



RESERVE BANK OF INDIA

FOREIGN EXCHANGE DEPARTMENT

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

USER MANUAL FOR ENTITY USERS

Version No.	Date of Change	Changes Made	Pages
1.0	10-05-2024	Introduction	4
		Annexure – II: List of Regional Offices of RBI	30 and 31
2.0	26-06-2024	Changes indicated with \$	NA
3.0	19.12.2024	Changes indicated with ^	NA

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FIRMS APPLICATION

Foreign investment in India - Reporting in Single Master Form

Introduction:

1.1 The Reserve Bank, in the First Bi-monthly Monetary Policy Review dated April 05, 2018 announced that, with the objective of integrating the extant reporting structures of various types of foreign investment in India, it will introduce a Single Master Form (SMF) subsuming all the existing reports.

1.2 In order to implement this announcement, the Reserve Bank introduced an online application, FIRMS (Foreign Investment Reporting and Management System), for enabling reporting in SMF. FIRMS was made live in two phases. In the first phase, the first module viz., the Entity Master, was made available online. Instructions in this regard were already issued through A.P. (DIR Series) Circular No. 30 dated June 07, 2018 (https://rbi.org.in/Scripts/BS_CircularIndexDisplay.aspx?id=11297).

1.3 In the second phase, the second module containing 9 reports 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 was merged into a single revised FC-GPR. The SMF also introduced reporting of indirect foreign investment through form DI and reporting of inflows in investment vehicles through Form InVi. Further, the reporting in FC-TRS, LLP-I, LLP-II, ESOP, DRR and CN was also made available in SMF. The finalized structure of SMF and operational instructions thereof were made available in the Master Direction on Reporting under FEMA, 1999.

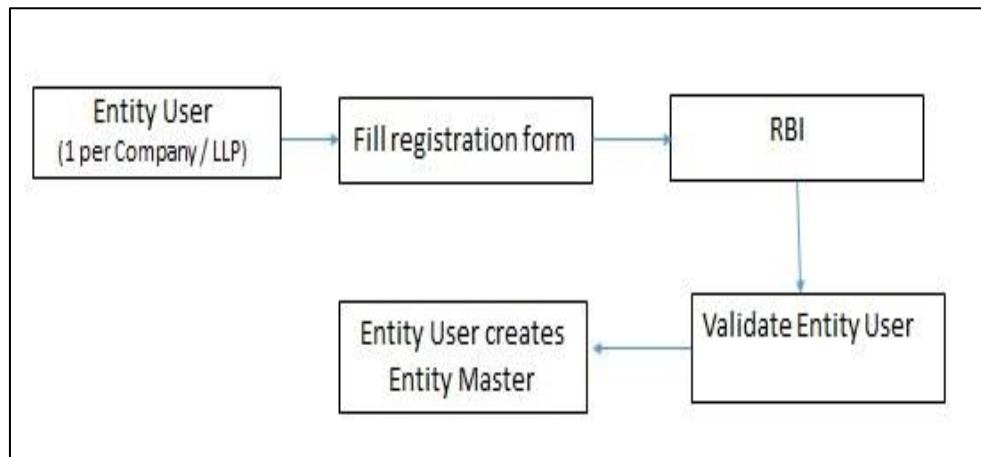
USER MANUAL FOR ENTITY MASTER

1. Who is an Entity?

- ✓ A company within the meaning of section 1(4) of the Companies Act, 2013.
- ✓ A Limited Liability Partnership (LLP) registered under the Limited Liability Partnership Act, 2008.
- ✓ §A startup as defined under the Foreign Exchange Management (Non-Debt Instrument) Rules, 2019.

2. Process Flows –

2.1 Schematic representation of Entity User Registration and Entity Master:



3. Process flow for Entity Master –

3.1 Entity User:

- ✓ An Entity User is a person authorized by the Entity (company/ LLP/startup) to register an Entity in the Entity Master of FIRMS application.
- ✓ The Entity User would be the sole person authorized to add/ update the foreign investment details of an Entity in the Entity Master and would be entirely responsible for the data entered.

- ✓ One Entity can have only one Entity User. If the Entity wishes to change the Entity User, it may contact the FIRMS helpdesk, the details of which are available in the “Contact Us” section.
- ✓ One person can also be an Entity User for more than one Entity. However, the person has to obtain separate registrations for the same as the registrations are Entity specific.

4. Registration for an Entity User –

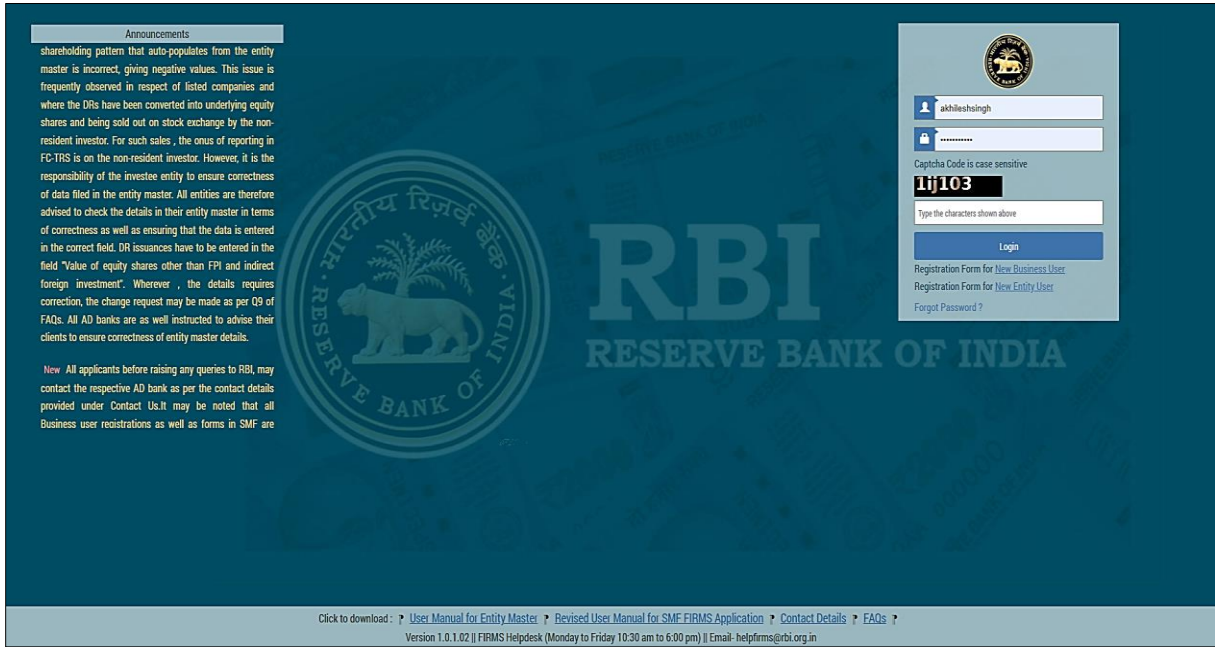
4.1 Pre-requisites:

- ✓ Authority Letter: The Entity may issue an Authority Letter, in the format as given at Annex to the identified personnel authorizing him/her for registering as an Entity User for the Entity.
- ✓ The Entity User may keep ready all details of foreign investment in the Entity.

4.2 Registration Process:

- ✓ Uniform Resource Locators (URL) of the application is *<https://firms.rbi.org.in>*.
- ✓ The person, for registering as Entity User, may access the login page of the FIRMS application using the above URL on the internet.

4.3 Landing page for Registering an Entity User:



4.4 Creation of new Entity User:

Step 1: Click on Registration form for New Entity User.

Step 2: A pop-up box showing Entity User Registration form opens.

Entity User Registration Form

First Name*	Middle Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Name*	Email*	Confirm Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>
PAN no of Authorised person*	Mobile Number*	Entity Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Entity Type* <input type="radio"/> Company <input type="radio"/> Limited Liability Partnership <input type="radio"/> StartUp	Corporate Identification Number(CIN)/ LLP Identification Number(LLPIN)* <input type="text"/>	
Regional Office Name* SELECT <input type="button" value="v"/>	Registered address of the Entity* <input type="text"/>	
Authority letter* <input type="button" value="Choose"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

\$Note: The entities registered as LLPs have to necessarily click on the radio button for “Limited Liability Partnership” in the above screen for prescribed filing.

Step 3: Fill all the details in the Entity User Registration Form.

4.5 Field Descriptions:

The fields in the Entity User Registration Form are described in the following table –

Field Name	Field Description
First Name*	First Name of the User
Middle Name	Middle Name of the User
Last Name*	Last Name of the User
User Name*	User has to enter a unique Username. The Username can be alphanumeric.
Email*	The User has to enter a valid e-mail ID. The default password will be provided in the e-mail ID.
Confirm Email*	
PAN Number*	The User should provide their own PAN No. (not the PAN No. of the company). It is composed of 10 characters (first five alphabets, next four numerics, and the last alphabet).
Mobile Number*	The User should enter its valid 10-digit mobile number.
Entity Name*	Name of the company as per the certificate of incorporation (Only name of the company without any prefixes).
Company Type*	Entity type whether Company, LLP, or Start Up.
CIN or LLPIN*	If Company is selected, then CIN of the Entity as available in the certificate of incorporation has to be entered. If the company does not have CIN number, it may fill a dummy CIN number as below –

	<p>D12345(first two letters of the state where company has registered office)2010(first three letters of the company's name) (123456)</p> <p>For example: If the Company's name is ABC Corporation Limited and the Registered Office is in Maharashtra, where the company does not have a CIN, then dummy CIN would be –</p> <p style="text-align: center;">D12345MA2010ABC123456</p> <p>Similarly, if LLP is selected, then LLPIN of the Entity as available in the certificate of incorporation has to be entered. If the LLP does not have an LLPIN, it may enter a dummy LLPIN as below –</p> <p>D(first two letters of the LLP's name)(date and month of incorporation in digits)</p> <p><u>For example:</u> if the LLP's name is ABC LLP and date of incorporation is October 23,1990, then the dummy LLPIN would be-</p> <p style="text-align: center;">DAB-2310</p>
Regional Office Name*	Regional Office of RBI under whose jurisdiction the registered office of the Entity falls. Entities are advised to refer to Annexure-II for confirmation.
Address*	City with the PIN Code of the registered office of the Entity.
Authority Letter*	The User has to attach the authority letter [§] (Max size: 1Mb) from the Entity authorizing the person to register as an Entity User for submission of information in the Entity

	<p>Master. The format of the authorization letter is provided in Annexure-I.</p> <p>Only a '.pdf' file can be attached.</p>
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****Denotes Mandatory fields.***

Step 4: Click on the **Submit** button after filling in all the details.

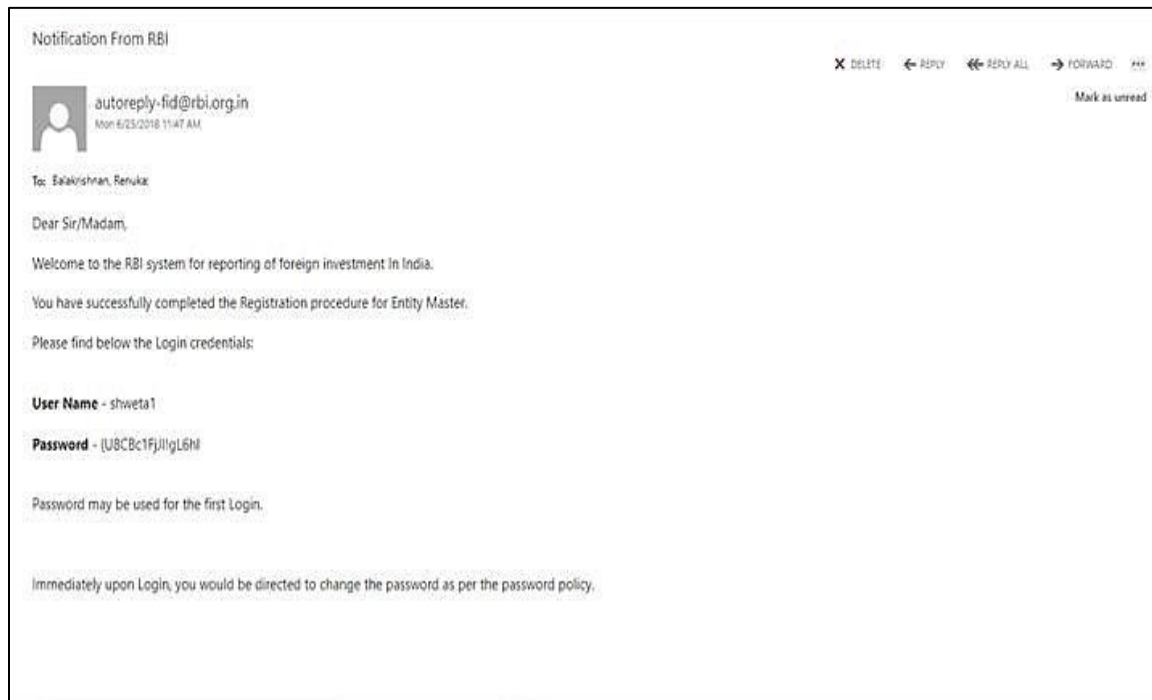
Step 5: A notification “Record saved successfully” would pop up. This means that the User has created its User ID.



Authority Letter submitted by the Entity User will be verified by the RBI and after the RBI's approval, the User would receive the password on his/ her registered email ID from RBI's mail ID (*autoreply-fid@rbi.org.in*).

- (i) **\$(Note:** *Users not receiving any mail notification for approval/ rejection of the registration within 48 hours may contact the respective Regional Office of the Reserve Bank – (Please refer to Contact Details document in the FIRMS homepage).*

A Sample mail is given below:



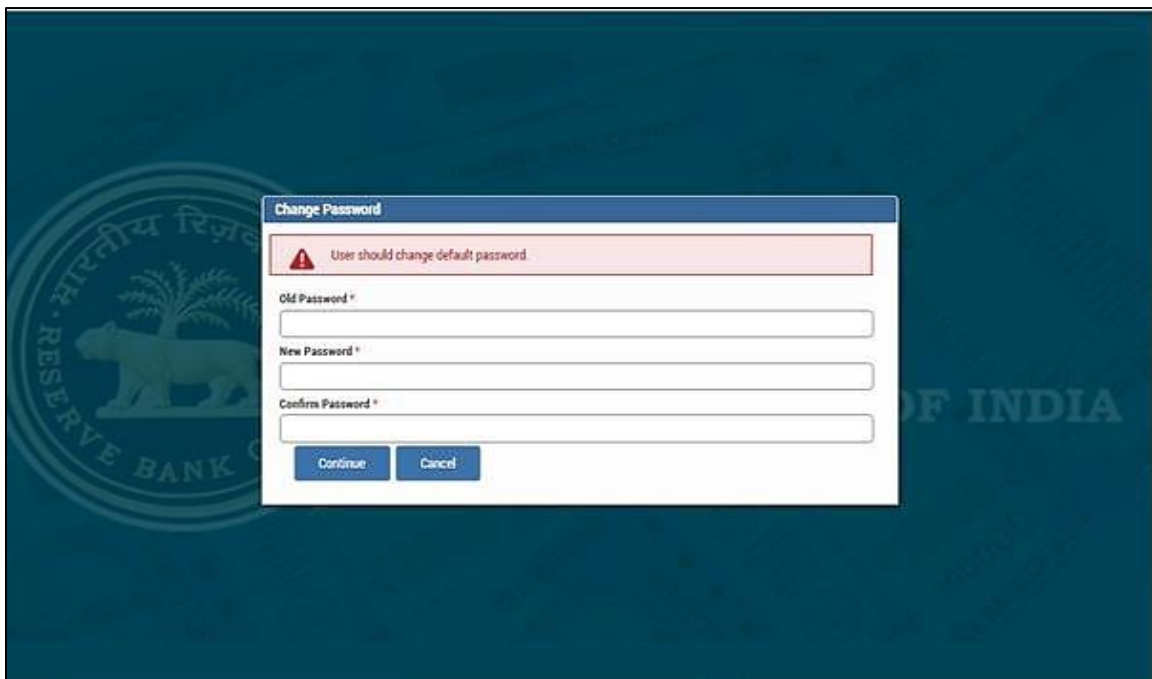
First time Logging in:

Step1: Enter the Username and Password as provided to the User in the email from RBI and click **Login**. The User would be asked to change his/her password upon first Login.



4.6 Change Password:

Step 1: The Change Password window is displayed.



The screenshot shows a 'Change Password' dialog box overlaid on a dark blue background with the Reserve Bank of India logo. The dialog box has a title bar 'Change Password' and a red warning message: 'User should change default password.' Below the message are three input fields: 'Old Password *', 'New Password *', and 'Confirm Password *'. At the bottom of the dialog box are two buttons: 'Continue' and 'Cancel'.

Step 2: Enter your old password in the “*Old Password*” field and the new password in the “*New Password*” field.

Step 3: Re-enter the new password to confirm it and click “*Continue*”.

4.7 Change in Email id/ Contact Number:

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

Step 1: After logging into the FIRMS portal, the Entity User should click on the main menu (hamburger) on the left and then select **User >> User Profile**.

Step 2: Once selected, the existing profile details of the Entity User will be displayed. The Entity User has to then click on the 'Edit' button to open the Edit User Profile tab.

Please refer to the image below –

The screenshot shows the 'Edit User Profile' form in the FIRMS portal. The form is titled 'Edit User Profile' and contains the following fields:

Field	Value
Name	Test
User Name	dummycompany
EMAIL	akhliteshsir@rbi.org.in
CONTACT	1234g567890
ADDRESS	ahmedabad
ENTITY NAME	monikainc
Company CIN or LLP	U77800MA
BANK NAME	
IFSC CODE	

A 'Save' button is located at the bottom right of the form.

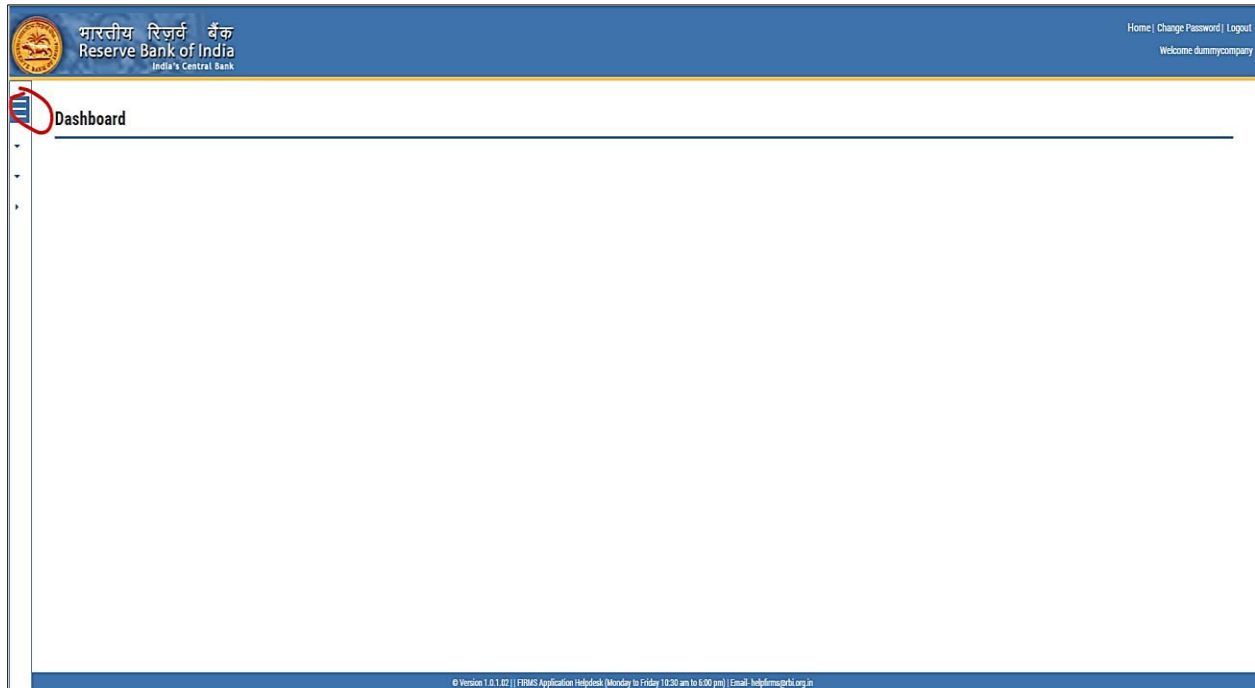
Step 3: The Entity User will be able to edit only his/ her existing Email id & Contact number. Once these changes are made, the User has to click on 'Save' button to record these changes in the system.

Step 4: The screen will display a ribbon on top indicating that the User details have been updated successfully. Further, an automated confirmation e-mail will also be triggered to the Entity User's E-mail id by FIRMS.

5 Entity Master –

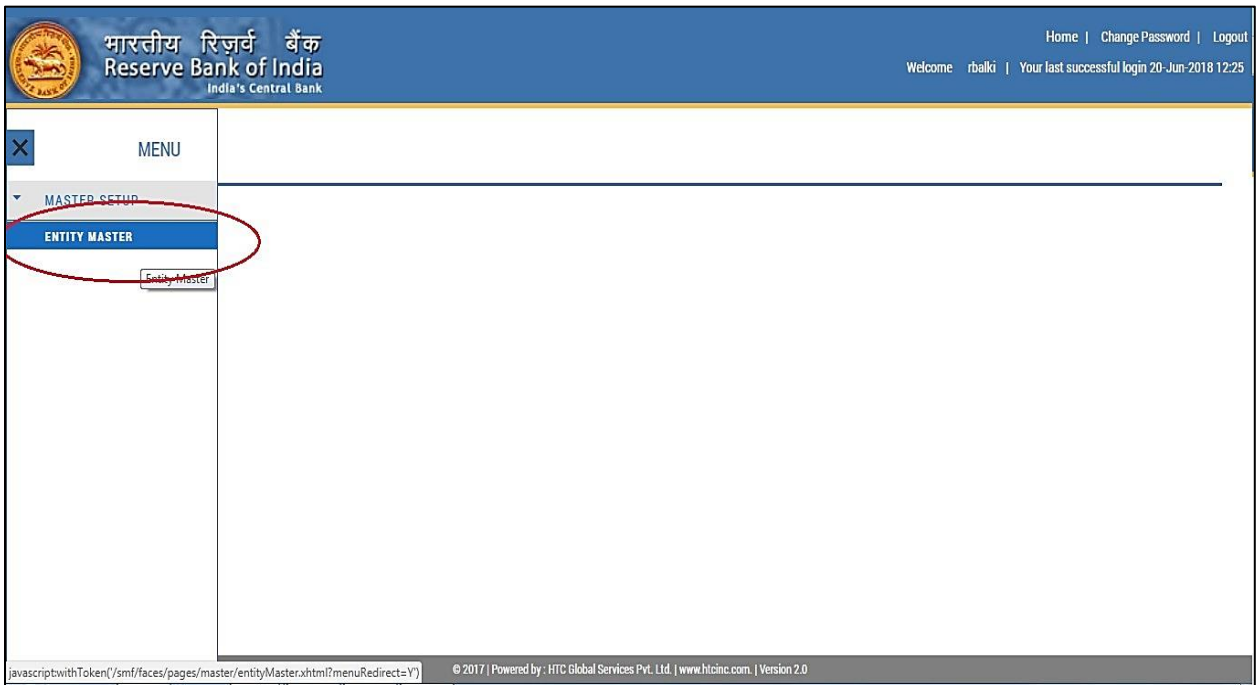
5.1 Logging on to Entity Master: Enter your Username and new Password.

5.2 Entry in Entity Master: On successful login the home page (dashboard) is displayed.



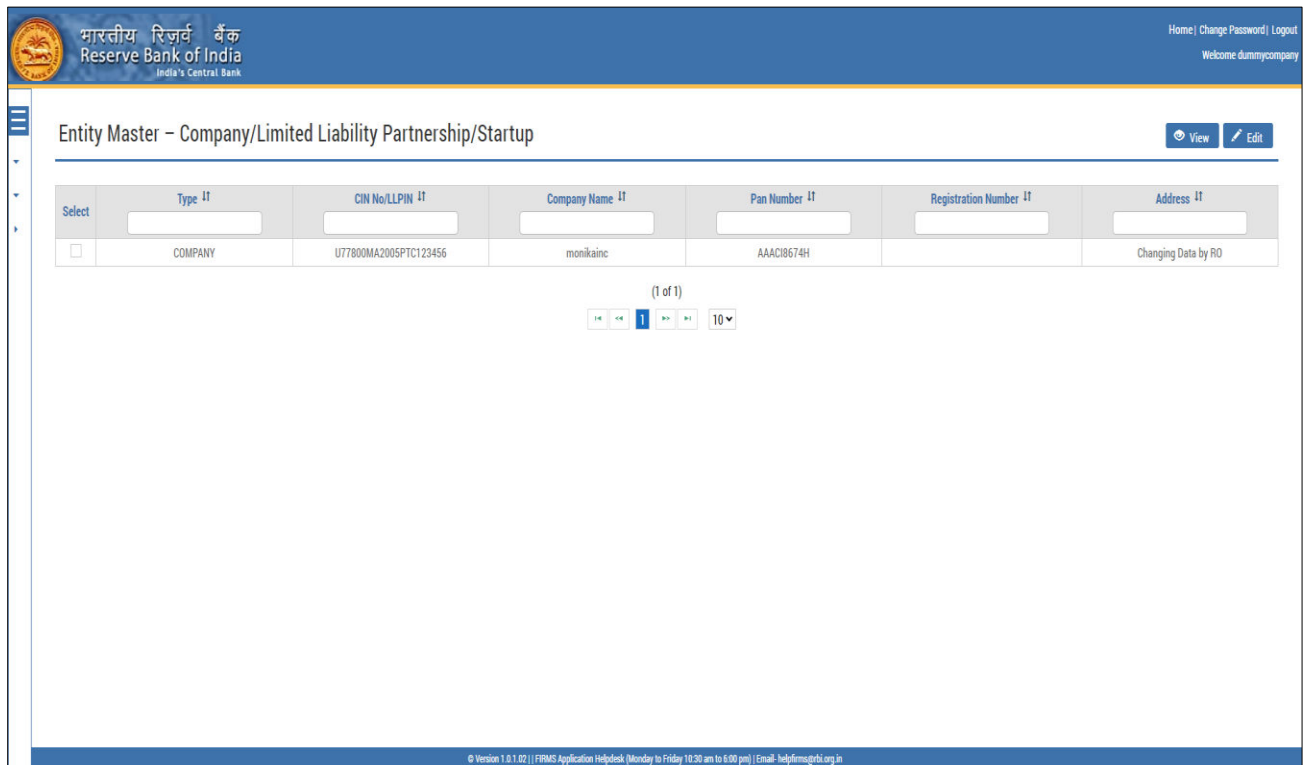
Step 1: Click on the top - left option button to open **Menu**.

Step 2: Click on the '**Master Setup**' button under Menu. Then click on the '**Entity Master**' button. The following page is displayed –



5.3 Entity Details:

Step 3: Click on the “Add” button. The Entity details page would be displayed -



Step 4: Click on the 'Entity Details' tab:

The screenshot shows the 'Entity Master - Company/Limited Liability Partnership/Startup' form on the Reserve Bank of India's portal. The form is divided into several sections:

- Company Type:** Radio buttons for Company, Limited Liability Partnership, and StartUp.
- Corporate Identification Number (CIN):** A text field containing 'W7220KL2002002PTC1234'.
- Name of the company/LLP:** A text field with a sub-label '(as appearing in the certificate of incorporation) *' and a 'Test Name' field.
- Date of Incorporation (DD/MM/YYYY):** A date field containing '06/06/2016'.
- Permanent Account Number (PAN):** A text field containing 'AFVPY3434R'.
- Registration number, if any, as allotted by RBI:** A text field with a sub-label '(in case of FDI received by the company/LLP earlier)' and a value 'FC2016MU034'.
- Investigation Status:** A checkbox for 'Whether the company/LLP is under investigation by Directorate of Enforcement/CBI or any other investigative agency for violation of FEMA, 1999 *', with 'NO' selected.

At the bottom of the form, there are 'Submit', 'Reset', and 'Back' buttons. The footer of the page reads: '© 2017 | Powered by: HTC Global Services Pvt. Ltd. | www.htcinc.com. | Version 2.0'.

The fields in the Entity Details are described in the following table –

Field Name	Requirement
Name of the Entity	Will be auto-populated as per the details in the Registration Form.
CIN/ LLPIN	Will be auto-populated as per the details in the Registration Form.
Date of incorporation*	As appearing in the Certificate of Incorporation (Cannot be a future date).
Permanent Account Number (PAN)*	PAN No. of the Entity.
RBI Registration Number	The number provided by RBI during reporting of earlier allotments, if any, has to be entered.
Whether the company/LLP is under investigation by Directorate of Enforcement/CBI or any other investigative agency for violation of FEMA, 1999*	As the case may be for the Entity.

* Denotes Mandatory fields

Step 5: Click on the 'Particulars' tab:

The following page would be displayed.

The screenshot shows the 'Entity Master - Company/Limited Liability Partnership/Startup' form. The 'Particulars' tab is selected. The form contains the following fields and values:

- Address***: Mumbai
- PIN Code***: 400001
- State/Union territory***: MAHARASHTRA
- District***: Mumbai
- City***: Mumbai
- Mobile Number***: +91 9999999999
- Telephone**: (empty)
- Company Email***: somya@rbi.org.in
- Listed/Unlisted***: Unlisted
- Main Business Activity****: (empty)
- NIC Code***: 82099
- Description***: Other information technology and computer service activities n.e.c.
- Sector***: Electronics and IT
- Brownfield/Greenfield**: Brownfield

(**) In case the company is engaged in more than one activity, the applicant may mention the main business activity of the company, ensuring that all its activities are in compliance with extant regulations with respect to entry routes, sectoral caps and FDI linked conditions?

Please add the pin code nearest to your area in case the pin code specific to your area is not displayed.

The fields in the Particulars tab are described in the following table –

Field Name	Requirement
Address of the registered office*	As appearing in the certificate of incorporation / in case of change of address as appearing in Form INC 22.
Pincode*	Choose from the Dropdown
Mobile Number*	Mobile Number of the Authorised Person, example – Director, Company Secretary for the Company, etc.
Telephone	Telephone Number of the Company (prefix with STD Code), example – 022-12345678
\$Company Email*	Email Id of the Entity/ Company
NIC Code*	If more than one applicable, then main activity for which the foreign investment is received.
Greenfield or Brownfield	Select whether 'Greenfield' or 'Brownfield'.

*Denotes Mandatory fields

Step 6: Click on the 'Foreign Investment in Company/ LLP' tab:

Following page would be displayed-

The screenshot shows the 'Entity Master - Company/Limited Liability Partnership/Startup' form on the RBI website. The form is divided into several sections:

- Entity Details:** Includes 'Paid up capital of a company (INR) *(on a fully diluted basis)' and 'as On Date *' with a date field set to 20/07/2018.
- Foreign Portfolio Investment as on -20/07/2018 (date):** A table with columns for Investor Type, Value of shares (on a fully diluted basis), and Percentage Holding. Rows include FPI, NRI, Others, and Total.
- Foreign Investment in Company/LLP:** A table with columns for Particulars, Value, and Percentage. Rows include Value Of Equity Shares (on fully diluted basis) other than Foreign Portfolio investment and Indirect foreign investment *, Foreign Portfolio investment *, Indirect foreign investment *, and Total *.

Note: Value Of Shares = Number Of Shares * Face Value

(a) If Company:

Paid-up Capital of the company on a fully diluted basis (where paid-up capital is on a fully diluted basis) = Paid up shares on fully diluted basis * face value (in INR)

Where, 'Fully diluted basis' means the total number of shares that would be outstanding if all possible sources of conversion are exercised. It includes:

- (i) Equity Shares: As equity shares.
- (ii) CCDS/ CCPS: Equivalent Equity shares (if the conversion ratio is not fixed upfront), the company may enter the maximum number of equity shares possible upon conversion in compliance with the pricing guidelines.
- (iii) Share warrants: Equivalent Equity shares considering 100% exercise upfront.
- (iv) ESOPs: Equivalent Equity shares considering 100% exercise upfront.

Note: If a start-up company has issued convertible notes, the same shall not be included in the paid-up capital on fully diluted.

To report only Capital Instruments held by persons resident outside India on a repatriable basis.

- (v) The Indian companies who have made downstream investment in another Indian company for which it is considered as indirect foreign investment in terms of Regulation 14 of Foreign Exchange Management (Transfer or issue of security by a person resident outside India) Regulations, 2017 dated November 7, 2017 and as amended from time to time, shall inform the same to the Indian investee company for the purpose of providing details of indirect foreign investment in Entity Master.

(b) If LLP: Total Capital contribution in the LLP (in INR).

(c) Foreign Investment:

- ✓ The Entity should also report indirect foreign investment received by it ^{\$}(if applicable).
- ✓ The Entity shall provide the details of all foreign investment as on date on an aggregate level as below. This will also be inclusive of all foreign investment, irrespective of the fact that the regulatory reporting to RBI for the same has been made or not or whether the same has been acknowledged or not.

The fields in the Foreign Investment in a Company/ LLP are described in the following table:

Field Name	For Company/ Start-up	For LLP/ Start-up
Paid-up capital/ Capital Contribution*	Total paid up capital of the company \$(domestic plus foreign investments including indirect foreign investment) on a fully diluted basis in INR	Total Capital contribution in LLP (in INR)
Foreign Portfolio Investment* (Investment that is considered as foreign portfolio investment \$within the meanings defined under FEMA 20/ FEMA 20(R)/ NDI Rules, 2019	Foreign Portfolio Investments made (value of shares, where Value of Shares = No. of shares * Face Value) by Foreign Portfolio Investors (FPI)/ Non-resident Indian (NRI). Others will include foreign portfolio investments made in the company other than by FPI/ NRI. \$Will be disabled (Unlisted Entities)	Will be disabled
Foreign Investment in Company/ LLP	Value of equity shares issued by the company on a fully diluted basis other than Foreign Portfolio Investment and indirect foreign investment, where value of shares = No. of shares * Face Value	Capital contributions/ Profit shares (in INR)
Value of Equity Shares/ Capital Contributions (Investment that is considered as foreign direct investment \$within the meanings defined	Foreign Portfolio Investment and indirect foreign investment, where value of shares = No. of shares * Face Value	

under FEMA 20/ FEMA 20(R)/ NDI Rules, 2019		
Indirect Foreign Investment	Indirect Foreign Investment in the Company (in value of shares)	Indirect Foreign Investment in LLP (in INR)

***Denotes Mandatory fields**

Prior to July 20, 2018, the Tab-3 of Entity Master was as below –

The screenshot shows the 'Entity Master - Company/Limited Liability Partnership/Startup' form. At the top, there are navigation links: Home, Change Password, Logout, Welcome rbaiki, and Your last successful login 20-Jun-2018 12:25. The form has tabs for Entity Details, Particulars, Foreign Investment in Company/LLP, and Foreign Investment info. The 'Foreign Investment in Company/LLP' tab is active, showing fields for Paid up capital of a company(INR) (on a fully diluted basis), Face value of the shares, and as On Date (20/06/2018). Below these are fields for Foreign Portfolio Investment as on 20/06/2018 (date). A table lists Investor Type (FPI, NRI, Others, Total) with columns for No of shares (on a fully diluted basis) and Percentage Holding. The Total row shows 0 in the Percentage Holding column. Another table titled 'Foreign Investment in Company/LLP' has columns for Particulars, Number, and Percentage, with rows for Number Of Equity Shares (on fully diluted basis other than Foreign Portfolio investment) Or Capital contribution/profit shares (if LLP) *, Foreign Portfolio investment *, Indirect foreign investment *, and Total *.

Field Name	For Company/ Start-up	For LLP/ Start-up
Paid-up Capital/ Capital Contribution	On a fully diluted basis in INR	Total Capital Contribution in LLP (in INR)
Face value of the shares*	Face value of the shares issued	Will be disabled
Foreign Portfolio Investment*	Foreign Portfolio Investments made by Foreign Portfolio Investors (FPI)/ Non-resident Indian (NRI). Others will include foreign portfolio investments made in the company other than FPI/ NRI.	Will be disabled

Foreign Investment in Company/ LLP: Number of Equity Shares/ Capital Contributions	Number of equity shares issued by the company on a fully diluted basis other than Foreign Portfolio Investment and indirect foreign investment	Capital Contributions/ Profit shares (in INR)
Indirect Foreign Investment	Indirect Foreign Investment in the Company (in numbers)	Indirect Foreign Investment in LLP (in INR)

Note: The companies which have already filled in the data in the Entity Master, prior to July 20, 2018, may please check that the values in data fields as being reflected are correct with respect to the value of shares and percentage holding.

Step 7: Click on the **'Foreign Investment Info'** tab. The following page would be displayed –

Enter all the foreign investment received by the Entity since the date of incorporation.

[Note: *Details of each issue/ transfer (and not investor wise) have to be filled in this page, one after the other, i.e., after entering the details of one issue, the User should click on the ‘Add’ button (top-right corner of the screen) and add the details of the next issue/ transfer.]*

The fields in the ‘**Foreign Investment Info**’ tab are described in the following table –

Field Name	Requirement
Date of Issue/ Transfer	Enter the date of allotment/ transfer in <i>dd/mm/yyyy</i> format.
Description	Description of the allotment/ transfer (whether Rights/ Bonus/ Share Swap/ Merger/ Demerger/ ESOP/ NR to R transfer/ R to NR transfer, etc.)
Instrument Type/ Capital Contribution/ or profit share for an LLP	In the case of Company: Equity Shares, CCPS, CCDs, Share Warrants, Partly paid up shares. In the case of LLP: Capital Contribution of Profit Share. In case of Start-ups: Convertible notes.
Number of Instruments/ Percentage of Capital Contribution	In case of Company, number of capital instruments issued to the foreign investors to be provided. In case of LLP, percentage of capital contribution received from the foreign Entity to be provided.

\$(Note: *A company that has created its Entity Master and has already allotted shares which were not reported in the Entity Master, but were reported earlier in e-biz, may update the same in the Entity Master at ‘Foreign Investment in Company/ LLP’ and ‘Foreign Investment Info’).*

5.4 Declaration:

Step 8: After all the issues / transfers have been added, User will have to click the declaration check box to enable submission of the Entity master.

5.5 Submission:

Step 9: Only after the declaration is checked, the Entity User can submit the details.

The screenshot shows the 'Entity Master - Company/Limited Liability Partnership/Startup' form on the Reserve Bank of India portal. The 'Submit' button is circled in red. The form includes fields for 'Date of Issue/Transfer', 'Description', and 'Instrument Type / Capital Contribution' or 'Profit Share for an LLP'. There are also radio buttons for 'Whether the respective reporting has been made to AD/ RBI' and 'Whether the acknowledgement has been received from AD/RBI'. A table below shows 'No records found.' and a checkbox at the bottom is checked with the text 'I have checked the information as entered in the Entity Master and are found to be correct.'

Once the details of the Company have been submitted, it will be available on the Entity Master Page. **No email acknowledgement would be sent for the submission in the Entity Master.**

The screenshot shows the 'Entity Master - Company/Limited Liability Partnership/Startup' page after successful submission. A message at the top says 'Entity Saved Successfully'. Below is a table with one record:

Select	Type	CIN No./LLP-IN	Company Name	Pan Number	Registration Number	Address
<input type="checkbox"/>	COMPANY	U72200KL3002PFC123456	RENI (I) PVT LTD	ABICDE1234F	1231	Mumbai &-

At the bottom, there is a pagination control showing '(1 of 1)' and a page number '1'.

6 Important Notes for Entity Master:

- (ii) All the details must be provided in one go.
- (iii) Only when all the mandatory fields have been filled, the submit button is enabled.
- (iv) The RESET button will reset the complete form.
- (v) [§]Requests for modification in entity master details have to be submitted (over mail/ physically) to the respective Regional Office of the Reserve Bank (Please refer to Contact Details document in the FIRMS homepage), [^]along with a declaration as specified in Annex III.
- (vi) The onus of the integrity of the data entered is on the Entity User.

7 Contact Us:

Helpdesk for FIRMS to receive queries from stakeholders regarding entries to be made in FIRMS or to raise any issues encountered while creating/ updating the Entity Master.

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

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

FIRMS Helpdesk

E-mail: helpfirms@rbi.org.in

Telephone Number: 022 - 22601000 (Extension: 2617)

8 Do's and Don't's:

Sr. No.	Do's
1.	In case of rejection of registration, use another User Name for fresh registration (other than the one given earlier).
2.	While logging in, manually type the User ID and Password (do not copy & paste).
3.	In case of account gets locked/ blocked, send an e-mail to helpfirms@rbi.org.in
4.	The Authorisation letter should be in the prescribed format as given in the User Manual available on the RBI website.
5.	The nominated person and the authorizing person should be different.
6.	The Authorisation letter should be dated on or after June 28, 2018.
7.	PAN of the Entity User should be filled in the registration form.
8.	A copy of the PAN Card of the Entity User should be attached.
9.	The CIN given in the Registration Form and Authorisation letter should be same.
10.	The name of the authorised person in the Registration form and the Authorisation letter should be the same.
11.	CIN/ LLPIN given in the registration form and Authorisation letter should be the same.
12.	The Authorisation letter should be on the Entity's letterhead.
13.	The authority letter should be signed by the proper Authority as given in the prescribed format.
14.	The Seal/ Stamp of the Company/ LLP should be affixed.
15.	Valid data should be entered.
16.	The attached 'pdf' should be readable.
17.	Valid e-mail ID should be filled in the Registration Form to ensure receipt of User ID and default Password.
18.	Entity User should provide Specimen signature in the Authorisation letter.

Sr. No.	Don't's
1.	While logging in, do not Copy and Paste the User ID and Password. The same should be typed out.
2.	The Authorization letter cannot be signed by the person nominated by the company. It should be signed by another person from the company as given in the prescribed format.
3.	PAN of the Entity should not be filled in the Entity Registration Form.
4.	Copy of PAN Card of Entity should not be attached.
5.	Invalid data should not be entered.

ANNEXURE – I – Letter of Authorization

(ON THE ENTITY’S LETTER HEAD)

The Chief General Manager-in-Charge

Date: dd/mm/yyyy

Foreign Exchange Department

Reserve Bank of India

Regional Office

^^ _____.

Dear Sir,

Sub: Letter of Authorization for creation of Entity User in FIRMS

We hereby authorize Shri. / Smt. / Ms. _____ (Name and Designation) holding Permanent Account Number (PAN) _____ (copy to be attached) to register as the Entity User for submission of information in the Entity Master of the Foreign Investment Reporting and Management System (FIRMS) on behalf of our company/ LLP named _____, having registered office at _____ and PAN _____.

#The CIN/ LLPIN is _____ / Company/ LLP is not required to obtain CIN/ LLPIN.

2. We also authorize Shri. / Smt. / Ms. _____ (Name of Authorized Representative) to make declarations and to submit documents, wherever required, on our behalf. These declarations and submissions are made towards the requirement of the Foreign Exchange Management Act, 1999 and any other applicable laws that may be in force.

3. We further confirm that we are liable for and bound by all acts of commission and omission by the authorized representative. All acts committed by the above authorized representatives shall be treated as if these acts were committed by the company/ LLP.

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

(Specimen Signature of authorized representative)

Yours faithfully,

Signature of Managing Director/ Director/ Secretary
of the Company/ Designated Partner (in case of LLP)

Name :

Designation :

Date :

DIN/ Registration Number of Secretary/ DPIN of Partners:

Seal of the signing authority:

Strike out whichever is not applicable

^^ Indicate the location of RBI Regional Office

ANNEXURE – II: ^ List of Regional Offices of RBI

All the Entity Users are advised that for selecting the Regional Office of RBI while submitting Entity User application form, the following table may be referred to –

Sr. No	Name of RO	Jurisdiction
1	Ahmedabad	State of Gujarat, Union Territories of Dadra and Nagar Haveli and Daman and Diu
2	Bengaluru	State of Karnataka
3	Bhopal	State of Madhya Pradesh & State of Chattisgarh
4	Bhubaneswar	State of Odisha
5	Chandigarh	State of Himachal Pradesh, State of Punjab, Union Territory of Chandigarh and State of Haryana (excluding the Districts of Faridabad, Gurgaon and Sonapat of the State of Haryana).
6	Chennai	State of Tamil Nadu and Union Territory of Puducherry
7	Guwahati	States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.
8	Andhra Pradesh	State of Andhra Pradesh
9	Hyderabad	State of Telangana
10	Jaipur	State of Rajasthan
11	Jammu	Union territory of Jammu and Kashmir, and Union territory of Ladakh
12	Kanpur	State of Uttarakhand and State of Uttar Pradesh (excluding SubDivision of Noida in Gautam Buddha Nagar District of State of Uttar Pradesh)
13	Kochi	State of Kerala, and Union Territory of Lakshadweep
14	Kolkata	State of Sikkim, State of West Bengal, and Union Territory of Andaman and Nicobar Islands
15	Mumbai	State of Maharashtra
16	New Delhi	Union Territory of Delhi, the Districts of Faridabad, Gurgaon, and Sonapat of State of Haryana, SubDivision of Noida in Gautam Buddha Nagar District of the State of Uttar Pradesh
17	Panaji	State of Goa
18	Patna	State of Bihar and State of Jharkhand

ANNEXURE – III: ^Format for modification requests in entity master

(On Letter head of the company)

Request for Entity Master Modification

- User ID:
- CIN/LLP Number:
- Registered Email Id:
- Issue description (Reasons for the change):
- Changes need to be done:

Sr. No.	Data field to be updated	Old value (existing)	New Value (to be updated)

We/I hereby declare that,

1. We/ I have verified the information provided in this request letter and certify that the information provided is true, complete and correct. In case of any discrepancy in the above information, We/I may be held liable for the same. These declarations and submissions are made in compliance to the Foreign Exchange Management Act, 1999.
2. We/I 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.

Signature of the Applicant : _____

(Name in Block Letters) : _____

(Designation of the signatory) : _____

Place:

Date: __/__/____

Company seal

(Please attach a scan copy of request letter signed by Managing Director / Director / Secretary of the Company / Designated Partner (in case of LLP))