

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	(i) LSF payment via NEFT/RTGS	16,17, and
			115
		(ii) Exemption to Listed Indian	104
		Companies making Downstream	
		Investment from submitting Annex	
		V declaration.	
2.0 20-10-2023 (i) Form ESOP,		(i) Form ESOP, DI and InVi	75, 76, 82,
			83, 94, and
			95
		(ii) The Form Reference Number of the	16
		reporting for which LSF is being	
		paid shall be mentioned in the	
		"Remark's" column of the	
		NEFT/RTGS transaction.	
		(iii)Annexure-III: List of Mandatory	101
		Documents	
3.0	20-10-2023	(i) Contact Details of RO's updated	16
4.0	21.09.2024	Version updates are color coded in Red.	NA

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INTRODUCTION:

i. 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.

ii. 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*).

iii. 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.

(iv) 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.

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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:

- i. 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.
- 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.
- iii. 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.
- iv. Know 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 <u>https://firms.rbi.org.in</u>



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.

First Name*	Middle Name	Last Name *	
User Name*	Email*	Confirm Email *	
Phone No*	Address*		
	L		
Whether the Business user is for INVI Form	1:* ● NO ○ YES		
whether the Business user is for LLP Form			
wnetner the Business user is for LLP Form	:* ● NO ○ YES		
whether the Business user is for LLP Form Details of Bank Branch to whom reportir	:* • NO (YES		
whether the Business user is for LLP Form Details of Bank Branch to whom reportir IFSC Code *	:* • NO VES ng is made Bank Name *		
Whether the Business user is for LLP Form Details of Bank Branch to whom reportin IFSC Code *	:* • NO VES ng is made Bank Name*		
Whether the Business user is for LLP Form Details of Bank Branch to whom reportir IFSC Code *	:* • NO YES rg is made Bank Name*		
Whether the Business user is for LLP Form Details of Bank Branch to whom reportir IFSC Code * C	:* • NO YES ng is made Bank Name * aual on FIRMS)*	Choose	
Whether the Business user is for LLP Form Details of Bank Branch to whom reportir IFSC Code * C Authority letter (Please see the user mai	:* • NO YES ng is made Bank Name* ual on FIRMS)*	Choose	
Details of Bank Branch to whom reportir IFSC Code * Authority letter (Please see the user mar	:* • NO YES ng is made Bank Name * uual on FIRMS)*	Choose	
Whether the Business user is for LLP Form Details of Bank Branch to whom reportir IFSC Code * Character (Please see the user mar CIN of the investee *	:* • NO YES ng is made Bank Name* Q nual on FIRMS)* PAN Number*	Choose Entity Name*	
Whether the Business user is for LLP Form Details of Bank Branch to whom reportir IFSC Code * Character (Please see the user mar CIN of the investee *	.* NO YES ng is made Bank Name* Q Image: Constraint of the second	Choose Entity Name*	
Whether the Business user is for LLP Form Details of Bank Branch to whom reportir IFSC Code * Authority letter (Please see the user mar CIN of the investee *	YES ng is made Bank Name* Q nual on FIRMS)* PAN Number*	Choose Entity Name*	
Whether the Business user is for LLP Form Details of Bank Branch to whom reportir IFSC Code * Authority letter (Please see the user mai CIN of the investee *	• N0 YES ng is made Bank Name* • Q • • • • • • • • • • • • • • • • • • •	Choose Entity Name*	

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	
Confirm email	Email ID of the BU
Phone No.	Contact Number of the BU
Address	Correspondence Address of the BU
Whether the	Select YES or NO
Business User	
is for Form InVi	If YES is selected, then CIN/LLPIN details of the
	Investee Entity is not required.
	If NO is selected, then the applicant has to answer
	the below mentioned question
Whether the	Select YES or NO
Business User	
is for Form LLP	If YES is selected, then LLPIN details of the
	Investee LLP, its PAN number, and its name is
	required to be entered.
	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.
IFSC code	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
	FIRMS application. A list of all the incorporated in the
	FIRMS application. A list of all the incorporated
	document on the homonage of the EIPMS portal
	document on the nonepage of the FIRMS portal.
	If the applicant is unable to find his/her respective
	hranch he/she may contact the AD Bank for
	clarification on this issue
Bank name	Auto-nonulated as ner the selected IESC code
Authority letter-	Attachment in the specified format for Authority

STEP 3: Fill up the details in the popped-up registration form for BU as below:

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. <u>LIST OF MANDATORY DOCUMENTS WHILE DOING BUSINESS USER</u> <u>REGISTRATION:</u> 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, <u>the account will be locked after three</u> <u>failed attempts.</u>



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			Edit
-	Name	User Name	EMAIL	CONTACT
	test	dummytest	helpfirms@rbi.org.in	8655498234
•	ADDRESS	ENTITY NAME	Company CIN or LLP	BANK NAME
	TEST	monikainc	U77800MA2005PTC123456	ICICI BANK LTD
	IFSC CODE			
	ICIC0000393]		

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 FIRMS:

(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.

(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 two options while approving the same -

- 1. Where the delay is less than/equal to three years, ADs can either 'Advise LSF' or 'Reject'
- 2. Where the delay is greater than three years, ADs can either 'Advise Compounding' 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 –

Sr. No	RBI's Regional Office	Account No.	IFSC Code	Email Id
1.	Ahmedabad	186003001	RBIS0AHPA01	fedahmedabad@rbi.org.in
2.	Andhra Pradesh	186003001	RBIS0APPA01	fedapro@rbi.org.in
3.	Bengaluru	8024133	RBIS0BGPA01	firmsbengaluru@rbi.org.in
4.	Bhopal	186003001	RBIS0BLPA01	fedbhopal@rbi.org.in
5.	Bhubaneswar	186003001	RBIS0BBPA01	fedbhubaneswar@rbi.org.i
				n

6.	Chandigarh	186003001	RBIS0CGPA01	fedchandigarh@rbi.org.in
7.	Chennai	186003001	RBIS0CNPA01	helpfirmschennai@rbi.org.i
				n
8.	Guwahati	186003001	RBIS0GWPA0	fedguwahati@rbi.org.in
			1	
9.	Hyderabad	186003001	RBISONEFTHY	fedhyderabad@rbi.org.in
10.	Jaipur	186003001	RBIS0JPPA01	fedjaipur@rbi.org.in
11.	Jammu	8714295	RBIS0JMPA01	fedjammu@rbi.org.in
12.	Kanpur	186003001	RBIS0KNPA01	fedkanpur@rbi.org.in
13.	Kochi	186003001	RBIS0KCPA01	fedrbikochi@rbi.org.in
14.	Kolkata	186003001	RBIS0KLPA01	fedkolkata@rbi.org.in
15.	Mumbai	04802413301	RBIS0MBPA0	fedmro@rbi.org.in
			4	
16.	New Delhi	186003001	RBIS0NDPA01	firmsnewdelhi@rbi.org.in
17.	Panaji	186003001	RBIS0PJPA01	fedpanaji@rbi.org.in
18.	Patna	186003001	RBIS0PTPA01	fedpatna@rbi.org.in

(C) FOR FORMS SUBMITTED WITH DISCREPANCY:

(i) In case of any discrepancy, the AD will reject the form and the status of the form will change to Rejected.

(ii) If the form is Rejected, the rejected 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.

3. SUBMISSION OF FORMS

FC-GPR

STEP 1: Login into SMF and reach your workspace -

भारतीय रिज़र्य बैंक Reserve Bank of India india's Central Bank			Home Change Password Logout Welcome dummytest
Dashboard Approved Forms	FCOPR FCTNs 0 FORM UP2 Form 0 Form 0 Form 0 Dr Form 0 Form 0 DM 0 Form 0 DM 0 Form 0	Rejected Forms	979 1 FCTRS 2 Form 0 FLP2 of 650 FS0 0 FS0 0 0 0 0 0 0 0 0 0 0 0 0 0
Auto Acknowledged Forms	RVM Form 0 FCOPR FORM 0 FCTNS 1 LP1 LVP Form 0 Ds form 550P Form 0 Form 0 SM 0 Form 0	U R	M 0
	© Version 1.0.1.02 FIRMS Application Helpdesk (Monday	o Friday 10:30 am to 6:00 pm) Email- helpfirmsgirbi.org.in	

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 –

	0 10.20.2.100:7705/sm	nt/faces/pages/FileReturn/searc	nketurn.xntmi?menukedirect= f	80% ···· • W	⊻ III\ (L
st Visited 🛛 😓 Getting Started	G firms G UAT SMF G UAT SM	MFBU 🜐 Reserve Bank of India .			
भारतीय रिज़ब Reserve Bank India's	ी बैंक of India ^{Central Bank}				Home Change Password Welcome
Search Returns					
Return Type*	From	1 Date	To Date	Return Refrence Number	+ Add New Retu
Select					
Select					
Form FC-GPR					
Form FC-TKS					
Form LLP-I					
Form ESOP					
Form CN					
Form DRR					
Form DI					

Field Name	Description					
CIN	Pre-filled, non-editable as per the BU registration details					
Company name	Pre-filled, n	Pre-filled, non-editable as per the BU registration details				
PAN number	Pre-filled, n	on-editable as per the	BU registration detai	ils		
Application date	Pre-filled, n	on-editable, system da	ate			
Entry Route*	Select Auto	matic or Government	as applicable for the	investment		
	being repor	ted. In case the Gove	rnment route is sele	cted, attach		
	the requisite Government approvals.					
	<u>Clarification</u> : Where the company belongs to a sector with mix entry routes, for example brownfield pharmaceuticals where up 74% is under automatic route and beyond up to 100% un Government route; then if the investment being reported is un 74%, the entry route to be selected shall be automatic; and in c the investment being reported would result into foreign investme beyond 74%, the entry route to be selected shall be governme Relevant government approvals are required to be attached					
Applicable	Applicable	sectoral cap as per	extant FEMA noti	fication, as		
Sectoral cap/	amended fr	om time to time.		ŗ		
Statutory ceiling*						
	Clarification	<u>n</u> : where the company	v belongs to a sector	with mixed		
	entry routes	s, for example brownfi	eld pharmaceuticals	where up to		
	74% is und	der automatic route a	and beyond up to 1	100% under		
	Governmen	t route, the applicable	sectoral cap would b	pe 100%.		
Whether the	Select Yes	or No as applicable.				
foreign	If yes is sel	ected, fill up the detail	s as below:			
received is for a		PIN Code	Enter the PIN			
specific project/			code and click on			
manufacturing			arrow. If the PIN			
unit/ plant?			code is not			
			available, enter			
			the nearby PIN			
			code			
		State/ Union	Pre-filled as per			
		Territory	PIN code			
			(editable)			
		City/ District	Enter the			
			city/district			
			(editable)			

Whether the	Select brownfield or greenfield as applicable for the investment. In
investment is	case of any queries in this regard, applicants are advised to seek
Brownfield/	alarification from their AD Bonk
Greenfield	ciarification from their AD-bank.

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:

os Pahadekar, Monika - Outlook V × Search File Return	× +			- 0	×				
(←) → C ² ⁽¹⁾ (10.28.2.180)	785/smf/faces/pages/FileReturn/searchReturn.xhtml	?menuRedirect=Y	80% … 🛡 🏠	<u>↓</u> III\ 🗉] ≡				
🌣 Most Visited 🐞 Getting Started 🖨 firms 🖨 UAT SMF 🌘	🕀 UAT SMFBU 🛛 🖨 Reserve Bank of India								
भारतीय रिज़र्व बैंक Reserve Bank of India				Home Change Password Welcome	Logout nlata				
India's Central Bank									
Search Returns			𝔅 Reset	🛱 Save As Draft 🖌 🗲 Back	î				
 Corporate Identification Number (CIN/LLP) * 	PAN Number *	Company Name *	Application Date *						
ABCDEFGHIJKLMNOPQRT11	QWERT7890Y	ABC &DEF PVT LTD	21/08/2018						
Details of received FDI-Entry Route and Applicable Sectoral	Cap:								
Entry Route *	O Automatic Route O Government Route								
Applicable Sectoral cap/ Statutory ceiling *	20% 25% 49% 51%	74% 100% Others							
Whether the FDI is received for a particular project? *	O Yes O No								
FC-GPR Form					. [
Issue Details Foreign Investors Details Amount of Issue Part	iculars of Issue Share Holding Pattern								
Date Of Issue	Nature Of Ionus a	Initial FCGPR Reference Number (Incase of Subsequent							
	-Select-		٦						
© 201	© 2018 Powered by : HTC Global Services Pvt. Ltd. www.htcrinc.com. Version 1.0 FRMS Application Helpdesk (Monday to Friday 10.30 am to 6.00 pm) Email-helpfirms@rbi.org in								
Search the web and Windows	🗇 📋 🚊 🌔 Search File	Return w User Manual - FOR	^	√ √× 🖫 📼 투 ENG 5 INTL 8/	:21 PM 21/2018				
FC-GPR Form Issue Details Foreign Investors Details Amount of Issue Part Date Of Issue • Search the web and Windows <	I Powerd by :HTC Global Services Prt. Ltd. www.btcire.com. Version 1.0 J FFB45	Initial FCGPR Reference Number (Incase of Subsequent Filing) Application Helpdesk (Monday to Friday 10:30 am to 6:00 pm) Email: helpfor Return) miğihtiong in	· 석* 및 로 루 ENG 5	:21 PM 21/2018				

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

STEP 4.1: Tab 1: Issue details:

<u>F</u> ile <u>E</u> dit	<u>V</u> iew Hi <u>s</u> to	ry <u>B</u> ookmark	ks <u>T</u> ools	<u>H</u> elp														-	٥	×
RBI FDI		>	< Rese	rve Bank of Ind	lia - Frequent	tly⊧×	Search File Ret	urn		× RBI FDI		×	02 Pahade	kar, Monika	- Outlook V	× +				
\leftarrow	C 🗅			i) 10.28.2.1	1 80 :7785/s	mf/fao	es/pages/FileRe	turn/sear	rchReturn	.xhtml?menuF	edirect=Y			80% •	·· 🛡 ଘ	7		$\overline{\mathbf{T}}$	III\ 🗊	≡
∯ Most	Visited 👲	Getting Started	firn	ns 🔘 UAT SM	AF 🕲 UAT	SMFBU	Reserve Bar	nk of India												
	भारत Rese	ोय रिज़ा ve Bank India's	र्च बैं of Inc s Central B	क lia ^{Sank}													Home	Changel	Password Welcome	Logout nlata
	Applicable	Sectoral cap/ St	atutory ceil	ling *		20%	26%	49%	0 5	1% 749	0 100%	 Others 	5							^
•	Whether th project/ma	e foreign investn nufacting unit or	ment is rece r manufacti	eived for a specifi uring plant?*	c	Yes	⊃ No													
	FC-GPR F	orm																		
	Issue Details	Foreign Investor	s Details	Amount of Issue	Particulars of	fIssue	Share Holding Patter	n												
	Date Of I	sue*			N	ature Of	lssue *			Initial Filing	FC GPR Reference I	Number (In Case	of Subsequent							
					-	Select				•										
	Whether the change in the shareholding pattern due to this transaction being reported has already been accounted in the pre transaction shareholding pattern •																			
	O NO	⊖ YES																		
					© 2018 Powere	d by : HTC (Global Services Pvt. Ltd.	www.htcinc.o	om. Version 1.	0 FIRMS Application	Helpdesk (Monday to Fi	riday 10:30 am to 6:0	0 pm) Email- helpfi	irms@rbi.org.in						
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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.							
Nature of Issue	The nature under which the Equity instruments have bee							
	issued, which can be one of the following:							
	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 ESOPsalong 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".
	12. Demerger
	13. Amalgamation
Initial FC-GPR reference number (In case of	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
subsequent filing)	and when the remittance is received. Enter the reference number,
	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 change in the shareholding	Select Yes or No
pattern due to this transaction being reported has	In case Yes is selected, then there will not be any change in the shareholding pattern for this transaction being reported.
already been accounted in the pre transaction shareholding pattern*	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.
	For understanding refer to chapter on Shareholding pattern.

STEP 4.2: Tab 2: Foreign Investors Details:

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Number of investors *				ŕ				
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Details of the foreign investor / collaborator (Details of	foreign residence to be given. Indian address if any shou	ld not be given)						
	····,···,			+ Add Investor				
0				- Add Infestor				
Ceneral Details								
General Details of Investor(s)								
Name *	Address *	Town/City	State					
		Constitution / Nature of the investing Entity *						
Pincode / Zipcode	Country Of Residence *	Select	~					
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Particulars Of Issue/Allotment to Each Investor									
Particulars of issue Type Of Equity Ins	e (Equity instrument as issu trument *	ed to that foreign inv	Number of Instruments*						
Equity shares Conversion Ratio (Number of equity shares per CCPS//CCDs/Share Warrants)* 1 : 1 : Issue Price per instrument* Amount Of Consideration *			Face Value *		Premium	*			
Type Of Equity Instrument	Number of Instruments	Conversion Ratio (N CCPS/CCD	lumber of equity shares per s/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 Paymer	it								

mittance Details			
Mode of Payment *			
Select	v		
Whether the remitter is different from the foreign ir	vestor*		
Yes No			
Name of the AD Pank through whom remittance is r	annived * Address of the AD Pank *		
valle of the AD ballk through wholh remittance is n			
Fown/City*	Pin Code*	State*	

Field name		Description							
Number of	Enter the number of	foreign investors to whom the Equity							
investors	instruments have been	allotted in the issue being reported. Only							
	that number of foreign	nat number of foreign investors can be entered in the form. (At							
	present maximum of 999	9 investor details can be added in the form)							
	For example, if the numl	ber of investors entered is 3, details of only							
	3 foreign investors can	be added. In case the number of investors							
	entered is incorrect, ple	ease change the number in this field and							
	then proceed ahead. Els	se the system will throw an error.							
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	Country of residence of the foreign							
	Residence	investor. In case the investor belongs							
		to Pakistan/Bangladesh or any land							

	Constitution/	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. Select Constitution/nature of the
	Nature of the	foreign investor as applicable from the
	investing entity (Specify whether)	drop-down menu.
Particulars of Issue/ Allotment to Each Investor	Type of Equity instrument	Select the type of equity instrument issued to the foreign investor from the drop-down menu.
	Number of instruments	Enter the number of instruments issued. For participating interest/rights in oil fields enter the value as 1 (one)
	Conversionratio(Number ofequitysharesperCCPS/CCDs/ShareWarrants)ShareNumberofEquitysharesonfully	In oil fields enter the value as 1 (one). 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). Auto-calculated as per the conversion ratio and number of instruments.
	diluted basis Face value	Enter the face value of the equivalent equity shares.
		In case of CCDs/ CCPs/ share warrants, do NOT enter the face value of CCDs/ CCPs/ share warrants as it will not give the correct shareholding pattern. For participating interest/rights in oil

Premium		Enter the value of premium, if any, else
		enter 0 (Zero).
Issue Price	per	Enter the Issue price per instrument.
instrument		For investment held as FPI, the
		average price of acquisition has to be entered.
		For participating interest/rights in oil
		fields, enter the total value of the
		participating interest/rights in oil fields
		For Bonus issue, the value of issue
		price per instrument is to be entered as
		0 (Zero)
Amount	of	Auto calculated as Issue Price per
Consideration		instrument multiplied with number of
		instruments.
would populate the click on "Save" but	detai ton, t	ils in the respective fields. Modify and then this will save the details in the table again.
f the details need to	o be (deleted entirely, click on the delete icon.
urther, in case th quity instrument in bove procedure. M n the adjoining tab	ie inv 1 the Iultipi Ie.	vestor has been allotted more than one same allotment, add the details using the le details would be added as different rows
case the investor alue, for example, hares of face value nd NOT a single re	has 100 e 9 20, t 9cord	been issued equity shares of different face quity shares of face value 10 and 50 equity then enter the details as two different rows
This would ensure o	corre	ct shareholding pattern.

Mode of Payment	Name of the AD bank through whom remittance has been received	Enter the name of the AD Bank
	Address of the AD bank	Enter the address of the AD bank
	Town/City	Enter the Town/City of the AD bank
	Pin code	Enter the PIN code of the AD bank
	State	Enter the State or Union territory of the AD bank
	Mode of payment	Select the mode of payment from the drop-down menu. [@]
	Whether the remitter is	Please select "NO" if the remitter is
	different from the foreign investor	same as the foreign investor to whom the Equity instruments have been allotment.
		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.
	@ Details of the menu opMenu options are as follow	tions of Mode of payment drop down. s:
	Menu options	Description
	Inward remittance from	Fields to be entered:

Menu options	Description		
Inward remittance from	Fields to be entered:		
abroad through banking	"Date of Remittance", "Amount in		
channel	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
	instruments that are being
	swapped for the allotment of the
	instant equity instruments in this
	allotment.
	Attachments: "Valuation
	certificate": Attach the valuation
	certificate for the value of equity
	instruments as entered in the
	above field.
Issue of equity shares	Fields to be entered:
against fund pavables to	"Value of fund pavables in Rs" -
its foreign investor	Enter the value of fund navables for
	the allotment of the instant equity
	instruments in this allotment
	"Description" - Enter the
	description such as "conversion of
	FCB" or "import navables" etc. as
	annlicable
	Attachments: "Relevant
	documents from RBI/GOI and
	related documents"
	Attach the related Government
	annovale or DRI approvale and any
	approvais or NDI approvais and ally
	annlicable
Others (plazas specify)	applicable Soloct in case of any other mode of
Others (please specify)	Select in case of any other mode of
	payment. Fields to be entered: Demortes
	Criticities to be entered: Remarks
	Optional fields:
	"Date of Remittance", "Amount in
	"FIRC number"
	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.
Multiple mode of payment	Select this option if the total payment has been made through 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. Fields to be entered: "Date of Remittance", - earliest date of date of remittances "Amount in Rupees" - Total amount through all modes of payment. "Multi-Mode Payment Details"- Specify the individual mode of payment and amount received through that.
	Attachments: "Relevant documents from RBI/GOI and related documents" - Attach the related Government approvals or RBI approvals, if any and any other related documents as applicable for the mode of payment as specified for the individual mode of payment.
For allotments which do no bonus issue, merger/demerge "others (please specify)". A Enter the details of the transa "Date of remittance" and "A blank or enter 0 (zero). Leave	ot involve any remittances, such as er etc., select the mode of payment as a new field will pop-up as "others". action in this field. Amount of remittance" may be kept e the FIRC number blank.

Investment details		
	Total amount of Inflow	Auto populated from mode of payment
	(in Rs)	details (Amount in Rs)
	Amount for which	Auto-populated from "Particulars of
	Equity instruments	issue/ details of individual investor"
	have been issued (in	details. (Amount of Consideration)
	Rs)	
	Note: If the Total amount Amount for which Equit	t of inflow is in excess in comparison to ty instruments have been issued, then the validation note as below:
	Please specify and give a amount:	as other attachment, whether the excess
	1. has already been utilize number be provided.	ed for previous allotment, if so, reference
	sequent allotment.	
	o, refund details shall be provided.	
	4. Will be refunded, if so,	refund details shall be provided.
	Attachments to be provid in the Tab 4 of the form.	ed in the attachment "other attachments"
Add Investor	Upon filling all above de check whether the details	etails, click on the "Add Investor" and are reflected in the adjoining table (at the
	bottom) and verify the s needs to be modified, cli	ame. In case any of the details entered ck on the edit icon under "Edit/ Update"
	head of the table.	
	This would populate the c	letails in the respective fields. Modify and
	then click on "Save" but again.	ton, this will save the details in the table
	Repeat the process in cas	se of multiple investors.

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 details.

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*	Total Amount of Inflow* Total amount for which equity instruments have been issued*					
100.000		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:

C-GPR Form							
ssue 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
Fair Value of the shares(in Rs): Valuation Certificate Valuation Certificate Valuation Certificate Valuation 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	Auto-populated table for the consolidated particulars of issue (from			
Particulars of	tab 2), for all foreign investors			
Issue				
Fair value of the	Fair value of the shares as per the valuation certificate issued by			
Shares (in Rs)	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.			
	Mandatory where nature of issues is "Preferential Allotment/Private			
	Placement/Private arrangement" and "Conversion of Convertible Notes".			
Declaration	<i>"I hereby declare that I have verified the information provided in this</i>			
	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." *			
	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".			

STEP 4.5 - Tab 5 - Shareholding Pattern:

sue Details	Foreign Investors Details Amount of Issue Particulars of Issue Share Holding Pattern		
Particu	ulars	Pre- Transaction	Post- Transaction
Value o contrib	of equity shares (on fully diluted basis) other than Foreign Portfolio Investment and indirect foreign investment or Value of Capital oution/profit shares	45505251	45505251.000
Foreig	n Portfolio Investment	0	0.000
Indirec	st foreign investment- Value of equity shares (on fully diluted basis)	57000	57000.000
Total		45562251.000	45562251.000
Percen	itaqe	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 t filled in the form, so that the share calculated is correct. For any incorr would be liable for the same.	hat the details nolding pattern rect details the	s are correctly which is auto- Business user		

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.
- For reporting of FDI on reclassification of FPI, the investments in excess of permissible limits as well as the original investment has to be reported.

FC-TRS



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Auto Acknowledged Forms			
	FOGPR 3 FCTRS FORM 3 Form LLP1 0 LLP2 Form 1 ESOP Cn Form 1 ESOP Form 1 OI Form Porm 1 OI Form Form 0		

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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.

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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.)
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Corporate Identification Number (CIN/LLP) *	PAN Number *	Company Name *	Application Date *	
ABCDEFGHIJKLMNOPQRT11	QWERT7890Y	ABC &DEF PVT LTD	31/08/2018	
Details of received FDI-Entry Route and Applicable Sectoral	Cap:			
Entry Route *	O Automatic Route O Government Route (Attach	Copy Of Government Approval)		
Applicable Sectoral cap/ Statutory ceiling *	O 20% O 26% O 49% O 51%	○ 74% ○ 100% ○ Othe	rs	
Whether the foreign investment is received for a specific project/manufacting unit or manufacturing plant? •	Yes No			
FCTRS Form				
Common Details Particulars of Transfer Share Holding Pattern	n			
Transfer by way of * O Sale O Gift	Whether the FC-TRS reporting is*	w 🔿 Subsequent		
Whether the change in the shareholding pattern due to this shareholding pattern: *	s transaction being reported has already been accounted in the	ore transaction O NO O YES		
€ 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	
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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*	Select 'Automatic' or 'Government' as applicable for the investment being reported. In case the Government route is selected, attach the requisite Government approvals. <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%, 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.

Applicable Sectoral cap/ Statutory ceiling*	Applicable sectoral cap as per extant FEMA notification, as amended from time to time.		
	<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%.		
Whether the foreign	Select Yes or No as applicable.		
investment received is for	If yes is selected, fill up the details as below:		
a specific project/	PIN Code Enter the PIN code and		
manufacturing unit/			click on arrow
plant?		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:

RS Form				
mmon Details Particulars of Transfer Share Holding Pattern				
Transfer by way of * Sale Gift	Whether the FC-TRS reporting is "	New Subsequen	If filing is connected to earlier FCGPR, Enter Ref No FCGPR Number	
Whether the current reporting has been taken into account in the pre-transaction	on shareholding pattern? *		NO YES	
Transfer from "	Transfer Type*	Date o	f Transfer "	
SELECT ¥	SELECT	*	=	
Reason for transfer*				
SELECT ¥				
Address*	Country *			
	SELECT	×		
Status	, Constitution / Nature*			
Non- Resident Resident	SELECT	*		
Address*	Country *			
	SELECT	*		
	Constitution / Nature*			
status	SELECT	~		
Resident in Non- India Resident	·			

Transfer by way ofSelect 'Sale' or 'Gift' as the case may beWhether the current reporting has been taken into account in the pre- transaction shareholding pattern?Select Yes or NoIn case Yes is selected, then there will not be any change in the shareholding pattern for this transaction being reported.
Whether the current reporting has been taken into account in the pre- transaction shareholding pattern?Select Yes or NoIn case Yes is selected, then there will not be any change in the shareholding pattern for this transaction being reported.
reporting has been taken into account in the pre- transaction shareholding pattern?In case Yes is selected, then there will not be any change in the shareholding pattern for this transaction being reported.
into account in the pre- transaction shareholding pattern?In case Yes is selected, then there will not be any change in the shareholding pattern for this transaction being reported.
transaction shareholding in the shareholding pattern for this transaction being reported.
pattern? reported.
In case No Is selected, then changes are reflected in the
snareholding pattern for this transaction being reported
accordingly.
For explanation refer to the chapter under head
"Shareholding Pattern"
Whether the FCTRS Select New or Subsequent
reporting is New/
Subsequent? In case New is selected, then filing will be treated as a
new reporting, without any prior FCTRS linked to it.
In case Subsequent is selected, then user will be able to
input a previously filed FCTRS reference number (in the
dialog box below)
Transfer from Select from the following options as applicable:
Resident to Non-resident (including NRI/OCI on repatriable basis).
 Non-resident (including NRI/OCI on repatriable
basis) to Resident (Also use this option for sale on
stock exchange or offer for sale in an IPO).
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-
Transfer Type Select from the following entions as applicable:
Select from the following options as applicable.
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)
Date of Transfer	Select the 'Date of transfer' from the calendar.
	Note: Date of settlement will be treated as the date of
	transfer in case of sale/ purchase on stock exchanges.
Reason for transfer	Select from the following options as applicable:
	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)
	NOT applicable for Transfer by way of Gift
Buyer and Seller details for	Fill up the buyer and seller details for transfer by sale or
sale or Donee and Donor	Donee and Donor details for Transfer by Gift.
details for gift	

FCTRS Form						
Common Details Particulars of Transfer Remittance Details Share Holding Pattern						+ Add
Type Of Equity Instrument*	Number of Instruments *	Conversion Ratio *				
Number of equity shares on Fully diluted basis *	Face Value *	Transfer Price Per	Instrument *			
Type Number of Instruments Face Value	Number of equity shares on Fully diluted basis	Transfer Price Per Instrument	Total Amount Consideration	Conversion Ration	Delete	Edit
No records found.						
		(1 of 1) 5 •				
Fair value of the Equity instrument at the time of transfer (INR)						
Transfer Agreement / Valuation Certificate						

Field Name	Description
Type of Equity	Select the type of Equity instrument as transferred from the drop-
Instrument	down menu. In case of gift, it will be already selected as "Shares
	transferred as Gift".
Number of	Enter the number of instruments as transferred.
Instruments	
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	Auto-populated as per the conversion ratio and the number of
shares on fully	instruments
diluted basis	
Face value	Enter the face value of the equivalent equity shares. In case of CCDs/ CCPs/ share warrants, do NOT enter the face value of
	CCDs/ CCPs/ share warrants as it will not give the correct shareholding pattern.
	For participating interest/rights in oil fields enter the value as 0 (zero).

Transfer price per instrument	Enter the Transfer price. For Gift, enter transfer price as 0 (zero).
Total amount of consideration	Auto calculated as Number of instruments multiplied by transfer price per instrument.
"Add" button	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.
	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.
	In case the details need to be deleted, click on the Delete icon in the table.
Fair value of the Equity instrument at the time of transfer (INR)	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."
	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"
	In case of Gift, the field may be kept blank.

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* ----Select------***** Q Whether* * -----Select------Tranche Number* 0 Is Last Tranche Whether the remitter is different from foreign investor Yes No Yes No Amount Recived Description Of Multiple Amount in the previous Previous FCTRS payment tranche(s) Number Remittance Date Tranche Number Whether Total Amount Recived Description Remittance Date Delete Edit No records found. (1 of 1) ____ 5 ¥ 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: 🔷 Choose

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

Field Name	Description	Description		
Mode of payment	Select from the drop-down menu			
Name of AD bank	Click on the search i	icon. A pop-up window will open,		
	select the AD bank fa	cilitating the transfer.		
Address of the AD bank	Address is auto popu	lated based on bank selection. In		
	case the address	is not correct, edit the details		
	accordingly.			
Amount received/ remitted in	Amount in Rs. as b	eing received or remitted in this		
Rs	reporting			
Whether and Tranche number	Select from the drop-	down menu as below:		
	(i) Payment on full consideration:			
	Date of remittance Enter the Date of Remittance. In			
	case the remittance date is			
	future date, it may be left blank.			
		The date of remittance shall be		
		mandatorily provided where		
		the remittance has made before		
		the filing of form FC-TRS.		
	Tranche number Enter tranche number as 1			
	Is last tranche Select Yes			

(ii) Payment on defer	red basis:			
(a) In case it is first t	ranche payment			
Tranche number	Enter Tranche number as 1 (one)			
Amount in the	Enter the Amount as received in			
tranche	the tranche			
Date of remittance	Enter the Date of Remittance. In			
	case the remittance date is			
	future date, it may be left blank.			
	The date of remittance shall be			
	mandatorily provided where the			
	remittance has made before the			
	filing of form FC-TRS.			
Is last tranche	Select YES or NO as applicable			
(b) In case it is 2.3.4	oto trancho			
Tranche number	Enter Tranche number as			
	2.3etc. as applicable			
Amount in	Enter the total amount as			
previous	received in all earlier tranche(s).			
tranche(s)				
FC-TRS details	Enter the FC-TRS reference			
	number along with the tranche			
	amount reported in the FC-TRS			
Amount in the	Enter the Amount as received in			
tranche	this tranche			
Date of remittance	Enter the Date of Remittance. In			
	case the remittance date is			
	future date, it may be left blank.			
Is last tranche	Select YES or NO as applicable			

	(iii) Indemnity Arrangement:			
	In case it is first FC-1	RS reporting		
	Tranche number	Enter Tranche number as 1		
	Amount	Enter the Amount indemnified		
	indemnified	in Rs.		
	/Amount being			
	paid as indemnity			
	Date of remittance	Enter the Date of Remittance. In		
		case the remittance date is		
		future date, it may be left blank.		
		This date is the date on which		
		the Amount is received for the		
		transfer		
	Is last tranche	Select NO		
	In case it is 2,3,4 indemnity payment:	etc. reporting for reporting		
	Tranche number	Enter Tranche number as 2		
	Amount in	Enter the total amount as		
	previous	received in all previous		
	tranche(s)	tranches		
	FC-TRS details	Enter the FC-TRS reference number along with the tranche amount reported in the FC-TRS		
	Amount	Enter the Amount being paid as		
	Indemnified	indemnity		
	/Amount paid as			
	Indemnified in Rs			
	Date of Remittance	Enter the date of remittance.		
	Is last tranche	Select YES or No as applicable		
Whether the remitter is	Please select "NO" if	the remitter is same as the foreign		
different from a foreign	investor.			
investor.	In case the two are	different (third party payment, if		
	permissible), Please	select "YES" enter the details viz.,		
	Name of the Remitte	r, Country of remitter, relationship		
	between Remitter an	a toreign investor and attach the		
Declaration	Declaration taxt	Araby dealars that I have verified		
Deciaration	the information prov	ided in this form and cortify that		
	the information provi	ded is true complete and correct		
		ded is true, complete, and collect.		

In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act. 1999. I hereby attach
requisite Declaration and other relevant attachment(s) for this reporting. * Check upon completing all details in the form.

STEP 4.4 - Tab 4 - Shareholding Pattern:

FCTR	S Form		
Con	mon 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		45505251.000
	Foreign Portfolio Investment	0	0.000
	Indirect foreign investment- Value of equity shares (on fully diluted basis)	57000	57000.000
	Total		45562251.000
	Percentage	45.56	45.56

Field name	Description								
Shareholding pattern	Particulars	Pre- Transaction	Post- Transaction						
	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.

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

<u>LLP-I</u>

Dashboard			
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STEP 1: Login into SMF and reach your workspace.

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

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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.

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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).

Entity Details							🛱 Reset	🛱 Save and Submit	😫 Save As Draft	← Back
Corporate Identification Number (CIN/LLP) *	PAN Number*		Company Na	me*						
U77800MA2005PTC123456	AAACI8674H		monikainc				LEI Number			
Application Date*										
24/11/2023)									
Details of received FDI-Entry Route and Applicable Sectoral Cap:										
Entry Route *		$^{\bigcirc}$ Automatic Route		O Government Ro	ute (Attach Copy Of Go	overnment Approval)				
Applicable Sectoral cap/ Statutory ceiling*		0 _{20%}	26%	0 _{49%}	0 _{51%}	0 _{74%}	0 _{100%}	$^{\circ}$ Others		
Whether the foreign investment is received for a specific project/manufacturing	unit or manufacturing plant?*	O O Yes No								
LLP-I Form										
Common Details Share Holding Pattern										

Field Name		Description					
CIN/ LLP	Pre-filled, non-editable as	s per the BU registration details					
PAN number	Pre-filled, non-editable as	Pre-filled, non-editable as per the BU registration details					
Company name	Pre-filled, non-editable as	Pre-filled, non-editable as per the BU registration details					
Application	Pre-filled, non-editable, s	ystem date					
	Coloct Automotic on Co	warmanet oo annliaabla fan tha inwaatmant					
Entry Route"	Select Automatic or Go	vernment as applicable for the investment					
	being reported. In case the	ne Government route is selected, attach the					
	requisite Government ap	provais.					
Applicable Sectoral cap/ Statutory	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. Applicable sectoral cap as per extant FEMA notification, as amended from time to time.						
ceiling*	Clarification: Where the	company belongs to a sector with mixed					
	entry routes, for example	e prowntield pharmaceuticals where up to					
	Government route the er	c route and beyond up to 100% under					
Whathar the	Solact Vas or No as appli	cable					
foreign							
investment	If Yes is selected, fill up t	he details as below:					
received is for a	PIN Code	Enter the PIN code and click on arrow					
specific project/	State	Pre-filled as per PIN code					
manufacturing	City/District	Enter the city/district					
unit/ plant?	Brownfield/Greenfield	Enter brownfield or greenfield as					
		applicable for the investment.					

LLP-I Form							
Common Details Share Holding Pattern							
Canaral dataila							
General details							
Name *	Address *	Country*					
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Select							
Remittance Details							
Mode of payment*							
Remittance through banking Debit to Others(Please							
chame nezronn specity)							
Name of the AD Bank through whom the remittance is received *	Address *						
٩							
PIN Code*	State *	City/Town					
Whether the current reporting has been taken into account in the pre-transaction shareholding pattern	n? *						
0 0							
NO YES							
Remitance Date *	Amount remitted (in Rupees)*	Value of capital contribution *					
Iotal value of capital contribution for all investors *	Fair value*						
FIRC/Debit statement/KYC*	Valuation Certificate *						
Choose	Thoose						

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

STEP 4.1: Tab 1: Common details:

Field Name	Description
General Details	Enter the details of the person resident outside India making the
	capital contribution in the LLP as Name, address, country, and
	Constitution/Nature.
Remittance details	Select the name of the AD bank through which the remittance has
	been received. Enter the address and select the PIN code through
	the search option. State and City are auto-populated. In case the
	state or city auto-populated is not correct, edit the same
	accordingly.
Mode of Payment	Select the Mode of Payment, as applicable, from the radio button
	as:
	Remittance through Banking Channel.
	NRE/FCNR
	Others (please specify)
Remittance Date	Enter the date on which capital contribution was received.
Amount remitted	Enter the amount of capital contribution which was received
(in Rupees)	
Value of Capital	Value of capital contribution by the person resident outside India
contribution	in the LLP.

Total Value of	Total Value of Capital contribution from all investors.							
Capital								
contribution for all	In cases where the capital contribution is received at the same							
investors	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.							
Fair value	Enter the fair value and attach the valuation certificate.							
Remarks	Enter remarks if any.							
Declaration and	Declaration text: I hereby declare that I have verified the							
other attachments	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.							
	Select the check box and attach other documents, if any.							

STEP 4.2 - Tab 2 - Shareholding Pattern:

LLP	LLP-I Form											
Con	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-	Post-							
		Transaction	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

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

<u>LLP-II</u>

Dashboard			
Approved Forms		Rejected Forms	
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Auto Acknowledged Forms			
	FCGPR 3 FCTRS FORM Form 0 LLP1 LLP2 Form Form 1 ESOP Form 1 Form 1 Form 0		

STEP 1: Login into SMF and reach your workspace.

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

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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.

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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.)

Entity Details							📋 Reset	😫 Save and Submit	📔 Save As Draft	← Back
Corporate Identification Number (CIN/LLP) *	PAN Number*		Company I	lame*			. Charles			
Application Date *	10000001111		Internatio				LEI Number			
24/11/2023										
Details of received FDI-Entry Route and Applicable Sectoral Cap:										
Entry Route *		O Automatic Route		O Government	Route (Attach Copy Of	Government Approval)				
Applicable Sectoral cap/ Statutory ceiling*		0 _{20%} 0	26%	0 _{49%}	⊖ _{51%}	0 _{74%}	0 _{100%}	$^{\bigcirc}$ Others		
Whether the foreign investment is received for a specific project/manufacturing uni	t or manufacturing plant?*	O O Yes No								
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 repat)]	India to a person resident in India [including NRI/ OCI	l (non- Transfer o India	f capital contr	bution/profit shares	instruments from a pers	son resident in India (incl	uding NRI/ OCI (non-repat)]	to a person resident outs	ıde	
Relevant acknowledgement letter *										
In Choose										

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*	Select Automatic or Government as applicable for the investment being reported. In case the Government route is selected attach the requisite Government approvals. <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 74%, then the entry route case the investment bein investment beyond 74% government with relevant	e investment being reported is under e selected shall be automatic. And in ng reported would result into foreign , the entry route selected shall be government approvals attached.							
Applicable Sectoral	Applicable sectoral cap	as per extant FEMA notification, as							
cap/ Statutory ceiling*	amended from time to tim	е.							
	<u>Clarification</u> : where the co entry routes, for example to 74% is under automatic Government route, the ap	ompany belongs to a sector with mixed brownfield pharmaceuticals where up c route and beyond up to 100% under plicable sectoral cap would be 100%.							
Whether the foreign	Select Yes or No as applic	cable.							
investment received	If YES is selected, fill up t	he details as below:							
is for a specific project/	PIN Code	Enter the PIN code and click on arrow							
manufacturing unit/	State/ Union Territory	Pre-filled as per PIN code							
plant?	City/ District	Enter the city/district							
	Whether the	Enter brownfield or greenfield as							
	investment is Brownfield/ Greenfield	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		
Transfor Dataile Davas Calles Dataile Destinates of Transfor Chara Helding Dattern		
Transfer Details Buyer Selier Details Particulars of Transfer Share Holding Pattern		
Transfer Details		
Date of Transfer	If continuous to LLP-I number, Enter Ref No	
	LLP-I Number	
Transfer Type*		
 Transfer of capital contribution/ profit shares from a person resident outside I repat)] 	ndia to a person resident in India [including NRI/ OCI (non-	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 *		
✿ Choose		

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

STEP 4.2: Tab 2 - Buyer Seller details -

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Transfer Details Buyer Seller Details Particulars of Transfer	Share Holding Pattern		^
♥ Buyer Details			
Name of the buyer *	Address*	Country of residence	
		Select	
Constitution / Nature*			
Select			
Seller Details			
Name of the Seller *	Address*	Country of residence	
		Select	
Constitution / Natura *			
Select			
© 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	
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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?*	
O O NO YES	
Value of Capital contribution in Rs * Fair price in Rs *	Valuation certificate *
	choose
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 *	
٩	
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 cas Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.	e 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

Field name	Description
Whether the current reporting has been taken into account in	Select Yes or No accordingly.
the pre-transaction shareholding pattern?*	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) Remittance through banking channel NRE/FCNR Others (please specify) <u>Attachments</u>: Other Payment (necessary documents as applicable) In case the total payment has been received through multiple modes of payment, select multiple check boxes accordingly.
Name of the AD Bank through	Select the name of the AD bank facilitating
whom the remittance is	remittance for this transfer and enter the address of
received*	the same
Address*	Enter the Address of the AD-Bank

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

STEP 4.4: Tab 4 - Shareholding pattern:

LLP-II Form		
Transfer Details Buyer Seller Details Particulars of Transfer 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/pro- shares	it 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	Descr	iption	
Shareholding pattern			
	Particulars	Pre-	Post-
		Transaction	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 au Master (tab 3).	to-populated from the Entity
Post transaction values are the details provided in the for transaction value of shares + the form.	auto-calculated based upon orm. Post transaction = Pre · Value of shares reported in
The Business user shall e correctly filled in the form pattern which is auto- calcula	nsure that the details are , so that the shareholding ated 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.

<u>NOTE:</u> 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.

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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.

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Form FC-TRS					
Form LLP-I					
Form LLP-II					
Form ESOP					
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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.)

Entity Details								💼 Re:	set 📔 Save and Submit	🛱 Save As Draft	← Back
Corporate Identification Number (CIN/LLP) + [UT7800MA200597C123466 Application Date + [2411/2023 Details of received FDI-Entry Route and Applicable Sectoral Cap:	PAN Number +		(Company Name * monikainc				LEI Number			
Entry Route*		O Automatic Route		Governm	ent Route (Attach Co	py Of Government Appr	oval)				
Applicable Sectoral cap/ Statutory ceiling *		0 _{20%}	26%	0 _{49%}	⊖ _{51%}	0 _{74%}		0 _{100%}	O Others		
Whether the foreign investment is received for a specific project/manufacturing u	nit or manufacturing plant?*	Ves No									
CN Form											
Transaction type + Select											

Field Name		Description					
CIN/ LLP	Pre-filled, non-editable as p	Pre-filled, non-editable as per the BU registration details					
Company name	Pre-filled, non-editable as p	per the BU registration details					
PAN number	Pre-filled, non-editable as p	per the BU registration details					
Application date	Pre-filled, non-editable, sys	stem date					
Entry Route*	Select 'Automatic' or '(investment being reported selected, attach the requisi	ect 'Automatic' or 'Government' as applicable for the 'estment being reported. In case the 'Government' route is ected, attach the requisite Government approvals. arification: where the company belongs to a sector with mixed					
	Antry routes, for example brownfield pharmaceuticals where up to 4% is under automatic route and beyond up to 100% under sovernment route. If the investment being reported is under 74%. he entry route selected shall be automatic and in case the investment being reported would result into foreign investment eyond 74%, the entry route selected shall be government with elevant government approvals attached.						
Applicable	Applicable sectoral cap as per extant FEMA notification, as						
Sectoral cap/	amended from time to time	amended from time to time.					
Statutory ceiling*							
	Clarification: Where the co	<u>Clarification:</u> Where the company belongs to a sector with mixed					
	entry routes, for example b	rownfield pharmaceuticals where up to					
	74% is under automatic	route and beyond up to 100% under					
	Government route, the app	Government route, the applicable sectoral cap would be 100%.					
Whether the	Select Yes or No as applicable.						
foreign	If YES is selected, fill up th	If YES is selected, fill up the details as below:					
investment	PIN Code	Enter the PIN code and click on					
received is for a		arrow					
specific project/	State/ Union Territory	Pre-filled as per PIN code					
manufacturing	City/District	Enter the city/district					
unit/ plant?	Whether the	Enter brownfield or greenfield as					
	Investment is	applicable for the investment.					
	Brownfield/ Greenfield						

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

ransaction 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 foreion investors:
Issue of Convertible Notes		
		+ Add Investor
Details of the foreign investor:		
Name of the foreign investor *	Address *	Country*
		Select Y
Constitution/Nature *		
Select		
Remittance Details:		
Mode of Payment*		
Remittance through banking channel NRE/FCNR/Escrow A/c Others (please	specify)	
Date of Remittance *	Amount remitted(in Rs) *	
1		
Name of the AD Bank through whom the remittance is received *	Address *	City/Town
٩		
PinCode *	State*	
FIRC/Debit statement *	KYC*	
A Choose	💠 Choose	
 I hereby declare that I have verified the information provided in this form and certify Declaration and other relevant attachment(s) for this reporting. 	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

Field Name	Description					
Date of issue of	Select the date of issue of convertible notes					
convertible notes						
Total amount of	Enter the total amount of inflow being reported in this form					
Inflow	CN					
Number of foreign	Enter the number of foreign investors to whom convertible					
investors	notes are being iss	sued				
Details of foreign	Enter the details of	Enter the details of the foreign investor as below:				
investor	Name of the	Enter the name of the foreign investor				
	foreign investor					
	Address	Enter the address of the foreign investor				
	Country	Select the country of the foreign				
		investor from the drop-down menu				
	Constitution/	Select the constitution /nature of the				
	Nature	foreign investor from the drop-down menu				
	Remittance	Select the name of the AD bank from the				
	Details- Name of	available option, other details are auto-				
	the AD bank and	populated based upon selection. If the				
	address	details are not correct, the same may be				
		modified accordingly. The field is				
		editable.				
	Mode of	Select the mode of payment from the				
	payment	following (check boxes)				
		Remittance through banking channel				
		NRE/FCNR/Escrow				
		Others (please specify)				
		Enter the Date of remittance, amount				
		remitted in foreign currency and amount				
		remitted in Rs				
		Attachments: FIPC or debit statement				
		as applicable and KYC.				
		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.				

	Once the above details have been filled, click on ADD investor.
	Repeat the above process in case of multiple investors.
Declaration text and	Declaration text: I hereby declare that I have verified the
other attachments	information provided in this form and certify that the information provided is true, complete, and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite Declaration and other relevant attachment(s) for this reporting.
	Check the declaration text and attach other attachments, if
	any.

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.

Transfer of convertible notes			
Transfer Of Convertible Notes			
Date of Transfer *			
			
Type of transfer •			
$^{\bigcirc}$ Transfer of Convertible Notes from a person resident outside India to a person resident in basis].	India [including NRI/OCI or eligible investor holding under non-repatriable $\hfill \subset$	Transfer of Convertible Notes from a person resident in India to a person resident outside India [includi basis].	ng NRI/OCI or eligible investor holding under non-repatriable
Details of Buyer :			
Name of the buyer*	Address *	Country of residence *	Constitution / Nature *
		A Select	Select Y
		*	
Details of Seller :			
Name of the Seller *	Address *	Country of residence *	Constitution/Nature •
		* Select Y	Select
		Ψ.	
Mode of Payment *			
Desidence describes the set of the UDE (FOUD) Former 1/2 Others (stores)	(f_A)		
Remittance unough banking channel RRE/FURR/ESCION A/C Others (please	specify)		
Date of Hemittance *	Amount remitted(in Rs) •	Fair Value(in HS) *	
Unex of the AD Dark through where the constitution is constrained as		Direct.	(http://www.com/article
Name of the AD Bank through whom the remittance is received.*	Address *	Pincoue	state*
<u>ر</u>			
		*	
FIRC/Debit statement/KYC *	Valuation certificate/other attachments *		
n Choose	Thoose		
I hereby declare that I have verified the information provided in this form and certify Declaration and other relevant attachment(e) for this reportion.	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 m	ade in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite

STEP 5.2: For Transfer of convertible notes:

Field name	Description
Date of transfer	Select the Date of transfer. In case it is a future date, select
	the current date.
Type of transfer	Select from the following options as applicable -
	 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
	Enter the "Amount of Outflow" in Rs.
	• 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].
	Enter the "Amount of Inflow" in Rs.
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	Select the mode of payment from the following (check boxes)
	Remittance through banking channel NRF/FCNR/Fscrow
	Others (nlease specify)
	Enter the Date of remittance and amount remitted in Rs.
	<i>Attachments:</i> FIRC or debit statement as applicable and KYC.
	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.

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

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:

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

FORM ESOP

Dashboard			
Approved Forms		Rejected Forms	
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STEP 1: Login into SMF and reach your workspace.

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

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SINGLE MASTER FORM			Rejected Forms		
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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.

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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.)

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Corporate Identification Number (CIN/LLP) •	PAN Number *	Company Name *	Application Date *
Details of received FDI-Entry Route and Applicable Sector	al Cap:		
Entry Route *	Automatic Rou	te O Government Route (Attach Copy Of Governm	ient Approval)
Applicable Sectoral cap/ Statutory ceiling *	○ 20% ○	26% 49% 51% 74%	• 100% Others
Whether the foreign investment is received for a specific pro- plant?*	ject/manufacting unit or manufacturing O Yes No		
ESOP Form			
ESOP Details Share Holding Pattern			
Scheme under which ESOPS are issued *			
Particulars of Issue			
Attach relevant extracts of the scheme :*			
Choose			-
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Field Name	Description					
CIN	Pre-filled, non-editable as per the BU registration details.					
Company name	Pre-filled, non-editable as p	Pre-filled, non-editable as per the BU registration details.				
PAN number	Pre-filled, non-editable as p	per the BU registration details.				
Application	Pre-filled, non-editable, sys	stem date				
date						
Entry Route*	Select Automatic or Gover	nment as applicable for the investment				
	being reported. In case the	e Government route is selected attach				
	the requisite Government a	ipprovals.				
	Clarification: where the co	mpany belongs to a sector with mixed				
	entry routes, for example b	rownfield pharmaceuticals where up to				
	Government route If the in	vestment 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 rou	te selected shall be government with				
	relevant government approvals attached.					
Applicable	Applicable sectoral cap as per extant FEMA notification, as					
Sectoral cap/	amended from time to time					
Statutory						
ceiling*	<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					
Whathar tha	Government route, the applicable sectoral cap would be 100%.					
foreign	If VES is solocted fill up the	ible. o dotails as bolow:				
investment	PIN Code	Enter the PIN code and click on				
received is for a	FIN CODE	arrow				
specific project/	State/ Union Territory	Pre-filled as per PIN code				
manufacturing	City/ District	Enter the city/district				
unit/ plant?	Whether the	Enter brownfield or greenfield as				
	investment is	applicable for the investment.				
	Brownfield/ Greenfield	••				
		<u> </u>				
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 *			
Attach relevant extracts of the scheme :*			
Date Of Issue*	Number of ESOPs issued *	Price per instrument *	
			ļ
Conversion ratio *(^)	Number of instruments on fully diluted basis \star	Face value of equity shares *	
1			
Whether the current reporting has been taken into account in the pre-tu	ransaction shareholding pattern?*		
O O VES			
Value of Shares in Rs*		Amount of Consideration *	
			J
I hereby declare that I have verified the information provide compliance to the Foreign Exchange Management Act, 199 M in case of ADB/GDB linked FSDB issue the conversion ratio ch-	d in this form and certify that the information provided is true, complete ar 9. I hereby attach requisite Declaration, CS certificate and other relevant at all indicate final conversion i e all FS/IPs convorted into enviry shares	nd correct. In case of any discrepancy in the above information, I may br ttachment(s) for this reporting.	2 held liable for the same. These declarations and submissions are made in

Field Name	Description
Scheme Under	Mention the name of the scheme under which the ESOPs are being
which ESOPs are	issued and attach the relevant extracts of the same at the attachment
issued	"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	Enter the Total number of ESOPs being issued as per the scheme
ESOPs issued	
Price per	Enter the exercise price of ESOP.
instrument	
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	Auto-calculated as per Number of ESOPs issued and the conversion
instruments on	ratio
fully diluted basis	
Face value of	Enter the face value of the underlying Equity shares
equity shares	
Whether the	Select Yes or No
change in the	
shareholding	

pattern due to	In case Yes is selected then there will not be any change in the
this transaction	shareholding pattern for this transaction being reported.
being reported	
has already been	In case No is selected, a field for Paid up capital on fully diluted basis
accounted in the	will pop-up. Enter the paid-up capital value on fully diluted basis.
pre transaction	The changes would be reflected in the shareholding pattern for this
shareholding	transaction being reported accordingly.
pattern*	
Value of shares	Auto-calculated as per Equivalent equity shares on fully diluted
in Rs.	basis and the face value of equity shares.
Amount of	Auto-calculated based on 'Number of instruments on fully diluted
Consideration	basis' and 'Price per instrument'.
Declaration	Declaration text - "I hereby declare that I have verified the
	information provided in this form and certify that the information
	provided is true, complete and correct. In case of any discrepancy
	in the above information, I may be held liable for the same. These
	declarations and submissions are made in compliance to the
	Foreign Exchange Management Act, 1999. I hereby attach requisite
	Declaration, CS certificate and other relevant attachment(s) for this
	reporting."
	Check upon completing all details in the form.

STEP 4.2: Tab 2 - Shareholding pattern:

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*	Applicable Sectoral cap/ Statutory ceiling * O 20%	0 26%	49%	51%	74%	100%	 Others 				
ES	Whether the foreign investment is received for a specific project/manufacting unit or manufacturing plant?* ves • OP Form ESOP Details Share Holding Pattern	No									l
										_	- 1
	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									- 1
	Total	1329676.000									- 1
	Percentage	13.30									- 1
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Field name	Descriptio	n	
Shareholding			
pattern	Particulars	Pre-	Post-
		Transaction	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-popu (tab 3)	lated from the	Entity Master
	provided in the form.	nateu baseu up	
	Post transaction = Pre transaction valu reported in the form.	ie of shares + V	alue of shares
	The Business user shall ensure that th the form, so that the shareholding path is correct.	e details are co tern which is au	rrectly filled in uto- calculated

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".

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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.

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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:

Entity Details								🗊 Res	t 😫 Save and Submit	😫 Save As Draft	🗲 Back
Corporate Identification Number (CINILLP) + (UTROUM2009F7012466 Application Date + 2411/2023 Details of received FDI-Entry Route and Applicable Sectoral Cap:	PAN Number * Auctos744			tompany Nan menikaine	10 ⁴			LEI Number			
Entry Route +		O _{Automatic Rot}	te		O _{Government} I	Route (Attach Copy Of	Government Approval)				
Applicable Sectoral cap/ Statutory ceiling *		0 _{20%}	0 _{26%}		0 49%	ି _{51%}	0 _{74%}	0 _{100%}	O Others		
Whether the foreign investment is received for a specific project/manufacturing t	init or manufacturing plant?*	O O Yes No									

Field Name		Description				
CIN/ LLP	Pre-filled, non-editable as p	er the BU registration details				
Company name	Pre-filled, non-editable as p	e-filled, non-editable as per the BU registration details				
PAN number	Pre-filled, non-editable as p	e-filled, non-editable as per the BU registration details				
Application date	Pre-filled, non-editable, syst	tem date				
Entry Route*	Select Automatic or Govern	nment as applicable for the investment				
	being reported. In case the	Government route is selected attach the				
	requisite Government appro	ovals.				
	Clarification: where the con	mpany belongs to a sector with mixed				
	entry routes, for example b	rownfield pharmaceuticals where up to				
	74% is under automatic r	oute and beyond up to 100% under				
	Government route. If the in	vestment 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 rot	rele streshed				
Applicable	Applicable sectoral cap	all allacited.				
Sectoral can/	amondod from time to time	as per extant FEMA notification, as				
Statutory coiling*	amended nom time to time.					
	Clarification: where the co	mpany belongs to a sector with mixed				
	entry routes, for example b	rownfield pharmaceuticals where up to				
	74% is under automatic r	oute and beyond up to 100% under				
	Government route, the appl	icable sectoral cap would be 100%.				
Whether the	Select Yes or No as applical	ble.				
foreign	If YES is selected, fill up the	details as below:				
investment	PIN Code	Enter the PIN code and click on				
received is for a		arrow				
specific project/	State/ Union Territory	Pre-filled as per PIN code				
manufacturing	City/ District	Enter the city/district				
unit/ plant?	Whether the	Enter brownfield or greenfield as				
	investment is	applicable for the investment.				
	Brownfield/ Greenfield					

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

STEP 4.1: Tab 1 - DI Details:

DI Form			
DI Details Share Holding Pattern For reporting of indirect foreign investment –investment by an FOCC in the directly or through investment on stock exchanges (To be reported within 3	Indian company/LLP directly or through investment on stock exchanges or Dow O days of the date of allotment of shares/ CCDs/CCPS/warrants /partly paid up s	instream investment by an Investment Vehicle in which neither the Sponsor no shares or within 30 days from the date the investment becomes indirect foreign	t the Manager nor the investment Manager is Indian 'owned and controlled' 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? *	O O NO YES	
Investor Type *	Name*	Address*	
Select			
PINCode	State	District	
Type the PINCode and click the button $ \ \ \rightarrow$]
Date on which investment become Indirect foreign investment *	Date of allotment *	Amount of remittance *	
Type of Instruments *	Number of instruments *	Conversion Ratio*	
Select		1	
Number of shares on fully diluted basis *	Face value of equity shares *	Value of shares*	
Price per instrument *	Amount of consideration *		
I hereby declare that I have verified the information provided in this form a the Foreign Exchange Management Act, 1999.*	d certify that the information provided is true, complete and correct. In case of a	ny discrepancy in the above information, I may be held liable for the same. These	declarations and submissions are made in compliance to
Other Attachments:			
► Choose			

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	Select Yes or No
current reporting	
has been taken	In case YES is selected then there will not be any change in the
into account in the pre-transaction	shareholding pattern for this transaction being reported.
shareholding	In case NO is selected, a field for Paid up capital on fully diluted
pattern?	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.
Investor Type	Select the type of resident investor making downstream investment in the investee Indian company from the drop-down menu as: • 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.
Type of instruments	Select from the type of instrument, drop down menu. (Use Others for LLP – Capital Contribution)
Number of	Enter the number of instruments
instruments	(Enter 1 for LLP – Capital Contribution)
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	Enter the face value of the equity shares.
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	The price at which each share is issued/transferred.
instrument	(Enter applicable capital contribution for LLP- Capital Contribution)
Amount of	This is an auto-populated field based on the 'Number of shares on
Consideration	a fully diluted basis' and 'price per instrument'.
Declaration	<u>Declaration text</u> - 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.

Check upon completing all details in the form and attach, any
other document (s), if any.

STEP 4.2: Tab 2 – Shareholding pattern:

DI Fo	rm				
DID	etails 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 455052 shares				
	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		
pattern	Particulars 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-popu (tab 3). Post transaction values are auto-form. Post transaction = Pre transaction	Transaction Transaction	Entity Master sed upon the		
	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 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



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

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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.

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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 -

Entity Details							聞 Rese	: 👫 Save and Submit	🛱 Save As Draft	🗲 Back
Corporate Identification Number (CIN/LLP) * (ur17000M2005970123455 Application Date * [2411/2022 Datable of research EDLEntry Route and Applicable Sectors) Carr	PAN Number *		Company Nar monikainc	1e*			LEI Number			
Entry Route*		O Automatic Route		Government Ro	ute (Attach Copy Of G	overnment Approval)				
Applicable Sectoral cap/ Statutory ceiling *		° 20% ° 2	6%	0 _{49%}	0 _{51%}	0 _{74%}	0 100%	O Others		
Whether the foreign investment is received for a specific project/manufacturing u	O O Yes No									
DRR Form										
DRR Details Share Holding Pattern Name of the Domestic Custodian *	Address of the Domestic Custodian'	i	Name Of Glob Country *	al Custodian '						

Field Name	Description					
CIN/ LLP	Pre-filled, non-editable as p	er the BU registration details				
PAN number	Pre-filled, non-editable as p	Pre-filled, non-editable as per the BU registration details				
Company name	Pre-filled, non-editable as p	Pre-filled, non-editable as per the BU registration details				
Application date	Pre-filled, non-editable, sys	tem date				
Entry Route*	Select 'Automatic' or 'Gove	rnment' as applicable for the				
	investment being reported.	In case the 'Government' route is				
	selected attach the requisit	e 'Government' approvals.				
	<u>Clarification</u> : where the con	npany belongs to a sector with mixed				
	entry routes, for example b	rownfield pharmaceuticals where up to				
	74% is under automatic rou	ite and beyond up to 100% under				
	Government route. If the in	vestment being reported is under 74%.				
	The entry route selected sh	all be automatic and in case the				
	Investment being reported	would result into foreign investment				
	beyond 74%, the entry rout	e selected shall be government with				
Applicable	Applicable asstard cap as	vals attached.				
Applicable Soctoral can/	amondod from time to time	per extant FEMA notification, as				
Statutory coiling*						
Otatatory coming	Clarification: where the co	mpany belongs to a sector with mixed				
	entry routes, for example b	rownfield pharmaceuticals where up to				
	74% is under automatic rou	ite and beyond up to 100% under				
	Government route, the appl	licable sectoral cap would be 100%.				
Whether the	Select Yes or No as applica	ble.				
foreign	If YES is selected, fill up the	e details as below:				
investment	PIN Code	Enter the PIN code and click on				
received is for a		arrow				
specific project/	State/ Union Territory	Pre-filled as per PIN code				
manufacturing	City/ District	Enter the city/ district				
unit/ plant?	Whether the	Enter brownfield or greenfield as				
	investment is	applicable for the investment.				
	Brownfield/ Greenfield					

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

STEP 4.1: Tab 1 - DRR details:

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DRR Form		A			
DRR Details Share Holding Pattern					
Name of the Domestic Custodian*	Address of the Domestic Custodian*	Name Of Global Custodian"			
Address Of the Global Custodian *	Date Of Issue"	Country *Select-			
Number of DRs issued *	Underlying Securities*	Conversion Ratio*			
Number of Equity Shares on fully diluted basis *	Face value of Equity shares *	Value Of Shares *			
Amount raised in Rs*	Issue Expenses, if any, in Rs	Amount repatriated in the current tranche in Rs*			
Amount repatriated in India in Rs	Amount kept abroad in Rs				
Whether the change in the shareholding pattern due to this to	ransaction being reported has already been accounted in the pre t	ansaction shareholding pattern *			
O NO O YES					
Uthe the second se					
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Field name	Description
Name of the Domestic	Name of the Domestic custodian for the DR issue
custodian	
Address of the Domestic	Address of the Domestic custodian for the DR issue
custodian	
Name of the Global	Name of the Global custodian for the DR issue
Custodian	
Address of the Global	Address of the Global custodian for the DR issue.
Custodian	
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 that Equity instruments i.e., debt or units,
	conversion ratio shall be 1:0.
Number of equity shares	Auto-calculated as per Number of DRs issued and
on fully diluted basis	conversion ratio
Face value of equity	Face value of the equity shares
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	The amount as being repatriated in India so far.
Total Amount repatriated	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	Select Yes or No
to this transaction being reported has already been accounted in the pre	In case Yes is selected then there will not be any change in the shareholding pattern for this transaction being reported.
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.
Whether sponsored?	Select Yes or No
	If Yes, then enter the Name of sponsor and the address of the sponsor
Whether the DR is listed	Select Yes or No
on an International Exchange or trading platform	If Yes, then enter the name of the stock exchange and the Date of commencement of trading on the same
Declaration	Declaration text - I hereby declare that I have verified the information provided in this form and certify that the information provided is true, complete, and correct. In case of any discrepancy in the above information, I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999.
	Check upon completing all details in the form and attach other documents, if any.

STEP 4.2 - Tab 2 - Shareholding Pattern:

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	RR Form				-
·	DRR 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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Field name	Description		
Shareholding			
pattern	Particulars	Pre-	Post-
		Transaction	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 f	from the Entity	y Master (tab 3)
	provided in the form.	leu baseu up	
	Post transaction = Pre transaction value reported in the form.	of shares + V	alue of shares
	The Business user shall ensure that the def form, so that the shareholding pattern v correct.	tails are corre vhich is auto	ctly filled in the - calculated is

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.

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

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STEP 2: Click on drop down menu "Return Type". Select "Form InVi" and click on "Add new return". The user will be taken to form InVi. (As the Business user registration is for Form InVi, only one option of Form InVi is available in the drop-down menu.)

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Ξ	InVi Form		🏛 Reset 😫 Save and Submit 😫 Save As Draft 🗲 Back		
	Details of inflow in Investment Vehicle from person resident outside India (To be reported by the Investment Vehicle receiving inflow from a person resident outside India as per Regulation 5(2) of FEMA 20(2), within 30 da	ys of date of save of units)			
	Application date *	Name of the investment vehicle *	Type of investment vehicle *		
	25/05/2023		SELECT Y		
	Targeted Amount in Rs*				
	Foreign inflow details as being reported				
	Amount of remittance *	Number of foreign investors*	Date of issue of units*		
			E		
	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) *				
	n Choose				
	I hereby declare that I have verified the information provided in this form and certify that the information provided is Declaration and other relevant attachment(s) for this reporting.	true, complete and correct. In case of any discrepancy in the above information, I may be held liable for the same. These dec	larations and submissions are made in compliance to the Foreign Exchange Management Act, 1999. I hereby attach requisite		
	Other attachment				
		© Version 1.1.02 FIRMS Application Helpdesk (Monday to Friday 10:30 am to 6:00 pm) Email- helpfirms@rbi org.in			

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.
Type of investment vehicle	Select the type of the Investment Vehicle from the following drop-down menu: Real estate Investment Trust Infrastructure Investment Trust Alternate Investment Fund –I Alternate Investment Fund-II Alternate Investment Fund-III Others (If others is chosen, a separate data entry field will pop-up. Enter the type of Investment Vehicle)
Targeted amount in	The total amount of inflow in Rs, both from Residents as well
Rs	as Non-Residents, as targeted for the corpus of the Investment
	Vehicle.
Amount of Remittance	Enter the amount of Foreign remittance in Rupees being received and being reported in the current return.
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	Enter the number of units as issued to the foreign investor for		
issued to the foreign	the amount as received and being reported in the current		
investors	return.		
Total amount of	Enter the total amount of foreign inflow as being received in the		
foreign inflow so far	Investment vehicle till date from all foreign investors.		
in Rs			
Total number of	Enter the total number of foreign investors till date from which		
foreign investors	the foreign inflow has been received in the Investment vehicle.		
Total Number of units	Enter the total number of units as issued to all the foreign		
as issued to the	investors till date.		
foreign investors so			
far			
Price per instrument	Enter the price per unit.		
Amount of	This field will be auto-populated based on the 'number of units		
consideration	issued to the foreign investors' and 'price per instrument'.		
Country wise inflow	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:		
	where.		
	 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 Ps is the		
	• Allount being reported in the current form in KS is the		
	foreign inflow Name Number Amount Total		
	of the of being amount		
	country wise as countr foreign reported as		
	received and y investor in the receive		
	s current d so far		
	in the current form in in Rs		
	return. Rs		
	I otal amount as		
	received so far		
	in Rs is the total		
	amount of		
	foreign inflow		
	so far from the country as received.		

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

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.

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

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

Sr.	Transaction type	Principal	Reporting		
No.		Transaction			
	Option 1: When the trust route is not deployed				
1	Option 1(a): Cash based exercise	Issuance of X	FC-GPR (as		
	Person Resident Outside India (PROI)	shares to PROI	hitherto) for X		
	Employee pays the exercise price for		shares may be		
	X shares		reported by the		
	"X" Shares issued to PROI by an		company		
	Indian company on receipt of				
	exercise price				
2	Option 1(b): Cashless exercise	Issuance of X-Y	FC-GPR for issue		
	PROI Employee serves exercise	shares to PROI	of X-Y shares may		
	notice for X shares, but does not pay		be reported by the		
	exercise price to the company, the		company		
	company sells Y (a portion of X)				
	shares to recover exercise price for X.				
	Finally, the company issues, "X-Y"				
	shares to PROI.				
3	Option 1(c): Cashless exercise	Sale of X-Y shares	FC-TRS for sale of		
	PROI Employee serves exercise	by the company	X-Y shares by the		
	notice for X shares, but does not pay	on behalf of PROI	company on behalf		
	exercise price to the company, the	and	of PROI by the		
	company sells Y shares to recover	remittance of sale	Indian company		
	exercise price for X. Finally, instead	proceeds.			
	of issuing the remaining "X-Y"				
	Shares, the <u>company sells X-Y shares</u>				
	and remits the sale proceeds (net of				
	taxes) to PRUI.	at norta la danlarrad			
	Option 2: when the trus	st route is deployed			
4	Option 2(a)(I): Cash Based Exercise	iranster of X	PU-IKS TOP X		
	PROI Employee pays the exercise	snares by the	snares acquired by		
	price for X shares to the trust, the	trust to PROI	PROI from the trust		
	trust transfers the shares to PROI.		may be reported by		
5	Option 2(a)(ii): Cash Based Exercise	Personition of			
э.	DPOL Employee neve the everying	the PPOL of			
	price for V shares to the trust the	hereficial owner	the trust on babalf		
	trust holds Y shares on bobalf of				
	DPOL as their baneficial owner	UI A SIIdIES.	FRUI IIIay De		

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

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

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

CONTACT US:

The applicants are advised to contact their AD-Banks first as a primary contact. In case any queries remain unresolved, the applicants may then approach the concerned regional office of RBI - as per location of the ROC of the investee company.

Contact details of RBI's Regional Offices are available on the home page of FIRMS portal.

In case of any further help, applicants may call/ write to the Helpdesk for FIRMS: to receive gueries from stakeholders regarding entries to be made in FIRMS.

FIRMS Helpdesk Team

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.

<u>ANNEX - II</u>

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 :

<u>ANNEX – III</u>

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:
 - 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 that ninety days from the date of the transaction.
 - (B) For transfer by way of sale (Private Arrangement) as applicable:
 - 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 that 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 that 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 that 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".
- 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 that 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.

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 ret	urns 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 indiv	vidual) 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 OfficeNOTES:

- 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.
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)

<u>Annex - VI</u>

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: _ / _ / _ _ /

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: _ / _ / _ _ _ _

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.

:
:
:

Date: _ / _ / _ _ _ _

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

<u>Annex - XI</u>

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

<u>Annex – XII</u>

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. Transaction details are as below:

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

.....