note as below : Please specify and give as other attachment (refer user manual), whether the excess amount:</p> <ol style="list-style-type: none"> <li>1. has already been utilized for previous allotment , if so reference no be provided</li> <li>2. will be utilized for subsequent allotment</li> <li>3. has been refunded, if so refunds details shall be provided</li> <li>4. will be refunded, if so please be guided by proviso to para 2(3) of schedule 1 of FEMA 20 (R)).</li> </ol> <p>Attachments to be provided in the attachment "other attachments" in the tab 5 of the form.</p>		
ADD Investor	<p>Upon filling all above details, click on the "ADD investor " check whether the details are reflected in the adjoining table (at the bottom) and verify the same. In case any of the details entered needs to be modified click on the edit icon under "Edit/Update " head of the table. This would populate the details in the respective fields. Modify and then click on "Save" button, this will save the details in the table again.</p> <p>Repeat the process in case of multiple investors.</p>	

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

### Step 4.3 –Tab 3-Amount of Issue

The screenshot shows the 'FDI-GPI Form' interface on the RBI website. The 'Amount of Issue' tab is selected. The form contains the following fields:

- Applicable Reserve Bank Monetary rating:** 20%, 25%, 30%, 35%, 40%, 45%, 50%, 55%
- Whether the FDI is account for a particular project:** Yes, No
- FDI-GPI Form** (Title)
- Amount of Issue** (Section Header)
- Total amount of inflow:** (Text input field)
- Total amount for which capital instruments have been issued:** (Text input field)

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 for filing returns. The 'Particulars of Issue' tab is selected. The table below shows the consolidated particulars of issue for all foreign investors.

Type of Issue	Number of Instruments	Fair Value	Number of Equity Shares or fully allotted Shares	Amount of Issue	Amount of Subscription
No records found					

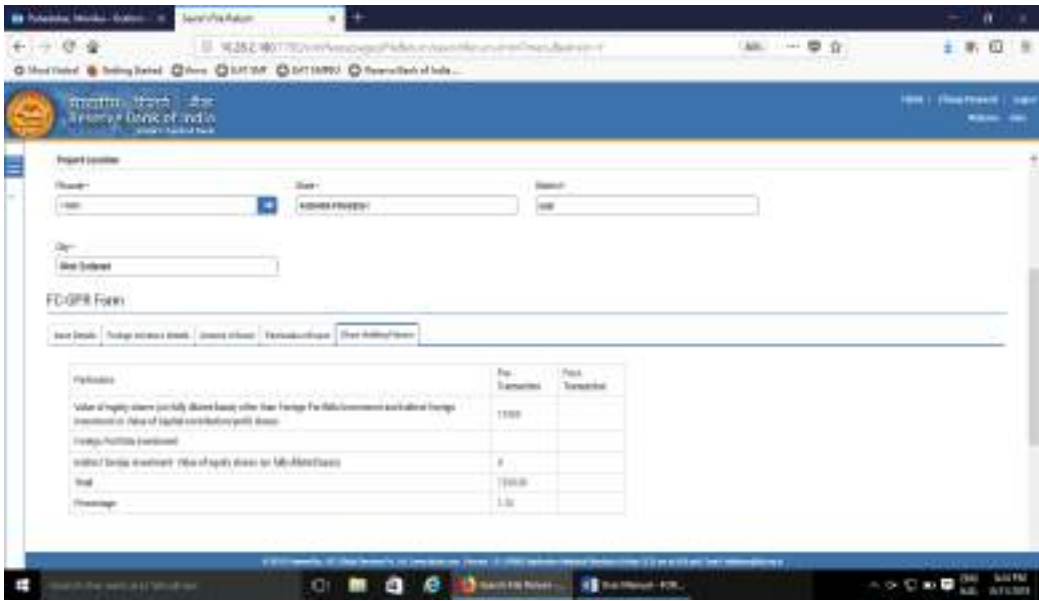
Below the table, there is a section for 'Fair Value of the Shares (in Rs)' and a declaration area.

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.

Field name	Description
Consolidated Particulars of Issue	Auto-populated table for the consolidated particulars of issue (from tab 2), for all foreign investors
Fair value of the Shares (in Rs)	<p>Fair value of the shares as per the valuation certificate issued by the person authorized as per FEMA 20 (R) along with the attachment at "Valuation Certificate".</p> <p>Mandatory where nature of issues is "Preferential Allotment/Private Placement/Private arrangement " and "Conversion of Convertible Notes".</p>
Declaration	<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.” *</p> <p>Please select “Yes” upon completing all details in the form. Attach the Declaration and CS certificate as well as other relevant documents in the attachment “CS certificate/other attachments”.</p>
--	---

Step 4.5-Tab 5-Shareholding Pattern



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

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

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

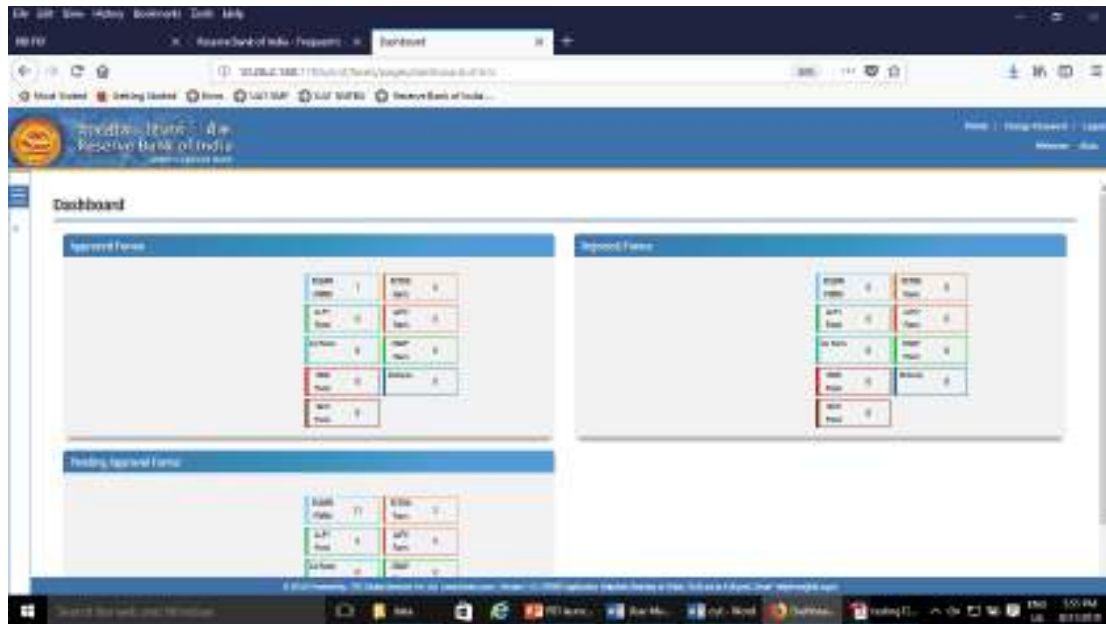
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

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

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

## FC-TRS

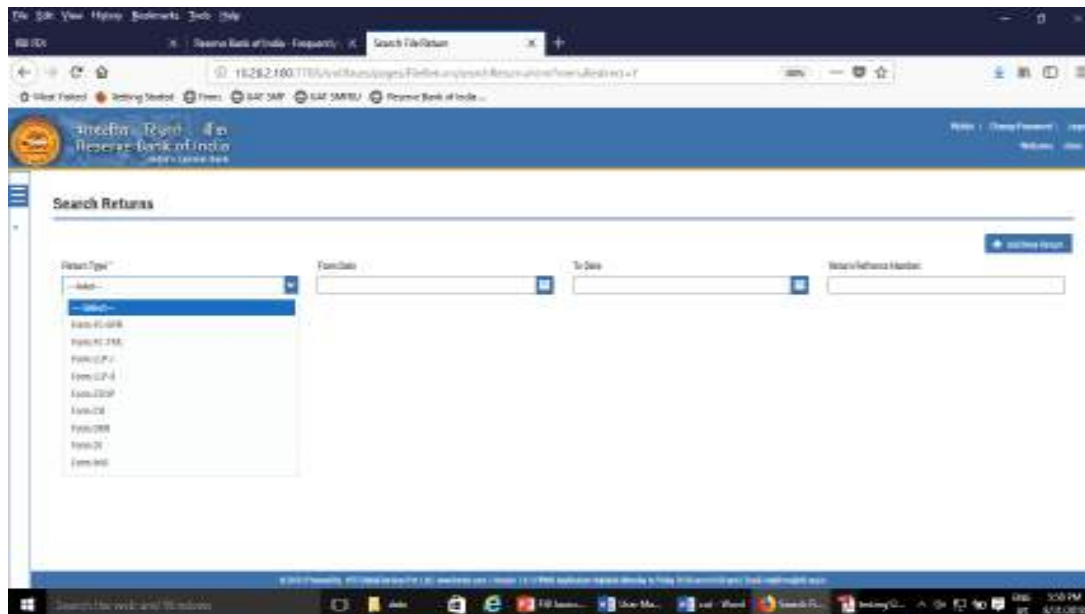
Step 1: Login into SMF and reach your workspace.



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



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



The 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"> <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

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

	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"> <li>• Resident to Non-resident (including NRI/OCI on repatriable basis)</li> <li>• Non-resident (including NRI/OCI on repatriable basis) to Resident</li> <li>• NRI /OCI/eligible investor on non-repatriable basis to Non-resident(including NRI/OCI on repatriable basis)</li> <li>• Non-resident (including NRI/OCI on repatriable basis) to NRI/OCI/eligible investor on non-repatriable basis</li> </ul>
Transfer Type	<p>Select from the following options as applicable:</p> <ul style="list-style-type: none"> <li>• Transfer as per Regulation 10(3) of FEMA 20(R)-Sale of capital instruments from a person resident outside India to a person resident in India</li> <li>• Transfer as per Regulation 10(4) of FEMA 20(R)-Sale of capital instruments from a person resident in India, including NRI/OCI or eligible investor under Schedule 4 to FEMA 20(R) to a person resident outside India</li> <li>• Transfer as per Regulation 10(5) of FEMA 20(R)-Gift of capital instruments from a person resident in India, including NRI/OCI or eligible investor under Schedule 4 to FEMA 20(R) to a person resident outside India</li> <li>• Transfer as per Regulation 10(12) of FEMA 20(R)-Invocation of pledge</li> <li>• Transfer of capital instruments as per Regulation 3 to FEMA 20(R)</li> <li>• Others (please specify)</li> </ul>

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

## Step 4.2-Tab 2-Particulars of Transfer

The screenshot displays the RBI portal interface for the 'Particulars of Transfer' form. The form is titled 'Particulars of Transfer' and includes the following fields:

- Type of Capital Instrument:** A dropdown menu.
- Number of Instruments:** A text input field.
- Conversion Ratio:** A text input field.
- Number of equity shares on fully diluted basis:** A text input field.
- Face Value:** A text input field.
- Transfer Price Per Instrument:** A text input field.
- Full value of the capital instrument at time of transfer:** A text input field.

Below the form fields, there 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 Instrument Consideration	Debit	Credit
By record type							

The table is currently empty, and the 'Full value of the capital instrument at time of transfer' field is also empty.

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

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

The screenshot shows the 'Remittance Details' tab in the RBI FDI portal. The form is titled 'Remittance Details' and includes the following fields:

- Mode of Payment:** A dropdown menu with 'Gift' selected.
- Name of AD Bank:** A search field with a magnifying glass icon.
- Address of AD Bank:** A text field.
- Amount remitted/received in Rs:** A text field.
- Whether and Tranche number:** A dropdown menu with 'Payment on full consideration' selected.

At the bottom of the form, there is a checkbox labeled 'I hereby declare that the information provided in this form is true and correct. In case of any discrepancy in the above information, I shall be held liable for the same. Please read the terms and conditions on the website for compliance to Foreign Direct Investment (FDI) Regulations, 2005. I hereby declare my understanding and full consent to the above information for the reporting.' Below this is a 'Submit' 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 <div> <div> <b>Payment on full consideration</b> </div> <div> <div>Date of remittance</div> <div>Enter the Date of Remittance. In case the remittance date is</div> </div> </div>

		future date, it may be left blank.
	Tranche number	Enter tranche number as 1
	Is last tranche	Select Yes
	<p>Payment on deferred basis</p> <p>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

	<table border="1"> <tr> <td>Date of Remittance</td><td>Enter the date of remittance.</td></tr> <tr> <td>Is last tranche</td><td>Select YES or No as applicable</td></tr> </table>	Date of Remittance	Enter the date of remittance.	Is last tranche	Select YES or No as applicable	
Date of Remittance	Enter the date of remittance.					
Is last tranche	Select YES or No as applicable					
Whether the remitter is different from a foreign investor	<p>Please select "NO" if the remitter is same as the foreign investor.</p> <p>In case the two are different (third party payment ,if permissible ) , Please select "YES" enter the details viz., Name of the Remitter, Country of remitter, relationship between Remitter and foreign investor and attach the requisite documents</p>					
Declaration	<p>Declaration text- I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.*</p> <p>Check upon completing all details in the form.</p>					

## Step 5.5-Tab 5-Shareholding Pattern



The screenshot shows the FICSS Form interface for the Shareholding Pattern tab. The form includes fields for Name, PAN, and Date of Birth, and a table for Shareholding Pattern with columns for Name, PAN, and Date of Birth.

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

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

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

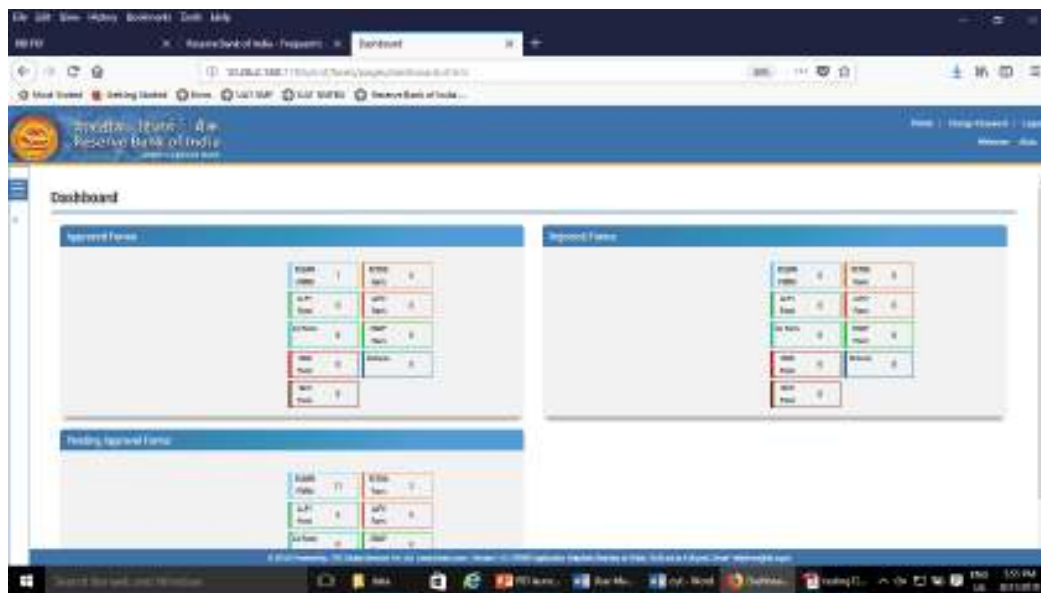
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

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

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

## LLP-I

Step 1: Login into SMF and reach your workspace.



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



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



Company name	Pre-filled, non-editable as per the BU registration details							
PAN number	Pre-filled, non-editable as per the BU registration details							
Application date	Pre-filled, non-editable , system date							
Entry Route*	<p>Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals.</p> <p>Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route . If the investment being reported is under 74%. The entry route selected shall be automatic and in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be government with relevant government approvals attached.</p>							
Applicable Sectoral cap/ Statutory ceiling*	<p>Applicable sectoral cap as per FEMA 20(R).</p> <p>Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.</p>							
Whether the foreign investment received is for a specific project/ manufacturing unit/ plant?	<p>Select Yes or No as applicable. If yes is selected , fill up the details as below:</p> <table border="1"> <tr> <td>PIN Code</td><td>Enter the PIN code and click on arrow</td></tr> <tr> <td>State</td><td>Pre-filled as per PIN code</td></tr> <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' in the MCA21 portal. The 'General Details' section is active, displaying fields for 'Name of the LLP', 'Date of Incorporation', 'Registered Office', 'Authorized Capital', and 'Paid-up Capital'. A dropdown menu for 'State' is open, showing options like Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Goa, Gujarat, Haryana, Himachal Pradesh, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Punjab, Rajasthan, Sikkim, Tamil Nadu, Telangana, Tripura, Uttar Pradesh, West Bengal, and India.

The screenshot shows the 'Particulars of LLP' section of the LLP-I form. It includes fields for 'Name of the LLP', 'Date of Incorporation', 'Registered Office', 'Authorized Capital', 'Paid-up Capital', 'Number of Partners', 'Name of the Partner', 'Designation of the Partner', 'Capital Contribution', 'Percentage of Capital Contribution', 'Name of the LLP', 'Date of Incorporation', 'Registered Office', 'Authorized Capital', 'Paid-up Capital', 'Number of Partners', 'Name of the Partner', 'Designation of the Partner', 'Capital Contribution', 'Percentage of Capital Contribution', and 'Name of the LLP'.

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	<p>Select the mode of payment ,as applicable, from the radio button as</p> <p>Remittance through banking channel</p> <p>Date of remittance</p> <p>Amount remitted in rs</p> <p>Attachments : FIRC and KYC</p> <p>NRE/FCNR</p> <p>Date of Debit</p> <p>Amount in rs</p> <p>Attachments: Debit statement</p> <p>Others:</p> <p>Others (please specify)</p> <p>Date of Remittance</p> <p>Amount in Rs</p> <p>Attachment: As applicable</p>
Value of Capital contribution	Value of capital contribution by the person resident outside India in the LLP.
Total Capital contribution in the LLP	Value of capital contribution in the LLP from all investors including resident and non-resident
Total Value of Capital contribution in Rs for all investors	In case where the capital contribution is being received at the same date from multiple foreign investors and the applicant wishes to file for all investors in one form LLP-I, enter the total value of capital contribution for all such foreign investors.



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

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

The screenshot shows the RBI LLP-I Form, Tab 2-Shareholding Pattern. The form is displayed in a web browser window. The top section contains fields for 'Enter Date', 'Applicable to foreign investor's holding', and 'Whether the foreign investment is made for a specific project/manufacturing unit or manufacturing plant?'. Below this is the 'LLP-I Form' section with tabs for 'General Details' and 'Shareholding Pattern'. The 'Shareholding Pattern' tab is active, showing a table with columns for 'Particulars', 'FII/Foreign Institution', and 'FPI/Foreign Portfolio Investor'. The table has rows for 'Value of equity shares of fully owned subsidiary (other than foreign portfolio investors and indirect foreign investment or value of equity shares held by foreign portfolio investors)', 'Indirect foreign investment', 'Indirect foreign investment - value of equity shares of fully owned subsidiary', and 'Total'. The 'Total' row shows values of 10000.00 and 1.00.

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

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

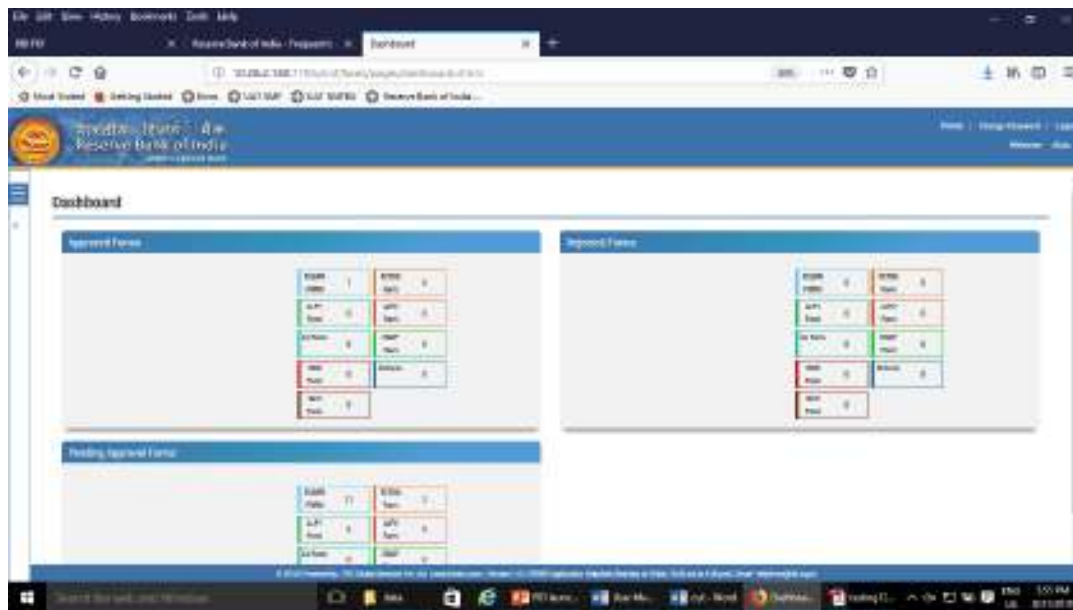
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

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

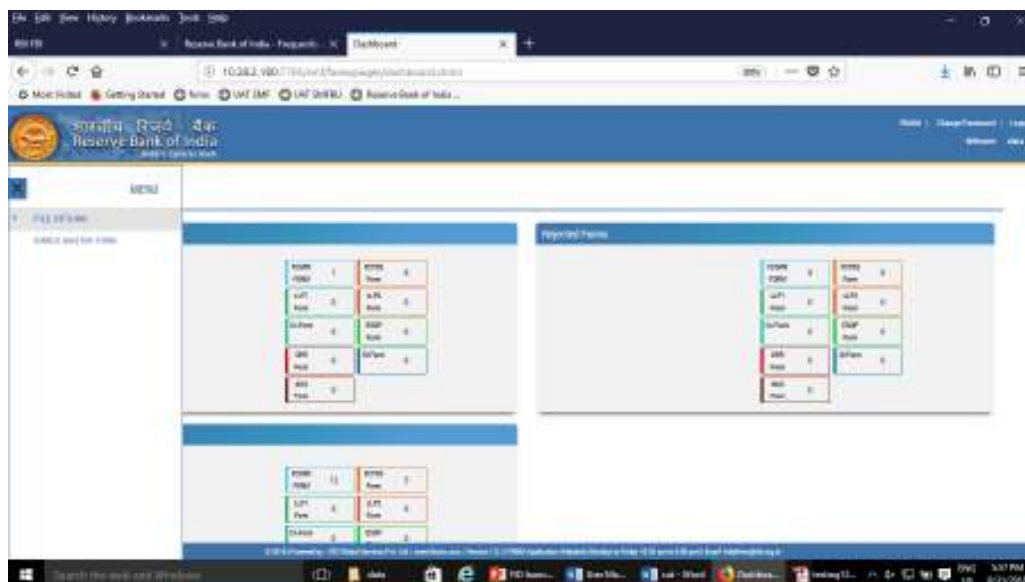
“Back” button: To go back to the Dashboard.

## LLP-II

Step 1: Login into SMF and reach your workspace.



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



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



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

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

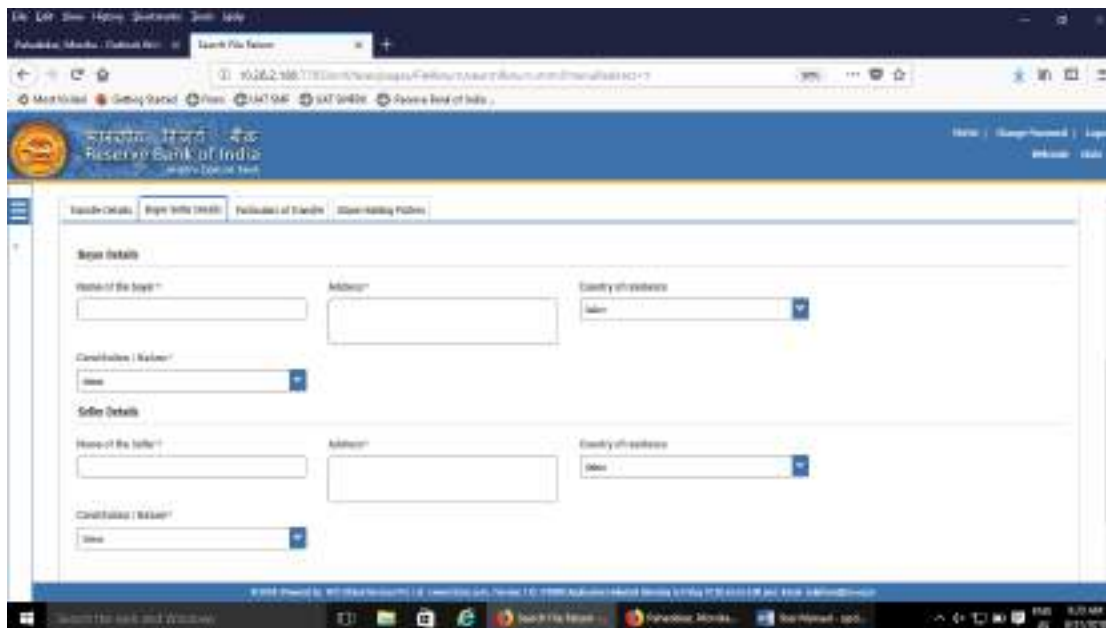
Step 4 : Fill up the details in form LLP-II as below :

Step 4.1: Tab 1- Transfer details

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

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



The screenshot displays the RBI portal interface for the 'Buyer Seller details' tab. The form is structured as follows:

- Buyer Details:**
  - Name of the buyer: [Text Field]
  - Address: [Text Field]
  - Country of residence: [Dropdown Menu - India]
  - Contribution / Balance: [Dropdown Menu - New]
- Seller Details:**
  - Name of the seller: [Text Field]
  - Address: [Text Field]
  - Country of residence: [Dropdown Menu - India]
  - Contribution / Balance: [Dropdown Menu - New]

The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 9:20 AM on 8/15/2018.

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

The screenshot displays the 'LLP Form 3' interface, specifically the 'Particulars of Transfer' tab. The form is divided into several sections:

- Buyer Details:** Includes fields for Name, Address, Country of Residence, and Constitution/Nature.
- Seller Details:** Includes fields for Name, Address, Country of Residence, and Constitution/Nature.
- Particulars of Transfer:** This section contains multiple rows of data entry fields, including:
  - Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:\*
  - Value of capital contribution in Rs
  - Value of shares transferred in Rs
  - Value of shares received in Rs
  - Value of shares transferred in Rs
  - Value of shares received in Rs
  - Value of shares transferred in Rs
  - Value of shares received in Rs

The interface also features a search bar at the top and a taskbar at the bottom with various application icons.

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

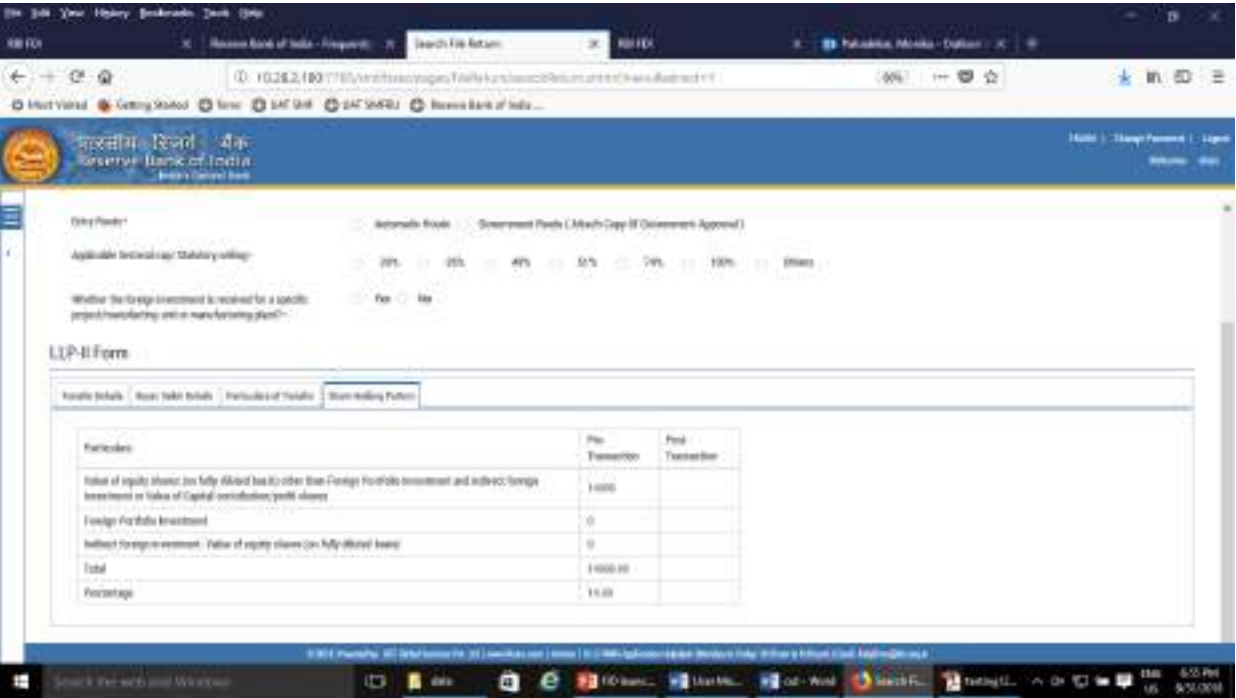
Field name	Description
Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern:*	Select Yes or No accordingly. For explanation refer to the head under "Shareholding pattern"
Value of capital contribution 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</p> <p>Remittance date</p> <p>Amount remitted in rs</p> <p>Attachments : FIRC and KYC</p> <p>NRE/FCNR</p> <p>NRE remittance date</p> <p>NRE Amount remitted in rs</p> <p>Attachments: Debit statement</p> <p>Others:</p> <p>Others (please specify)</p> <p>Other Mode of Payment ...Description</p> <p>Other Remittance date</p> <p>Other Amount Remitted in Rs</p> <p>Attachments :Other Payment (necessary documents as applicable )</p> <p>In case the total payment has been received through multiple modes of payment, select multiple check boxes accordingly.</p>
Declaration	<p>Declaration text- I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.</p>

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

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

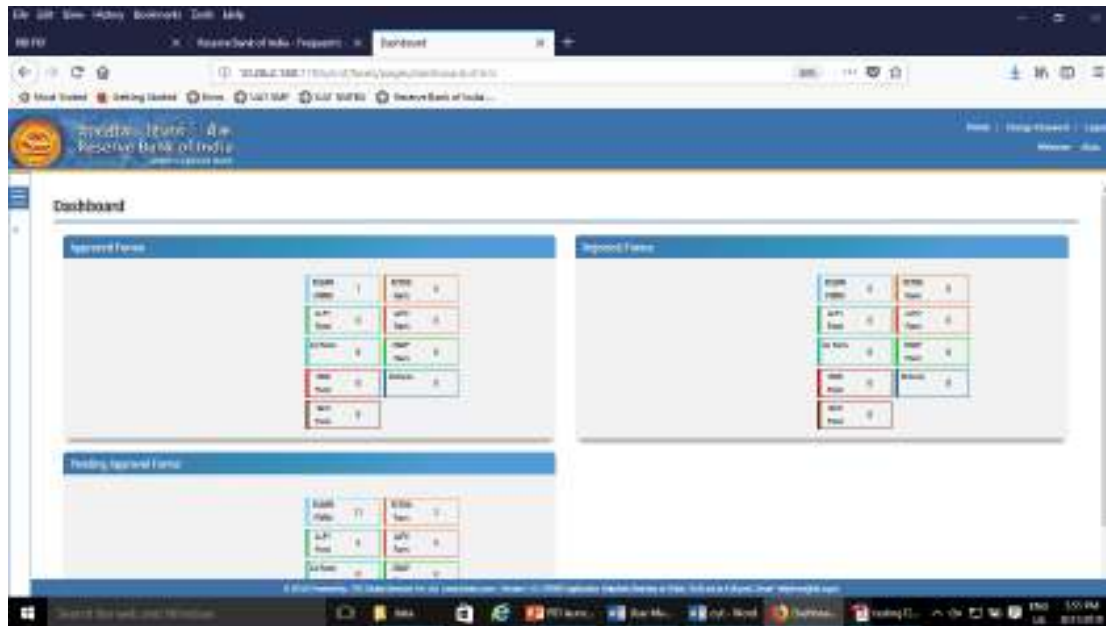
“Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.

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

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

**FORM CN**

## Step 1: Login into SMF and reach your workspace.



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



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

[illegible]

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

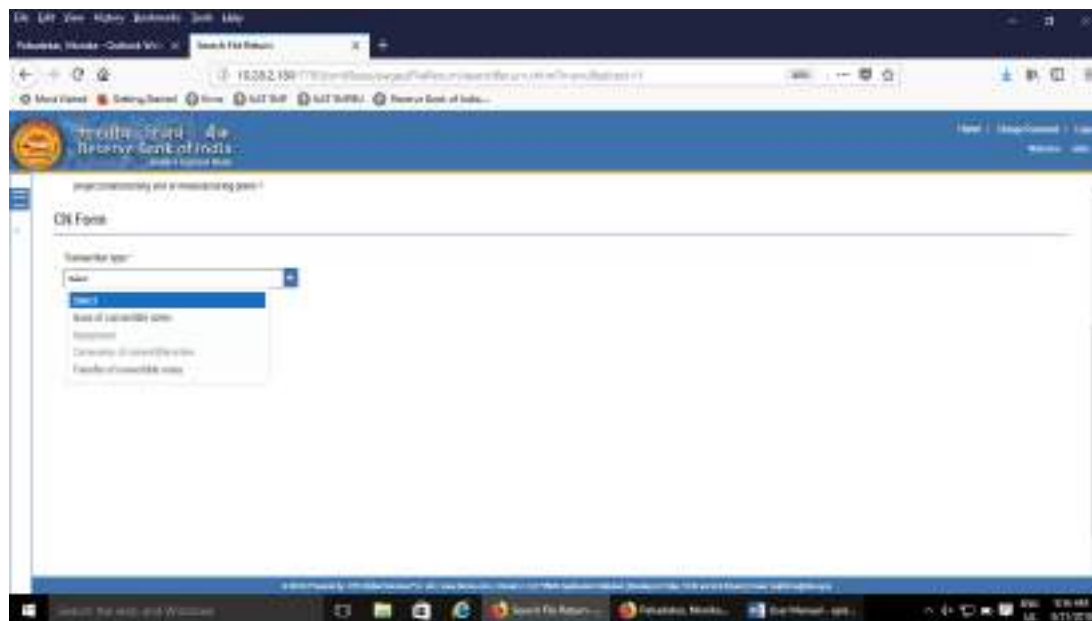
(Common Investment details: These details are common to all returns that can be reported in SMF.)

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*	<p>Applicable sectoral cap as per FEMA 20(R).</p> <p>Clarification: where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under automatic route and beyond up to 100% under Government route, the applicable sectoral cap would be 100%.</p>

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



Drop down options	Description
Issue of convertible notes	Select this option where the convertible notes are being issued to person(s) resident outside India as per FEMA 20 (R)

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

### Step 5.1: For issue of Convertible Notes

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

- Transaction type:** A dropdown menu with 'Issue of convertible notes' selected.
- Date of issue of convertible notes:** A date picker field.
- Total amount of inflow:** A text input field.
- Number of foreign investors:** A text input field.
- Issue of Convertible Notes:** A section header.
- Details of the foreign investor:**
  - Name of the foreign investor:** A text input field.
  - Address:** A text input field.
  - Country:** A dropdown menu with 'India' selected.
  - Contribution/Share:** A dropdown menu with 'Share' selected.
- Residence Details:** A section header.

The form is displayed on a Windows 10 desktop environment with the taskbar visible at the bottom.

Field Name	Description
Date of issue of convertible notes	Select the date of issue of convertible notes
Total amount of Inflow	Enter the total amount of inflow being reported in this form CN
Number of foreign investors	Enter the number of foreign investors to whom convertible notes are being issued



Details of foreign investor	Enter the details of the foreign investor as below:	
	Name of the foreign investor	Enter the name of the foreign investor
	Address	Enter the address of the foreign investor
	Country	Select the country of the foreign investor from the drop down menu
	Constitution/ Nature	Select the constitution /nature of the foreign investor from the drop down menu
	Remittance Details- Name of the AD bank and address	Select the name of the AD bank from the available option, other details are auto-populated based upon selection. If the details are not correct, the same may be modified accordingly. The field is editable.
	Mode of payment	<p>Select the mode of payment from the following (check boxes)</p> <ul style="list-style-type: none"> <li>• Remittance through banking channel</li> <li>• NRE/FCNR/Escrow</li> <li>• Others (please specify)</li> </ul> <p>Enter the Date of remittance, amount remitted in foreign currency and amount remitted in Rs</p>

		<p>Attachments : FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check 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>
Declaration text and other attachments	<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 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 5.1.1: After filling in all details, click on Save and Submit for submitting the form.

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

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

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

## Step 5.2 For transfer of convertible notes

Field name	Description
Date of transfer	Select the date of transfer. In case , it is a future date select the current date.
Type of transfer	<p>Select from the following options as applicable</p> <p>Transfer of capital contribution/profit shares from a person resident outside India to a person resident in India [including NRI/ OCI or eligible investor under Schedule 4 of FEMA 20(R)] Please provide the</p>

	<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"> <li>• Remittance through banking channel</li> <li>• NRE/FCNR/Escrow</li> <li>• Others (please specify)</li> </ul> <p>Enter the Date of remittance and amount remitted in Rs</p> <p>Attachments : FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check boxes , and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of remittance through all modes.</p>
Fair value	Enter the fair value of the convertible note being transferred and attach the valuation certificate

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

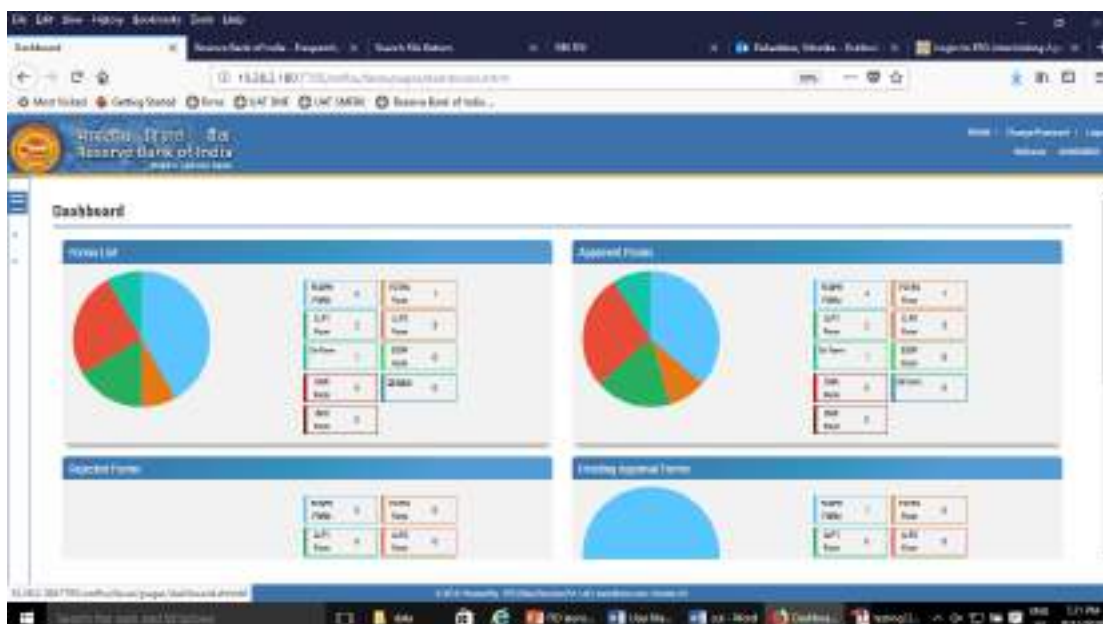
## 7.Processing at AD level

### Login Procedure

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

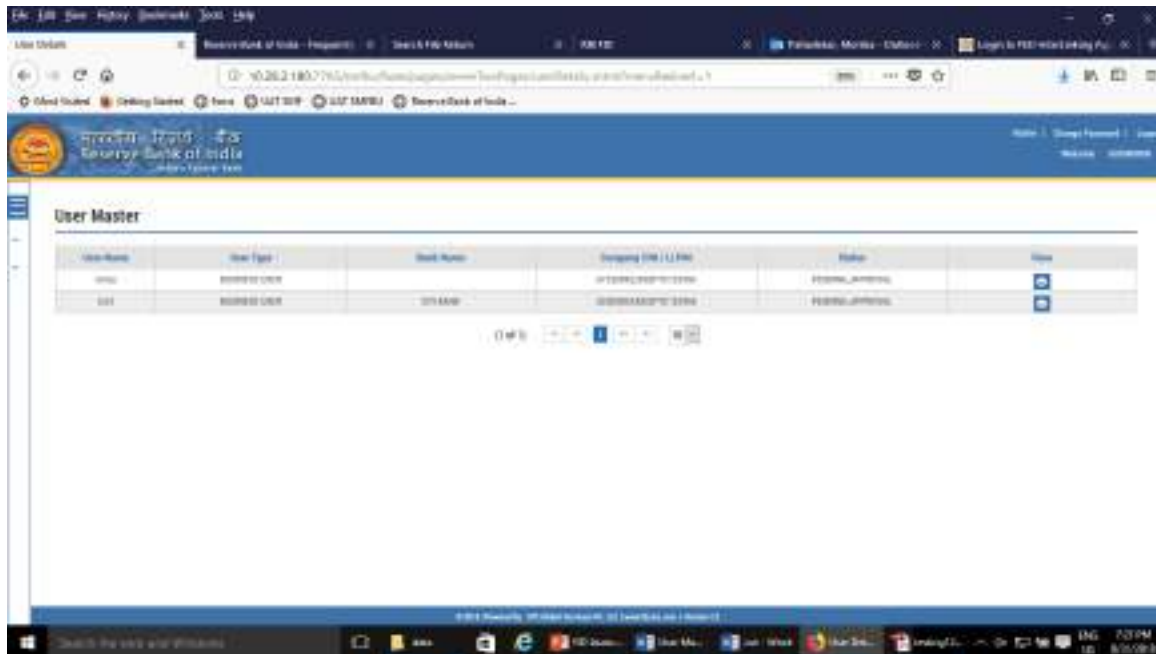
The screenshot shows the 'Foreign Exchange Department Application Login' page. The header includes the RBI logo and the text 'Foreign Exchange Department' and 'विदेशी मुद्रा विभाग'. The date '31 August 2022' and '07:48:05 PM' are displayed. The login form is titled 'Foreign Exchange Department Application Login' and includes the instruction 'Use username / password given by Overseas Investment Division, FEA, O/S, 600'. The form has fields for 'User Type' (with radio buttons for 'Bank User' and 'FIRMS'), 'User ID', and 'Password'. A 'Login' button is at the bottom of the form. To the right of the form is a 'Ready to proceed?' section with links for 'Master Directory', 'BackOffice', 'Presentation', 'FAQ/Help', and 'AP 1098'. The footer mentions 'Hosted/Viewed in Internet Explorer 6.0 or above with screen resolution of 1024\*768' and 'Developed and Maintained by' with the PCL logo.

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

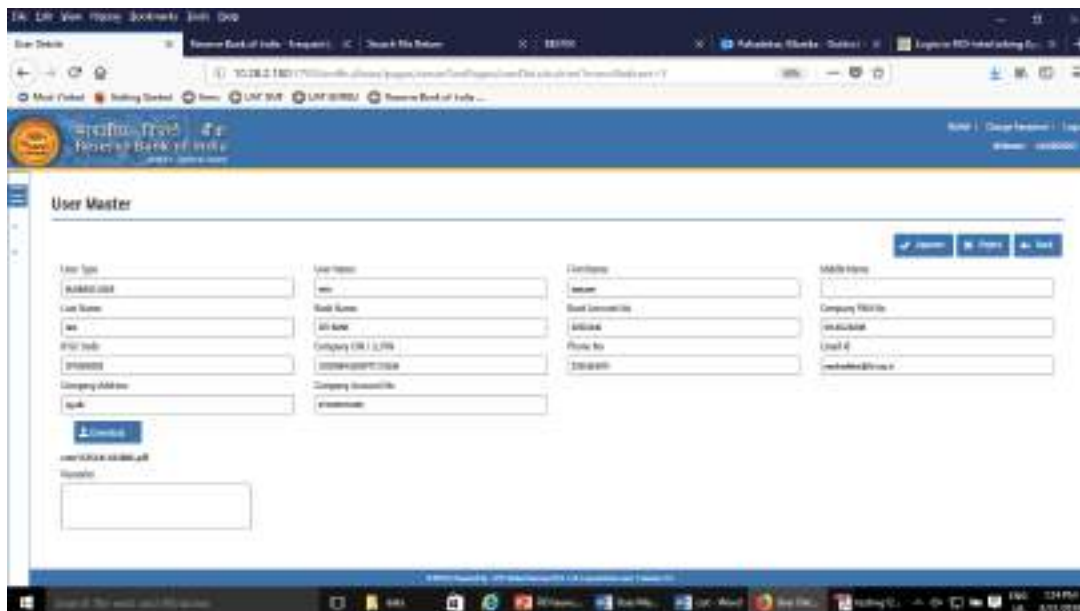


## Verifying eKYC for the Business user

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



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



Step 3: Download the authority letter using download button.



AD bank will have 3 working days for verifying the eKYC of the Business User.

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

The screenshot displays the 'Approve Return' interface on the SBI website. The 'Return Type' dropdown is set to 'Transit Loss'. The 'To/From' field is empty, and the 'Branch' field is set to 'Mumbai'. The 'Reason for Loss' field is set to 'Missing'. The table below shows the following data:

Collection Month	SBI Branch	SBI Branch	Status
10/2019	Mumbai	Mumbai	Approved

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

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](mailto:helpfirms@rbi.org.in) (hyperlink)

Telephone Number (022 – 22601000 - Extn: 2617)