

Foreign Investment Promotion Board

Proposal Monitoring System

February 2015

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Registration Process

From the FIPB Portal Home page, click on the link **Register Here** to navigate to the Registration Page. Through one registration, user can submit one proposal. The following page is displayed :

The screenshot shows the FIPB Registration Page. At the top, there is a header with the FIPB logo and navigation links: Home, About Us, Comprehensive Corner, Publications, Related Links, Data Archive, and User Login. A note at the top left says "I am sure I need FIPB approval" with a "Resend Mail" button. A red note below it says "Note : For each application you need a separate registration number". The main form area has sections for "Registration Required For" (dropdown), "Name of Applicant Company" (dropdown), "Category Type" (dropdown), and "Category" (dropdown). Below this is a "Contact details" section with fields for "Name of the person" (dropdown), "Designation" (dropdown), "Address" (dropdown), "State" (dropdown), "District" (dropdown), "Email Id" (dropdown), "Mobile No" (dropdown), "Phone No" (dropdown), and "FAX No" (dropdown). A note below the phone number field states "This will be treated as default primary contact." There is also a "Proof of Identity" field with a "Browse..." button. A CAPTCHA field contains the code "SL2e7U". Below the CAPTCHA is an "Enter Captcha:" input field with a green checkmark icon. At the bottom are "Register" and "Reset" buttons. The footer of the page includes sections for Copyrights, Contact Us, FIPB Help Desk, and Featured Links.

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Screen 1 : Registration Screen 1

Enter Registration Details

On the Registration page, there are two tabs – **I am sure I need FIPB approval** and **Resend Mail**. For a fresh registration, user needs to enter the fields on the **I am sure I need FIPB approval** tab. Special care needs to be exercised while giving mobile no. and email as these are used by the application to communicate details related to login and subsequent alerts. Once the user fills the form and clicks on **Register** button after entering the Captcha characters, one time password is sent to the user's mobile no. as well as email, entered in the previous screen and next screen of the registration process is displayed. In case of any mismatch in entering Captcha characters, message **Invalid verification code! Please check.** is displayed. In case, Captcha characters are not readable, click on  shown next to Captcha images to regenerate the Captcha. In order to clear the entered details on the screen, **Reset** button can be clicked.

Validations on the screen

Fields marked with * are mandatory fields. In no data is entered in these fields, system displays error message to alert the user that data needs to be entered in the field. Apart from this only certain characters are allowed in text fields which are listed below :

Name of Applicant	: Alpha numeric characters (a-z A –Z 0-9), space and special characters .,-&()/
Name of contact person	: Alpha numeric characters (a-z A –Z 0-9), space and special characters .,-&()/
Address	: Alpha numeric characters (a-z A –Z 0-9), space and special characters .,-&()/
Email ID	: Should be like <u>xxx@yyy.zzz</u> Alpha numeric characters (a-z A –Z 0-9), space and special characters @.,-
Telephone No., Fax	: Numeric characters (0-9)
Mobile No.	

The character set allowed for each field is also displayed when mouse hovers on the field.

Verify Mobile No. through One Time Password

By entering the one time password received, user can verify his/her mobile no. After entering the one time password and Captcha, click on the **Submit** button. In case of any mismatch in entering Captcha characters, message **Invalid verification code! Please check.** is displayed. After the user has verified his/her mobile by entering the one time password sent on mobile/through email, alert is sent through SMS and email containing request no. of the registration. The email also contains a web link.

It is recommended that the SMS alert received at this stage is saved by the user till assignment of password.

The screenshot shows the FIPB Registration System. At the top, there is a header with the FIPB logo and navigation links for Home, About Us, Comprehensive Corner, Publications, Related Links, Data Archive, and User Login. A note says "I am sure I need FIPB approval" with a "Resend Mail" button. Below this, a red note says "Note : For each application you need a separate registration number". The main form is titled "Mobile No Verification :" and contains fields for "Request No For OTP verification" (546623) and "Enter Verification Code". There is a CAPTCHA image "48aEHa" and a field "Enter Captcha:". A "Submit" button is located below these fields. Below the verification section, there is a large form for "Registration Required For *:" which includes dropdowns for "Category Type", "Category", "District", and "Email Id" (xoo@yyy.com). It also includes input fields for "Mobile No" (India(+91) 1234567890), "Phone No" (011 12345678), and "FAX No". A note says "This will be treated as default primary contact." and there is a "Proof of Identity" section with a "Browse..." button. Another CAPTCHA "48aEHa" and "Enter Captcha:" fields are present here. At the bottom of this section are "Register" and "Reset" buttons. The footer contains copyright information, contact details for the Ministry of Finance, and a help desk section. It also features a "Featured Links" section with links to Home Page, RBI Notifications, DIPP Press Note, and Contact Us.

Screen 2 : Registration Screen 2

The screen showing successful submission of registration details is displayed as follows :

The screenshot shows the FIPB website with a blue header bar. The header includes the FIPB logo, a skip content link, and font size adjustment icons. Below the header, a navigation menu offers links to Home, About Us, Comprehensive Corner, Publications, Related Links, Data Archive, and User Login. The main content area displays a success message: "User Registration Successfully Submitted!" followed by "This is Your Request No : 766594" and "Kindly Note Your Request No for Email Verification!!". At the bottom of the page, there are four columns: Copyrights (with a note about ownership by the Ministry of Finance), Contact Us (with phone numbers and address), FIPB Help Desk (with email contact information), and Featured Links (listing Home Page, RBI Notifications, DIPP Press Note, and Contact Us).

Screen 3 : Registration Screen 3

At this stage, user can log into his/her email and click on the mail received to assign password. In case mail is not received (due to inadvertent mistake while entering email id on the registration form), user can click on the Tab **Resend Mail** on Registration form to correct the mistake and receive mail in the corrected email id.

Verify Email and Assign Password

Clicking on the web link received in his/her email, enables system to verify user's email and user is directed to the following page to assign a password :

The screenshot shows the FIPB website with a blue header bar. The header includes the FIPB logo, the text 'Foreign Investment Promotion Board', 'Department of Economic Affairs, Ministry of Finance', and a decorative image of a building. Below the header is a navigation menu with links: Home, About Us, Comprehensive Corner, Publications, Related Links, Data Archive, and User Login. The main content area has a white background and features a 'Password Reset' form. The form fields include 'Request Id:' (with a text input field), 'Login Id:' (with a text input field), 'Password:' (with a text input field), 'Confirm Password:' (with a text input field), and 'Enter Captcha:' (with a text input field containing 'BDhBEK' and a green checkmark icon). Below the Captcha field are 'Submit' and 'Reset' buttons. At the bottom of the page is a dark blue footer bar with four sections: 'Copyrights' (with text about ownership by the Ministry of Finance), 'Contact Us' (with information like Tel: 2309 5123/4031, Intercom: 5123, Facilitation counter, Near Gate No-8, North Block, New Delhi-110001), 'FIPB Help Desk' (with text for technical queries and email fipbhelpdesk[dash]dea[at]gov[dot]in), and 'Featured Links' (with links to Home Page, RBI Notifications, DIPP Press Note, and Contact Us).

Screen 4 : Assign Password Screen

The password should have at least one upper case, one lower case, one numeric and one special character from @#\$. The minimum password length should be 6 and maximum password length can be 30. Once the password is assigned, system displays a message that the **Password is changed successfully**. At this stage, the registration process is complete, system sends SMS/email alert to user and user can login to enter details and submit an application to FIPB.

Resend Mail

In order to assign password, user needs to click on the web link received in his/her email. However, in case the mail containing web link is not received in mail (due to inadvertent mistake while entering email id on the registration form), the user can click on **Resend Mail** tab. The following page is displayed :

The screenshot shows the 'Resend Mail' page of the Foreign Investment Promotion Board (FIPB) website. The page has a blue header with the Indian National Emblem and the text 'Foreign Investment Promotion Board' and 'Department of Economic Affairs, Ministry of Finance'. Below the header is a navigation bar with links for Home, About Us, Comprehensive Corner, Publications, Related Links, Data Archive, and User Login. The main content area contains a form with fields for 'Email Id *', 'Mobile No *', 'OTP Request No *', and 'Enter Captcha'. A checkbox 'I am sure I need FIPB approval' is checked. A 'Resend Mail' button is located at the top right of the form. At the bottom of the page, there are sections for Copyrights, Contact Us, FIPB Help Desk, and Featured Links.

Screen 6 : Resend Mail Screen 1

The user can provide the correct email id here. He/she is also required to enter mobile no.(as provided earlier on the registration form) and request no. communicated earlier on the mobile. In case of any mismatch w.r.t. either mobile no. or request no., message **You entered invalid credentials. Unable to resend verification mail** is displayed. In case of any mismatch in entering Captcha characters, message **Invalid verification code! Please check.** is displayed.

On entering the Captcha code and clicking on **Submit** button, email with web link is resent to user.

Submission of Proposal

In order to submit a proposal, click on the **Member Login** page. Following page will be displayed :

The screenshot shows the FIPB Login page. At the top, there is a header with the Indian National Emblem, the text "Foreign Investment Promotion Board", and "Department of Economic Affairs, Ministry of Finance". Below the header, a navigation menu includes links for Home, About Us, Comprehensive Corner, Publications, Related Links, Data Archive, and User Login. The main content area contains a login form titled "FIPB Login". It has fields for "Login Id" and "Password", both represented by input boxes. A "Forgot Password" link is located below the password field. A CAPTCHA image showing the text "6C5ABe" is displayed, with a text input field for "Enter Captcha" and a green CAPTCHA verification button. At the bottom of the form are "Submit" and "Reset" buttons.

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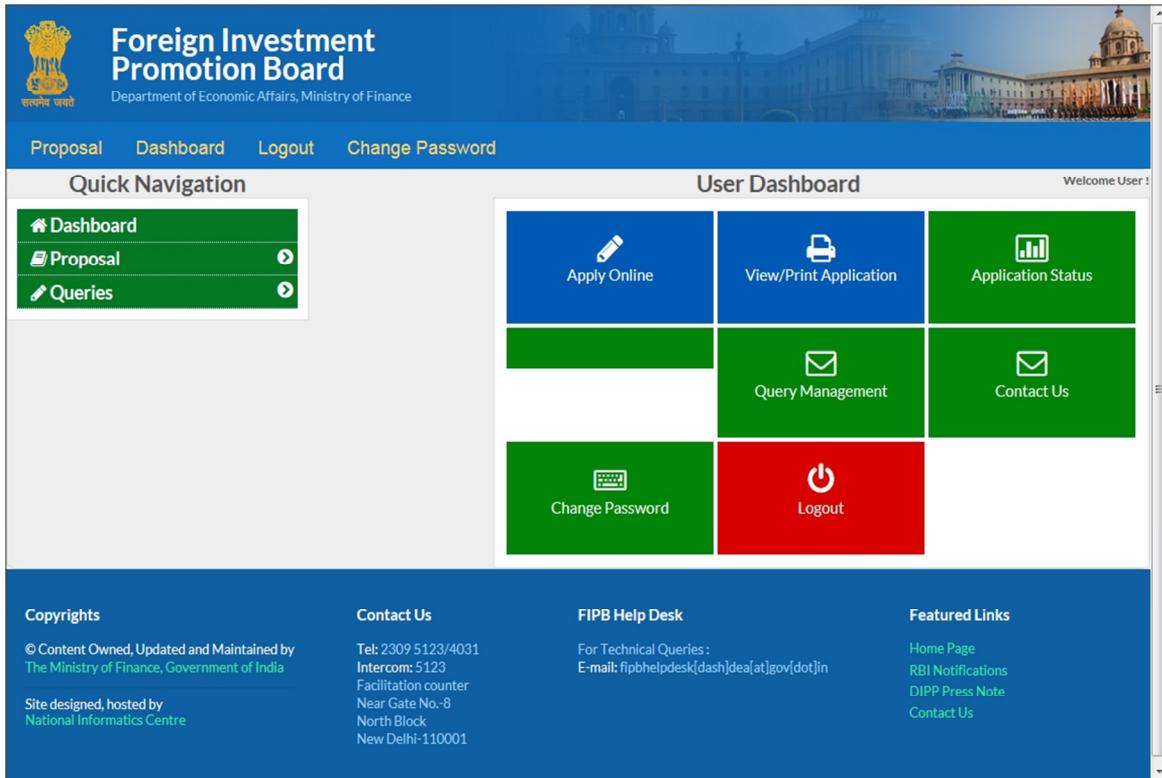
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Screen 7 : Login Screen

After entering login id, password and Captcha characters, user is logged in to the system, if login and password are correct and the Captcha characters entered match the Captcha image displayed on the login screen. In case, login or password are incorrect, message **Invalid Login/Password! Please check your credentials** is displayed. In case of any mismatch in entering Captcha characters, message **Invalid verification code! Please check** is displayed. In case, user does not remember password, he/she can click on the link **Forgot Password** to reassign password.

On successful logging in, following screen is displayed :



Screen 8 : Applicant Main Menu

Click on the **Proposal** and then **Apply Online** link or **Apply Online** icon on the dashboard to enter the details of application. The application form is segregated into 8 tabs viz. Proposal Details, Applicant Details, Investee Company Details, Proposed Activities of the Investee Company, Investor Details, Down Stream Companies, Share Holding Patterns and Upload Documents. User can save the application as draft after entering details in one tab and resume work subsequently from where he/she left. At the bottom of each Tab(except Tab 1 which does not have **Previous** button), three buttons viz. **Previous**, **Save as Draft and Continue** and **Save and Exit** are displayed. User can click on click on **Save and Exit** to work later. Clicking on **Save as Draft and Continue** will save the data in the displayed tab and take the user to the next tab. Clicking on **Previous** button, takes the user to the previous tab. User can also click on the desired tab to directly navigate to the desired tab. The character set allowed for each field is also displayed when mouse hovers on the field. On some tabs(Applicant Details, Investee Company Details, Investor Details, Down Stream Companies, Share Holding Patterns), there are two or three sub forms where multiple entries can be added. After entering the details on these forms, **Add** button can be clicked to save the data entered. If required, same process can be followed for adding multiple entries. The details added, are shown in the grid view below the sub form. By clicking on **Edit/Delete** links in the grid view, user can Edit/Delete the respective entries.

Proposal Details

Following screen is displayed after selecting **Apply Online** option :

The screenshot displays the 'Proposal Details' page of the Foreign Investment Promotion Board (FIPB) application. The top navigation bar includes links for 'Proposal', 'Dashboard', 'Change Password', and 'Logout'. The main form is divided into two sections: 'Proposal Details' and 'Reasons of Proposal'. The 'Proposal Details' section contains fields for 'Gist of Proposal' (with a note: 'Not more than 100 words'), 'Nature of Proposal' (with a required field indicator), and 'Proposal Description' (with a note: 'Not more than 1500 words'). The 'Reasons of Proposal' section contains a 'Reason of Proposal' dropdown and a 'Remarks' text area. At the bottom right of the form are buttons for 'Submit', 'Save As Draft and Continue', 'Save and Exit', and 'Add'. The footer of the page contains copyright information, contact details for the Ministry of Finance, a help desk for technical queries, and a 'Featured Links' section with links to the Home Page, RBI Notifications, DIPP Press Note, and Contact Us.

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Screen 9 : Application Entry – Tab 1 - Proposal Details Screen

Basic details : Gist, Nature and Description of the proposal are required to be entered in this part. Gist of the proposal and Description of the proposal can comprise of maximum 100 and 1500 words respectively. After entering these details click on **Submit** button to save the details.

Reasons of the proposal : User can enter reason(s) for submitting the proposal to FIPB such as Investment through swap of shares, issuing warrants etc. Multiple reasons can be entered by the user by clicking on the **Add** button.

Applicant Details

Following screen is displayed after navigating to the Applicant Details tab :

Foreign Investment Promotion Board
Department of Economic Affairs, Ministry of Finance

Proposal Dashboard Change Password Logout

Proposal Details Applicant Details Investee Investee Activities Investor

Applicant Details

Name of Applicant * :

Category Type * : -Select-

Category * : -Select-

Activity * :

Add

		Applicant Name	Category Type	Category	Activity
Edit	Delete	XXX	Individual	Indian Individual	Testing
Edit	Delete	YYY	Individual	Indian Individual	Testing

Contact Details

Type of Contact * : Company Company's Authorised person

Name * :

Designation : -Select-

Address * :

State : -Select-

District : -Select-

Email Id * :

Mobile No * : 0

Phone No :

FAX No :

SMS/Email Alert :

Note : FIPB will communicate only authorized person having SMS/Email Alerts.

	Type of Contact	Name of Person	Designation	Address	State	District	Mobile No	Phone No	Fax No	Email Id	SMS/Email Alert
Edit	Delete	Company	vinit	Chartered Accountant	north block	DELHI	New Delhi	9868112348	011-23092318	nagesh@nic.in	<input type="checkbox"/>

Previous Save As Draft and Continue Save and Exit

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Screen 10 : Application Entry – Tab 2 - Applicant Details Screen

User can add Multiple Applicants and Contacts. The name of first applicant and contact is displayed as entered on the registration form. User needs to click on the **Add** button under Applicant/Contact sub forms to save the same.

Investee Company Details

Following screen is displayed after navigating to the Investee Details tab :

The screenshot displays the 'Investee Company Details' tab of the FIPB Application Entry system. The interface is divided into three main sections:

- Investee Company Details:** This section includes fields for 'Is Incorporated?' (radio buttons for 'Incorporated' and 'Yet to be Incorporated'), 'Category Type' (dropdown menu), 'Category' (dropdown menu), and 'Activity' (text area).
- Business Locations:** This section includes fields for 'Select Investee Company' (dropdown menu), 'HQ/OP' (dropdown menu), 'Address' (text area), 'State' (dropdown menu), 'District' (dropdown menu), 'PIN/ZIP Code' (text area), and 'Remarks' (text area).
- Board Composition of Investee:** This section includes fields for 'Select Investee Company' (dropdown menu), 'Name of Director/Partner' (dropdown menu), 'Category Type' (dropdown menu), 'Category' (dropdown menu), 'Participant Category' (dropdown menu), 'Date of Birth' (text area), 'Present Address' (text area), 'Nationality' (dropdown menu), 'Identification Type' (dropdown menu), 'Identification No' (text area), 'Passport No' (text area), 'Passport Expiry Date' (text area), and 'Remarks' (text area).

At the bottom of the page, there are footer links for Copyrights, Contact Us, FIPB Help Desk, and Featured Links.

Screen 11 : Application Entry – Tab 3 - Investee Details Screen

Details of investee companies, their business locations and Board of Directors are required to be entered on this tab. Multiple Investee Companies can be added by clicking on **Add** button on the Investee Company Details sub form. In the other two sub forms, the Investee Companies added would appear in the drop down lists and details need to be entered for each Investee company.

Proposed Activities of Investee Company

Following screen is displayed after navigating to the Investee Activities tab :

The screenshot shows the 'Investee Activities' tab selected in the top navigation bar. The main form area is titled 'Proposed Activities of the Investee Company'. It contains several dropdown menus:

- Select Investee Company * : -Select-
- Section/Sector * : -Section-
- Division/Subsector * : -Division-
- Group * : -Group-
- Class * : -Class-
- Subclass * : -SubClass-

Below these dropdowns is a text input field labeled 'Other details, if any :'. At the bottom right of the form are three buttons: 'Add' (highlighted in blue), 'Save As Draft and Continue', and 'Save and Exit'.

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Screen 12 : Application Entry – Tab 4 – Activities of Investee Company Screen

The Investee Company drop down list shows all the Investee Companies entered in the previous tab. Proposed activities of each Investee Company as per NIC Code 2008 need to be entered in this tab. NIC Code is displayed in five separate drop down lists viz. Section, Division, Group, Class and Subclass with each successive drop down list showing the values depending on the value selected in the previous drop down list(s). Click on the **Add** button to save data and add more activities of the same/another investee company.

Investor Details

Following screen is displayed after navigating to the Investor Details tab :

FDI Inflow

Investor's Details

Type of Investor	<input type="radio"/> Existing <input type="radio"/> Proposed(New)
Select Investee Company	-Select-
Category Type	-Select-
Category	-Select-
Investor Name	-Select-
Country	-Select-
Mode of Investment	-Select-
Currency	-Select-
Amount in above Currency	-
Value as on date	(DD/MM/YYYY)
Amount (in Rupees)	-
Existing % of Foreign Share Holding	(in Investee Company)
% of Current Shareholding of Investor	0
(in Investee Company)	-
% of Proposed Shareholding of Investor	0
(in Investee Company)	-
Activity	-

Add

Investor Type	Investor Name	Name of Investor	Category Type	Category	Country Name	Mode of Investment	Currency	Amount (in Rupees)	Remarks
Existing	Test	Test	Individual	Indian Individual	India	CCD	India Rupee	10000000	12

Board Composition of Investor

Board Composition of Investor

Select Investor Company	-Select-
Name of Director	-Select-
Category Type	-Select-
Category	-Select-
Present Address	-
Nationality	-Select-
Identification Type	-Select-
Identification No	-
Passport No	-
Passport Expiry Date	(DD/MM/YYYY)
Remarks	-

Add

Investor Name	Name of Director	Category Type	Category	Address	Nationality	Identity Name	Identity No	Passport No	Passport Expiry Date	Remarks
Test	XXX	Individual	Indian Individual	Test	Indian	PAN	AAMPS1255X	-	-	-

Previous **Save As Draft and Continue** **Save and Exit**

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Screen 13 : Application Entry – Tab 5 – Investor Details Screen

In this tab, details of investors and their board composition need to be entered. To add multiple investors, enter the details and click on **Add** button. Board of Directors of all the investors(companies) are required to be entered in the Board Composition sub form.

Downstream Companies

Following screen is displayed after navigating to the Downstream Companies tab :

The screenshot shows the 'DownStream' tab selected in the top navigation bar. The page is divided into three main sections: 'DownStream Companies Details of the Investee Company', 'Downstream Business Locations', and 'Board Composition of Downstream'. Each section contains various input fields for selecting companies, entering addresses, and specifying details like date of incorporation, existing foreign shareholding percentage, and director information. Buttons for 'Add', 'Save As Draft and Continue', and 'Save and Exit' are located at the bottom of each section.

DownStream Companies Details of the Investee Company

Select Investee Company : -Select-
Name :
Category Type :
Category :
Address :
State :
District :
Date of Incorporation : (DD/MM/YYYY)
Existing % of Foreign Share Holding : (in Downstream Company)
% of Current Shareholding of Investee : (in Downstream Company)
Activity :

Downstream Business Locations

Select DownStream Company : -Select-
HQ/OP : -Select-
Address :
State :
District :
PIN/ZIP Code :
Remarks :

Board Composition of Downstream

Select DownStream Company : -Select-
Name of Director/Partner :
Category Type :
Category :
Date of Birth : (DD/MM/YYYY)
Present Address :
Nationality :
Identification Type :
Identification No :
Passport No :
Passport Expiry Date : (DD/MM/YYYY)
Remarks :

Previous Save As Draft and Continue Add Save and Exit

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Screen 14 : Application Entry – Tab 6 – Downstream Companies Screen

In this tab, details of downstream companies, their business locations, and board composition need to be entered. To add multiple downstream companies, enter the details and click on **Add** button. Business Locations and Board of Directors of all the downstream companies are required to be entered in the Business Locations/Board Composition sub form respectively.

Shareholding details

Following screen is displayed after navigating to the Shareholding Details tab :

Shareholders of Investors						
	Parent Company	Name of ShareHolder	Category	Country	% of Foreign Share Holding	% of Current Shareholding of Investor (in Investee Company)
Add	Yet to be Incorporated	Test	Indian Individual	India	10.00	10.00

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Screen 15 : Application Entry – Tab 7 – Shareholding Pattern Screen

Shareholders of Investors as well as Downstream Companies can be added from this screen. Click on the **Add** link next to the Parent company to add its shareholding details.

Documents Upload

Following screen is displayed after navigating to the Documents Upload tab :

The screenshot shows the 'Documents Upload' section of the FIPB application interface. At the top, there is a header with the FIPB logo and the text 'Foreign Investment Promotion Board' and 'Department of Economic Affairs, Ministry of Finance'. Below the header, there are navigation links: 'Proposal', 'Dashboard', 'Change Password', and 'Logout'. The main content area is titled 'Document' and contains several sections for uploading documents:

- Documents**: Summary of Proposal on Company(Applicant) Letterhead. An 'Upload' button is present.
- Investee Documents**: A table with columns for Investee Name, Category Type, Category CO/MOA, Board Resolution, Audited Financial Statement of Last Financial Year, Article of Association, LLP Draft, and LLP Agreement. One row is shown: 'Yet to be Incorporated' (Company, Indian Company).
- Investor Documents**: A table with columns for Investee Name, Investor Name, Category Type, Category CO/MOA, Board Resolution, Audited Financial Statement of Last Financial Year, Article of Association, Income Tax Return of Last Year, and Passport Copy/Identification Proof. One row is shown: 'Yet to be Incorporated' (Test, Individual, Indian Individual).
- Downstream Documents**: A section showing 'No Record Found'.
- Other Documents**: A table with columns for Other Documents, Description, and Upload buttons. Several rows are listed:
 - A copy of the JV agreement/shareholders agreement/ technology transfer/trademark/brand assignment agreement (as applicable), in case there are existing ventures. **Upload**
 - Copy of relevant past FIPB/SIA/RBI approvals, connected with the current proposal(In case of amendment proposal). **Upload**
 - Diagrammatic representation of the flow and funds from the original investor to the investee company and Pre and Post shareholding pattern of the Investee Company. **Upload**
 - FIRC **Upload**
 - In the cases of investments by entities which themselves are pooled investment funds, thw details such as names and addresses of promoters, investment managers as well as all the contributors to the investment fund. **Upload**
 - The comments of the Indian partners/ technical/ trademark collaborators about the new venture, on their official letter heads, with name and contact address of the signatory of the comments. **Upload**
- Additional Relevant Document**: A section showing 'Any Relevant Document' with an 'Upload' button.

At the bottom of the form, there are three buttons: 'Previous', 'Submitted Form Preview', and 'Proceed to Submit'.

The footer of the application entry page contains the following information:

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- FIPB Help Desk**: For Technical Queries; E-mail: fipbhelppdesk[dash]dea[at]gov[dot]in
- Featured Links**: Home Page, RBI Notifications, DIPP Press Note, Contact Us

Screen 16 : Application Entry – Tab 8 – Documents Upload Screen

Click on **Upload** link next to the document to be uploaded. A dialog box would appear from which the user can browse the local computer and upload file. Only **pdf** files can be uploaded and maximum size of each file which can be upload is **10 MB**. At this stage, if the application is complete, click on the button **Proceed to Submit** to electronically submit the application to FIPB. Once the application is submitted, it can

be previewed by clicking on **Submitted Form Preview** button. After submission, the application cannot be edited further. However, user can view the submitted application through another option.

Preview Submitted Application

User can select **View/Print Submitted Application** option under **Proposal** menu item or click on **View/Print application** icon on the dashboard to view or print the submitted application.

Track Application Status

System sends SMS/Email alert to user at specific stages during the processing of application such as Electronic Submission, Physical Receipt at Facilitation Counter, inclusion in the agenda, after FIPB's decision on the application etc. User can also view the present status of his/her application in FIPB by clicking on the icon **Application Status** on the dashboard. The following screen illustrates the details :

Screen 17 : Application Status Tracking

Query Management

Raise Query

User can click on the **Query Management** icon on dashboard to raise a query to FIPB/Administrative Ministry(AM), view pending queries from FIPB/AMs and view responses submitted to queries of FIPB/AMs. Following screen is displayed :

The screenshot shows the FIPB website interface. At the top, there is a header with the Indian national emblem, the text 'Foreign Investment Promotion Board', and 'Department of Economic Affairs, Ministry of Finance'. Below the header, there are navigation links: 'Proposal', 'Dashboard', 'Change Password', and 'Logout'. The main content area is titled 'Queries' and contains two tabs: 'Raise Query' (which is selected) and 'Queries raised to you'. The 'Raise Query' tab has several input fields: 'Nature of Applicant' (set to 'Fresh'), 'Email' (nagesh@nic.in), 'Mobile' (9868112348), 'Fax' (empty), 'Applicant Name' (nic), 'Address' (north block), 'Telephone' (011 23092318), and a large 'Query' text area. A 'Send Query' button is located at the bottom right of this section. At the bottom of the page, there are four columns: 'Copyrights' (Content owned by The Ministry of Finance, Government of India), 'Contact Us' (Tel: 2309 5123/4031, Intercom: 5123, Facilitation counter, Near Gate No.-8, North Block, New Delhi-110001), 'FIPB Help Desk' (For Technical Queries: E-mail: fipbhel@desk[dash]dea[dot]gov[dot]in), and 'Featured Links' (Home Page, RBI Notifications, DIPP Press Note, Contact Us).

Screen 18 : Query Screen 1

In the **Raise Query** tab Enter query details in the text box displayed and click on **Send Query** button to send a query to FIPB/AM. The query may be w.r.t. an application made electronically through the system or a previous application or a general query(not related to any application).

Viewing Pending/Responded Queries Raised by FIPB/AMs

On selecting tab **Queries raised to you**, system displays the following screen :

The screenshot shows the FIPB website's 'Queries raised to you' page. The top header features the Indian national emblem and the text 'Foreign Investment Promotion Board' and 'Department of Economic Affairs, Ministry of Finance'. The main menu includes 'Proposal', 'Dashboard', 'Change Password', and 'Logout'. Below the menu, a 'Queries' section has tabs for 'Raise Query' (selected), 'Queries raised to you' (highlighted in yellow), 'Pending Queries' (selected), and 'Responded Queries'. A legend at the bottom right identifies 'FIPB Queries' with a green square and 'Ministries Queries' with a yellow square. The central content area is currently empty. At the bottom, there are footer sections for 'Copyrights', 'Contact Us', 'FIPB Help Desk', and 'Featured Links'.

Screen 19 : Query Screen 2

The screen has two tabs viz. **Pending Queries** and **Responded Queries**. User can click on tab **Pending Queries** to view queries raised by FIPB/AMs in respect of the application submitted by him/her, which are yet to be replied. In case there are no pending queries from FIPB/AMs, system displays message **No Queries Pending for Response**. Otherwise the pending queries are displayed. User can click on the button **Respond** to reply to the query. He/She can also attach a document while replying to the query.

User can click on Tab **Responded Queries** to view details of replies submitted in respect of queries raised by FIPB/AMs. The following screen is displayed :



Foreign Investment Promotion Board

Department of Economic Affairs, Ministry of Finance

Proposal Dashboard Change Password Logout

Queries

[Raise Query](#) [Queries raised to you](#)

Pending Queries

Responded Queries

Legends: █ FIPB Queries █ Ministries Queries

QueryId	Query By	Received On	Responded On	Query	Response	Action
14	FIPB	23/01/2015 3:33PM	03/02/2015 3:40PM	test query to check mail...	test response...	View Detail
8	Department of Atomic Energy	19/01/2015 3:18PM	23/01/2015 3:32PM	dggfdv...	response...	View Detail
5	Ministry of Mines	12/01/2015 12:58PM	23/01/2015 3:29PM	test query to see proposal preview...	response...	View Detail
13	FIPB	23/01/2015 3:28PM	23/01/2015 3:28PM	test query to response in mail...	ewfsfsfa wefd ed dsf ef wefdwefd wed wed ewf wef r...	View Detail
12	FIPB	23/01/2015 3:22PM	23/01/2015 3:23PM	test...	sfsaf...	View Detail
11	FIPB	23/01/2015 3:21PM	23/01/2015 3:22PM	test query to check query response in mail...	response to mail check...	View Detail
3	FIPB	06/01/2015 6:26PM	23/01/2015 3:16PM	query to check if multiple times...	response to check mail to fipb...	View Detail
9	Department of Atomic Energy	19/01/2015 3:18PM	20/01/2015 11:25AM	xvfbgfdgbb...	fsdfs...	View Detail
4	Ministry of Mines	09/01/2015 4:31PM	09/01/2015 4:32PM	test query...	tst response...	View Detail
2	Ministry of Food Processing	06/01/2015 5:45PM	06/01/2015 5:46PM	test query for doc check...	responded against query by food processing...	View Detail

1 2

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North Block
New Delhi-110001

FIPB Help Desk

For Technical Queries:
E-mail: [fipbhelpdesk\[dash\]dea\[at\]gov\[dot\]in](mailto:fipbhelpdesk[dash]dea[at]gov[dot]in)

Featured Links

[Home Page](#)
[RBI Notifications](#)
[DIPP Press Note](#)
[Contact Us](#)

Screen 20 : Query Screen 3

User can click on button **View Detail** to view details of reply submitted as given in the screen below :

Query Id: 14	Received On: 23/01/2015 3:33PM	Responded On: 03/02/2015 3:40PM
Query By: FIPB		
Attachments:	No Attachments	
Query:	test query to check mail	
Response:	test response	

Screen 21 : Query Screen 4

Change Password

User can select **Change Password** menu item or click on **Change Password** icon on the dashboard to change password. Following screen is displayed :

The screenshot shows the FIPB website's 'Change Password' page. At the top, there is a navigation bar with links for 'Proposal', 'Dashboard', 'Change Password', and 'Logout'. The main content area contains a 'Change Password' form with three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below the form are two buttons: 'Submit' and 'Reset'. The page footer includes sections for 'Copyrights', 'Contact Us', 'FIPB Help Desk', and 'Featured Links'.

Screen 22 : Change Password Screen

Enter old password, new password and confirm new password following the password guidelines as described in assignment of password section and click on **Submit** to save new password. The new password should be different from three previous passwords.

Forgot Password

At any point of time after registration, if a user forgets his/her password, he/she can click on **Forgot password** link on the login screen. The following page is displayed :

The screenshot shows the FIPB website's 'Forgot Password' page. At the top, there is a navigation bar with links for 'Home', 'About Us', 'Comprehensive Corner', 'Publications', 'Related Links', 'Data Archive', and 'User Login'. The main content area contains a 'Forgot Password' form with fields for 'Login Id' (with options for 'OTP send on: Mobile' or 'Email'), a CAPTCHA field containing 'qigesz', and a 'Submit' button. The page footer includes sections for 'Copyrights', 'Contact Us', 'FIPB Help Desk', and 'Featured Links'.

Screen 23 : Forgot Password Screen 1

User can choose to receive a One Time Password on his/her mobile or email. After entering the Captcha characters, one time password is sent to the user's mobile no. or email provided at the time of registration.

The screenshot shows the FIPB website with a blue header bar. The header includes the FIPB logo, a building image, and navigation links: Home, About Us, Comprehensive Corner, Publications, Related Links, Data Archive, and User Login. Below the header, there is a message area with the following text:

Your Email Address: fot@gmail.com
Your Mobile No.: *****636
Please enter the code that was sent to your Email/Mobile. If you want to resend code to your Email/Mobile then click here:
[Resend](#)

You can request for a OTP only Five times in 24 hours.

Change Password

Enter OTP:

New Password:

Confirm New Password:

[Submit](#) [Reset](#)

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FIPB Help Desk
For Technical Queries :
E-mail: [fipbhelpdesk\[dash\]dea\[dot\]gov\[dot\]in](mailto:fipbhelpdesk[dash]dea[dot]gov[dot]in)

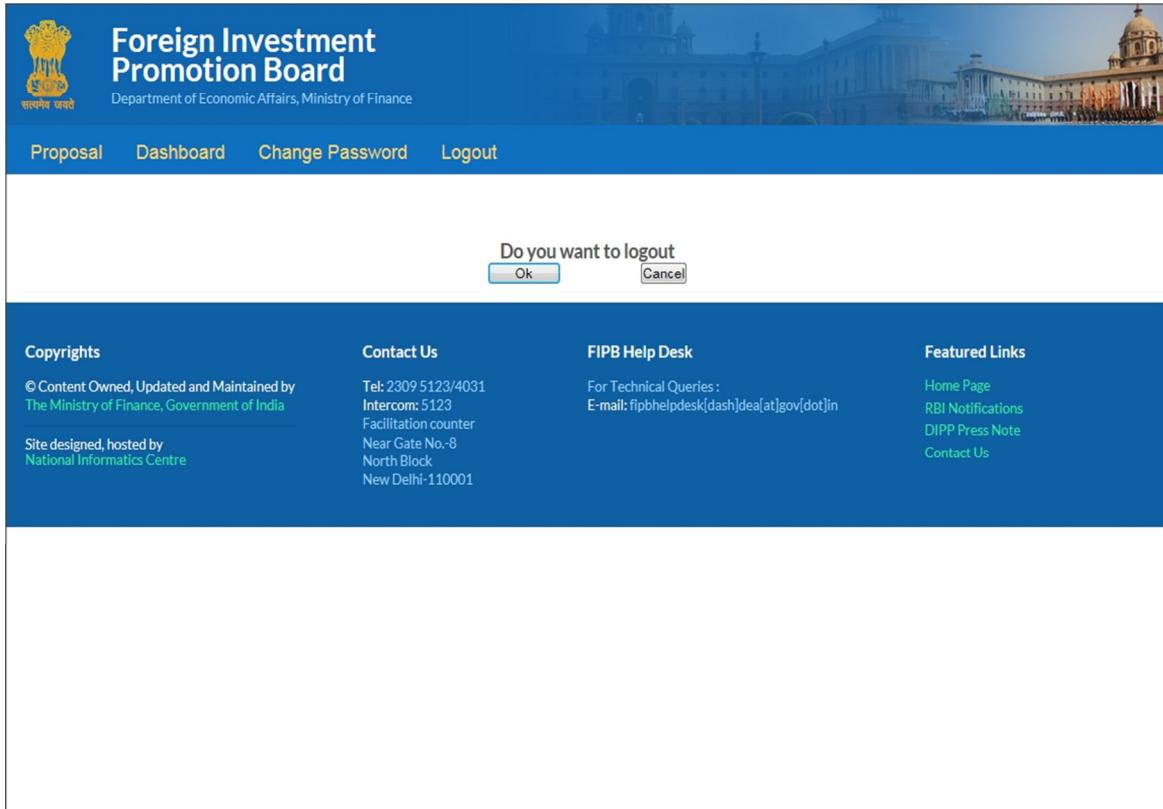
Featured Links
[Home Page](#)
[RBI Notifications](#)
[DIPP Press Note](#)
[Contact Us](#)

Screen 24 : Forgot Password Screen 2

On this page user can enter the one time password sent to user's mobile/email and assign a new password. In order to resend the one time password, he/she can click on **Resend** button. Password guidelines are same as described in the assign password section. After the new password has been successfully assigned by the user, a message that password is changed successfully is displayed. User can click on link **Click Here** to login using new password.

Log out

After user has finished his/her work, he/she can click on **Logout** option in the menu or on **Logout** icon on the dashboard to log out of the system. The following screen is displayed :



Screen 25 : Log out Screen

User can log out of the system by Clicking on the **OK** button. In case, user wishes to continue to work, he/she can click on the **Cancel** button.

Annexure-I (SMS/Email Alerts)

SMS/Email alert for verification of mobile no. through one time password

SMS alert :

Kindly verify your mobile no. by entering one time password # for request no. ##.

कृपया अपना मोबाइल नंबर अनुरोध क्रमांक # के लिए भेजे एक समय पासवर्ड ## द्वारा सत्यापित करें।

Email alert :

Dear Sir/Madam,

Kindly verify your mobile no. by entering one time password # for request no. ##.

FIPB Portal Administrator

महोदय/महोदया,

*कृपया अपना मोबाइल नंबर अनुरोध क्रमांक # के लिए भेजे एक समय पासवर्ड ## द्वारा सत्यापित करें।
एफआइपीबी पोर्टल प्रशासक*

SMS/Email alert for verification of email

SMS alert :

A link with request no. # has been sent to your email. Click on the link to verify email and complete the registration process on the FIPB Portal.

*अनुरोध क्रमांक # के लिए आपके ईमेल में भेजे लिंक पर क्लिक कर अपना ईमेल सत्यापित करें एवं
एफआइपीबी पोर्टल पर पंजीकरण की प्रक्रिया पूरी करें।*

Email alert :

Dear Sir/Madam,

Your login id to access the FIPB Portal is #. In order to verify your email, assign password and activate the login, kindly click on the link given below for the request no. ##.

FIPB Portal Administrator

महोदय/महोदया,

एफआइपीबी पोर्टल का उपयोग करने के लिए आपका लॉग इन आईडी # है। अपने ईमेल को सत्यापित करने, पासवर्ड देने एवं लॉग इन को सक्रिय करने हेतु अनुरोध क्रमांक ## से संबंधित निम्न लिंक पर क्लिक करें।

एफआइपीबी पोर्टल प्रशासक

SMS/email alert to inform completion of Registration process

SMS alert :

You have successfully completed the registration process on the FIPB Portal. Your login id is #.

आपने एफआइपीबी पोर्टल पर पंजीकरण की प्रक्रिया सफलतापूर्वक पूर्ण कर ली है। आपका लॉग इन आईडी # है।

Email alert :

Dear Sir/Madam,

You have successfully completed the registration process on the FIPB Portal. Your login id is #.

FIPB Portal Administrator

महोदय/महोदया,

आपने एफआइपीबी पोर्टल पर पंजीकरण की प्रक्रिया सफलतापूर्वक पूर्ण कर ली है। आपका लॉग इन आईडी # है।

एफआइपीबी पोर्टल प्रशासक

SMS/email alert to communicate one time password (Forgot Password)

SMS alert :

To assign new password for request no. # kindly enter one time password ##.

नया पासवर्ड देने के लिए कृपया अनुरोध क्रमांक # के लिए भेजे एक समय पासवर्ड ## को दर्ज करें।

Email alert :

Dear Sir/Madam, ()() To assign new password for request no. # kindly enter one time password ##.

FIPB Portal Administrator

महोदय/महोदया,

नया पासवर्ड देने के लिए कृपया अनुरोध क्रमांक # के लिए भेजे एक समय पासवर्ड ## को दर्ज करें।

एफआइपीबी पोर्टल प्रशासक

SMS/email alert to communicate successful submission of proposal

SMS alert :

Your Application No. # was submitted successfully. Kindly submit printed application with relevant documents at the FIPB Facilitation Counter.

आपका आवेदन क्रमांक # सफलतापूर्वक प्रस्तुत हो गया है। कृपया इसका प्रिंट आउट एवं संबंधित दस्तावेज एफआइपीबी के सुविधा काउंटर पर प्रस्तुत करें।

Email alert :

Dear Sir/Madam,

Your application no. has been successfully submitted. You are advised to submit duly signed and authenticate copy of all documents attached (including e-Application) within 10 days at Facilitation Counter (Near Gate No-8, North Block, New Delhi-110001). If such documents are not received within 10 days, the application shall be deemed to be incomplete and shall not be processed. No cognizance of such online application shall then be taken.

FIPB Portal Administrator.

महोदय/महोदया,

आपका आवेदन क्रमांक सफलतापूर्वक प्रस्तुत हो गया है। आपको संलग्न सभी दस्तावेजों की विधिवत हस्ताक्षरित एवं प्रमाणित प्रतिगेट) को दस दिनों में सुविधा काउंटर (ई अनुरोध सहित) नं 8 के पास, नॉर्थ ब्लॉक, नई दिल्ली 110001) में प्रस्तुत करने की सलाह दी जाती है। यदि दस्तावेज दस दिनों में नहीं प्राप्त हुए, आवेदन अधूरा समझा जाएगा और प्रशंस्कृत नहीं किया जाएगा।
एफआइपीबी पोर्टल प्रशासक

SMS/email alert to Forgot password

SMS alert :

To assign new password for request no. # kindly enter one time password ## .

नया पासवर्ड देने के लिए कृपया अनुरोध क्रमांक # के लिए भेजे एक समय पासवर्ड ## को दर्ज करें।

Email alert :

Dear Sir/Madam,

*To assign new password for request no. # kindly enter one time password ## .
FIPB Portal Administrator.*

महोदय/महोदया,

नया पासवर्ड देने के लिए कृपया अनुरोध क्रमांक # के लिए भेजे एक समय पासवर्ड ## को दर्ज करें।
एफआइपीबी पोर्टल प्रशासक

SMS/email alert on Physical Receipt of Application

SMS Alert

Your application no. # was received by FIPB Facilitation Centre on ##.

आपका आवेदन क्रमांक # एफआइपीबी सुविधा काउंटर में ## को प्राप्त हुआ।

Email Alert

Dear Sir/Madam,

*Your application no. # was received by FIPB Facilitation Centre on ##.
FIPB Portal Administrator*

महोदय/महोदया,

आपका आवेदन क्रमांक # एफआइपीबी सुविधा काउंटर में ## को प्राप्त हुआ।
एफआइपीबी पोर्टल प्रशासक

SMS/email alert on Raising of Query by FIPB

SMS Alert

FIPB Section has raised query no. # w.r.t. your application no. ## .

एफआइपीबी अनुभाग ने प्रश्न क्रमांक # आपके आवेदन क्रमांक ## के संबंध में प्रस्तुत किया है।

Email Alert

Dear Sir/Madam,

FIPB Section has raised query no. # w.r.t your application no. ## . Kindly check the FIPB portal for more details.

FIPB Portal Administrator

महोदय/महोदया,

एफआइपीबी अनुभाग ने प्रश्न क्रमांक # आपके आवेदन क्रमांक ## के संबंध में प्रस्तुत किया है । अधिक जानकारी के लिए एफआइपीबी पोर्टल पर जाएं ।

एफआइपीबी पोर्टल प्रशासक

SMS/email alert on Raising of Query by AM

SMS Alert

has raised some query no. ## w.r.t. your application no. ### .

ने प्रश्न क्रमांक ## आपके आवेदन क्रमांक ### के संबंध में प्रस्तुत किया है ।

Email Alert

Dear Sir/Madam,

has raised query no. ## w.r.t your application no. ###. Kindly check the FIPB portal for more details.

FIPB Portal Administrator

महोदय/महोदया,

ने आपके आवेदन क्रमांक ## के संबंध में प्रश्न क्रमांक ### प्रस्तुत किया है । अधिक जानकारी के लिए एफआइपीबी पोर्टल पर जाएं ।

एफआइपीबी पोर्टल प्रशासक

SMS/email alert on Uploading of Agenda on FIPB Portal by FIPB (In case applicant's proposal is included in the agenda)

SMS Alert

Your application no. # is included in the FIPB meeting no. ## scheduled to be held on ### at ####.

आपका आवेदन क्रमांक # दिनांक ## को ### पर आयोजित एफआइपीबी मीटिंग नं. ##### में सम्मिलित किया गया है।

Email Alert

Dear Sir/Madam,

Your application no. # is included in the FIPB meeting no. ## scheduled to be held on ### at ####. Kindly check the FIPB portal for more details.

FIPB Portal Administrator

महोदय/महोदया,

आपका आवेदन क्रमांक # दिनांक ## को ### पर आयोजित एफआइपीबी मीटिंग नं. ##### में सम्मिलित किया गया है। अधिक जानकारी के लिए एफआइपीबी पोर्टल पर जाएं।
एफआइपीबी पोर्टल प्रशासक

SMS/email alert on Uploading of Rescheduling Notice of FIPB Meeting by FIPB (In case applicant's proposal is included in the agenda)

SMS Alert

FIPB meeting no. # is rescheduled on ## at ####.

एफआइपीबी मीटिंग नं. # दिनांक ## को ### पर पुनर्निर्धारित की गई है।

Email Alert

Dear Sir/Madam,

FIPB meeting no. # is rescheduled on ## at ####. Kindly check the FIPB portal for more details.

FIPB Portal Administrator

महोदय/महोदया,
एफआइपीबी मीटिंग नं. # दिनांक ## को #### पर पुनर्निर्धारित की गई है। अधिक जानकारी के लिए
एफआइपीबी पोर्टल पर जाएं।
एफआइपीबी पोर्टल प्रशासक

SMS/email alert on Uploading of Press Release of FIPB Meeting by FIPB (In case applicant's proposal was included in the agenda)

SMS Alert

Press release for the decisions of FIPB meeting no. # held on ## has been uploaded on the FIPB Portal.

दिनांक # पर आयोजित एफआइपीबी मीटिंग नं. ## से संबंधित प्रेस रिलीज एफआइपीबी पोर्टल पर अपलोड
की जा चुकी है।

Email Alert

Dear Sir/Madam,

Press release for the decisions of FIPB meeting no. # held on ## has been uploaded on the FIPB Portal. Kindly check the FIPB portal for more details.

FIPB Portal Administrator

महोदय/महोदया,
दिनांक # पर आयोजित एफआइपीबी मीटिंग नं. ## से संबंधित प्रेस रिलीज एफआइपीबी पोर्टल पर अपलोड
की जा चुकी है। अधिक जानकारी के लिए एफआइपीबी पोर्टल पर जाएं।
एफआइपीबी पोर्टल प्रशासक

SMS/email alert on Uploading of Approval/Rejection Letter by FIPB (In case applicant's proposal was included in the agenda)

SMS Alert

Letter w.r.t. the decisions of FIPB meeting no. # held on ## has been uploaded on the FIPB Portal.

दिनांक # पर आयोजित एफआइपीबी मीटिंग नं. ## से संबंधित पत्र एफआइपीबी पोर्टल पर अपलोड किया जा
चुका है।

Email Alert

Dear Sir/Madam,

Letter w.r.t. Application No. # as per the decisions of FIPB meeting no. ## held on ### has been uploaded on the FIPB Portal. Kindly check the FIPB portal for more details.

FIPB Portal Administrator

महोदय/महोदया,

आवेदन क्रमांक # के संदर्भ में दिनांक ## पर आयोजित एफआइपीबी मीटिंग नं. ### के निर्णय से संबंधित पत्र एफआइपीबी पोर्टल पर अपलोड किया जा चुका है। अधिक जानकारी के लिए एफआइपीबी पोर्टल पर जाएं।

एफआइपीबी पोर्टल प्रशासक

Annexure-II - FIPB Application Form

Proposal Details

Proposal Details:

Gist of Proposal	
Nature of Proposal	Fresh/Amendment/Downstream Intimation
Proposal Description	

Reason of Proposal:

S.No.	Reason of Proposal	Remarks
	Refer AnnexureIII	

ADD

Applicant Details

Applicant Details:

ADD

Contact Details:

ADD

Investee

Investee Company Details:

S.No.	Is Incorporated	Name	Category Type	Category	Activity
			Refer AnnexureIV	Refer AnnexureIV	

ADD

Business Locations:

S.No.	Investee company	Hq/op	Address	State	District	PIN code	Remarks
		Refer AnnexureV					

ADD

Board Composition of Investee:

Investee company	Director/ Partner	Category Type	Category	Participant Category	DOB	Present Address	Nationality	ID Type	ID No	Passport No	Passport Expiry Date	Remarks
		Refer AnnexureIV	Refer AnnexureIV					See AnnexureVI				

ADD

Investee Activities

Proposed Activities of the Investee Company:

ADD

Investor

FDI Inflow:

ADD

Board composition of investor:

ADD

Downstream

Downstream company details of the investee company:

ADD

Downstream Business Locations:

ADD

Board composition of downstream companies:

Downstream Company	Name of director/Partner	Category Type	Category	Date of birth	Present address	Nationality	ID Type	I D N o	Passport Details		Remarks
								N o.	Date of Expiry		
		Refer AnnexureIV	Refer AnnexureIV				Refer Anne xureVI				

ADD

Shareholding

Shareholding:

ADD

Annexure III: Reason of Proposal

- Setting up an LLP
- Conversion of an LLP into a private company
- Investment in a domestic VCF set up as trust
- Investment through swap of shares
- Foreign investment in companies engaged only in investing in other companies
- Issue of shares under the FDI policy against import of capital goods/machines/equipment (excluding second hand machinery)
- Investor is a resident of Bangladesh or an entity incorporated in Bangladesh
- Investor is a resident of Pakistan or an entity incorporated in Pakistan
- Foreign Investment is in an Indian company that does not have any operations and downstream investments
- Indian company Issuing ESOPS to a citizen of Bangladesh
- Issuing partly paid shares
- Issuing warrants
- Issue of shares under the FDI policy against pre-incorporation expenses
- Post facto approval for compliance with Minimum capitalization norms
- Deletion of any clause in the FC approval
- Setting up a new business
- Diversification into additional products/activities
- Expansion of existing facilities/Wholesale to retail
- Hiving off (slump sale/after valuation) Infusion of capital for shoring up eroded capital/other reasons
- Downstream investment
- Transfer of shares
- Any other

Annexure IV: Category Type and Category

Category Type: Individual, Company Others

Individual	Company	Others
Indian Individual	Indian Company	LLP
Consultant	Foreign Company	others
Foreign Individual		Trust
NRI		FII/ FPI
PIO		QIB
		QFI
		FVCI

Annexure V: HQ/OP

- Regional Office
- Head Office
- Zonal Office
- Branch Office
- Others

Annexure VI: Identification Type

- Aadhar
- DIN
- NA
- PAN
- Passport
- Other

Annexure VII: Mode of Investment

- Equity
- CCD
- CCPS
- Others
- Partly Paid Share
- Warrant