



RESERVE BANK OF INDIA

FOREIGN EXCHANGE DEPARTMENT

**FOREIGN INVESTMENT REPORTING AND MANAGEMENT SYSTEM
(FIRMS)**

User Manual for Business Users

Version No.	Date	Changes Made	Pages
1.0	02-08-2023	LSF payment via NEFT/RTGS	16,17, and 115
		Exemption to Listed Indian Companies making Downstream Investment from submitting Annex V declaration.	104
2.0	20-10-2023	Form ESOP, DI and InVi	75, 76, 82, 83, 94, and 95
		The Form Reference Number of the reporting for which LSF is being paid shall be mentioned in the “Remark’s” column of the NEFT/RTGS transaction.	16
		Annexure-III: List of Mandatory Documents	101
3.0	20-10-2023	Contact Details of RO’s updated	16
4.0	21-09-2024	Version updates are indicated with \$	NA
5.0	03-01-2025	Version updates are indicated with ^	NA
6.0	09-05-2025	Version updates are indicated with @	14-17
7.0	23-05-2025	Version updates are indicated with # - Form InVi	91-95
8.0	01-07-2025	Version updates are indicated with % - Bulk Filing - Form FCGPR, FCTRS, and DI	In sections of Forms FCGPR, FCTRS, and DI
9.0	24-11-2025	New Sundry GL code pertaining to all the RO’s for FED related Compounding and LSF receipts published	16

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INTRODUCTION:

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.

2. In order to implement this announcement, the Reserve Bank introduced an online application, FIRMS (Foreign Investment Reporting and Management System), which would provide for the SMF. FIRMS was 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 issued through A. P. Dir. Series Circular No. 30 dated June 07, 2018 (https://rbi.org.in/Scripts/BS_CircularIndexDisplay.aspx?Id=11297).

3. In the second phase, the second module was made available with effect from September 01, 2018. With the implementation of SMF, the reporting of FDI, which was a two-step procedure viz., ARF and FC-GPR were merged into a single revised FC-GPR. With effect from September 01, 2018, five forms viz., FC-GPR, FC-TRS, LLP-I, LLP-II and CN were being made available for filing in SMF. The other three forms viz., ESOP, DI, and DRR were made available for filing with effect from October 23, 2018. With effect from September 01, 2018, all new filings for the 5 forms and other three forms viz., ESOP, DRR and DI with effect from October 23, 2018 have to be done in SMF only. Form InVi was made available for filing in SMF with effect from February 05, 2019.

4. From January 05, 2023, a rationalised version of FIRMS was launched with the following changes –

- (a) Auto-acknowledgement of SMF on FIRMS to address the issue of sequential filing.
- (b) Online calculation of Late Submission Fee (LSF).
- (c) Online payment of LSF through NEFT/ RTGS.

IMPORTANT ABBREVIATIONS:

ABBREVIATION	DESCRIPTION
NDI Rules	Foreign Exchange Management (Non-debt Instruments) Rules, 2019 dated October 17, 2019 as amended from time to time.
FEMA 395	Foreign Exchange Management (Mode of Payment and Reporting of Non-Debt Instruments) Regulations, 2019 dated October 17, 2019, as amended from time to time.
SMF	Single Master Form
AD Bank	Authorised Dealer Bank
BU	Business User
EM	Entity Master
LLP	Limited Liability Partnership
CN	Convertible Notes
ESOP	Employee Stock Option Plan
DR	Depository Receipts
ADR	American Depository Receipts
GDR	Global Depository Receipts
DI	Downstream Investment
InVi	Investment vehicle

DEFINITIONS:

1. **FIRMS:** An online reporting platform for reporting of foreign investment into India brought in accordance with FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time. Further, FIRMS provides a one stop, 24x7 online reporting facility for applicants.
2. **Single Master Form (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 and InVi. With effect from September 1, 2018, five forms viz., FC-GPR., FC-TRS, LLP-1, LLP-II and CN were made available. Other three forms viz., ESOP, DI and DRR were made available for filing with effect from October 23, 2018. Form InVi was available for filing with effect from February 05, 2019.
3. **Business User (BU):** A BU is an applicant who reports the transaction in Single Master Form in 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, the BU must select the IFSC code of the bank which would approve the e-KYC (explained under the head “Registration of Business User”). In case the IFSC details are changed i.e., BU wishes to submit the reporting to another branch or another bank, while the entity being the same, the BU needs to repeat the registration process for Business user with the new IFSC code and obtain separate Login.
4. **^sKnow Your Customer (KYC):** Every business user has to be KYC verified before any reporting is made in the Single Master Form. For the remittance received from the non-resident investor, the KYC of the same is to be provided along with the forms in SMF as and where applicable. Format -KYC is provided in Annex II.

BUSINESS USER (BU) REGISTRATION:

1. Process flow for BU Registration:

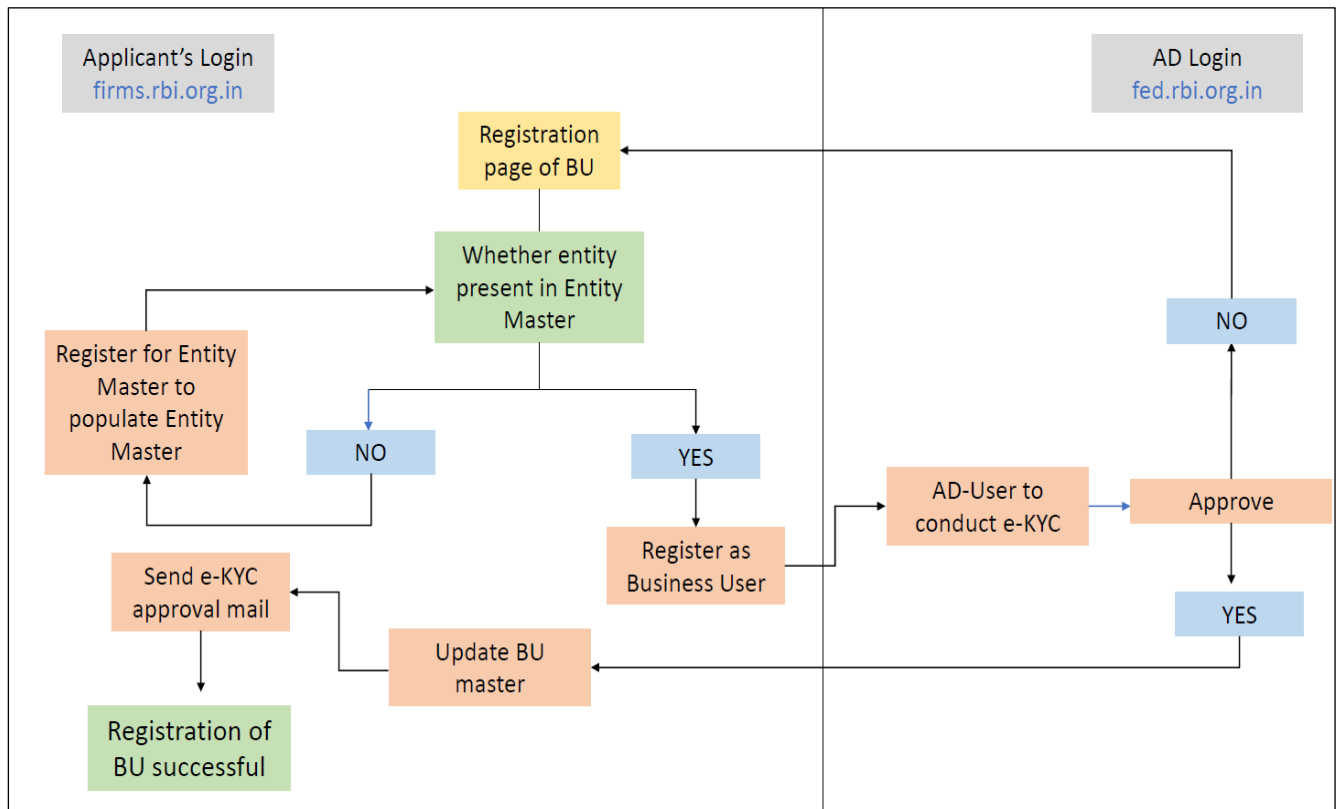
Legend:

EM – Entity Master (Investee Company)

BU – Business User (Authorized person to file SMF)

FIRMSBU – portal for AD/RBI users can be accessed via “fed.rbi.org.in”

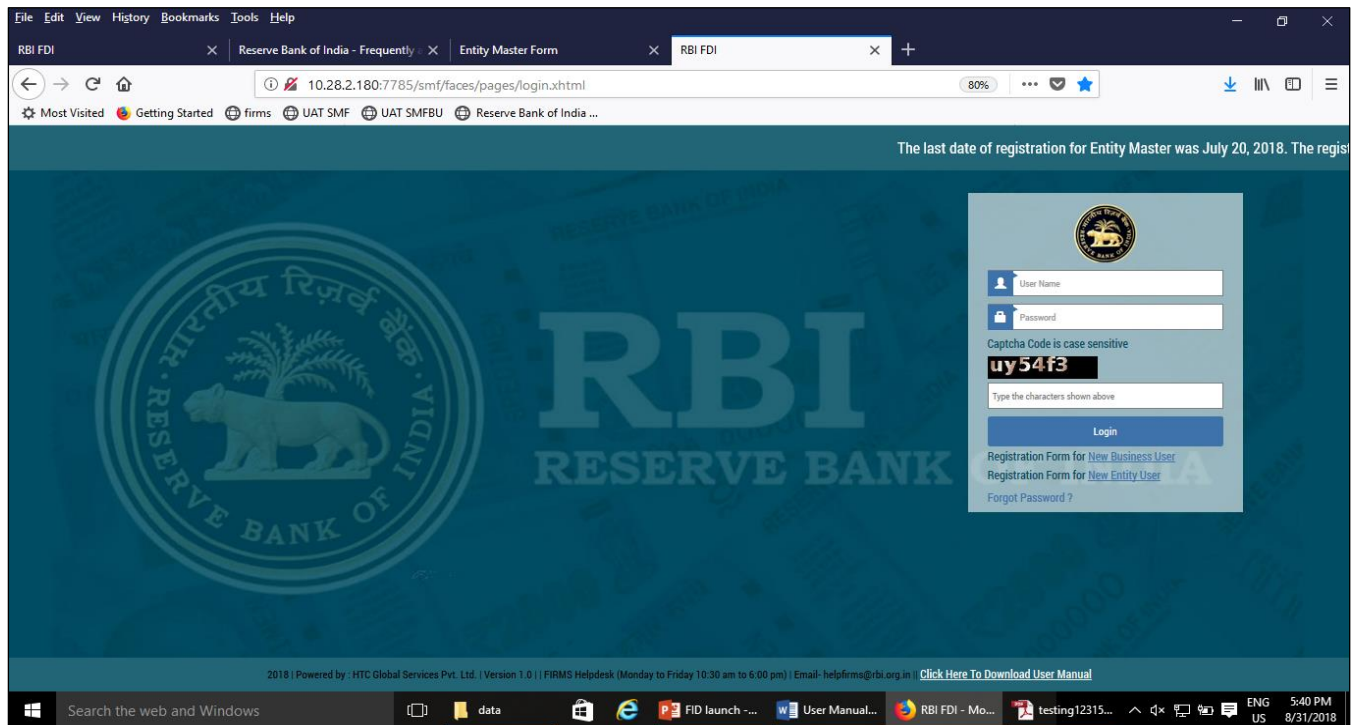
FIRMS – portal for filing forms by BU Users can be accessed over internet via <https://firms.rbi.org.in>



\$NOTE: BUs are advised to ensure that the Entity for which the foreign investment is being reported is registered in the FIRMS portal.

2. 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.

Business User Registration Form

Basic Details

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Name *	Email *	Confirm Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone No *	Address *	
<input type="text"/>	<input type="text"/>	

Whether the Business user is for INVI Form : * ☒ NO ☐ YES

Whether the Business user is for LLP Form : * ☒ NO ☐ YES

Details of Bank Branch to whom reporting is made

IFSC Code *	Bank Name *
<input type="text"/>	<input type="text"/>
Authority letter (Please see the user manual on FIRMS) *	
<input type="button" value="Choose"/>	

CIN of the investee *	PAN Number *	Entity Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

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	
Phone No.	Contact Number of the BU
Address	Correspondence Address of the BU
\$Whether the Business User is for Form InVi	<p>Select YES or NO</p> <p>If YES is selected, then CIN/LLPIN details of the Investee Entity is not required.</p> <p>If NO is selected, then the applicant has to answer the below mentioned question.</p>
\$Whether the Business User is for Form LLP	<p>Select YES or NO</p> <p>If YES is selected, then LLPIN details of the Investee LLP, its PAN number, and its name is required to be entered.</p> <p>If NO is selected (Entity will be treated as a Company, since options for both InVi & LLP has been selected as NO), then CIN, PAN, and Name of the Investee Company is required.</p>
IFSC code	<p>Select the IFSC code of the Bank branch to whom the reporting would be made. This field shall be selected so that the reporting is made to the selected branch of the bank. The applicant may note that not all branches are incorporated in the FIRMS application. A list of all the incorporated branches is provided in the 'Contact Details' document on the homepage of the FIRMS portal.</p> <p>If the applicant is unable to find his/her respective branch, he/she may contact the AD Bank for clarification on this issue.</p>
Bank name	Auto-populated as per the selected IFSC code.
Authority letter-Attachment	Attachment in the specified format for Authority letter. It is common for all forms filing in SMF. Attach PAN card of the individual registering as a Business User.

STEP 4: Click on the Submit button.

STEP 5: A Message “Record Saved Successfully” will be displayed. This message intimates that the BU registration application has been submitted for processing. However, the same is not equivalent to an approval.

After BU submits the registration form, the same will be verified by the selected AD Bank Branch. The Approval/ Rejection of the same would be communicated through email notification to the BU.

NOTE:

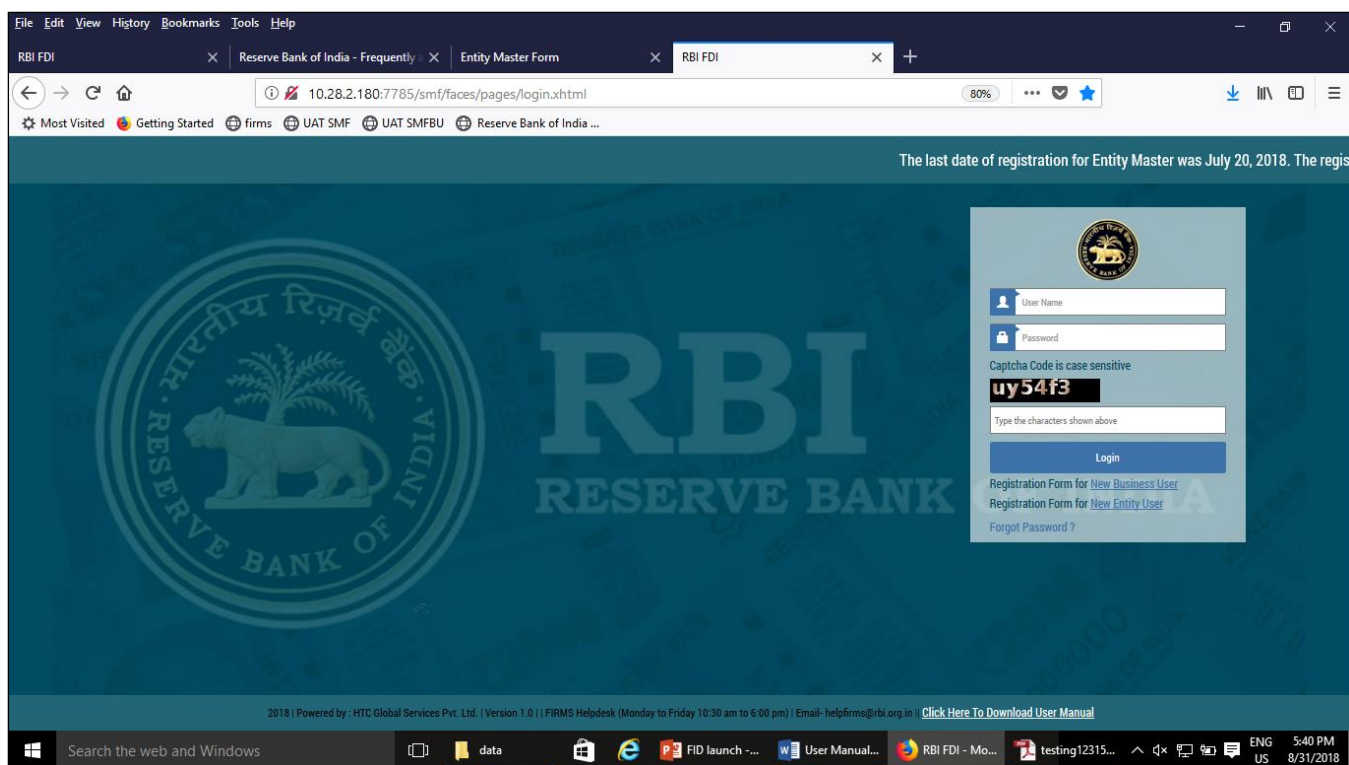
- i. Unlike Entity User registrations, Business User registration is processed at AD bank level, whose IFSC was selected.**
- ii. If the error “Username already exists” is displayed while submitting the Business User registration Form, use a different username and submit.**
- iii. Board Resolution is not required at the time of BU registration.**

3. LIST OF MANDATORY DOCUMENTS WHILE DOING BUSINESS USER REGISTRATION: Refer Annex III

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. Please do not copy paste the password, instead type the same. If the wrong password is provided, the account will be locked after three failed attempts.



STEP 3: Upon first Login, BU would be prompted to change the password through a pop-up window.

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.

❖ USING FORGOT PASSWORD:

In case the user forgets his/ her password, the following steps shall be followed.

STEP 1: Click on forgot password option provided in the Login Screen.

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.

❖ \$ CHANGE IN EMAIL/ CONTACT NO:


In case the user wants to edit his/ her already existing e-mail id & contact number, the following steps shall be followed –

STEP 1: Click on User -> User Profile in Main Menu after logging on into FIRMS.

STEP 2: Existing profile details of the BU will be displayed here. The user has to then click on Edit button to open the Edit User Profile tab.

STEP 3: The BU will be able to edit his/ her existing e-mail id & contact number only. Once the changes are made, the user has to click on Save button.

STEP 4: A message indicating that the user details have been updated successfully will be displayed. Further, a system generated e-mail will be triggered to the user's e-mail id.



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

Home | [Change Password](#) | [Logout](#)
Welcome dummytest

USER PROFILE

Name

test

User Name

dummytest

EMAIL

helpfirms@rbi.org.in

CONTACT

8655498234

ADDRESS

TEST

ENTITY NAME

monika inc

Company CIN or LLP

U77800MA2005PTC123456

BANK NAME

ICICI BANK LTD

IFSC CODE

ICIC0000393

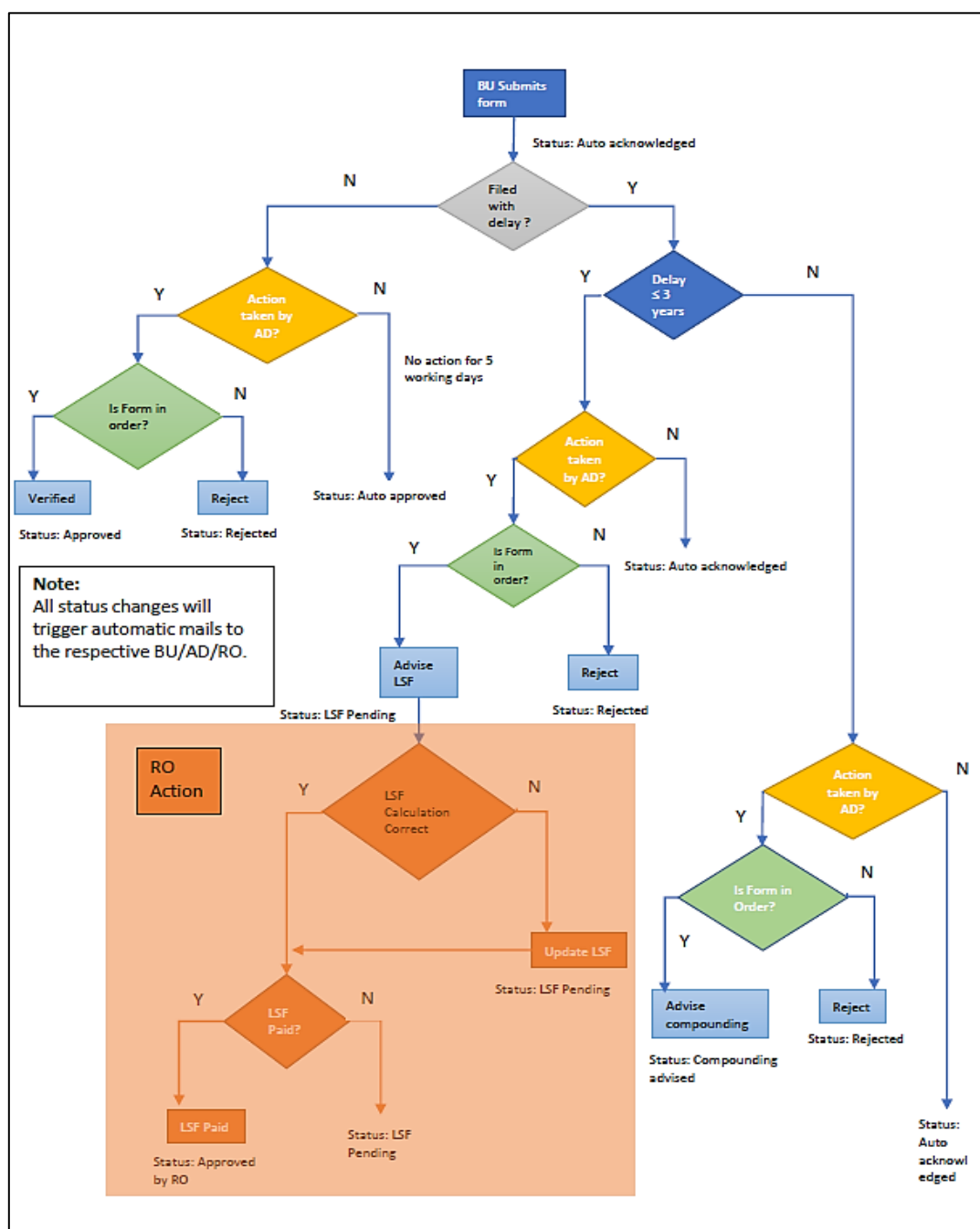
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PROCESSING AND SUBMISSION OF SINGLE MASTER FORM (SMF)

1. WORKFLOW:

Legend:

- (i) **BU – Business User (Authorized person for filing Forms)**
- (ii) **FIRMSBU – portal for AD/RBI users can be accessed via “*fed.rbi.org.in*”**
- (iii) **FIRMS – portal for filing forms by BU can be accessed over internet via *https://firms.rbi.org.in*.**



2. DESCRIPTION OF THE PROCESSING OF FORMS IN THE FIRMS PORTAL:

(A) FOR FORMS SUBMITTED WITHIN THE PRESCRIBED TIMELINES:

(i) All forms submitted with the requisite documents within the prescribed timelines will be “Auto-Acknowledged” on the FIRMS portal and a system generated email acknowledgement will be sent to the applicant.

(ii) The onus of ensuring the correctness of the information submitted in the portal lies with the applicants.

(iii) Post acknowledgement, the forms will be verified by the AD banks based on the uploaded mandatory documents and AD Bank has to ensure that the same are in compliance with the extant guidelines.

(iv) The AD-Bank has five working days to verify these Forms, pursuant to which the status of the Form will change from “Auto-acknowledged” to “Approved”.

@ (v) As applicable, the AD may also advise LSF and / or compounding for contravention of extant FEMA provisions.

@ (vi) The AD bank may also send the form back to the Business User on account of some discrepancy / error in the details submitted by the Business User, details of which will be provided in ‘Remarks’. BU may re-submit the form to the AD after corrections. If a form has been received by the BU for any such corrections, the status of the form would be displayed as “Modification”, as shown in the image below –

The screenshot displays the Reserve Bank of India (RBI) FIRMS portal interface. At the top, the RBI logo and name are visible. The main section is titled "Search Returns". Below this, there are search filters: "Return Type" (set to "Form-FC-GRI"), "From Date" (08/04/2025), "To Date" (08/04/2025), and "Return Reference Number". A "Search Returns" button is present. To the right, there is a "+ Add New Return" button. Below the search filters, a table displays the search results. The table has four columns: "Reference Number", "CIN Number", "Company Name", and "Status". The first row shows a reference number "FCGP9042527302", CIN number "U77800MA2005PTC123456", company name "monika inc", and status "MODIFICATION". Below the table, it indicates "(1 of 1)" results. At the bottom, there is a footer with version information and contact details.

Reference Number	CIN Number	Company Name	Status
FCGP9042527302	U77800MA2005PTC123456	monika inc	MODIFICATION

(B) FOR FORMS SUBMITTED WITH A DELAY:

(i) The system would identify the reporting delay as the difference between the date of reporting and the due date of reporting.

(ii) All forms submitted with the requisite documents with a delay will also be “Auto-Acknowledged” on the FIRMS portal and a system generated email acknowledgement will be sent to the applicant.

(iii) The system will forward such forms to the AD banks for verification as explained above.

@ (iv) The AD Bank will have the following options while processing the Forms -

1. Where the delay is less than / equal to three years, ADs can ‘Advise LSF’, ‘Advise LSF and Compounding’, ‘Send Back to BU’ or ‘Reject’.
2. Where the delay is greater than three years, ADs can ‘Advise Compounding’, ‘Send to BU’ or ‘Reject’.

(v) For forms approved subject to Compounding - a system generated acknowledgement will be sent to the applicant and the concerned Regional Office (RO) of RBI. The applicant may thereafter approach RBI with their application for compounding.

(vi) For forms approved subject to payment of LSF-

- Online calculation of Late Submission Fee (LSF): The LSF will be computed by the system and when the AD bank approves the form subject to payment of LSF, an email to that effect will be sent to the applicant and the concerned Regional Office (RO) of RBI specifying the amount of LSF and the timeline within which it is to be paid to the concerned RO of RBI.
- Once the LSF amount is received, the concerned RO will update the status in the FIRMS portal and the updated status will be communicated to the applicant through a system generated e-mail which can also be viewed in the FIRMS portal.
- Business User’s (BUs) have the option to pay LSF through Demand Draft (DD) or NEFT /RTGS.
- \$In case a Business User opts to pay LSF through NEFT/RTGS, the amount has to be paid only in the account of the concerned Regional Office of RBI.

Please note: The Form Reference Number of the reporting for which LSF is being paid shall be mentioned in the “Remark’s” column of the NEFT/RTGS transaction.

- \$ Thereafter, the BU shall provide details of the payment through an email to the concerned Regional Office of RBI in the format, as given in Annexure-XII of this manual. The aforesaid email should be sent keeping the auto generated LSF advice email received from FIRMS in trail.
- \$ If the LSF amount is paid by the applicant after the period stipulated by the RO, or if an incorrect amount is paid, then the same will be refunded by the concerned RO. Further, any LSF incorrectly paid by a Business User to an RO, which is not the actual RO where the ROC of the investee company is situated, will be refunded back to the source account of the applicant.
- The account details of RBI’s Regional Offices along with their email id’s is provided in the table below –

Details of Regional Offices

S.No	RBI’s Office	Account No.	IFSC Code	Email Id
1	Ahmedabad	0116700100103201	RBIS0AHPA01	fedahmedabad@rbi.org.in
2	Andhra Pradesh	4716700100103201	RBIS0APPA01	fedapro@rbi.org.in
3	Bengaluru	0216700100103201	RBIS0BGPA01	firmsbengaluru@rbi.org.in
4	Bhopal	2916700100103201	RBIS0BLPA01	fedbhopal@rbi.org.in
5	Bhubaneswar	0316700100103201	RBIS0BBPA01	fedbhubaneswar@rbi.org.in
6	Chandigarh	1716700100103201	RBIS0CGPA01	fedchandigarh@rbi.org.in
7	Chennai	1116700100103201	RBIS0CNPA01	fedchennai@rbi.org.in
8	Guwahati	0716700100103201	RBIS0GWPA01	fedguwahati@rbi.org.in
9	Hyderabad	0816700100103201	RBIS0NEFTHY	fedhyderabad@rbi.org.in
10	Jaipur	0916700100103201	RBIS0JPPA01	fedjaipur@rbi.org.in
11	Jammu	3016700100103201	RBIS0JMPA01	fedjammu@rbi.org.in
12	Kanpur	1016700100103201	RBIS0KNPA01	fedkanpur@rbi.org.in
13	Kochi	3116700100103201	RBIS0KCPA01	fedrbikochi@rbi.org.in
14	Kolkata	0516700100103201	RBIS0KLPA01	fedkolkata@rbi.org.in
15	Mumbai	0416700100103201	RBIS0MBPA04	fedmro@rbi.org.in
16	New Delhi	0616700100103201	RBIS0NDPA01	fednewdelhi@rbi.org.in
17	Panaji	3916700100103201	RBIS0PJPA01	fedpanaji@rbi.org.in
18	Patna	1316700100103201	RBIS0PTPA01	fedpatna@rbi.org.in

@ (C) FOR FORMS SUBMITTED WITH DISCREPANCY:

(i) In case of any discrepancy, the AD can either send the form back to the BU (Status will be changed to “Modification”) or reject the form (Status will be changed to “Rejected”).

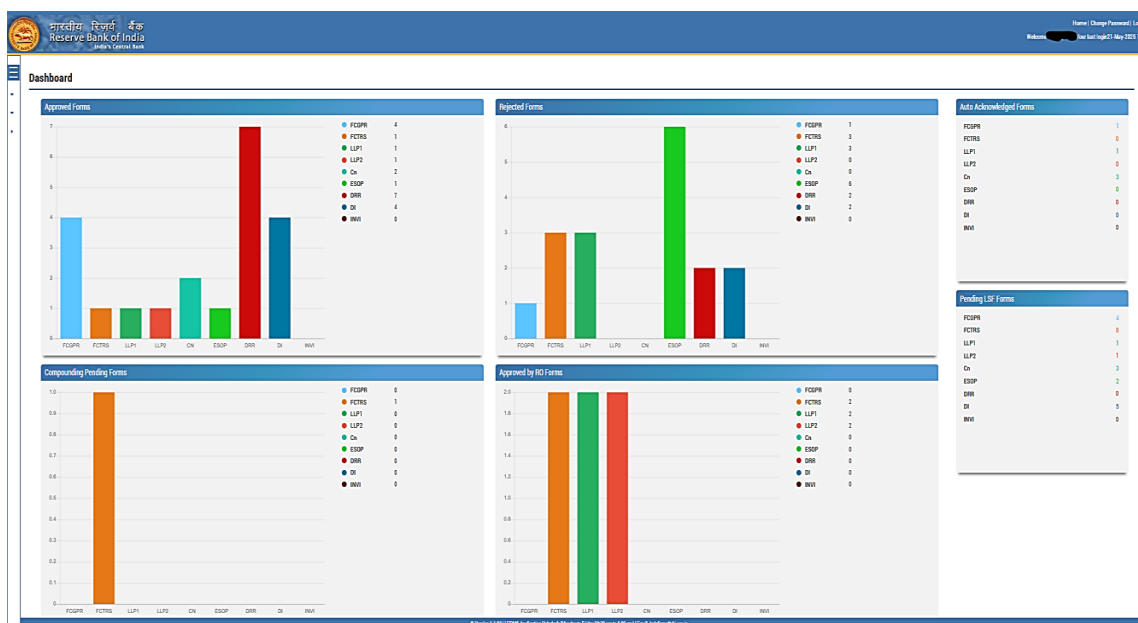
(ii) If the form is Sent back or rejected, the status and the remarks of the AD Bank will be communicated to the applicant through a system generated email and the same can also be viewed on the FIRMS portal.

(iii) It may be noted that if a form is returned back by an AD bank to the business user for corrections, the date of resubmission of the form would be treated as the “date of reporting” for computation of LSF/Compounding.

3. SUBMISSION OF FORMS:

FC-GPR

STEP 1: Login into SMF and reach your workspace –



Click on the ‘File Return’ button in the main menu 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 user is not required to select the ‘From date’, ‘To date’, and ‘Return Reference Number’ options –

The screenshot shows the 'Search Returns' page with the 'Return Type' dropdown menu open, displaying the following options:

- Form FC-GPR
- Form FC-TRS
- Form LLP-I
- Form LLP-II
- Form ESOP
- Form CN
- Form DRR
- Form DI
- Form InVi

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; then if the investment being reported is under 74%, the entry route to be selected shall be automatic; and in case the investment being reported would result into foreign investment beyond 74%, the entry route to be selected shall be government. Relevant government approvals are required to be attached in such case.</p>						
Applicable Sectoral cap/ Statutory ceiling*	<p>Applicable sectoral cap as per extant FEMA notification, as amended from time to time.</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.</p> <p>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 PIN code is not available, enter the nearby PIN code</td></tr> <tr> <td>State/ Union Territory</td><td>Pre-filled as per PIN code (editable)</td></tr> <tr> <td>City/ District</td><td>Enter the city/district (editable)</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow. If the PIN code is not available, enter the nearby PIN code	State/ Union Territory	Pre-filled as per PIN code (editable)	City/ District	Enter the city/district (editable)
PIN Code	Enter the PIN code and click on arrow. If the PIN code is not available, enter the nearby PIN code						
State/ Union Territory	Pre-filled as per PIN code (editable)						
City/ District	Enter the city/district (editable)						

Whether the investment is Brownfield/ Greenfield	Select brownfield or greenfield as applicable for the investment. In case of any queries in this regard, applicants are advised to seek clarification from their AD-Bank.
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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 are prefilled in the SMF.)

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

Search Returns

Corporate Identification Number (CIN/LLP) * PAN Number * Company Name * Application Date *

Details of received FDI-Entry Route and Applicable Sectoral Cap:

Entry Route * ☐ Automatic Route ☐ Government Route

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

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

FC-GPR Form

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

Date Of Issue * Nature Of Issue * Initial FC-GPR Reference Number (In case of Subsequent Filing)

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

STEP 4.1: Tab 1: Issue details:

File Edit View History Bookmarks Tools Help

RBI FDI Reserve Bank of India - Frequently Search File Return RBI FDI Pahadekar, Monika - Outlook

10.28.2.180:7785/smf/faces/pages/FileReturn/searchReturn.xhtml?menuRedirect=Y 80%

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

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

Home | Change Password | Logout
Welcome nilata

Applicable Sectoral cap/ Statutory ceiling *

☐ 20% ☐ 26% ☐ 49% ☐ 51% ☐ 74% ☐ 100% ☐ Others

Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant? *

☐ Yes ☐ No

FC-GPR Form

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

Date Of Issue * Nature Of Issue * Initial FC GPR Reference Number (In Case of Subsequent Filing)

Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern *

☐ NO ☐ YES

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Search the web and Windows data FID launc... User Ma... cut - Word Search Fi... testing12... ENG 6:07 PM 8/31/2018

Field name	Description				
Date of issue	The date on which the Equity instruments have been allotted to persons resident outside India pertaining to instant reporting. ^In case of reclassification of foreign portfolio investment by FPI to FDI, where the reclassification is resulting from fresh issuance of equity instruments by an Indian company to such FPI, the date of the aggregate acquisition that caused the breach of permissible individual limit for FPI should be reported as the date of issue.				
Nature of Issue	<div>The nature under which the Equity instruments have been issued, which can be one of the following:</div> <table><tr><td>1. Preferential allotment/ Private placement/ Private arrangement</td></tr><tr><td>2. Rights</td></tr><tr><td>3. Bonus</td></tr><tr><td>4. Merger - along with attachment of relevant approvals from the competent authority. This also includes cross border mergers which requires filing of FC-GPR as per extant provisions under FEMA.</td></tr></table>	1. Preferential allotment/ Private placement/ Private arrangement	2. Rights	3. Bonus	4. Merger - along with attachment of relevant approvals from the competent authority. This also includes cross border mergers which requires filing of FC-GPR as per extant provisions under FEMA.
1. Preferential allotment/ Private placement/ Private arrangement					
2. Rights					
3. Bonus					
4. Merger - along with attachment of relevant approvals from the competent authority. This also includes cross border mergers which requires filing of FC-GPR as per extant provisions under FEMA.					

	5. Subscription to Memorandum of Association (MoA). Attach the relevant extracts as “other attachments”.
	6. Conversion of Convertible notesalong with the reference number/identification number for the form CN filed for the issuance of Convertible notes. Where the CN form is filed through physical filing, the same may be mentioned in the reference number/identification number field with the copy of acknowledgement letter/ application made as “other attachments” of the form in tab 4. 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 4.
	7. Equity Instruments issued to FVCIs
	8. Shares issued upon exercise of ESOPs...along with the reference number/ identification number for the form ESOP filed for the issuance of ESOPs. Where the form ESOP is filed through physical filing, the same may be 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 4. 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 4.
	9. Issue of sweat equity shares
	10. Participating interests /rights in oil fields
	11. Others (please specify) – enter the details of issue under the filed “Remarks”. ^ In case of reclassification of foreign portfolio investment by FPI to FDI, where the reclassification is resulting from fresh issuance of equity instruments by an Indian company to such FPI, please select this option and specify the nature of issue as “FPI to FDI” in the Remarks field.
	12. Demerger

	13. Amalgamation
Initial FC-GPR reference number (In case of subsequent filing)	Non-mandatory. This field is applicable where the Equity 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 another attachment in the “other attachment” of the form in tab 4.
Whether the current reporting has been taken into account 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, then changes are reflected in the shareholding pattern for this transaction being reported accordingly. A data entry field “Paid up capital” would be populated. Enter the post transaction paid up capital. This field would be utilized for calculating the post transaction foreign shareholding.</p> <p>For understanding refer to chapter on Shareholding pattern.</p>

STEP 4.2: Tab 2: Foreign Investors Details:

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

Upload

+ Add Investor

^ General Details

General Details of Investor(s)

Name *

Address *

Town/City

State

Particulars Of Issue/Allotment to Each Investor

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

Type Of Equity Instrument *

Equity shares

Number of Instruments *

Conversion Ratio (Number of equity shares per CCPS/CCDs/Share Warrants) *

1 : 1

Number of Equity Shares on fully diluted basis *

Face Value *

Premium *

Issue Price per instrument *

Amount Of Consideration *

+ Add Issue Particular

Type Of Equity Instrument	Number of Instruments	Conversion Ratio (Number of equity shares per CCPS/CCDs/Share Warrants)	Number of Equity Shares on fully diluted basis	Face Value	Premium	Issue Price per instrument	Amount of Consideration	Edit/Update
No records found.								

(1 of 1)

5

Mode Of Payment

Mode Of Payment

Remittance Details

Mode of Payment *

Select

Whether the remitter is different from the foreign investor *

Yes

No

Name of the AD Bank through whom remittance is received *

Address of the AD Bank *

Town/City *

Pin Code *

State *

--Select--

NOTE: - For Bulk Filing under Form FCGPR, the template for entering the details of multiple investors may be downloaded from the “Download Template” option available under the Menu.



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

X
MENU

FILE RETURN
USER
ENTITY MASTER VIEW

DOWNLOAD TEMPLATE
BULK FILING



Category	Value (Relative)
CN	1
ESOP	2
DRR	4
DI	3.5
INVI	0.5

Template Download


Choose File *

---Select---

---Select---

DI
FCGPR
FCTRS

Download File

Field name	Description	
Number of investors	Enter the number of foreign investors to whom the Equity instruments have been allotted in the issue being reported. Only that number of foreign investors can be entered in the form. (At present maximum of 999 investor details can be added in the form) For example, if the number of investors entered is 3, details of only 3 foreign investors can be added. In case the number of investors entered is incorrect, please change the number in this field and then proceed ahead. Else the system will throw an error.	
 Upload	<p>%In case of multiple investors, the details may be entered in a '.xlsx' file which can be downloaded from the 'Download Template' option available under the Menu and may be uploaded using this button.</p> <p>Please note that the maximum file size permitted is 5MB.</p>	
General details of Investor(s)	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 or any land border sharing country as per Press Note 3, 2020 series 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 (Equity instrument as	Type of Equity instrument	Select the type of equity instrument issued to the foreign investor from the drop-down menu.

<p>issued to that foreign investor)</p> <p>(^Note: In case of reclassification of foreign portfolio investment by FPI to FDI, where reclassification is resulting from fresh issuance of equity instruments by an Indian company to such FPI, details of original investments (held by FPI) and new investments (FDI) must be entered as two separate entries using the “Add Issue Particular” button)</p>	Number of instruments	Enter the number of instruments issued. For participating interest/rights in oil fields enter the value as 1 (one).
	Conversion ratio (Number of equity shares per CCPS/ CCDs/ Share Warrants)	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	<p>Enter the face value of the equivalent equity shares.</p> <p>In case of CCDs/ CCPs/ share warrants, do NOT enter the face value of CCDs/ CCPs/ share warrants as it will not give the correct shareholding pattern.</p> <p>For participating interest/rights in oil fields enter the value as 0 (Zero).</p>
	Premium	Enter the value of premium, if any, else enter 0 (Zero).
	Issue Price per instrument	<p>Enter the Issue price per instrument.</p> <p>^Note: In case of reclassification of foreign portfolio investment by FPI to FDI</p> <p>a) For entry pertaining to investment previously held by FPI, the average price of acquisition of such investment should be entered.</p> <p>b) For entry pertaining to aggregate acquisition (excluding investment</p>

		<p>previously held by FPI) causing the breach of prescribed individual limit for FPIs, the issue price per instrument for such acquisition should be entered.</p> <p>For participating interest/rights in oil fields, enter the total value of the participating interest/rights in oil fields</p> <p>[§]For Bonus issue, the value of issue price per instrument is to be entered as 0 (Zero)</p>
	Amount of Consideration	Auto calculated as Issue Price per instrument multiplied with number of instruments.
<p>In case “Partly paid-up shares” or “Warrants” is selected as the “Type of Equity Instrument”, an additional field called “Tranche Number”. In this field, the applicant has to enter the remittance tranche number.</p> <p>After entering all details, click on “Add issue particular” and check whether the details are reflected in the adjoining table and verify the same. In case any of the details entered needs to be modified, click on the edit icon under “Edit/ Update” head of the table. This would populate the details in the respective fields. Modify and then click on “Save” button, this will save the details in the table again.</p> <p>If the details need to be deleted entirely, click on the delete icon.</p> <p>Further, in case the investor has been allotted more than one equity instrument in the same allotment, add the details using the above procedure. Multiple details would be added as different rows in the adjoining table.</p> <p>In case the investor has been issued equity shares of different face value, for example, 100 equity shares of face value 10 and 50 equity shares of face value 20, then enter the details as two different rows and NOT a single record.</p> <p>This would ensure correct shareholding pattern.</p>		
Mode of Payment (^Note: In case of reclassification of foreign portfolio	Name of the AD bank through whom remittance has been received	Enter the name of the AD Bank

investment by FPI to FDI, where the reclassification is resulting from fresh issuance of equity instruments by an Indian company to such FPI, only the details of mode of payment of aggregate acquisition causing breach of permissible individual limits are to be entered)	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 Equity instruments have been allotment.</p> <p>In case the two are different (third party payment, if permissible), Please select “YES” and enter the details viz., Name of the Remitter, Country of remitter, relationship between Remitter and foreign investor, and attach the requisite documents.</p>										
<p>@ Details of the menu options of Mode of payment drop down. Menu options are as follows:</p> <table border="1"> <thead> <tr> <th>Menu options</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Inward remittance from abroad through banking channel</td> <td> Fields to be entered: “Date of Remittance”, “Amount in Rs”, “FIRC number” Attachments: FIRC and KYC of the foreign investor </td> </tr> <tr> <td>NRE/FCNR</td> <td> Fields to be entered: “Date of Debit”, “Amount in Rupees” Attachments: Debit statement </td> </tr> <tr> <td>Escrow A/c</td> <td> Fields to be entered: “Date of Debit”, “Amount in Rupees” “FIRC number” (if any) Attachments: Debit statement </td> </tr> <tr> <td>Swap</td> <td> Fields to be entered: “Value of Equity instruments in Rs” - Enter the value of equity </td> </tr> </tbody> </table>			Menu options	Description	Inward remittance from abroad through banking channel	Fields to be entered: “Date of Remittance”, “Amount in Rs”, “FIRC number” Attachments: FIRC and KYC of the foreign investor	NRE/FCNR	Fields to be entered: “Date of Debit”, “Amount in Rupees” Attachments: Debit statement	Escrow A/c	Fields to be entered: “Date of Debit”, “Amount in Rupees” “FIRC number” (if any) Attachments: Debit statement	Swap	Fields to be entered: “Value of Equity instruments in Rs” - Enter the value of equity
Menu options	Description											
Inward remittance from abroad through banking channel	Fields to be entered: “Date of Remittance”, “Amount in Rs”, “FIRC number” Attachments: FIRC and KYC of the foreign investor											
NRE/FCNR	Fields to be entered: “Date of Debit”, “Amount in Rupees” Attachments: Debit statement											
Escrow A/c	Fields to be entered: “Date of Debit”, “Amount in Rupees” “FIRC number” (if any) Attachments: Debit statement											
Swap	Fields to be entered: “Value of Equity instruments in Rs” - Enter the value of equity											

		<p>instruments that are being swapped for the allotment of the instant equity instruments in this allotment.</p> <p>Attachments: “Valuation certificate”: Attach the valuation certificate for the value of equity instruments as entered in the above field.</p>
	Issue of equity shares against fund payables to its foreign investor	<p>Fields to be entered:</p> <p>“Value of fund payables in Rs” - Enter the value of fund payables for the allotment of the instant equity instruments in this allotment.</p> <p>“Description” - Enter the description such as “conversion of ECB” or “import payables” etc. as applicable.</p> <p>Attachments: “Relevant documents from RBI/GOI and related documents”.</p> <p>Attach the related Government approvals or RBI approvals and any other related documents as applicable</p>
	Others (please specify)	<p>Select in case of any other mode of payment.</p> <p>Fields to be entered: Remarks</p> <p>Optional fields:</p> <p>“Date of Remittance”, “Amount in Rs”</p> <p>“FIRC number”</p> <p>Attachments: related documents, if any, as per the mode of payment and to be attached at the “other attachments” at tab 4 in the form.</p>
	Multiple mode of payment	Select this option if the total payment has been made through

		<p>more than one mode or through one mode but multiple tranches. For example, if the allotment is of Rs 10 crores and the investor, let's say is an NRI, has paid the same as, Rs 5 crore through inward remittance and Rs 5 crore as NRE/FCNR.</p> <p>Fields to be entered:</p> <p>"Date of Remittance", - earliest date of date of remittances</p> <p>"Amount in Rupees" - Total amount through all modes of payment.</p> <p>"Multi-Mode Payment Details"- Specify the individual mode of payment and amount received through that.</p> <p>Attachments: "Relevant documents from RBI/GOI and related documents" - Attach the related Government approvals or RBI approvals, if any and any other related documents as applicable for the mode of payment as specified for the individual mode of payment.</p>
Investment details	<p>For allotments which do not involve any remittances, such as bonus issue, merger/demerger etc., select the mode of payment as "others (please specify)". A new field will pop-up as "others". Enter the details of the transaction in this field.</p> <p>"Date of remittance" and "Amount of remittance" may be kept blank or enter 0 (zero). Leave the FIRC number blank.</p>	
	Total amount of Inflow (in Rs)	Auto populated from mode of payment details (Amount in Rs)
	Amount for which Equity instruments have been issued (in Rs)	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 Equity instruments have been issued, then specify the details as per the validation note as below:</p> <p>Please specify and give as other attachment, whether the excess amount:</p> <ol style="list-style-type: none"> 1. has already been utilized for previous allotment, if so, reference number be provided. 2. will be utilized for subsequent allotment. 3. has been refunded, if so, refund details shall be provided. 4. Will be refunded, if so, refund details shall be provided. <p>Attachments to be provided in the attachment “other attachments” in the Tab 4 of the form.</p>
Add Investor	<p>Upon filling all above details, click on the “Add Investor” and 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.</p> <p>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>

NOTE: Please select the “Nature of issue” in tab 1, before entering the investor details. The investor details are erased in case “nature of issue” is selected after entering the detail

STEP 4.3 - Tab 3 - Amount of Issue:

FC-GPR Form

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

Amount of Issue

Total Amount of Inflow*

100.000

Total amount for which equity instruments have been issued*

100

Field name	Description
Total amount of inflow	Auto populated from tab 2 for all foreign investors
Total amount for which equity instruments have been issued	Auto populated from tab 2 for all foreign investors

STEP 4.4 - Tab 4 - Particulars of Issue:

FC-GPR Form

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

Consolidated Particulars of Issue

Type Of Equity Instrument	Number of Instruments	Conversion Ratio/Applicable in case of CCPS/CCD/Share Warrants)	Number of Equity Shares on fully diluted basis	Face Value	Premium	Issue Price per instrument	Amount of Consideration
Equity shares	10	1:1	10	10.000	0.000	10.000	100

(1 of 1)

Fair Value of the shares(in Rs):

Valuation Certificate

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

☐ Yes ☐ No

Field name	Description
Consolidated Particulars of Issue	Auto-populated table for the consolidated particulars of issue (from tab 2), for all foreign investors
Fair value of the Shares (in Rs)	<p>Fair value of the shares as per the valuation certificate issued by the person authorized as per FEM(NDI) Rules, 2019 along with the attachment at “Valuation Certificate”. \$Board Resolution/ copy of MoA may be attached in cases of reporting of subscription to MoA.</p> <p>Mandatory where nature of issues is “Preferential Allotment/Private Placement/Private arrangement” and “Conversion of Convertible Notes”.</p> <p>^In case of reclassification of foreign portfolio investment by FPI to FDI, where the reclassification is resulting from fresh issuance of equity instruments by an Indian company to such FPI, fair value of</p>

	equity instruments related to aggregate acquisition that caused the breach of permissible individual limits for FPIs is to be entered.
Declaration	<p><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, CS certificate and other relevant attachment(s) for this reporting.” *</i></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:

FC-GPR Form				
Issue Details	Foreign Investors Details	Amount of Issue	Particulars of Issue	Share Holding Pattern
Particulars		Pre-Transaction	Post-Transaction	
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares		45505251	45505251.000	
Foreign Portfolio Investment		0	0.000	
Indirect foreign investment- Value of equity shares (on fully diluted basis)		57000	57000.000	
Total		45562251.000	45562251.000	
Percentage		45.56	45.56	

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

	Capital contribution/ profit shares		
	Foreign Portfolio Investment		
	Indirect foreign investment - Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		

Pre transaction values are auto populated from the Entity Master (tab 3)

Post transaction values are auto calculated based upon the details provided in the form. $\text{Post transaction} = \text{Pre transaction value of shares} + \text{Value of shares reported in the form.}$

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. For any incorrect details the Business user would be liable for the same.

STEP 4.6: After filling in all details, click on “Save and Submit” for submitting the form.

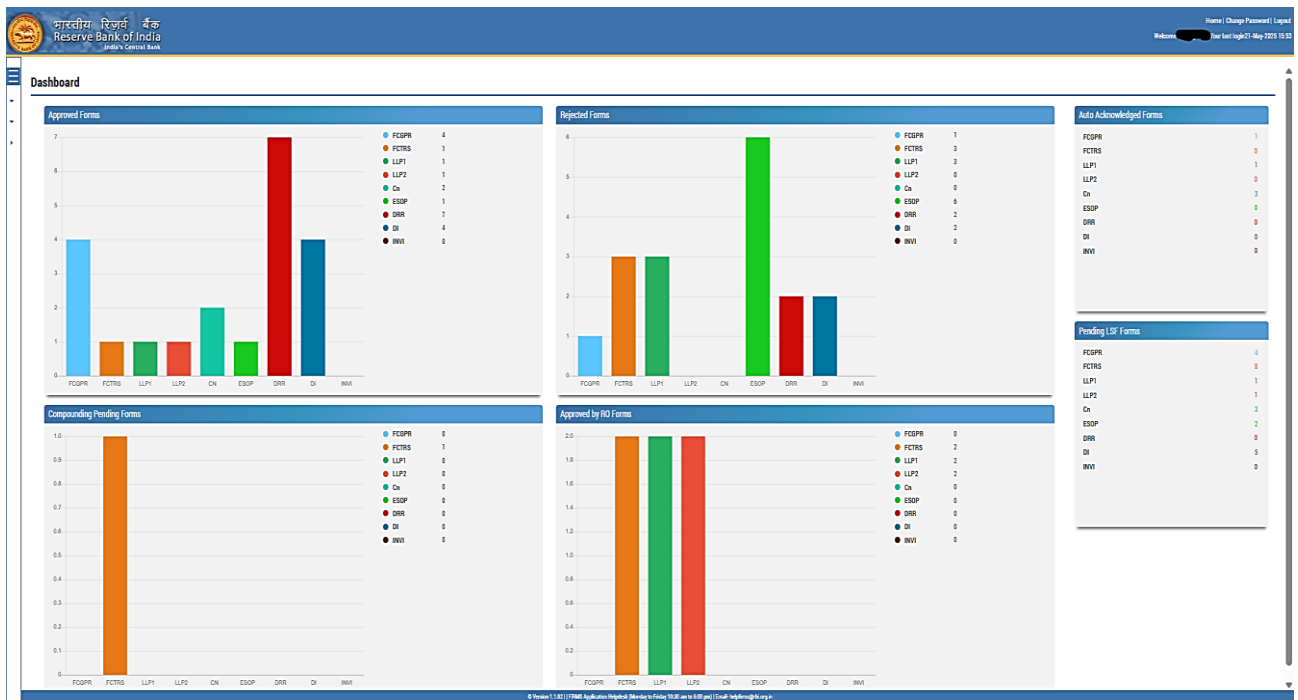
- “Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.
- “Reset” feature: This will reset the complete form.
- “Back” button: To go back to the Dashboard

NOTE:

- For the list of documents to be attached with Form FCGPR, refer to Annex – III.

FC-TRS

STEP 1: Login into SMF and reach your workspace.



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



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

The screenshot displays the 'Search Returns' interface of the Reserve Bank of India's SMF (Small Finance Companies) portal. The page is accessed via a web browser at the URL 10.28.2.180:7785/smf/faces/pages/FileReturn/searchReturn.xhtml?menuRedirect=Y. The header features the RBI logo and navigation links: Home, Change Password, Logout, Welcome, and neta. The main content area is titled 'Search Returns' and includes a '+ Add New Return' button. Below this, there is a form with four input fields: 'Return Type' (a dropdown menu), 'From Date', 'To Date', and 'Return Reference Number'. The 'Return Type' dropdown is currently open, showing a list of options: 'Form FC-GPR', 'Form FC-TRS', 'Form LLP-I', 'Form LLP-II', 'Form ESOP', 'Form CN', 'Form DRR', 'Form DI', and 'Form InVi'. The footer of the page contains copyright information: '© 2018 | Powered by - HTC Global Services Pvt. Ltd. | www.htcinc.com | Version 1.0 | FIRMS Application Helpdesk (Monday to Friday 10:30 am to 6:00 pm) | Email- help@firms@rbi.org.in'.

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:

Search Returns

Corporate Identification Number (CIN/LLP) *
 ABCDEFGHIJKLMNOPQRT11

PAN Number *
 QWERT7890Y

Company Name *
 ABC 6DEF PVT LTD

Application Date *
 31/08/2018

Details of received FDI-Entry Route and Applicable Sectoral Cap:

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

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

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

FCTRS Form

Common Details | Particulars of Transfer | Share Holding Pattern

Transfer by way of *
☐ Sale ☐ Gift

Whether the FC-TRS reporting is *
☒ New ☐ Subsequent

Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern: *
☐ NO ☐ YES

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
LEI Number	Pre-filled, non-editable as per the BU registration details
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%, then the entry route selected shall be automatic. And in case the investment being reported would result into foreign investment beyond 74%, the entry route selected shall be 'Government' with relevant government approvals attached.</p>

Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per extant FEMA notification, as amended from time to time. Clarification: Where the company belongs to a sector with mixed entry routes, for example brownfield pharmaceuticals where up to 74% is under 'Automatic' route and beyond up to 100% under 'Government' route, the applicable sectoral cap would be 100%.								
Whether the foreign investment received is for a specific project/ manufacturing unit/ plant?	Select Yes or No as applicable. If yes is selected, fill up the details as below: <table border="1" data-bbox="660 658 1412 1043"> <tr> <td>PIN Code</td> <td>Enter the PIN code and click on arrow</td> </tr> <tr> <td>State</td> <td>Pre-filled as per PIN code</td> </tr> <tr> <td>City/District</td> <td>Enter the city/district</td> </tr> <tr> <td>Brownfield/Greenfield</td> <td>Enter brownfield or greenfield as applicable for the investment.</td> </tr> </table>	PIN Code	Enter the PIN code and click on arrow	State	Pre-filled as per PIN code	City/District	Enter the city/district	Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.
PIN Code	Enter the PIN code and click on arrow								
State	Pre-filled as per PIN code								
City/District	Enter the city/district								
Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.								

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

STEP 4.1 - Tab 1 - Common details:

Corporate Identification Number (CIN/LLP) *		PAN Number *		Company Name *		LEI Number	
U77800MA2009PTC123456		AAACB874H		monilane		123112313	
Application Date *		25/06/2025					
Details of received FDI-Entry Route and Applicable Sectoral Cap:							
Entry Route *		<input type="radio"/> Automatic Route <input type="radio"/> Government Route (Attach Copy Of Government Approval)					
Applicable Sectoral cap/ Statutory ceiling *		<input type="radio"/> 20% <input type="radio"/> 26% <input type="radio"/> 49% <input type="radio"/> 51% <input type="radio"/> 74% <input type="radio"/> 100% <input type="radio"/> Others					
Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant? *		<input type="radio"/> Yes <input type="radio"/> No					
Whether the investment is Brownfield/Greenfield *		<input type="button" value="Select"/>					
FCTRS Form							
Common Details		Particulars of Transfer		Share Holding Pattern		Mail Notifications	
Transfer by way of *		<input type="radio"/> Sale <input type="radio"/> Gift		Whether the FC-TRS reporting is *		<input checked="" type="radio"/> New <input type="radio"/> Subsequent	
						If filing is connected to earlier FCGPR, Enter Ref No	
						FCGPR Number	
						<input type="radio"/> NO <input type="radio"/> YES	
Transfer from *		Transfer Type *					
<input type="button" value="Select"/>		<input type="button" value="Select"/>					
Reason for transfer *		<input type="button" value="Select"/>					
<small>In case the acquisition by the NR seller is through issue of Equity instruments acknowledgement of FC-GPR may be attached. In case the acquisition by the NR seller is through transfer of equity instruments acknowledgement of FC-TRS may be attached in case of gift relevant RBI approval, if any, may be attached</small>							

Field name	Description
Transfer by way of	<p>Select 'Sale' or 'Gift' as the case may be.</p> <p>^ In case of reclassification of foreign portfolio investment by FPI to FDI, where reclassification is resulting from transfer of equity instruments, select 'Sale' for the aggregate acquisition causing the breach of permissible individual limit for FPIs.</p>
Whether the current reporting has been taken into account 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, then changes are reflected in the shareholding pattern for this transaction being reported accordingly.</p> <p>For explanation refer to the chapter under head "Shareholding Pattern"</p>
\$ Whether the FCTRS reporting is New/ Subsequent?	<p>Select New or Subsequent</p> <p>In case New is selected, then filing will be treated as a new reporting, without any prior FCTRS linked to it.</p> <p>In case Subsequent is selected, then user will be able to input a previously filed FCTRS reference number (in the dialog box below)</p>
Transfer from	<p>Select from the following options as applicable:</p> <ul style="list-style-type: none"> • Resident to Non-resident (including NRI/OCI on repatriable basis). • Non-resident (including NRI/OCI on repatriable basis) to Resident (<i>Also use this option for sale on stock exchange or offer for sale in an IPO</i>). • NRI /OCI/eligible investor on non-repatriable basis to Non-resident (including NRI/OCI on repatriable basis). • Non-resident (including NRI/OCI on repatriable basis) to NRI/OCI/eligible investor on non-repatriable basis. <p>^ In case of reclassification of foreign portfolio investment by FPI to FDI, where reclassification is resulting from transfer of equity instruments, select an</p>

	option, based on the details of the aggregate acquisition causing the breach of permissible limits.
Transfer Type	<p>Select from the following options as applicable:</p> <ul style="list-style-type: none"> • Sale of equity instruments from a person resident outside India to a person resident in India • Sale of equity instruments from a person resident in India, including NRI/OCI (non-repat) to a person resident outside India • Gift of equity instruments from a person resident in India, including NRI/OCI (non-repat) to a person resident outside India • Invocation of pledge • Any other transfer of equity instruments as per provisions under FEMA • Gift of equity instruments from a person resident outside India to a person resident in India • Others (please specify) <p>^In case of reclassification of foreign portfolio investment by FPI to FDI, where reclassification is resulting from transfer of equity instruments, select “Others” and specify transfer type as “FPI to FDI” in Remarks field.</p>
Reason for transfer	<p>Select from the following options as applicable:</p> <ul style="list-style-type: none"> • Offer for sale in an IPO/ FPO • Private arrangement • Swap of equity instruments • Sale on stock exchange other than by FPIs and NRIs/ OCIs • Purchase on stock exchange other than by FPIs and NRIs/ OCIs • Participating interests / rights in oil fields • Merger • Demerger • Amalgamation • Buy back • Invocation of pledge • Others (please specify) <p>^In case of reclassification of foreign portfolio investment by FPI to FDI, where reclassification is resulting from transfer of equity instruments, select “Others” and specify reason for transfer as “FPI to FDI” in Remarks field.</p>

	NOT applicable for Transfer by way of Gift
Buyer and Seller details for sale or Donee and Donor details for gift	Fill up the buyer and seller details for transfer by sale or Donee and Donor details for Transfer by Gift.

STEP 4.2 - Tab 2 - Particulars of Transfer:

FCTRS Form

Common Details | **Particulars of Transfer** | Remittance Details | Share Holding Pattern | Mail Notifications

[Add Particulars](#)

[Upload](#)

Buyer Details:

Name of the buyer * Address * Country *

Status * ☐ Resident ☒ Non-Resident Constitution / Nature *

Seller Details:

Name of the seller * Address * Country *

Status * ☐ Resident ☐ Non-Resident Constitution / Nature *

Instrument Details:

Type Of Equity Instrument * Number of Instruments * Date of Transfer *

Conversion Ratio * Number of equity shares on Fully diluted basis * Face Value * Transfer Price Per Instrument *

Total amount of consideration *

Buyer Name	Seller Name	Type	Number of Instruments	Date of Transfer	Face Value	Number of equity shares on Fully diluted basis	Transfer Price Per Instrument	Total Amount Consideration	Conversion Ratio	Errors	Edit/Delete	Edit	Buyer And Seller
No records found.													

^ In case of reclassification of foreign portfolio investment by FPI to FDI, where reclassification is resulting from transfer of equity instruments, details of existing investments (held as FPI) and the aggregate acquisition that caused the breach must be entered as two separate entries using the “Add” button.

NOTE: - For Bulk Filing under Form FCTRS, the template for entering the details of multiple transferees / transferors may be downloaded from the “Download Template” option available under the Menu.



भारतीय रिज़र्व बैंक

Reserve Bank of India

India's Central Bank

×

MENU

▶ FILE RETURN

▶ USER

▶ ENTITY MASTER VIEW

▼ DOWNLOAD TEMPLATE

BULK FILING



Category	Value (approx)
CN	10
ESOP	20
DRR	45
DI	35
INVI	5

Template Download

Choose File *

---Select---


---Select---

DI

FCGPR

FCTRS

 Download File

Field Name	Description										
	<p>%In case of multiple transferees / transferors, the details may be entered in a '.xlsx' file which can be downloaded from the 'Download Template' option available under the Menu and may be uploaded using this button.</p> <p>Please note that the maximum file size permitted is 5MB.</p>										
% Buyer Details	<table> <tr> <td>Name of the buyer</td><td></td></tr> <tr> <td>Address</td><td></td></tr> <tr> <td>Country</td><td></td></tr> <tr> <td>Status</td><td>Resident or Non-Resident</td></tr> <tr> <td>Constitution / Nature</td><td>Select from – Individual, Company, FPI, NRI, FVCI, Others (please specify)</td></tr> </table>	Name of the buyer		Address		Country		Status	Resident or Non-Resident	Constitution / Nature	Select from – Individual, Company, FPI, NRI, FVCI, Others (please specify)
Name of the buyer											
Address											
Country											
Status	Resident or Non-Resident										
Constitution / Nature	Select from – Individual, Company, FPI, NRI, FVCI, Others (please specify)										
% Seller Details	<table> <tr> <td>Name of the seller</td><td></td></tr> <tr> <td>Address</td><td></td></tr> <tr> <td>Country</td><td></td></tr> <tr> <td>Status</td><td>Resident or Non-Resident</td></tr> <tr> <td>Constitution / Nature</td><td>Select from – Individual, Company, FPI, NRI, FVCI, Others (please specify)</td></tr> </table>	Name of the seller		Address		Country		Status	Resident or Non-Resident	Constitution / Nature	Select from – Individual, Company, FPI, NRI, FVCI, Others (please specify)
Name of the seller											
Address											
Country											
Status	Resident or Non-Resident										
Constitution / Nature	Select from – Individual, Company, FPI, NRI, FVCI, Others (please specify)										
Type of Equity Instrument	Select the type of Equity instrument as transferred from the drop-down menu. In case of gift, it will be already selected as “Shares transferred as Gift”.										
Number of Instruments	Enter the number of instruments.										
Date of Transfer	<p>Select the 'Date of transfer' from the calendar.</p> <p>\$ Note: Date of settlement will be treated as the date of transfer in case of sale/ purchase on stock exchanges.</p> <p>^ In case of reclassification of foreign portfolio investment by FPI to FDI, where reclassification is resulting from transfer of equity instruments, the date of the aggregate acquisition that caused the breach of prescribed individual limit for FPIs is to be considered as the date of transfer.</p>										
Conversion ratio	In case of Equity shares, partly paid-up shares, shares transferred as Gift, participating interest/rights in oil fields enter as 1:1. For CCDs /CCPs/ share warrants enter the pre-fixed upfront conversion ratio. (In case there is no upfront conversion ratio, enter the ratio as per the maximum permissible conversion of CCDs/CCPs/share warrants into equity shares in compliance to the pricing guidelines).										

Number of equity shares on fully diluted basis	Auto-populated as per the conversion ratio and the number of instruments
Face value	<p>Enter the face value of the equivalent equity shares. In case of CCDs/ CCPs/ share warrants, do NOT enter the face value of CCDs/ CCPs/ share warrants as it will not give the correct shareholding pattern.</p> <p>For participating interest/rights in oil fields enter the value as 0 (zero).</p>
Transfer price per instrument	<p>Enter the Transfer price. For Gift, enter transfer price as 0 (zero). ^Note: In case of reclassification of foreign portfolio investment by FPI to FDI:</p> <p>a) For entry pertaining to investment previously held as FPI, the average price of acquisition of such investment should be entered.</p> <p>b) For entry pertaining to aggregate acquisition causing the breach of prescribed individual limit for FPIs, the price per instrument for the acquisition causing the breach should be entered.</p>
Total amount of consideration	Auto calculated as Number of instruments multiplied by transfer price per instrument.
“Add Particulars” 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 need 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 need to be deleted, click on the Delete icon in the table.</p>
Fair value of the Equity instrument at the time of transfer (INR)	<p>Enter the fair value of the Equity instrument being transferred and attach the valuation certificate form the authorized person and Transfer agreement (relevant extracts) along with the consent letter of buyer and seller at “Valuation certificate.”</p> <p>In case where multiple instruments are being transferred, enter the fair value of one instrument and attach a clarificatory letter along with the valuation certificates at the attachment “Valuation certificate”</p>

	<p>^In case of reclassification of foreign portfolio investment by FPI to FDI, where reclassification is resulting from transfer of equity instruments, fair value of the shares of the aggregate acquisition that caused breach of permissible individual limits for FPIs is to be entered.</p> <p>In case of Gift, the field may be kept blank.</p>
--	---

STEP 4.3 - Tab 3 - Remittance Details (Not applicable for Transfer by way of Gift):

FCTRS Form

Common Details | Particulars of Transfer | **Remittance Details** | Share Holding Pattern

Mode of payment- Particulars of Remittance

+ Add

Mode of Payment* Name of the AD Bank* Address of the AD Bank* Amount received/remitted in Rs*

Whether*

Tranche Number*

Is Last Tranche ☐ Yes ☐ No Whether the remitter is different from foreign investor ☐ Yes ☐ No

Tranche Number	Whether	Total Amount Received	Amount Received	Description Of Multiple payment	Amount in the previous tranche(s)	Previous FCTRS Number	Remittance Date	Description	Remittance Date	Delete	Edit
No records found.											

(1 of 1)

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

Other Attachments:

<p>^ In case of reclassification of foreign portfolio investment by FPI to FDI, where reclassification is resulting from transfer of equity instruments, the remittance details pertaining to the aggregate acquisition that caused the breach of permissible limits are to be entered.</p>			
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 received/ remitted in Rs	Amount in Rs. as being received or remitted in this reporting		
Whether and Tranche number	<p>Select from the drop-down menu as below:</p> <p>(i) Payment on full consideration:</p> <table border="1"> <tr> <td>Date of remittance</td><td>Enter the Date of Remittance.</td></tr> </table>	Date of remittance	Enter the Date of Remittance.
Date of remittance	Enter the Date of Remittance.		

Is last tranche	Select Yes

(ii) Payment on deferred basis:

(a) In case it is first tranche payment

Tranche number	Enter Tranche number as 1
Amount in the tranche	Enter the Amount as received in the tranche
Date of remittance	Enter the Date of Remittance.
Is last tranche	Select YES or NO as applicable

(b) In case it is 2,3,4.... etc. tranche

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.
Is last tranche	Select YES or NO as applicable

(iii) 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.
Is last tranche	Select NO

	<p>In case it is 2,3,4.... etc. reporting for reporting indemnity payment:</p> <table border="1"> <tr> <td data-bbox="655 277 975 322">Tranche number</td> <td data-bbox="975 277 1495 322">Enter Tranche number as 2</td> </tr> <tr> <td data-bbox="655 322 975 450">Amount in previous tranche(s)</td> <td data-bbox="975 322 1495 450">Enter the total amount as received in all previous tranches</td> </tr> <tr> <td data-bbox="655 450 975 577">FC-TRS details</td> <td data-bbox="975 450 1495 577">Enter the FC-TRS reference number along with the tranche amount reported in the FC-TRS</td> </tr> <tr> <td data-bbox="655 577 975 790">Amount Indemnified /Amount paid as Indemnified in Rs</td> <td data-bbox="975 577 1495 790">Enter the Amount being paid as indemnity</td> </tr> <tr> <td data-bbox="655 790 975 835">Date of Remittance</td> <td data-bbox="975 790 1495 835">Enter the date of remittance.</td> </tr> <tr> <td data-bbox="655 835 975 880">Is last tranche</td> <td data-bbox="975 835 1495 880">Select YES or No as applicable</td> </tr> </table>	Tranche number	Enter Tranche number as 2	Amount in previous tranche(s)	Enter the total amount as received in all previous tranches	FC-TRS details	Enter the FC-TRS reference number along with the tranche amount reported in the FC-TRS	Amount Indemnified /Amount paid as Indemnified in Rs	Enter the Amount being paid as indemnity	Date of Remittance	Enter the date of remittance.	Is last tranche	Select YES or No as applicable
Tranche number	Enter Tranche number as 2												
Amount in previous tranche(s)	Enter the total amount as received in all previous tranches												
FC-TRS details	Enter the FC-TRS reference number along with the tranche amount reported in the FC-TRS												
Amount Indemnified /Amount paid as Indemnified in Rs	Enter the Amount being paid as indemnity												
Date of Remittance	Enter the date of remittance.												
Is last tranche	Select YES or No as applicable												
<p>Whether the remitter is different from a foreign investor.</p>	<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>												
<p>Declaration</p>	<p>Declaration text –</p> <p>“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 4.4 - Tab 4 - Shareholding Pattern:

FCTRS Form			
Common Details	Particulars of Transfer	Remittance Details	Share Holding Pattern
Particulars	Pre-Transaction	Post-Transaction	
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares	45505251	45505251.000	
Foreign Portfolio Investment	0	0.000	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	57000	57000.000	
Total	45562251.000	45562251.000	
Percentage	45.56	45.56	

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

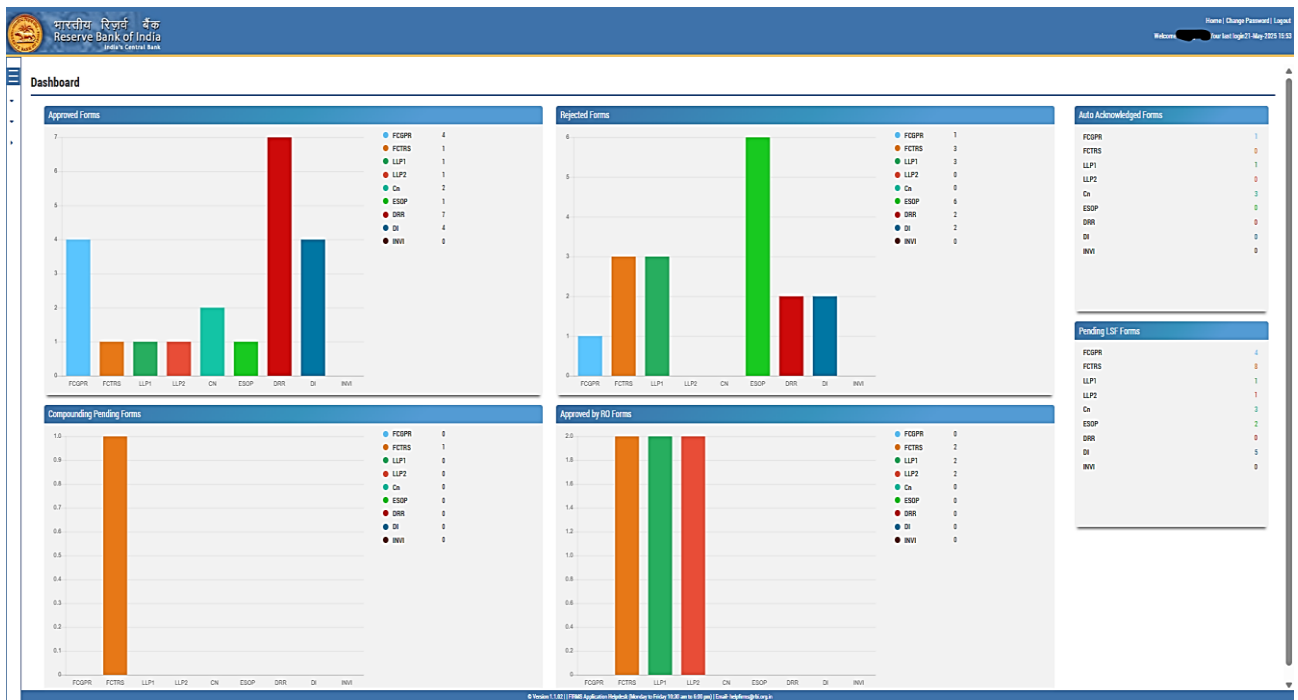
STEP 4.5: After filling in all details, click on Save and Submit for submitting the form.

- **“Save as draft” feature:** The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.
- **“Reset” feature:** This will reset the complete form.
- **“Back” button:** To go back to the Dashboard.

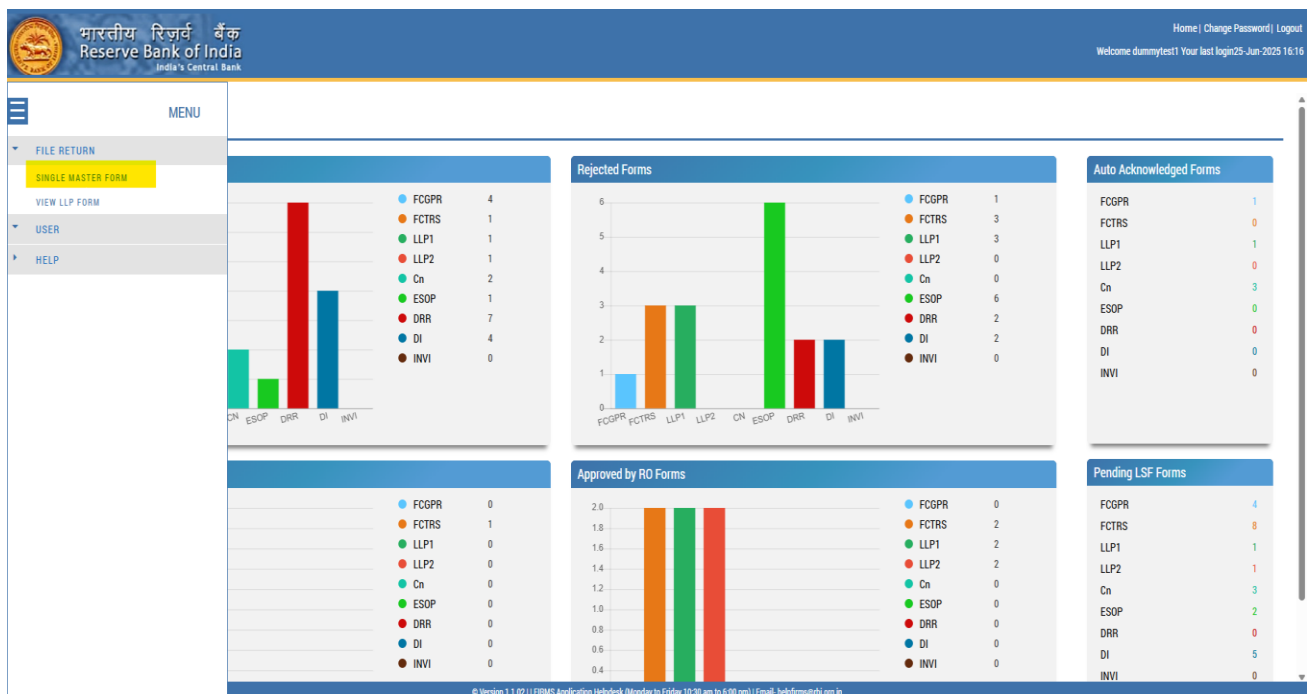
NOTE: For the list of documents to be attached along with Form FC-TRS, refer to Annex – III.

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.

Search Returns

Return Type*

—Select—

—Select—

Form LLP-I

Form LLP-II

Form DI

From Date

To Date

Return Reference Number

Add New Return

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The complete form is arranged into two parts, Common Investment details and “Form LLP-I” which is further arranged into 2 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:

Entity Details

Reset

Save and Submit

Save As Draft

Back

Corporate Identification Number (CIN/LLP)*

UT7800MA2009PTC123456

PAN Number*

AAAC18674H

Company Name*

monika inc

LEI Number

Application Date*

24/11/2023

Details of received FDI-Entry Route and Applicable Sectoral Cap:

Entry Route*

Automatic Route

Government Route (Attach Copy Of Government Approval)

Applicable Sectoral cap/ Statutory ceiling*

20%

26%

49%

51%

74%

100%

Others

Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant?*

Yes

No

LLP-I Form

Common Details

Share Holding Pattern

Field Name	Description								
CIN/ LLP	Pre-filled, non-editable as per the BU registration details								
PAN number	Pre-filled, non-editable as per the BU registration details								
Company name	Pre-filled, non-editable as per the BU registration details								
Application date	Pre-filled, non-editable, system date								
Entry Route*	<p>Select “Automatic route” or “Government route” 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%, then the entry route being 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 extant FEMA notification, as amended from time to time.</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.</p> <p>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/ Union Territory</td><td>Pre-filled as per PIN code</td></tr> <tr> <td>City/District</td><td>Enter the city/district</td></tr> <tr> <td>Brownfield/Greenfield</td><td>Enter brownfield or greenfield as applicable for the investment.</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow	State/ Union Territory	Pre-filled as per PIN code	City/District	Enter the city/district	Brownfield/Greenfield	Enter brownfield or greenfield as applicable for the investment.
PIN Code	Enter the PIN code and click on arrow								
State/ Union Territory	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:

LLP-I Form

Common Details

Share Holding Pattern

General details

Name *

Address *

Country *

Select

Constitution/Nature *

Select

Remittance Details

Mode of payment: *

☐ Remittance through banking channel
 ☐ Debit to NRE/FCNR
 ☐ Others(Please Specify)

Name of the AD Bank through whom the remittance is received *

Address *

PIN Code *

State *

City/Town

Whether the current reporting has been taken into account in the pre-transaction shareholding pattern? *

☐ NO
 ☐ YES

Remittance Date *

Amount remitted (in Rupees) *

Value of capital contribution *

Total Value of capital contribution for all investors *

Fair Value *

FIRC/Debit statement/KYC *

Valuation Certificate *

Choose

Choose

STEP 4.1: Tab 1: Common details:

Field Name	Description
General Details	Enter the details of the person resident outside India making the capital contribution in the LLP as Name, address, country, and Constitution/Nature.
Remittance details	Select the name of the AD bank through which the remittance has been received. Enter the address and select the PIN code through the search option. State and City are auto-populated. In case the state or city auto-populated is not correct, edit the same accordingly.
Mode of Payment	Select the Mode of Payment, as applicable, from the radio button as: <ul style="list-style-type: none"> Remittance through Banking Channel. NRE/FCNR Others (please specify)
Remittance Date	Enter the date on which capital contribution was received.
Amount remitted (in Rupees)	Enter the amount of capital contribution which was received
Value of Capital contribution	Value of capital contribution by the person resident outside India in the LLP.

Total Value of Capital contribution for all investors	<p>\$Total Value of Capital contribution from all investors.</p> <p>\$In cases where the capital contribution is received at the same date from multiple foreign investors and the applicant wishes to file for all investors in one form LLP-I, enter the total value of capital contribution for all such foreign investors.</p>
Fair value	Enter the fair value and attach the valuation certificate.
Declaration and other attachments	<p>Declaration text:</p> <p><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 and other relevant attachment(s) for this reporting.”</i></p> <p>Select the check box and attach other documents, if any.</p>

STEP 4.2 - Tab 2 - Shareholding Pattern:

LLP-I Form		
Common Details Share Holding Pattern		
Particulars	Pre-Transaction	Post-Transaction
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares	45505251	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	57000	
Total	45562251.000	
Percentage	45.56	

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		
	<ul style="list-style-type: none"> • Pre transaction values are auto-populated from the Entity Master (Tab 3) • Post transaction values are auto-calculated based upon the details provided in the Form. • Post transaction = Pre transaction value of shares + Value of shares reported in the form. 		
	The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.		

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

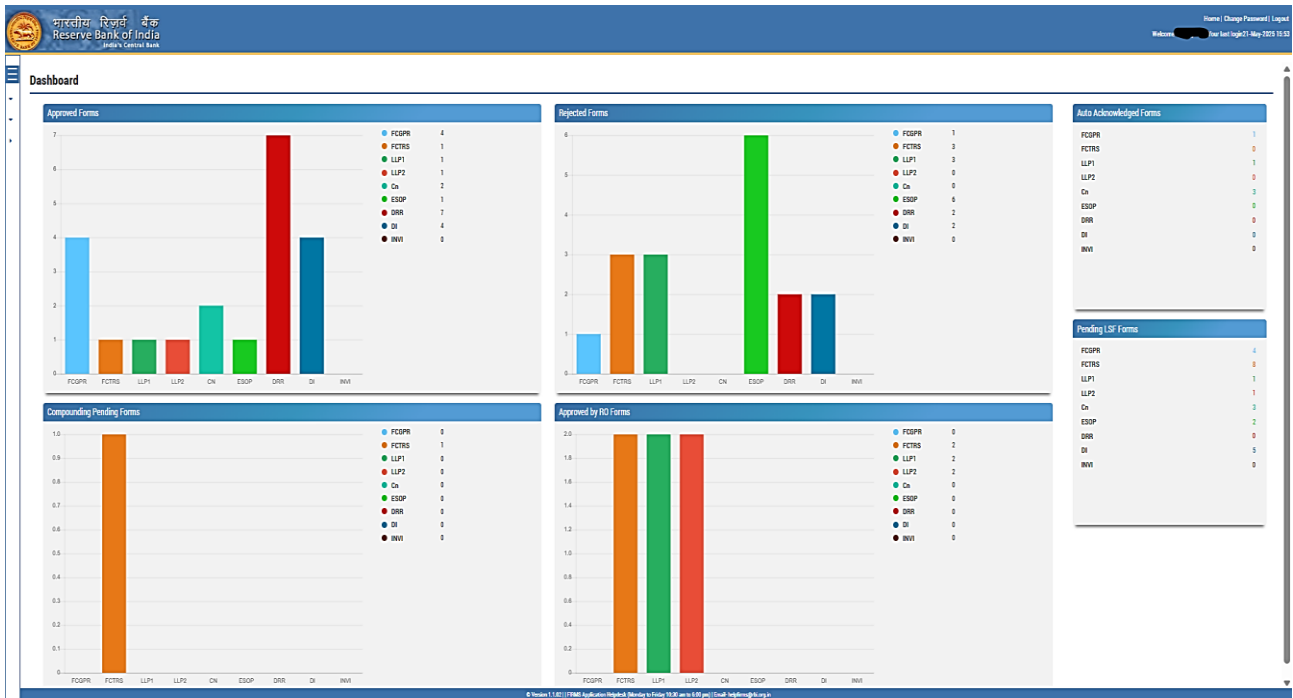
- “Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.
- “Reset” feature: This will reset the complete form.
- “Back” button: To go back to the Dashboard

NOTE: For the list of documents to be attached along with Form LLP I, refer to Annex – III.

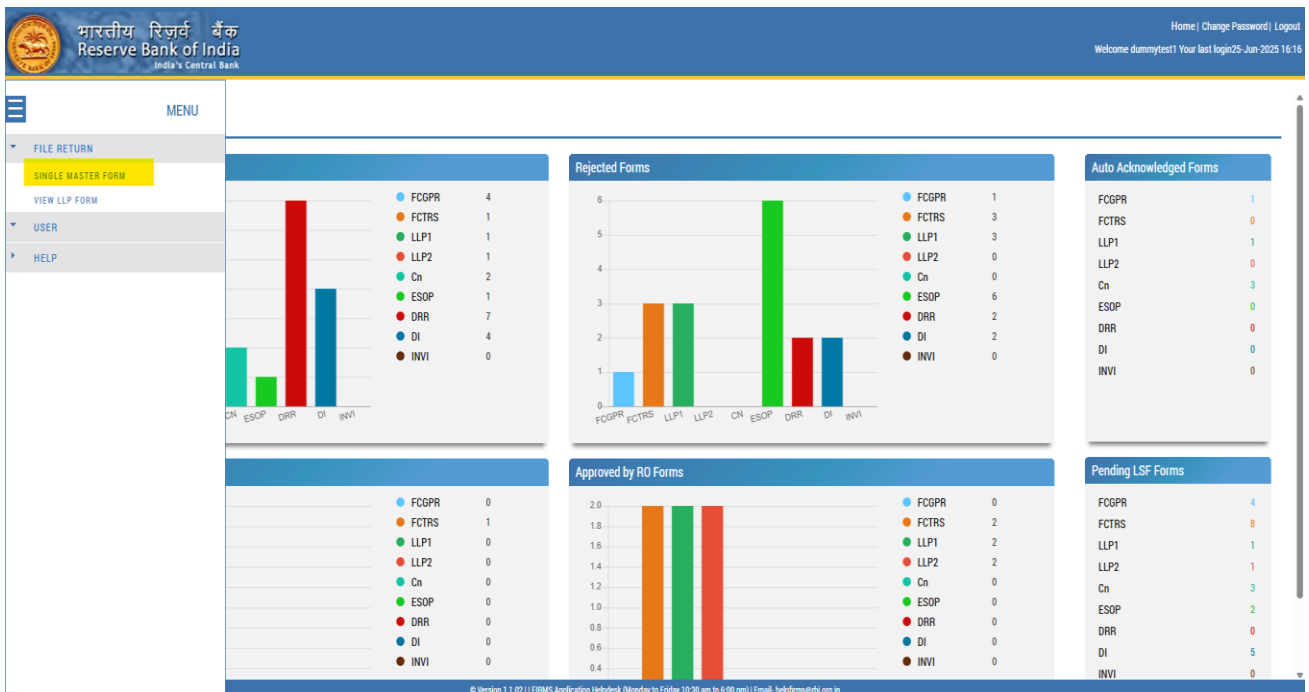
^Upon conversion of a company to an LLP, if an FCGPR has already been reported for FDI originally received by the company, additional reporting in Form LLP1 would be applicable, only if the LLP receives an additional capital contribution or on acquisition of profit share by a PROI in the LLP, in terms of regulation 4(6) of FEMA 395.

LLP-II

STEP 1: Login into SMF and reach your workspace.



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



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

The complete form is arranged into two parts, Common Investment details and “Form LLP-II” which is further arranged into 4 tabs.

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

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

Field Name	Description								
CIN/ LLP	Pre-filled, non-editable as per the BU registration details								
PAN number	Pre-filled, non-editable as per the BU registration details								
Company name	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%, then 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 extant FEMA notification, as amended from time to time.</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/ Union Territory</td><td>Pre-filled as per PIN code</td></tr> <tr> <td>City/ District</td><td>Enter the city/district</td></tr> <tr> <td>Whether the investment is Brownfield/ Greenfield</td><td>Enter brownfield or greenfield as applicable for the investment.</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow	State/ Union Territory	Pre-filled as per PIN code	City/ District	Enter the city/district	Whether the investment is Brownfield/ Greenfield	Enter brownfield or greenfield as applicable for the investment.
PIN Code	Enter the PIN code and click on arrow								
State/ Union Territory	Pre-filled as per PIN code								
City/ District	Enter the city/district								
Whether the investment is 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:

LLP-II Form

Transfer Details | Buyer Seller Details | Particulars of Transfer | Share Holding Pattern

Transfer Details

Date of Transfer If continuous to LLP-I number, Enter Ref No

Transfer Type*

☐ Transfer of capital contribution/ profit shares from a person resident outside India to a person resident in India [including NRI/ OCI (non-repat)]

☐ Transfer of capital contribution/profit shares instruments from a person resident in India [including NRI/ OCI (non-repat)] to a person resident outside India

Relevant acknowledgement letter*

Field Name	Description
Date of Transfer	\$Select the date of transfer.
Transfer Type	<p>Select from the following (radio buttons) as applicable:</p> <p>Transfer of capital contribution/ profit shares from a person resident outside India to a person resident in India [including NRI/ OCI(non-repat)]. Upon selection of this option enter the “Amount of outflow (in Rs.)” and attach the relevant acknowledgement letter, if any.</p> <p>Transfer of capital contribution/ profit shares instruments from a person resident in India [including NRI/ OCI (non-repat)] to a person resident outside India. Upon selection of this option enter the “Amount of inflow (in Rs.)” and attach the relevant acknowledgement letter, if any.</p> <p>(In case, there is no necessary attachments, attach a declaration specifying the same).</p>

STEP 4.2: Tab 2 - Buyer Seller details –

The screenshot displays the 'Buyer Seller Details' tab in the RBI Firms Application. The form is structured as follows:

- Buyer Details:**
 - Name of the buyer *
 - Address *
 - Country of residence (Select)
 - Constitution / Nature *
- Seller Details:**
 - Name of the Seller *
 - Address *
 - Country of residence (Select)
 - Constitution / Nature *

The page footer includes the following text: © 2018 | Powered by : HTC Global Services Pvt. Ltd. | www.htcinc.com | Version 1.0 | FIRMS Application Helpdesk (Monday to Friday 10:30 am to 6:00 pm) | Email: helpfirms@rbi.org.in

Field name	Description
Buyer details	Enter the name and address of the buyer. Select the country of residence and constitution/nature from the drop-down menu.
Seller details	Enter the name and address of the seller. Select the country of residence and constitution/nature from the drop-down menu.

STEP 4.3: Tab 3 - Particulars of Transfer:

LLP-II Form

Transfer Details | Buyer Seller Details | **Particulars of Transfer** | Share Holding Pattern

Transfer Details

Whether the current reporting has been taken into account in the pre-transaction shareholding pattern?*

☐ NO ☐ YES

Value of Capital contribution in Rs* Fair price in Rs* Valuation certificate*

Remittance Details

Mode of payment:*

☐ Remittance through banking channel ☐ NRE/FCNR/Escrow A/c ☐ Others (please specify)

Name of the AD Bank through whom the remittance is received* Address*

☐ 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.

Field name	Description
Whether the current reporting has been taken into account 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 – Mode of Payment	Select the applicable mode of payment from the following options (check box) <ul style="list-style-type: none"> • Remittance through banking channel • NRE/FCNR • Others (please specify) <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>
Name of the AD Bank through whom the remittance is received*	Select the name of the AD bank facilitating remittance for this transfer and enter the address of the same
Address*	Enter the Address of the AD-Bank

Declaration	Declaration text – <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 and other relevant attachment(s) for this reporting.”</i> Check the declaration box and attach requisite declaration and other attachments, if any.
--------------------	---

STEP 4.4: Tab 4 - Shareholding pattern:

LLP-II Form		
<div>Transfer Details Buyer Seller Details Particulars of Transfer Share Holding Pattern</div>		
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	45505251	45505251.000
Foreign Portfolio Investment	0	0.000
Indirect foreign investment- Value of equity shares (on fully diluted basis)	57000	57000.000
Total	45562251.000	45562251.000
Percentage	45.56	45.56

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

	Indirect foreign investment- Value of equity shares (on fully diluted basis)		
	Total		
	Percentage		

Pre transaction values are auto-populated from the Entity Master (tab 3).

Post transaction values are auto-calculated based upon the details provided in the form. Post transaction = Pre transaction value of shares + Value of shares reported in the form.

The Business user shall ensure that the details are correctly filled in the form, so that the shareholding pattern which is auto- calculated is correct.

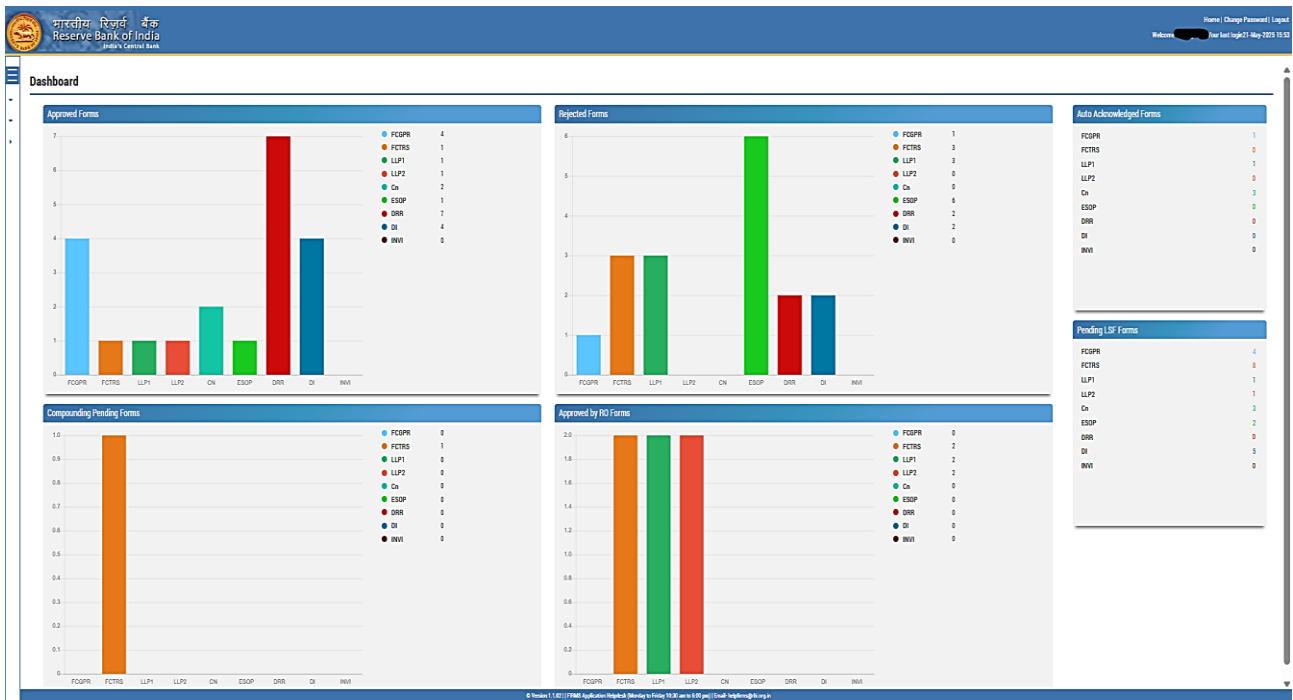
STEP 4.5: After filling in all details, click on “Save and Submit” for submitting the Form.

- “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.

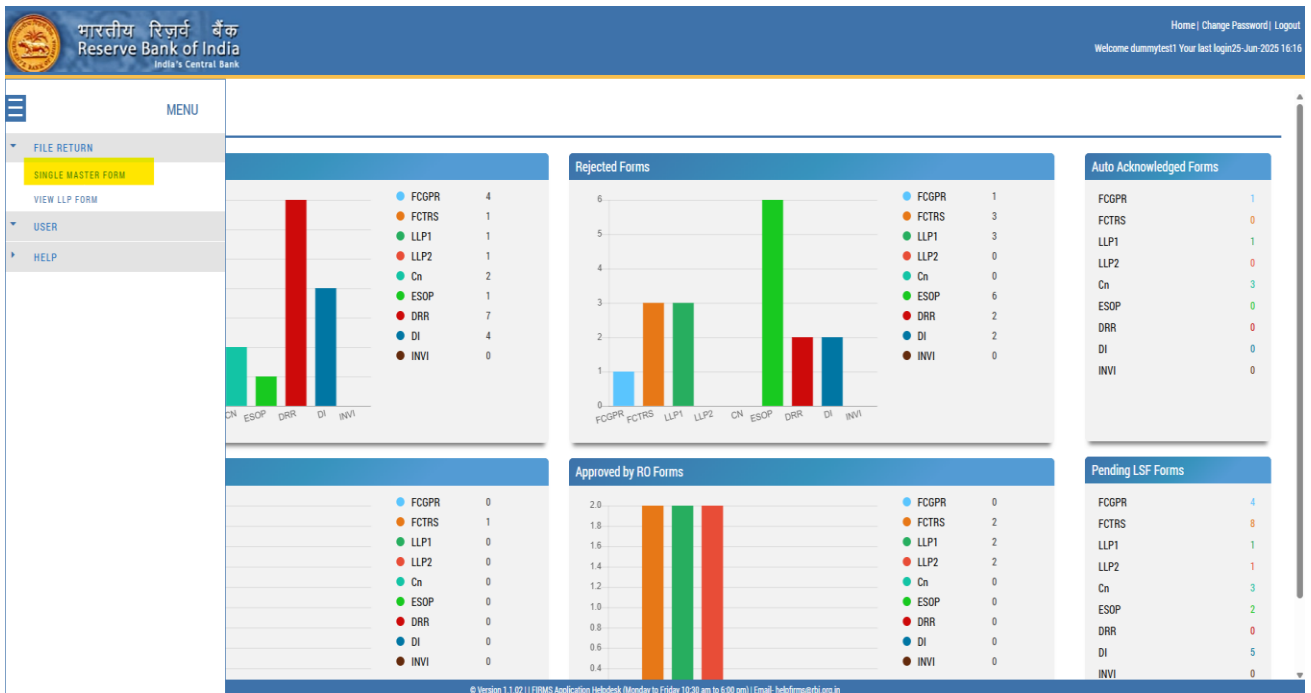
NOTE: For the list of documents to be attached along with Form LLP II, refer to Annex – III.

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 CN” and click on “Add new Return”. The user will be taken to form CN.

Search Returns

Return Type*
 ---Select---
 Form FC-GPR
 Form FC-TRS
 Form ESDP
 Form CN
 Form DRR
 Form DI

From Date
 To Date
 Return Reference Number

+ Add New Return

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The complete form is arranged into two parts, Common Investment details and “Form CN”

(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:

Entity Details

Corporate Identification Number (CIN/LLP)*
 U77800MA2005PTC123456

PAN Number*
 AAAC08674H

Company Name*
 monikanc

Application Date*
 24/11/2023

LEI Number

Details of received FDI-Entry Route and Applicable Sectoral Cap:

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

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

Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant?*

☐ Yes
☐ No

CN Form

Transaction type*
 Select

Field Name	Description								
CIN/ LLP	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><u>Clarification:</u> 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 extant FEMA notification, as amended from time to time.</p> <p><u>Clarification:</u> 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/ Union Territory</td><td>Pre-filled as per PIN code</td></tr> <tr> <td>City/ District</td><td>Enter the city/district</td></tr> <tr> <td>Whether the investment is Brownfield/ Greenfield</td><td>Enter brownfield or greenfield as applicable for the investment.</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow	State/ Union Territory	Pre-filled as per PIN code	City/ District	Enter the city/district	Whether the investment is Brownfield/ Greenfield	Enter brownfield or greenfield as applicable for the investment.
PIN Code	Enter the PIN code and click on arrow								
State/ Union Territory	Pre-filled as per PIN code								
City/ District	Enter the city/district								
Whether the investment is Brownfield/ Greenfield	Enter brownfield or greenfield as applicable for the investment.								

STEP 4: Select the Transaction type from the drop-down menu as applicable.

Transaction type *

Select

Select

Issue of convertible notes

Transfer of convertible notes

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 FEM(NDI) Rules, 2019
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.

Transaction type *

Issue of convertible notes

Date of issue of convertible notes *

Total amount of inflow *

Number of foreign investors *

Issue of Convertible Notes

+ Add Investor

Details of the foreign investor:

Name of the foreign investor *

Address *

Country *

Constitution/Nature *

Remittance Details:

Mode of Payment *

☐ Remittance through banking channel ☐ NRE/FCNR/Escrow A/c ☐ Others (please specify)

Date of Remittance *

Amount remitted(in Rs) *

Name of the AD Bank through whom the remittance is received *

Address *

City/Town

PinCode *

State *

FIRC/Debit statement *

KYC *

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.

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	<p>Enter the details of the foreign investor as below:</p> <table border="1"> <tr> <td>Name of the foreign investor</td><td>Enter the name of the foreign investor</td></tr> <tr> <td>Address</td><td>Enter the address of the foreign investor</td></tr> <tr> <td>Country</td><td>Select the country of the foreign investor from the drop-down menu</td></tr> <tr> <td>Constitution/ Nature</td><td>Select the constitution /nature of the foreign investor from the drop-down menu</td></tr> <tr> <td>Remittance Details- Name of the AD bank and address</td><td>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.</td></tr> <tr> <td>Mode of payment</td><td> Select the mode of payment from the following (check boxes) <ul style="list-style-type: none"> • Remittance through banking channel • NRE/FCNR/Escrow • Others (please specify) <p>Enter the Date of remittance, amount remitted in foreign currency and amount remitted in Rs</p> <p>Attachments: FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check boxes, and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of remittance through all modes.</p> </td></tr> </table> <p>Once the above details have been filled, click on ADD investor.</p>		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	Select the mode of payment from the following (check boxes) <ul style="list-style-type: none"> • Remittance through banking channel • NRE/FCNR/Escrow • Others (please specify) <p>Enter the Date of remittance, amount remitted in foreign currency and amount remitted in Rs</p> <p>Attachments: FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check boxes, and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of remittance through all modes.</p>
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	Select the mode of payment from the following (check boxes) <ul style="list-style-type: none"> • Remittance through banking channel • NRE/FCNR/Escrow • Others (please specify) <p>Enter the Date of remittance, amount remitted in foreign currency and amount remitted in Rs</p> <p>Attachments: FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check boxes, and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of remittance through all modes.</p>													

	Repeat the above process in case of multiple investors.
Declaration text and other attachments	<p>Declaration text:</p> <p><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 and other relevant attachment(s) for this reporting.”</i></p> <p>Check the declaration text and attach other attachments, if any.</p>

STEP 5.1.1: After filling in all details, click on “Save and Submit” for submitting the form.

- **“Save as draft” feature:** The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.
- **“Reset” feature:** This will reset the complete form.
- **“Back” button:** To go back to the Dashboard.

STEP 5.2: For Transfer of convertible notes:

Transfer of convertible notes

Transfer Of Convertible Notes

Date of Transfer *

Type of transfer *

☐ Transfer of Convertible Notes from a person resident outside India to a person resident in India [including NRI/OCI or eligible investor holding under non-repatriable basis].
☐ Transfer of Convertible Notes from a person resident in India to a person resident outside India [including NRI/OCI or eligible investor holding under non-repatriable basis].

Details of Buyer :

Name of the buyer *
Address *
Country of residence *
Constitution / Nature *

Details of Seller :

Name of the Seller *
Address *
Country of residence *
Constitution/Nature *

Mode of Payment *

☐ Remittance through banking channel
☐ NRE/FCNR/Escrow A/c
☐ Others (please specify)

Date of Remittance *
Amount remitted(in Rs) *
Fair Value(in Rs) *

Name of the AD Bank through whom the remittance is received *
Address *
Pincode
State *

FIRC/Debit statement/KYC *
Valuation certificate/other attachments *

☐ 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.

Field name	Description
Date of transfer	Select the Date of transfer.
Type of transfer	Select from the following options as applicable -

	<ul style="list-style-type: none"> • Transfer of Convertible Notes from a person resident outside India to a person resident in India [including NRI/ OCI or eligible investor holding under non-repatriable basis]. Please provide the acknowledgement letter for the initial investment <p>Enter the “Amount of Outflow” in Rs.</p> <ul style="list-style-type: none"> • Transfer of Convertible Notes from a person resident in India to a person resident outside India [including NRI/ OCI or eligible investor holding under non-repatriable basis]. <p>Enter the “Amount of Inflow” in Rs.</p>
Details of the Buyer	Enter the details of the buyer
Details of the seller	Enter the details of the seller
Details of the AD bank	Select the name of the AD bank facilitating the transfer and check for the address. If the same is incorrect, modify the same accordingly.
Mode of payment	<p>Select the mode of payment from the following (check boxes)</p> <ul style="list-style-type: none"> • Remittance through banking channel • NRE/FCNR/Escrow • Others (please specify) <p>Enter the Date of remittance and amount remitted in Rs.</p> <p>Attachments: FIRC or debit statement as applicable and KYC.</p> <p>In case the payment is being made through multiple modes, select multiple check boxes, and enter the date of remittance as the earliest of the date of remittances. The amount of remittance is the total amount of remittance through all modes.</p>
Fair value	Enter the fair value of the convertible note being transferred and attach the valuation certificate.
Declaration text and other attachments	Declaration text - <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</i>

	<p><i>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.</i></p> <p>Check the declaration text and attach other attachments, if any.</p>
--	---

STEP 5.2.1: After filling in all details, click on “Save and Submit” for submitting the form.

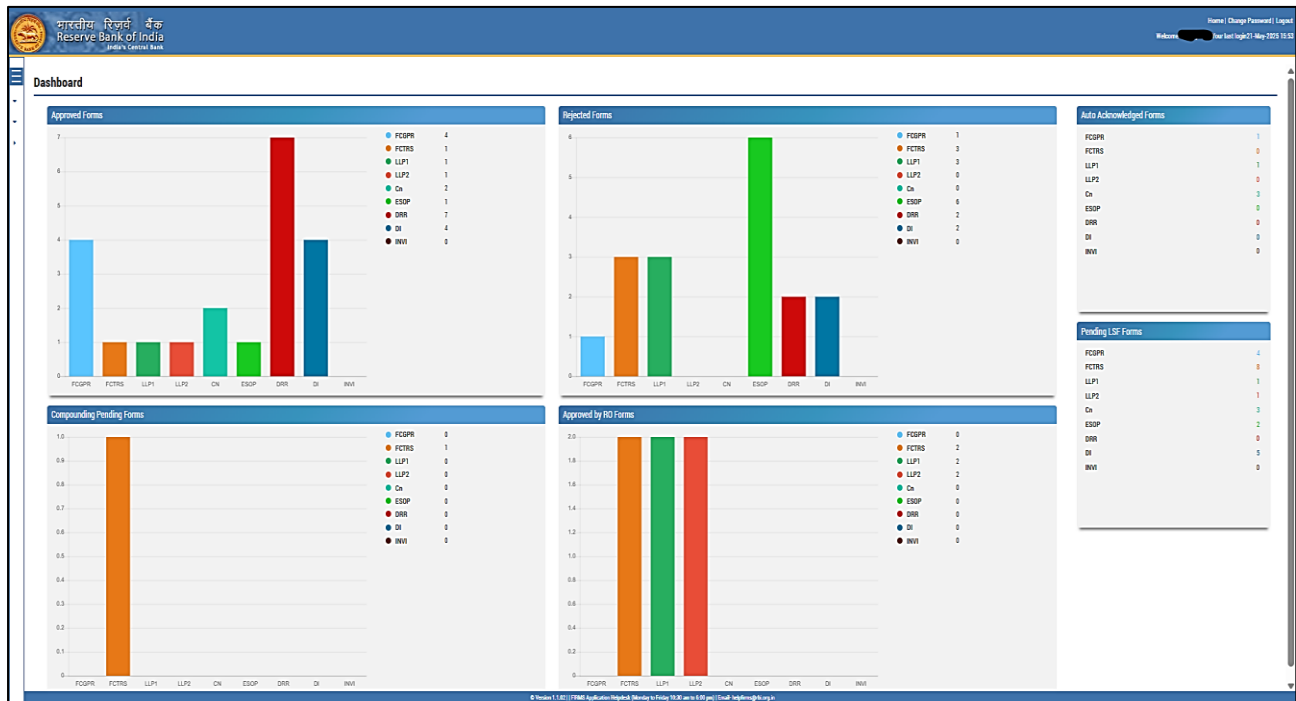
- “Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.
- “Reset” feature: This will reset the complete form.
- “Back” button: To go back to the Dashboard.

NOTE:

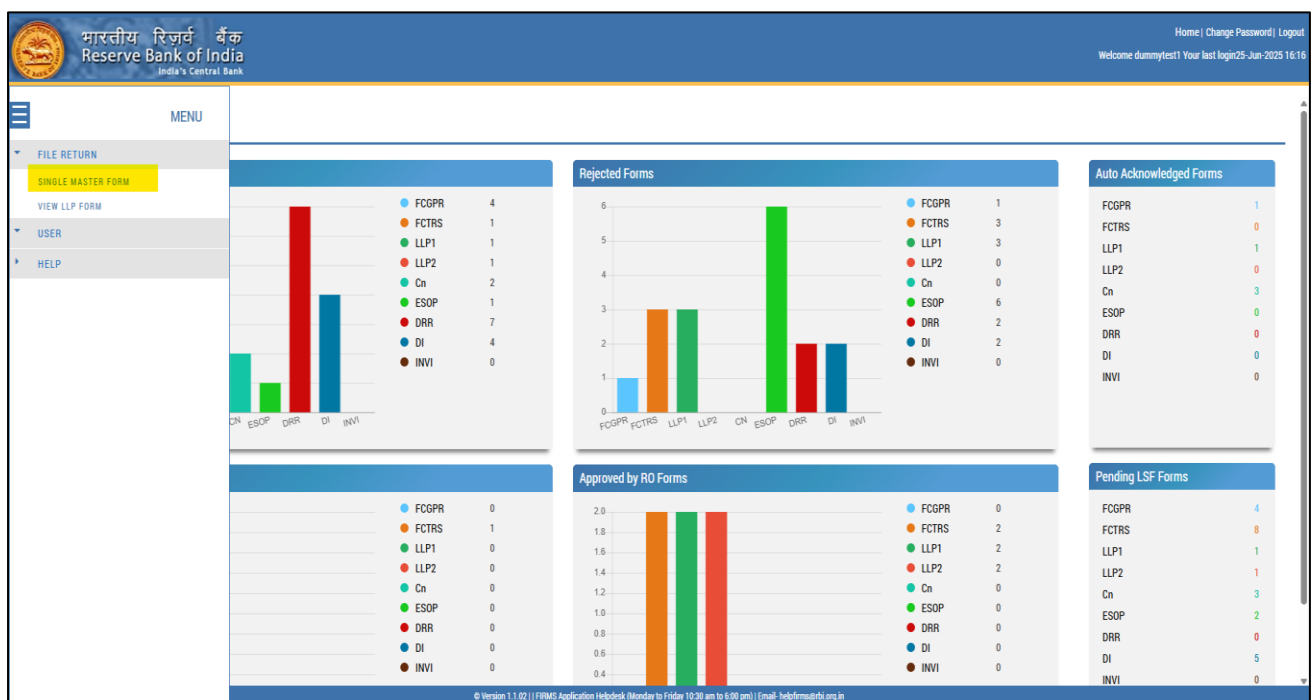
- For the list of documents to be attached along with Form CN, refer to Annex - III
- Reporting is not required in cases of repayment of Convertible Notes.

FORM ESOP

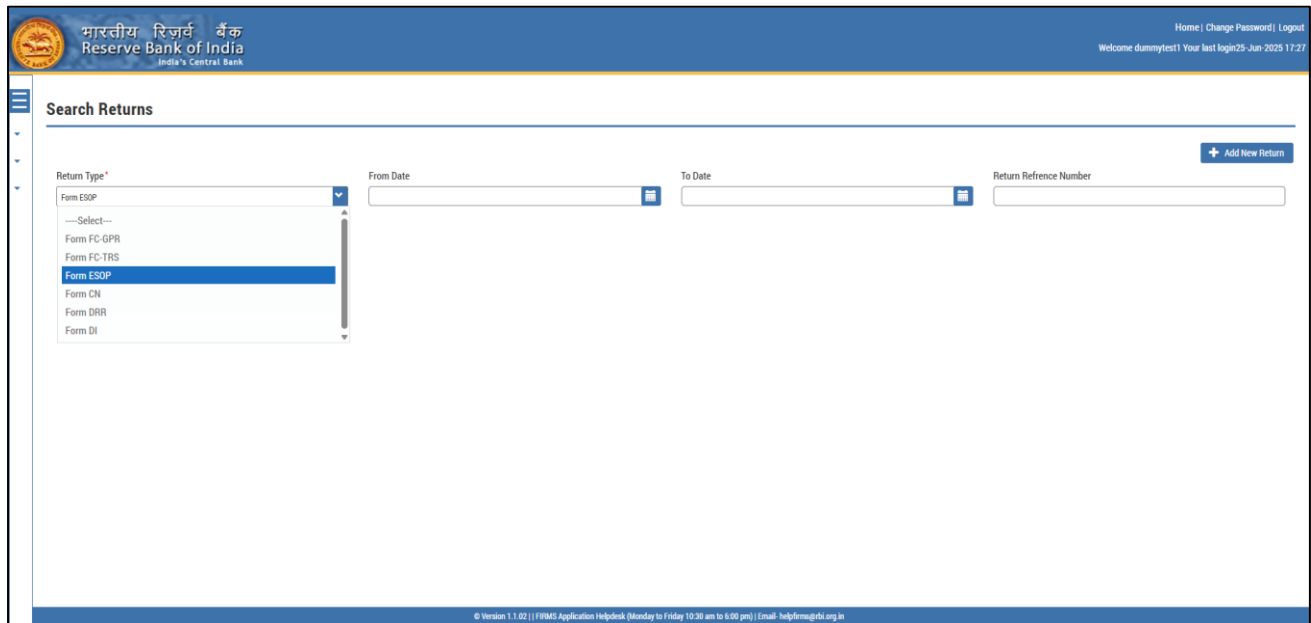
STEP 1: Login into SMF and reach your workspace.



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



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

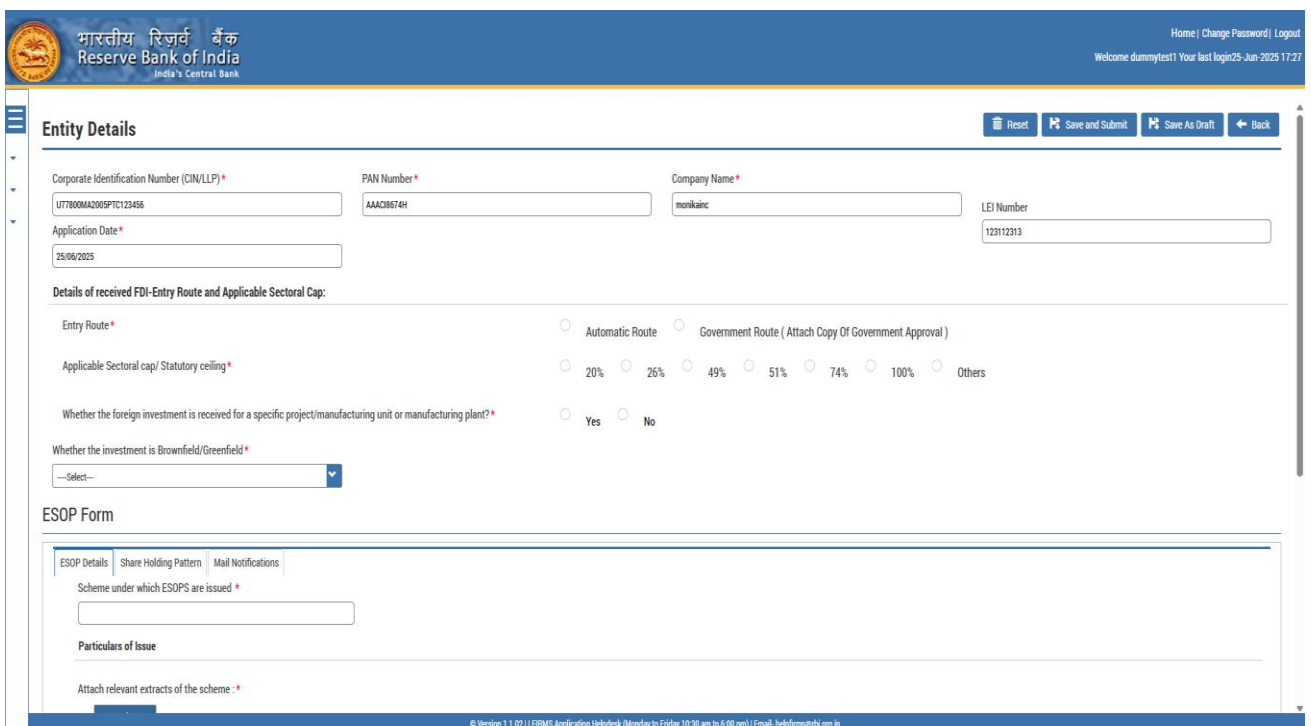


The screenshot shows the RBI portal's 'Search Returns' interface. At the top, there's a header with the RBI logo and navigation links. Below the header, the 'Search Returns' section contains a 'Return Type' dropdown menu, 'From Date' and 'To Date' input fields, and a 'Return Reference Number' input field. The 'Return Type' dropdown is open, showing a list of return types: Form ESOP, Form FC-GPR, Form FC-TRS, Form ESOP (highlighted), Form CN, Form DRIR, and Form DI. A '+ Add New Return' button is located in the top right corner of the search area.

The complete form is arranged into two parts, Common Investment details and “Form ESOP” which is further arranged into 2 tabs.

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

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



The screenshot displays the 'Entity Details' form on the RBI portal. The form is divided into several sections. The top section contains fields for 'Corporate Identification Number (CIN/LLP)', 'PAN Number', 'Company Name', 'Application Date', and 'LEI Number'. Below this is a section titled 'Details of received FDI-Entry Route and Applicable Sectoral Cap' with radio buttons for 'Automatic Route' and 'Government Route (Attach Copy Of Government Approval)'. There are also radio buttons for '20%', '26%', '49%', '51%', '74%', '100%', and 'Others'. A section for 'Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant?' has 'Yes' and 'No' radio buttons. A dropdown menu for 'Whether the investment is Brownfield/Greenfield' is also present. The bottom section is titled 'ESOP Form' and contains three tabs: 'ESOP Details', 'Share Holding Pattern', and 'Mail Notifications'. The 'ESOP Details' tab is active, showing a 'Scheme under which ESOPs are issued' field and a 'Particulars of Issue' section.

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><u>Clarification:</u> 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 extant FEMA notification, as amended from time to time.</p> <p><u>Clarification:</u> 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.</p> <p>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/ Union Territory</td><td>Pre-filled as per PIN code</td></tr> <tr> <td>City/ District</td><td>Enter the city/district</td></tr> <tr> <td>Whether the investment is Brownfield/ Greenfield</td><td>Enter brownfield or greenfield as applicable for the investment.</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow	State/ Union Territory	Pre-filled as per PIN code	City/ District	Enter the city/district	Whether the investment is Brownfield/ Greenfield	Enter brownfield or greenfield as applicable for the investment.
PIN Code	Enter the PIN code and click on arrow								
State/ Union Territory	Pre-filled as per PIN code								
City/ District	Enter the city/district								
Whether the investment is Brownfield/ Greenfield	Enter brownfield or greenfield as applicable for the investment.								

STEP 4: Fill up the details in form ESOP as below:

STEP 4.1: TAB 1 - ESOP details:


ESOP Form

ESOP Details | Share Holding Pattern

Scheme under which ESOPs are issued *

Particulars of Issue

Attach relevant extracts of the scheme : *

 Choose

Date Of Issue * Number of ESOPs issued * Price per instrument *

Conversion ratio *(*) Number of instruments on fully diluted basis * Face value of equity shares *

Whether the current reporting has been taken into account in the pre-transaction shareholding pattern? *

☐ NO ☐ YES

Value of Shares in Rs * Amount of Consideration *

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

** In case of ADR/GDR linked ESOP issue, the conversion ratio shall indicate final conversion i.e all ESOPs converted into equity shares

Field Name	Description
Scheme Under which ESOPs are issued	Mention the name of the scheme under which the ESOPs are being issued and attach the relevant extracts of the same at the attachment “Attach the relevant extracts of the scheme”
Date of Issue	Select the date from the calendar in which the ESOPs have been issued
Number of ESOPs issued	Enter the Total number of ESOPs being issued as per the scheme
Price per instrument	Enter the exercise price of ESOP.
Conversion Ratio	Enter the conversion ratio as per which the shares would be issued upon exercise of the ESOPs. In case of an ADR/ GDR linked ESOP, enter the conversion ratio on a fully diluted basis. For example, if the as per the scheme 1 ESOP has an underlying of 2 GDRs and GDRs in turn has underlying of 10 equity shares, then the conversion ratio would be 1: 20.
Number of instruments on fully diluted basis	Auto-calculated as per Number of ESOPs issued and the conversion ratio
Face value of equity shares	Enter the face value of the underlying Equity shares
Whether the change in the shareholding pattern due to this transaction being reported	Select Yes or No In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported.

has already been accounted in the pre transaction shareholding pattern*	In case No is selected, a field for Paid up capital on fully diluted basis will pop-up. Enter the paid-up capital value on fully diluted basis. The changes would be reflected in the shareholding pattern for this transaction being reported accordingly.
Value of shares in Rs.	Auto-calculated as per Equivalent equity shares on fully diluted basis and the face value of equity shares.
Amount of Consideration	Auto-calculated based on 'Number of instruments on fully diluted basis' and 'Price per instrument'.
Declaration	<p>Declaration text –</p> <p><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, CS certificate and other relevant attachment(s) for this reporting."</i></p> <p>Check upon completing all details in the form.</p>

STEP 4.2: Tab 2 - Shareholding pattern:

Home Page - FID_Doma... Search File Return

10.28.2.181:7003/smf/faces/pages/FileReturn/searchReturn.xhtml?menuRedirect=Y

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

Home | Change Password | Logout
Welcome nita

Entry Route *

☒ Automatic Route ☐ Government Route (Attach Copy Of Government Approval)

Applicable Sectoral cap/ Statutory ceiling *

☐ 20% ☐ 26% ☐ 49% ☐ 51% ☐ 74% ☒ 100% ☐ Others

Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant? *

☐ Yes ☒ No

ESOP Form

ESOP Details Share Holding Pattern

Particulars	Pre-Transaction	Post-Transaction
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares	661000	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	668676	
Total	1329676.000	
Percentage	13.30	

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ENG INTL 19:42 22-10-2018

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

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

An intimation message would Pop-up as *“The applicant may file form FC-GPR as and when the ESOPs are exercised. If the ESOPs are linked to ADR/GDR, form DRR may be filed upon exercise of such ESOPs”*.

Please click YES and form submission is complete.

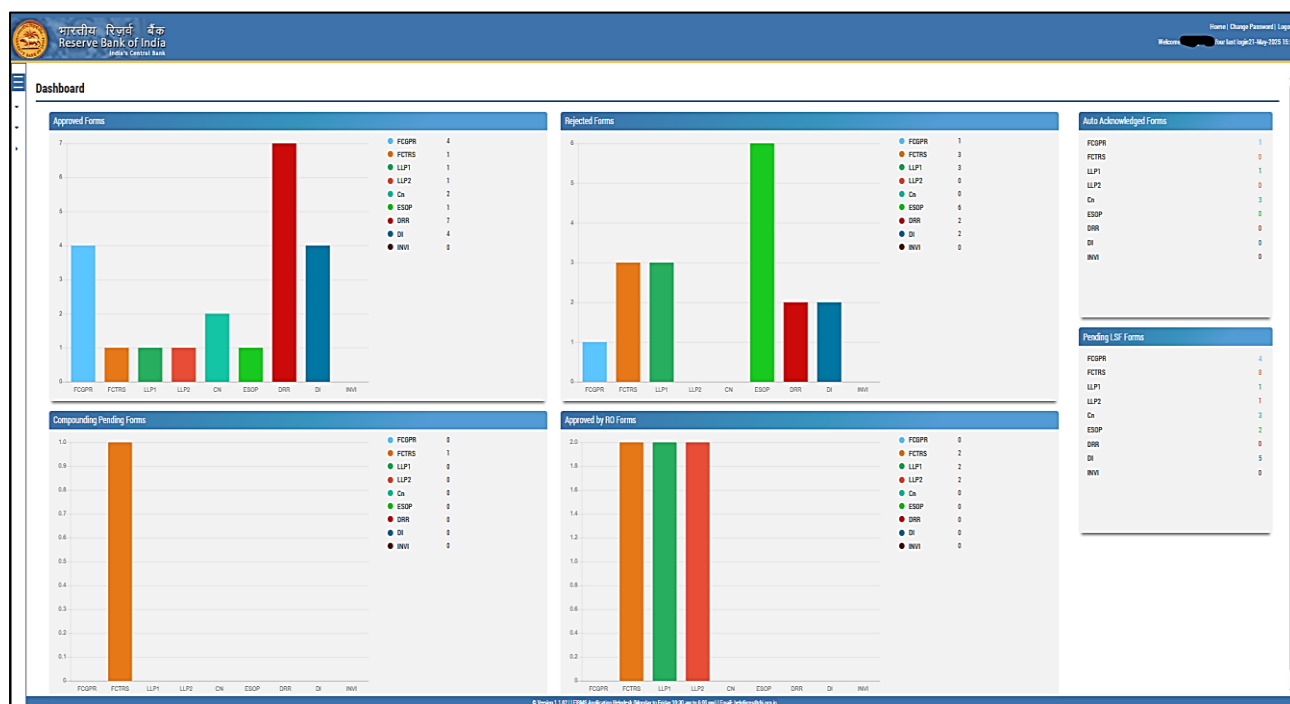
- “Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.
- “Reset” feature: This will reset the complete form.
- “Back” button: To go back to the Dashboard.

NOTE:

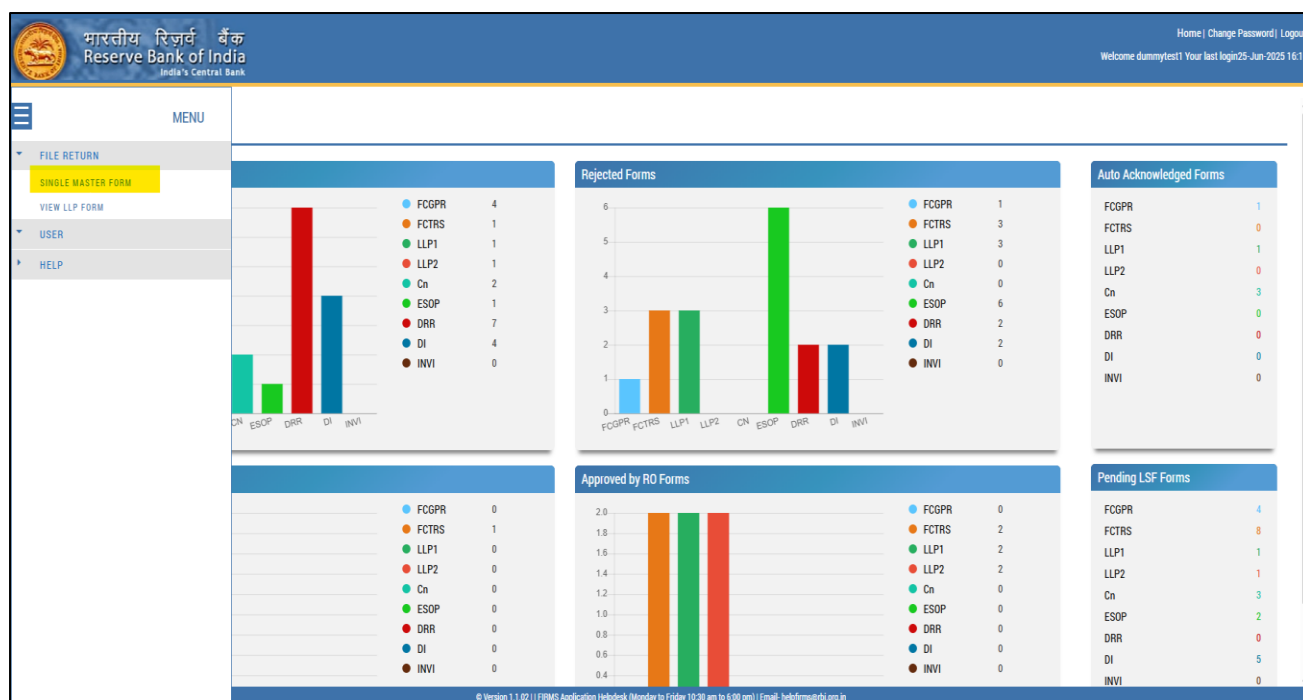
- For the list of documents to be attached along with Form ESOP, refer to Annex – III

FORM DI

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 DI” and click on “Add new return”. The user will be taken to form DI.

The screenshot displays the 'Search Returns' page of the RBI FDI Return system. The 'Return Type' dropdown menu is expanded, showing a list of return types including Form FC-GPR, Form FC-TRS, Form LLP-I, Form LLP-II, Form ESOP, Form CN, Form DRR, Form DI, and Form InVi. The 'Add New Return' button is located in the top right corner of the search form area.

The complete form is arranged into two parts, Common Investment details and “Form DI” which is further arranged into 2 tabs.

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

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

The screenshot shows the 'Entity Details' form. The form includes the following fields and sections:

- Corporate Identification Number (CIN/LLP):** 077800M420697C123456
- PAN Number:** AAAC0674H
- Company Name:** monika inc
- LEI Number:** (empty field)
- Application Date:** 24/11/2023
- Details of received FDI-Entry Route and Applicable Sectoral Cap:**
 - Entry Route:** Radio buttons for Automatic Route and Government Route (Attach Copy Of Government Approval).
 - Applicable Sectoral cap/ Statutory ceiling:** Radio buttons for 20%, 26%, 49%, 51%, 74%, 100%, and Others.
 - Whether the foreign investment is received for a specific project/manufacturing unit or manufacturing plant?:** Radio buttons for Yes and No.

Field Name	Description								
CIN/ LLP	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><u>Clarification:</u> 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 extant FEMA notification, as amended from time to time.</p> <p><u>Clarification:</u> 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/ Union Territory</td><td>Pre-filled as per PIN code</td></tr> <tr> <td>City/ District</td><td>Enter the city/district</td></tr> <tr> <td>Whether the investment is Brownfield/ Greenfield</td><td>Enter brownfield or greenfield as applicable for the investment.</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow	State/ Union Territory	Pre-filled as per PIN code	City/ District	Enter the city/district	Whether the investment is Brownfield/ Greenfield	Enter brownfield or greenfield as applicable for the investment.
PIN Code	Enter the PIN code and click on arrow								
State/ Union Territory	Pre-filled as per PIN code								
City/ District	Enter the city/district								
Whether the investment is Brownfield/ Greenfield	Enter brownfield or greenfield as applicable for the investment.								

STEP 4: Fill up the details in form DI as below:

STEP 4.1: Tab 1 - DI Details:

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Reserve Bank of India
India's Central Bank

Home | Change Password | Logout
Welcome dummytest1! Your last login: 25-Jun-2025 17:27

DI Form

DI Details | Share Holding Pattern | Mail Notifications

For reporting of indirect foreign investment – investment by an FOCC in the Indian company/LLP directly or through investment on stock exchanges or Downstream investment by an Investment Vehicle in which neither the Sponsor nor the Manager nor the Investment Manager is Indian 'owned and controlled' directly or through investment on stock exchanges (To be reported within 30 days of the date of allotment of shares/CCDs/CCPS/warrants /partly paid up shares or within 30 days from the date the investment becomes indirect foreign investment for the investee Indian entity).

Investment Details:

If continuous to FCTRS number, Enter Ref No
FCTRS Number

Whether the current reporting has been taken into account in the pre-transaction shareholding pattern? ☐ NO ☐ YES

Investor Type *
Select

Name *

Address *

PIN Code
Type the PIN Code and click the button

State

District

Date on which investment become Indirect foreign investment *

Date of allotment *

Amount of remittance *

Type of Instruments *
Select

Number of instruments *

Conversion Ratio *

Number of shares on fully diluted basis *

Face value of equity shares *

Value of shares *

Price per instrument *

Amount of consideration *

Upload + Add

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NOTE: - For Bulk Filing under Form DI, the template for entering the details of multiple investees may be downloaded from the “Download Template” option available under the Menu.



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✕
MENU

- ▶ FILE RETURN
- ▶ USER
- ▶ ENTITY MASTER VIEW
- ▼ DOWNLOAD TEMPLATE

BULK FILING



Template Download

Choose File *

---Select---

▼

---Select---


DI

FCGPR

FCTRS

Download File

Field name	Description
If continuous to FCTRS number, Enter Ref No.	Enter the FCTRS number if a transfer of shares from R to NR, or vice versa, has happened previously.

Whether the current reporting has been taken into account 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, a field for Paid up capital on fully diluted basis will pop-up. Enter the paid-up capital value on fully diluted basis. The changes would be reflected in the shareholding pattern for this transaction being reported accordingly.</p>
Investor Type	<p>Select the type of resident investor making downstream investment in the investee Indian company from the drop-down menu as:</p> <ul style="list-style-type: none"> • Company • LLP • Investment Vehicle
Name	Enter the name of the resident investor making downstream investment.
Address	Enter the address of the resident investor making downstream investment.
PIN Code	Enter the Pin code and click on the Right arrow. If the PIN code is available in the system, the State and District are auto-filled. Or else, enter the State and district. The details are editable.
Date on which the investment become Indirect foreign investment	Select the date on which the investment by the resident investor in the Indian Investee company became indirect foreign investment for the investee company.
Date of allotment	Select the date on which the Equity instruments were issued to the resident investor by the Indian investee company. This date would be same as Date on which the investment become Indirect foreign investment if the investment by resident investor is downstream investment at the time of allotment itself.
Amount of remittance	It is the amount that is received for the investment in Rs.
	<p>%In case of multiple investees, the details may be entered in a '.xlsx' file which can be downloaded from the 'Download Template' option available under the Menu and may be uploaded using this button.</p> <p>Please note that the maximum file size permitted is 5MB.</p>
Type of instruments	<p>Select from the type of instrument, drop down menu.</p> <p>\$(Use Others for LLP – Capital Contribution)</p>
Number of instruments	<p>Enter the number of instruments</p> <p>\$(Enter 1 for LLP – Capital Contribution)</p>

Conversion ratio	Enter the conversion ratio \$(Enter 1:1 for LLP – Capital Contribution)
Number of shares on a fully diluted basis	Auto-filled as per the number of instruments and conversion ratio.
Face value of equity shares	Enter the face value of the equity shares. \$(Enter applicable capital contribution for LLP - Capital Contribution)
Value of shares	Auto-calculated as per Number of shares on fully diluted basis and the Face value of the shares.
Price per instrument	The price at which each share is issued/transferred. \$(Enter applicable capital contribution for LLP- Capital Contribution)
Amount of Consideration	This is an auto-populated field based on the ‘Number of shares on a fully diluted basis’ and ‘price per instrument’.
Declaration	Check upon completing all details in the form and attach, any other document (s), if any.

STEP 4.2: Tab 2 – Shareholding pattern:

DI Form		
<div>DI Details</div> <div>Share Holding Pattern</div>		
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	45505251	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	57000	
Total	45562251.000	
Percentage	45.56	

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

STEP 4.3: After filling in all details, click on “Save and Submit” for submitting the Form.

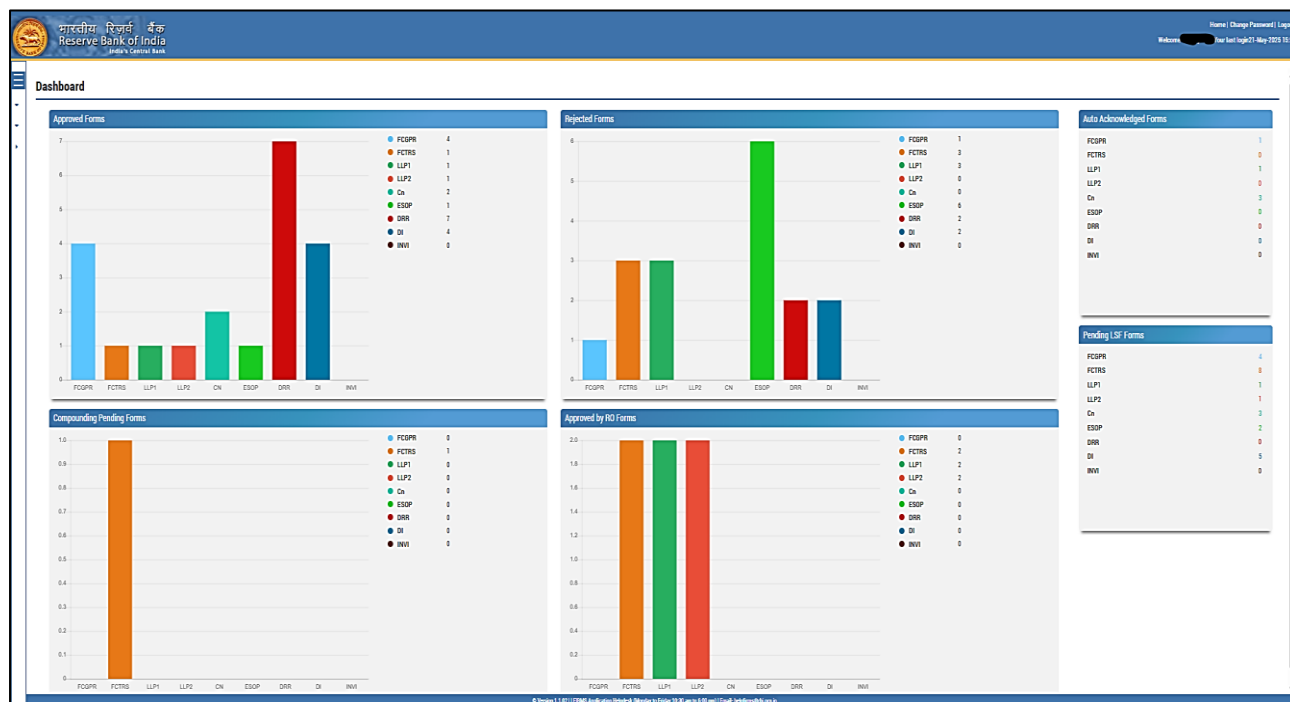
- “Save as draft” feature: The Business User can also save the draft and submit later, by filling in all mandatory details in the “Common details” page.
- “Reset” feature: This will reset the complete form.
- “Back” button: To go back to the Dashboard.

NOTE:

- For the list of documents to be attached along with Form DI, refer to Annex – III.
- ^{\$}It may be noted that in case of transfer of equity instruments of an Indian Company by a PROI to another Indian Company, which is not owned and not controlled by resident Indian citizens or is owned or controlled by persons resident outside India shall require reporting in Form FC-TRS. Further, such downstream investment shall also require reporting in Form DI.

FORM DRR

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 DRR” and click on “Add new return”. The user will be taken to Form DRR.

The screenshot shows the RBI FDI portal's 'Search Returns' page. The browser address bar shows the URL: 10.28.2.180:7785/smf/faces/pages/FileReturn/searchReturn.xhtml?menuRedirect=Y. The page header includes the RBI logo and navigation links like Home, Change Password, and Logout. The main section is titled 'Search Returns' and features a search form with fields for 'Return Type', 'From Date', 'To Date', and 'Return Reference Number'. The 'Return Type' dropdown is open, displaying a list of return types: Form FC-GPR, Form FC-TRS, Form LLP-I, Form LLP-II, Form ESOP, Form CN, Form DRR, Form DI, and Form InVI. An 'Add New Return' button is located in the top right corner of the search area.

The complete form is arranged into two parts, “Common Investment details” and “Form DRR”, which is further arranged into 2 tabs.

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

STEP 3: Fill up the common investment details as below –

The screenshot displays the 'Entity Details' form in the RBI FDI portal. The form is divided into two main sections: 'Entity Details' and 'DRR Form'. The 'Entity Details' section contains fields for Corporate Identification Number (CIN/LLP), PAN Number, Company Name, and LEI Number. It also includes radio buttons for 'Entry Route' (Automatic Route or Government Route) and 'Applicable Sectoral cap/ Statutory ceiling' (20%, 26%, 49%, 51%, 74%, 100%, or Others). The 'DRR Form' section contains fields for 'Name of the Domestic Custodian', 'Address of the Domestic Custodian', 'Name Of Global Custodian', 'Address Of the Global Custodian', 'Date Of Issue', and 'Country'.

Field Name	Description								
CIN/ LLP	Pre-filled, non-editable as per the BU registration details								
PAN number	Pre-filled, non-editable as per the BU registration details								
Company name	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><u>Clarification:</u> 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 extant FEMA notification, as amended from time to time.</p> <p><u>Clarification:</u> 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/ Union Territory</td><td>Pre-filled as per PIN code</td></tr> <tr> <td>City/ District</td><td>Enter the city/ district</td></tr> <tr> <td>Whether the investment is Brownfield/ Greenfield</td><td>Enter brownfield or greenfield as applicable for the investment.</td></tr> </table>	PIN Code	Enter the PIN code and click on arrow	State/ Union Territory	Pre-filled as per PIN code	City/ District	Enter the city/ district	Whether the investment is Brownfield/ Greenfield	Enter brownfield or greenfield as applicable for the investment.
PIN Code	Enter the PIN code and click on arrow								
State/ Union Territory	Pre-filled as per PIN code								
City/ District	Enter the city/ district								
Whether the investment is Brownfield/ Greenfield	Enter brownfield or greenfield as applicable for the investment.								

STEP 4: Fill up the details in form DRR as below:

STEP 4.1: Tab 1 - DRR details:

The screenshot shows the RBI DRR Form interface. The form is titled "DRR Form" and has two tabs: "DRR Details" (selected) and "Share Holding Pattern". The "DRR Details" tab contains various input fields for domestic and global custodians, issue date, country, number of DRs issued, underlying securities, conversion ratio, face value of equity shares, value of shares, amount raised, and amount repatriated. The form is displayed in a web browser window with the RBI logo and navigation links at the top.

Field name	Description
Name of the Domestic custodian	Name of the Domestic custodian for the DR issue
Address of the Domestic custodian	Address of the Domestic custodian for the DR issue
Name of the Global Custodian	Name of the Global custodian for the DR issue
Address of the Global Custodian	Address of the Global custodian for the DR issue.
Date of issue	Date on which the DRs have been issued
Country	Country in which the DRs have been issued
Number of DRs issued	Number of DRs as issued
Underlying securities	Select the underlying securities to the DRs issued
Conversion Ratio	Conversion for the DRs issued. Where the underlying security is other than Equity instruments i.e., debt or units, conversion ratio shall be 1:0.
Number of equity shares on fully diluted basis	Auto-calculated as per Number of DRs issued and conversion ratio
Face value of equity shares	Face value of the equity shares
Value of shares	Auto-calculated as per number of shares on fully diluted basis and the face value
Amount raised in Rs	Total amount as raised in the DR issue being reported.

Issue expenses, if any, in Rs	Issue expenses as incurred in the DR issue, if any.
Amount repatriated in the current tranche in Rs	The amount as being repatriated in India so far.
Total Amount repatriated in India in Rs	Total amount repatriated in India, so far
Amount kept abroad in Rs	Auto-calculated as per Amount raised in Rs and Total amount repatriated in India in Rs
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, a field for Paid up capital on fully diluted basis will pop-up. Enter the paid-up capital value on fully diluted basis. The changes would be reflected in the shareholding pattern for this transaction being reported accordingly.</p>
Whether sponsored?	<p>Select Yes or No</p> <p>If Yes, then enter the Name of sponsor and the address of the sponsor</p>
Whether the DR is listed on an International Exchange or trading platform	<p>Select Yes or No</p> <p>If Yes, then enter the name of the stock exchange and the Date of commencement of trading on the same</p>
Declaration	<p><i>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></p> <p>Check upon completing all details in the form and attach other documents, if any.</p>

STEP 4.2 - Tab 2 - Shareholding Pattern:

The screenshot shows the RBI FIRMS application interface. The top header includes the RBI logo and text in Hindi and English. The main content area is titled 'DRR Form' and contains a tabbed interface with 'DRR Details' and 'Share Holding Pattern'. The 'Share Holding Pattern' tab is active, displaying a table with the following data:

Particulars	Pre-Transaction	Post-Transaction
Value of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital contribution/profit shares	661000	
Foreign Portfolio Investment	0	
Indirect foreign investment- Value of equity shares (on fully diluted basis)	668676	
Total	1329676.000	
Percentage	13.30	

The footer of the application shows copyright information for 2018, powered by HTC Global Services Pvt. Ltd., and provides contact details for the FIRMS Application Helpdesk.

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

STEP 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.

STEP 4.4: For subsequent filing of Form DRR, Wherein the Amount raised as in a DRR issue has not been repatriated in India in one go and is kept abroad - In such cases wherever the amount is being repatriated in subsequent tranches, for every subsequent tranche - Form DRR shall be filed within 30 days from the date of remittance (as a subsequent form DRR to the Form DRR as filed at the time of issue of DRs), as below:

STEP 4.4.1: Using the left navigation button select “File Return” and then “Single Master Form”.

STEP 4.4.2: Select Return Type as Form DRR. If the reference number of the earlier filed form DRR is known, enter the same in the field “Return Reference Number” and click on “Search Return”. Or else, enter the from date and search return. Select the initial filed Form DRR and open the same upon clicking on the reference number.

STEP 4.4.3: At the top right select the button “Add subsequent return”. Enter the amount repatriated in the current tranche in Rupees. No other field needs to be entered. The values in Total amount repatriated in India and the Amount kept abroad are updated accordingly. Check the details under the tab “Tranche details”.

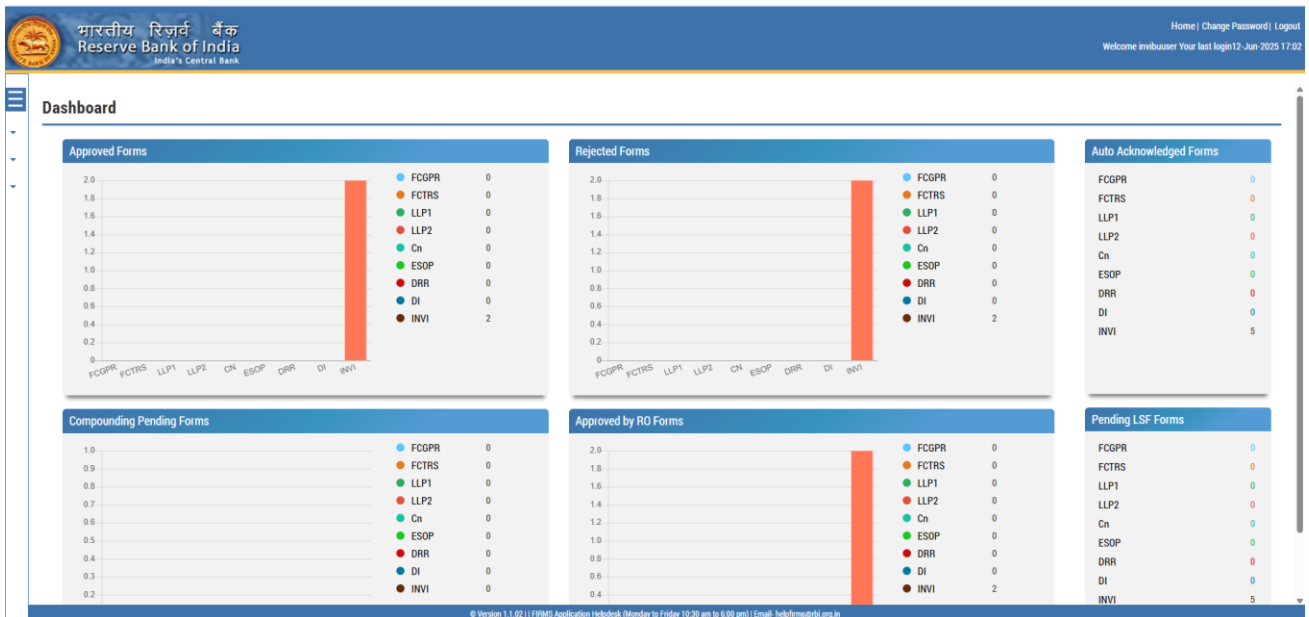
STEP 4.4.4: Check the declaration and attach the FIRC for the amount repatriated in the “Other attachments” and click on “Submit” button at top right.

NOTE:

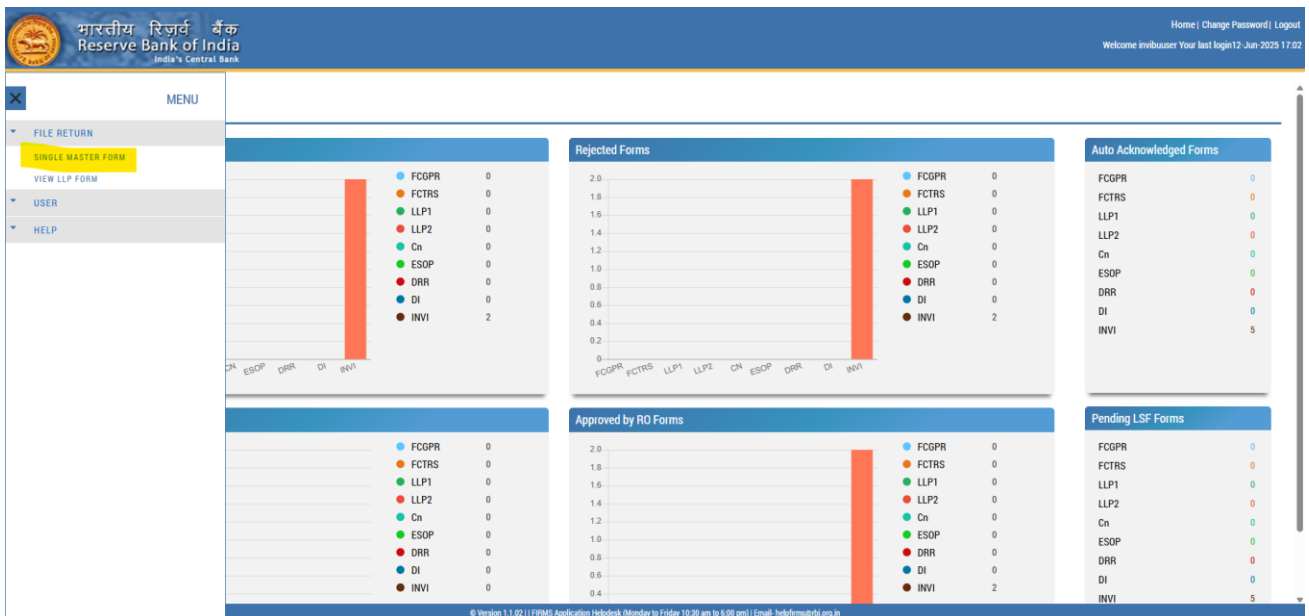
- For the list of documents to be attached along with Form DRR, refer to Annex – III.
- \$ DRs for which Form DRR has been duly reported need not report again on cancellation.

FORM INVI

STEP 1: Login into SMF and reach your workspace.



Step 2: Click on the left navigation button and select “Single Master Form” under “File Return”.



STEP 3: Click on drop down menu “Return Type”. Select “Form InVi” and click on “Add new return”.

The screenshot shows the 'Search Returns' page of the Reserve Bank of India FIRMS Application Helpdesk. The page has a blue header with the RBI logo and navigation links. The main content area contains a search form with the following fields:

- Return Type***: A dropdown menu with 'Form InVi' selected.
- From Date**: A date input field.
- To Date**: A date input field.
- Return Reference Number**: A text input field.
- + Add New Return**: A button to add a new return.

The user will be taken to Form InVi as shown below (Note: As the Business user registration is for Form InVi, only one option of Form InVi is available in the drop-down menu)

The screenshot shows the 'InVi Form' page of the Reserve Bank of India FIRMS Application Helpdesk. The form is titled 'InVi Form' and includes the following sections and fields:

- Application Details**:
 - Application date*
 - Scheme Name
 - Targeted Amount in Rs*
- Investment Vehicle Details**:
 - Name of the investment vehicle*
 - SEBI Registration Number
 - Type of investment vehicle*
- Foreign Inflow Details**:
 - Amount of remittance*
 - Number of foreign investors*
 - Date of issue of units*
 - Number of Units issued to the foreign investors*
- Consolidated Foreign Inflow**:
 - Total Amount of foreign inflow so far in Rs*
 - Total Number of foreign investors*
 - Total number of units as issued to foreign investors so far*
 - Price per instrument*
 - Amount of consideration*
 - Country wise inflow (For format, please refer to the user manual for FIRMS-InVi section)*
- Declaration**:
 - I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.
- Other attachment**: A field for uploading additional documents.

Field Name	Description
Application Date	Date on which the submission is being made in Form InVi.
Name of the Investment Vehicle	Name of the Investment Vehicle receiving Foreign inflow.

# SEBI Registration Number	Unique registration number of the Investment Vehicle provided by SEBI											
# Scheme Name	Name of the scheme under which units have been issued											
Scheme Registration Number	Unique identification number of the scheme of the Investment Vehicle, if any											
Type of investment vehicle	Select the type of the Investment Vehicle from the following drop-down menu: <ul style="list-style-type: none"> • Real estate Investment Trusts • Infrastructure Investment Trusts • Alternate Investment Funds –I • Alternate Investment Funds-II • Alternate Investment Funds-III • Others (If others is chosen, a separate data entry field will pop-up. Enter the type of Investment Vehicle)											
Targeted amount in Rs	The total amount of inflow in Rs, both from Residents as well as Non-Residents, as targeted for the corpus of the Investment Vehicle.											
# Payment Type	Full Payment – Units issued have been fully paid up Part Payment – Units issued have been partly paid up (a) In case it is first tranche payment - <table border="1" style="margin-left: 20px;"> <tr> <td>Whether present reporting is for 1st tranche?</td> <td>YES</td> </tr> <tr> <td>Present Tranche Number</td> <td>Enter Tranche number as 1 (one)</td> </tr> </table> (b) In case it is 2,3,4.... etc. tranche - <table border="1" style="margin-left: 20px;"> <tr> <td>Whether present reporting is for 1st tranche?</td> <td>NO</td> </tr> <tr> <td>Present Tranche Number</td> <td>Enter Tranche number as 2,3...etc. as applicable</td> </tr> <tr> <td>Previous Reference Number</td> <td>Enter the reporting reference number of the previous tranche</td> </tr> </table>		Whether present reporting is for 1st tranche?	YES	Present Tranche Number	Enter Tranche number as 1 (one)	Whether present reporting is for 1st tranche?	NO	Present Tranche Number	Enter Tranche number as 2,3...etc. as applicable	Previous Reference Number	Enter the reporting reference number of the previous tranche
Whether present reporting is for 1st tranche?	YES											
Present Tranche Number	Enter Tranche number as 1 (one)											
Whether present reporting is for 1st tranche?	NO											
Present Tranche Number	Enter Tranche number as 2,3...etc. as applicable											
Previous Reference Number	Enter the reporting reference number of the previous tranche											
# Amount of Remittance	Enter the amount of Foreign remittance in Rupees being received and being reported in the current return. In case of 'Part Payment', enter the Amount as received in the current tranche.											

Number of foreign investors	Enter the number of foreign investors contributing for the amount received and being reported in the current return.																				
Date of issue of units	Select the date on which the units have been issued for the amount as received and being reported in the current return.																				
Number of Units issued to the foreign investors	Enter the number of units as issued to the foreign investor for the amount as received and being reported in the current return.																				
Total amount of foreign inflow so far in Rs	Enter the total amount of foreign inflow as being received in the Investment vehicle till date from all foreign investors.																				
Total number of foreign investors	Enter the total number of foreign investors till date from which the foreign inflow has been received in the Investment vehicle.																				
Total Number of units as issued to the foreign investors so far	Enter the total number of units as issued to all the foreign investors till date.																				
Price per instrument	Enter the price per unit.																				
Amount of consideration	This field will be auto-populated based on the 'number of units issued to the foreign investors' and 'price per instrument'.																				
Country wise inflow	<p>Attach a .pdf file (max size 1 MB) with the following details for the country wise inflow for the total foreign inflow as received from various countries:</p> <p>where,</p> <ul style="list-style-type: none"> Name of the country is the country from which the foreign inflow is received so far. Number of foreign investors is the number of foreign investors from that country from which the foreign inflow has been received so far. Amount being reported in the current form in Rs is the amount of foreign inflow country wise as received and being reported in the current return. Total amount as received so far in Rs is the total amount of foreign inflow so far from the country as received. <table border="1" data-bbox="850 1491 1493 1966"> <thead> <tr> <th>Name of the country</th><th>Number of foreign investors</th><th>Amount being reported in the current form in Rs</th><th>Total amount as received so far in Rs</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Name of the country	Number of foreign investors	Amount being reported in the current form in Rs	Total amount as received so far in Rs																
Name of the country	Number of foreign investors	Amount being reported in the current form in Rs	Total amount as received so far in Rs																		

Declaration	<p>Check the Declaration text and attach the declaration in the specified format and submit.</p> <p><u>Declaration text:</u> <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 and other relevant attachment (s) for this reporting”</i></p> <p>Check upon completing all details in the form and attach other documents, if any.”</p>
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NOTE:

- For the list of documents to be attached along with Form InVi, refer to Annex – III.
- \$In case of partly paid units, each tranche shall be reported separately.
- # Reporting of partly paid units shall be done in accordance with A.P. (DIR Series) Circular No. 06 dated May 23, 2025 on “Reporting on FIRMS portal – Issuance of Partly Paid Units by Investment Vehicles”. The circular may be accessed at the following link –
https://www.rbi.org.in/scripts/FS_Notification.aspx?Id=12852&fn=5&Mode=0

SHAREHOLDING PATTERN – AN EXPLANATION:

- 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.**

Other Reporting Guidelines -1 (ESOP – Trust/Cashless)

\$Reporting related to exercise of options using trust route and/or cashless mechanism:

Sr. No.	Transaction type	Principal Transaction	Reporting
Option 1: When the trust route is not deployed			
1	Option 1(a): Cash based exercise PROI Employee pays the exercise price for X shares “X” Shares issued to PROI by an Indian company on receipt of exercise price	Issuance of X shares to PROI	FC-GPR (as hitherto) for X shares may be reported by the company
2	Option 1(b): Cashless exercise PROI Employee serves exercise notice for X shares, but does not pay exercise price to the company, the company sells Y (a portion of X) shares to recover exercise price for X. Finally, <u>the company issues, “X-Y” shares to PROI.</u>	Issuance of X-Y shares to PROI	FC-GPR for issue of X-Y shares may be reported by the company
3	Option 1(c): Cashless exercise PROI Employee serves exercise notice for X shares, but does not pay exercise price to the company, the company sells Y shares to recover exercise price for X. Finally, <u>instead of issuing the remaining “X-Y” Shares, the company sells X-Y shares and remits the sale proceeds</u> (net of taxes) to PROI.	Sale of X-Y shares by the company on behalf of PROI and remittance of sale proceeds.	FC-TRS for sale of X-Y shares by the company on behalf of PROI by the Indian company
Option 2: When the trust route is deployed			
4	Option 2(a)(i): Cash Based Exercise PROI Employee pays the exercise price for X shares to the trust, <u>the trust transfers the shares to PROI.</u>	Transfer of X shares by the trust to PROI	FC-TRS for X shares acquired by PROI from the trust may be reported by the trustee.
5.	Option 2(a)(ii): Cash Based Exercise PROI Employee pays the exercise price for X shares to the trust, the	Recognition of the PROI as beneficial owner of X shares.	FC-TRS for X shares acquired by the trust on behalf PROI may be

	trust holds X shares on behalf of PROI as their beneficial owner.	Akin to transfer of X shares from PRI (trust) to PROI.	reported by the trustee.
6	Option 2 (b)(i) Cashless exercise PROI Employee serves exercise notice for X shares, but does not pay exercise price to the trust, the trust sells Y (a portion of X) shares to recover exercise price for X. Finally, the trust transfers, “X-Y” shares to PROI using cashless exercise	Transfer of X-Y shares to the PROI by the trust	FC-TRS for acquisition of X-Y shares by PROI from the trust may be reported by the trustee
7	Option 2 (b)(ii) Cashless exercise PROI Employee serves exercise notice for X shares, but does not pay exercise price to the trust, the trust sells Y (a portion of X) shares to recover exercise price for X. Finally, the trust holds, “X-Y” shares on behalf of PROI.	Recognition of the PROI as beneficial owner of X-Y shares. Akin to transfer of X-Y shares from PRI (trust) to PROI.	FC-TRS for shares acquired by the trust on behalf of PROI may be reported by the trustee.
8	Option 2 (b)(iii) Cashless exercise PROI Employee serves exercise notice for X shares, but does not pay exercise price to the trust, the trust sells Y shares to recover exercise price for X. Finally, instead of transferring the remaining “X-Y” shares, the trust sells X-Y shares and remits the sale proceeds (net of taxes) to PROI	Sale of X-Y shares by the trust on behalf of PROI and remittance of sale proceeds.	FC-TRS for sale of X-Y shares by the trust on behalf of PROI, as per FEMA 395

Note: The transactions under the trust route or cashless exercise route should be reported after ensuring that the transaction was otherwise compliant with NDI rules and applicable provisions of the Companies Act, 2013 and Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021, as applicable on the date of the transaction.

Other Reporting Guidelines -2 (Downstream investments)

\$Applicable Reporting for downstream investment by an Indian entity which is not owned and not controlled by resident Indian citizens or is owned or controlled by persons resident outside India (Entity A) in another Indian entity which is considered as indirect foreign investment for Investee Indian entity:

Mode of Investment	Applicable Reporting
Issuance of equity instruments by an Indian Company to Entity A	Form DI
Transfer of equity instruments of an Indian Company from a resident to Entity A	Form DI
Transfer of equity instruments of an Indian Company from a person resident outside India to Entity A	Form FCTRS & Form DI
Transfer of equity instruments of an Indian Company from Entity A to person resident outside India	Form FCTRS
Capital contribution/ acquisition of profit share of an LLP by Entity A	Form DI
Transfer of capital contribution/ profit share of an LLP from Entity A to a person resident outside India	Form LLP-II
Transfer of capital contribution/ profit share of an LLP from person resident outside India to Entity A	Form LLP-II & Form DI

Other Reporting Guidelines -3 (FPI to FDI)

^Reporting for reclassification of FPI to FDI

The reporting should be carried in accordance with A.P. (DIR Series) Circular No. 19 dated November 11, 2024, read with FEM (Mode of Payment and Reporting of Non-debt instruments) Regulations, 2019.

i) For reporting of a transaction where the breach of prescribed limit for FPIs is due to fresh issuance by a company:

- The entire investment comprising investment in excess of permissible limits as well as the original investment has to be reported in a single FCGPR form.
- However, two separate entries must be made in the particulars of Issue (using the “Add Issue Particular” button), one for the original investments held as FPI and other for the fresh investment, causing breach of permissible limits.
- Apart from “particulars of issue”, all other information in the FC-GPR form shall pertain to the details of the fresh investment causing the breach of prescribed individual limit for FPIs.

ii) For reporting of a transaction where the breach of prescribed limit for FPIs is by way of acquisition on or through a stock exchange:

- the entire investment comprising investment in excess of permissible limits as well as the original investments has to be reported in a single FCTRS form.
- However, two separate entries must be made in the particulars of transfer (using the “Add” button), one for the original investments held as FPI and other for the fresh investment, causing breach of permissible limits.
- Apart from “particulars of the transfer”, all other information pertaining to the investment causing the breach of prescribed limits should be reported in the FC-TRS form.

CONTACT US:

In case of any queries, applicants are advised to contact their AD-Banks first as the first point of contact. However, in case any queries remain unresolved, the applicants may then approach the concerned regional office of the RBI, as per the location of the ROC of the investee company. The contact details of all the AD banks and all the Regional Offices of RBI are hosted on the home page of FIRMS portal (firms.rbi.org.in).

^ Applicants are advised to follow the following channel for their below-mentioned requests:

	Changes under consideration	
Entity User Modifications	Authorised Person Name, E-Mail ID, Contact Number	
Business User Modifications		
Entity Master Modification		
Form Corrections (Modification/ Rejection)		

that for any requests pertaining to changes in the following, the Entity Master/ queries related to changes in the Entity Master, applicants are advised to contact the respective Regional Office of RBI, under whose jurisdiction the registered office of the entity is situated. Contact details/ E-mail id of RBI's Regional Offices are available on the home page of FIRMS portal. No such requests should directly be sent to the FIRMS Helpdesk.

^Requests for changes/ modifications in SMF data (if any) must strictly be routed thorough the respective AD Banks (accompanied by their recommendation) to the concerned Regional Office of RBI. No requests, in this regard, should directly be forwarded to FIRMS helpdesk/ fedsupport@rbi.org.in.

In case of any further help, applicants may call/ write to the Helpdesk for FIRMS.

FIRMS Helpdesk

E-mail: helpfirms@rbi.org.in

For technical queries: fedsupport@rbi.org.in

Telephone Number: 022 – 22601000 (Extn: 2617)

ANNEX - I

FORMAT OF COMPANY SECRETARY CERTIFICATE:

The certificate from CA/ CS to be submitted along with forms filed will cover the following:

- i) All the requirements of the Companies Act, 2013/ Limited Liability Partnership Act, 2008/ any relevant rules/ regulations have been complied with.
- ii) Appropriate Government approvals, wherever required, have been obtained and the terms and conditions of such government approval, if any, have been complied with.
- iii) The transaction is in compliance with the provisions under Foreign Exchange Management Act, 1999 and/ or the rules and regulations framed, or directions issued thereunder, as amended from time to time and as applicable.
- iv) The company has all certificates (e.g., KYC, FIRC) issued by AD banks evidencing receipt of amount of consideration in accordance with extant rules/ regulations of FEMA, 1999.

ANNEX - II

FORMAT FOR KNOW YOUR CUSTOMER (KYC) FORM IN RESPECT OF THE NON-RESIDENT INVESTOR:

Registered Name of the Remitter/ Investor (Name, if the investor is an Individual)	
Registration Number (Unique Identification Number* in case remitter is an Individual)	
Registered Address (Permanent Address if remitter is an Individual)	
Name of the Remitter's Bank	
Remitter's Bank Account No.	
Period of banking relationship with the remitter*	

** Passport No., Social Security No., or any Unique No. certifying the bonafides of the remitter as prevalent in the remitter's country.*

We confirm that all the information furnished above is true and accurate as provided by the overseas remitting bank of the non-resident investor.

(Signature of the Authorised Official of
the AD bank receiving the remittance)

Date :

Place :

Stamp :

ANNEX – III

LIST OF MANDATORY DOCUMENTS

- 1) List of mandatory documents while doing Business User registration:
 1. Authorization letter in the prescribed format as given at Annex-IV.
 2. PAN card/ \$any other Government issued identification document of the individual registering as a Business User
- 2) List of documents to be submitted along with Form FC-GPR:
 1. Declaration to be filed by the authorised representative of the Indian company:
As per the format at Annex-V. To be attached as “other attachments”.
 2. CS certificate, as applicable: As provided in Annex-I. To be attached as “other attachments”.
 3. Valuation certificate: As prescribed and applicable under FEMA or the rules and regulations framed, or directions issued thereunder, as amended from time to time and as applicable. To be attached at “Valuation certificate”. For rights issue, valuation certificate is not required. A declaration (plain paper) may be attached that the rights issue to person’s resident outside India is not at a price less than the price offered to persons resident in India. \$Further, Board Resolution/ MoA maybe attached in cases of reporting of subscription to MoA. The valuation date (i.e., the date as on which the valuation is arrived/obtained) specified in a valuation certificate, should not be earlier that ninety days from the date of the transaction.
 4. PAS–3/ Board resolution: Only the relevant extracts. To be attached as “other attachments”.
 5. Memorandum of Association: if applicable, relevant extracts to be attached as “other attachment”.
 6. Merger/ Demerger/ Amalgamation: If applicable, relevant extracts to be attached at the specified attachment “relevant approvals from the competent authority”.
 7. For Rights/ Bonus issue: Acknowledgement letter of FC-GPR/FC-TRS, as applicable, of the original investment.
 8. FIRC/ Debit Statement and KYC: at the specified attachments.
 9. Government approvals, if any.

10. [§]In case of reporting of FDI upon reclassification of FPI, relevant holding statement/ certificate from the concerned depository/ depository participant evidencing the FPI holding.

3) List of documents to be attached along with Form FC-TRS:

(A) For Transfer by way of Gift as applicable:

1. Relevant regulatory approvals, wherever applicable, to be attached as “other attachment”.
2. Consent letter: Consent letter between donor and donee for the transfer to be attached as other attachment.
3. Non-resident declaration: As per the format at Annex-VI, to be attached as “other attachments”.
4. Acknowledgement letter of initial allotment, if any.
5. Valuation Certificate: A valuation certificate as per provisions under FEMA or the rules and regulations framed, or directions issued thereunder, as amended from time to time and as applicable to be attached at “Transfer agreement/ Valuation certificate”. [§]The valuation date (i.e., the date as on which the valuation is arrived/obtained) specified in a valuation certificate, should not be earlier than ninety days from the date of the transaction.

(B) For transfer by way of sale (Private Arrangement) as applicable:

1. Share Transfer agreement/ SH-4: Relevant extracts of the transfer agreement (or SH-4) along with the consent letter between buyer and seller (or their agent, with power of Attorney document).
2. Valuation Certificate: A valuation certificate as per provisions under FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable to be attached at “Transfer agreement/ Valuation certificate”. [§]The valuation date (i.e., the date as on which the valuation is arrived/obtained) specified in a valuation certificate, should not be earlier than ninety days from the date of the transaction.
3. Non-resident declaration: As per the format at Annex-VI, to be attached as “other attachments”.
4. In case of sale by a non-resident, acknowledgement of FC-GPR/ FC-TRS as applicable for the Equity instruments being sold, to be attached as “other attachment”.

5. FIRC / Debit Statement/ Outward remittance certificate and KYC to be attached at the specified attachment.
6. No objection/ Tax clearance Certificate from the Income Tax authority/ Chartered Accountant.
7. Government approvals, if any.

(C) For transfer by way of sale (On Stock Exchange) as applicable:

1. For sale/ purchase on stock exchange, the contract note may be attached at “Transfer agreement/ Valuation certificate”.
2. Broker’s Note – Date of trade & settlement, No. of shares transferred, Name of Investee Company, Consideration amount should be checked.
3. NR declaration as per Annex-VI.
4. Outward Remittance Certificate.
5. Copy of acknowledgement of FC-GPR/ FC-TRS as applicable for the Equity instruments being sold, to be attached as “other attachment”.
6. No objection/ Tax clearance Certificate from the Income Tax authority/ Chartered Accountant.

4) Documents to be attached with Form LLP-I:

1. FIRC/ Debit statement and KYC, as applicable, to be attached at the specified attachment.
2. Valuation certificate. \$The valuation date (i.e., the date as on which the valuation is arrived/obtained) specified in a valuation certificate, should not be earlier than ninety days from the date of the transaction.
3. Declaration and the certificate from the designated partner/ authorized representative in formats as at Annex-VII and Annex-VIII respectively to be attached as “other attachment”.
4. Relevant extracts of the agreement with respect to capital contribution.

5) Documents to be attached with Form LLP-II:

1. FIRC/ Debit statement/ Outward Remittance Certificate and KYC, as applicable to be attached at the specified attachment.
2. Relevant acknowledgement letters for the capital contribution being transferred to be attached as specified.

3. **Valuation Certificate.** ^{\$}The valuation date (i.e., the date as on which the valuation is arrived/obtained) specified in a valuation certificate, should not be earlier than ninety days from the date of the transaction.
4. **Buyer and Seller Consent Letter (or their agent, with power of Attorney document) and Transfer Agreement (relevant extracts) to be attached as “Other attachments”.**
5. **Declaration from the Non-resident transferor/ transferee in the specified format as at Annex-IX to be attached as “other attachment”.**
6. **No objection/ Tax clearance Certificate from the Income Tax authority/ Chartered Accountant.**

6) Documents to be attached with Form CN:

1. **FIRC/ Debit Statement and KYC.**
2. **Document evidencing date of issue of Convertible Note.**
3. **Registration certificate for being a start-up.**
4. **Board resolution: Only the relevant extracts. To be attached as “other attachments”.**
5. **CS certificate, as applicable: As provided in Annex-I. To be attached as “other attachments”.**
6. **Declaration to be filed by the authorised representative of the Indian Company/ Startup: As per the format at Annex V. To be attached as “other attachments”.**

7) Documents to be attached with ESOP:

1. **Relevant extracts of the ESOP scheme to be attached at the specified attachment.**
2. **Declaration to be filed by the authorised representative of the Indian Company, as in the format specified at Annex X, to be attached as “Other Attachments”.**
3. **CS certificate as specified at Annex-I to be attached as “other attachments”.**
4. **Letter of Grant/ Offer – Name of the employee in the letter of grant vis a vis name mentioned in the CS certificate. No of shares and exercise price should also be mentioned.**

8) Documents to be attached with Form DI:

1. **PAS – 3/ SH-4/ Board resolution.**
2. **Shareholder’s resolution, if any.**

3. **Valuation Certificate.** ^{\$}The valuation date (i.e., the date as on which the valuation is arrived/obtained) specified in a valuation certificate, should not be earlier than ninety days from the date of the transaction.
4. **Declaration to be filed by the authorised representative of unlisted Indian company:** As per the format at Annex-V. To be attached as “other attachments”.

9) Documents to be attached with Form InVi:

1. **Country wise Inflow document** – providing the details on amount of inflow, number of investors, and country of investors (as provided in the detailed guidelines for Form InVi).
2. **Declaration** – to be filed by Authorised representative, as provided at Annex-XI for Form InVi in FIRMS Manual.

10) ^{\$}Documents to be attached with Form DRR:

1. **Details of issue** certified by the Company Secretary.
2. **Document evidencing amount of receipt of remittance.**

^{\$}Note: Illustration for validity of valuation certificate

In case an applicant company is issuing shares to a person resident outside India, it needs to comply with pricing guidelines. The company has filed FC-GPR with the following information/ documentation:

- **Date of issuance of shares:** March 31, 2024
- **Date of signing/issue of valuation certificate:** February 01, 2024 (i.e., a date within 90 days prior to March 31, 2024)
- **Date as on which the valuation has been obtained/arrived:** December 15, 2023 (more than 90 days old as on March 31, 2024)

In the above case, the applicant should be advised to resubmit a revised valuation certificate with a "valuation date" that is not later than January 02, 2024.

Annex – IV

LETTER OF AUTHORISATION

**(on the entity's letter head which would be registering
itself as Business User for making filing in SMF-FIRMS)
(Where the Business User is filing the SMF in the capacity of an
individual, the authority letter need not be on the Entity's letterhead.**

**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/ Investment Vehicle named/ as an individual
_____, having registered office at _____ (not applicable
for individual) and PAN _____.**

**#The CIN/ LLPIN/ SEBI registration number (for Investment vehicle) is _____
/Company/LLP is not required to obtain CIN/LLPIN. (Not applicable for individual)**

**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.**

**4. The Specimen signature of Shri./ Smt./ Ms. _____ (Authorized
representative) is attested below:**

(Specimen Signature of authorized representative)

5. Associated bank account of the Entity/ Individual/ Investment Vehicle with the AD-Bank is _____ (A/c no.) and name of the authorised signatory for his account is _____.

6. The specimen signature of the authority signatory is attested below:

(Signature of the authorized signatory for the bank account)

Yours faithfully,

Signature of Managing Director/ Director/ Secretary of the Company/ Designated Partner/ (in case of LLP) Investment manager or Sponsor for Investment vehicle (may self- authorize for individual)

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

NOTES:

- i. The format of the authority letter is same for all business user registrations and for all applicants viz., Company, LLP, Individual or Investment Vehicle.
- ii. The authority letter for individuals need not be on any letterhead.
- iii. CIN/ LLPIN is not required for individual or investment vehicle.
- iv. This authority letter is for business user registration only. The authority letter for Entity user is different, as specified in user manual for entity master.

Annex – V

FORMAT OF THE DECLARATION

DECLARATION TO BE FILED BY THE AUTHORISED REPRESENTATIVE OF THE INDIAN COMPANY

We hereby declare that:

1. We comply with the procedure for issue of Equity instruments as laid down under FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable.

2. The investment is within the sectoral cap / statutory ceiling permissible under the rules, ibid and in compliance with the attendant conditions.

3. The Equity instruments issued under a scheme of merger and amalgamation of two or more Indian companies or reconstruction by way of de-merger or otherwise of an Indian company is duly approved by a court in India. *(Strike- out if not applicable)*.

4. The foreign investment received and reported now will be utilized in compliance with the provision of a Prevention of Money Laundering Act 2002 (PMLA) and Unlawful Activities (Prevention) Act, 1967 (UAPA). We confirm that the investment complies with the provisions of all applicable Rules and Regulations.

5. We enclose the following documents in compliance with these regulations:

(i) A certificate from our Company Secretary/ Chartered Accountant, as applicable, in the specified format.

(ii) A certificate from SEBI registered Merchant Banker / Chartered Accountant / cost accountant or any other person as authorized under FEMA or the rules and regulations framed or directions issued thereunder as amended from time to time and as applicable indicating the manner of arriving at the price of the shares issued to the persons resident outside India *(wherever applicable)*.

(iii) All other necessary documents as applicable to the issue.

(Signature of the Applicant) * : _____

(Name in Block Letters) : _____

(Designation of the signatory) : _____

Place: _____

Date: __/__/____

***To be signed by Managing Director/Director/Secretary of the Company)**

Annex - VI

**FORMAT FOR DECLARATION BY THE NON-RESIDENT TRANSFEROR/
TRANSFeree:**

I/We hereby declare that,

- i. The particulars given above are true and correct to the best of my/our knowledge and belief.**
- ii. I/ We, was/were holding the equity instruments of the company as per provisions under FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable on repatriation/non-repatriation basis.**
- iii. I/ We, am/are eligible to \$acquire/ transfer the equity instruments in a company in terms of rules, ibid.**
- iv. The investment is within the sectoral cap / statutory ceiling permissible under the rules/regulations, ibid and in compliance with the attendant conditions.**

Signature of the Declarant

or his duly authorized agent.

Date: __/__/____

Annex - VII

FORMAT FOR DECLARATION

DECLARATION TO BE FILED BY THE AUTHORISED REPRESENTATIVE OF THE LLP:

We hereby declare that,

- 1. We comply with the procedure for receipt of capital contribution as laid down under FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable.**
- 2. The investment is within the sectoral cap / statutory ceiling permissible under the rules/ regulations, ibid and in compliance with the attendant conditions.**
- 3. The foreign investment received and reported now will be utilized in compliance with the provision of a Prevention of Money Laundering Act 2002 (PMLA) and Unlawful Activities (Prevention) Act, 1967 (UAPA). We confirm that the investment complies with the provisions of all applicable Rules and Regulations.**
- 4. We enclose the following documents in compliance with these regulations:**
 - (i) A certificate from our Authorized Representative as in the specified format.**
 - (ii) A certificate from the Chartered Accountant/Cost Accountant/ approved valuer from the panel maintained by the Central Government, indicating the manner of arriving at the fair price of the capital contribution/profit shares issued to the persons resident outside India. *(If applicable)***
 - (iii) All other necessary documents as applicable to the issue.**

(Signature of the Applicant) * : _____

(Name in Block Letters) : _____

(Designation of the signatory) : _____

Place: _____

Date: __/__/____

(*To be signed by Managing Director/ Director/ Designated Partner/ Authorized Signatory)

Annex - VIII

DESIGNATED PARTNER/ AUTHORISED SIGNATORY OF THE LLP RECEIVING FOREIGN INVESTMENT:

In respect of the details as mentioned as mentioned above, we certify the following:

- (i) all the requirements Limited Liability Act, 2008 have been complied with.**
- (ii) terms and conditions of the Government approval, if any, have been complied with.**
- (iii)The LLP is eligible to receive foreign investment under FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable.**
- (iv)The company/LLP has all certificates issued by authorized dealers in India evidencing receipt of amount of consideration in accordance with FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable.**
- (v) The Investment Agreement/ Shareholder Agreement between the investor and the investee LLP is in compliance with the provisions of FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable.**

(LLP Seal)

**(Name and Signature of the Designated
Partner/ Authorized representative of the LLP)**

Annex - IX

FORMAT FOR DECLARATION BY THE NON-RESIDENT TRANSFEROR / TRANSFEREE:

I/ We hereby declare that,

- (i) The particulars given above are true and correct to the best of my/our knowledge and belief.**
- (ii) (I was)/ (We were) holding the capital contribution/ profit shares in an LLP as per FEMA or the rules and regulations framed or directions issued thereunder as amended from time to time and as applicable. I/We, am/are eligible to \$acquire/ transfer the capital contribution/profit shares in an LLP in terms of rules/regulations, ibid.**
- (iii) The investment is within the sectoral cap / statutory ceiling permissible under the rules/regulations, ibid and in compliance with the attendant conditions.**

**Signature of the Declarant
or his duly authorized agent**

Date: __/__/____

Annex - X

FORMAT FOR DECLARATION

DECLARATION TO BE FILED BY THE AUTHORISED REPRESENTATIVE OF THE INDIAN COMPANY:

We hereby declare that,

1. We comply with the procedure for issue of Equity instruments as laid down under FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable.
2. The investment is within the sectoral cap/ statutory ceiling permissible under the rules/ regulations, ibid and in compliance with the attendant conditions.
3. The foreign investment received and reported now will be utilized in compliance with the provision of a Prevention of Money Laundering Act 2002 (PMLA) and Unlawful Activities (Prevention) Act, 1967 (UAPA). We confirm that the investment complies with the provisions of all applicable Rules and Regulations.
4. We enclose the following documents in compliance with these rules/regulations:
 - (i) A certificate from our Company Secretary as in the specified format.
 - (ii) A certificate from SEBI registered Merchant Banker/ Chartered Accountant/ Cost Accountant or any other person as authorised under FEMA or the rules and regulations framed or directions issued thereunder as amended from time to time and as applicable, indicating the manner of arriving at the price of the shares issued to the persons resident outside India (*wherever applicable*)
 - (iii) All other necessary documents as applicable to the issue.

Signature of the Applicant * : _____

(Name in Block Letters) : _____

(Designation of the signatory) : _____

Place:

Date: __/__/____

(* To be signed by Managing Director/Director/Secretary of the Company)

Annex - XI

FORMAT FOR DECLARATION

DECLARATION TO BE FILED BY THE AUTHORISED REPRESENTATIVE OF THE INDIAN COMPANY:

We hereby declare that,

1. We comply with the procedure for receiving foreign inflow as laid down under FEMA or the rules and regulations framed, or directions issued thereunder as amended from time to time and as applicable.
2. The foreign inflow is in compliance with Rule 6(c), Chapter III of FEM (NDI) Rules, 2019 to be read with Schedule VIII of FEM(NDI) Rules, 2019.
3. The foreign investment received and reported now will be utilized in compliance with the provision of a Prevention of Money Laundering Act 2002 (PMLA) and Unlawful Activities (Prevention) Act, 1967 (UAPA). We confirm that the investment complies with the provisions of all applicable Rules and Regulations.

Signature of the Applicant * : _____

Name in Block Letters : _____

Designation of the signatory : _____

Place: _____

Date: __/__/____

* To be signed by Sponsor /Investment Manager of the Investment Vehicle

Annex – XII

**MAIL TO BE SENT TO CONCERNED RBI's REGIONAL OFFICE FOR SUBMITTING
NEFT/RTGS DETAILS**

SUBJECT: NEFT/RTGS Details for LSF payment as advised vide FIRMS email dated dd/mm/yyyy for FIRMS Form Reference No. _ _ _ _ (Provide Form No.)

Sir/ Madam,

This is with reference to the trailing autogenerated email (*forward LSF autogenerated email in trail*) received from FIRMS advising payment of LSF of ₹__ (*mention LSF amount*).

2. In this regard, it is brought to your notice that the above-mentioned LSF amount has been paid. Details are as below:

^CIN/ LLPIN:

FIRMS Form Reference No.:

NEFT/RTGS Transaction No.:

Name of A/c holder:

A/c No.:

IFSC:

Branch Name:

Bank Name:

Date of payment:

3. In view of the above, you are requested to take the aforesaid LSF payment on record.

Regards

-XYZ-

(Mobile number)