

Checklist for Filing of Form FC-GPR

(Foreign Currency Gross Provisional Return)

1. Transaction Eligibility

- The transaction being reported in Form FC-GPR is for issue of capital instruments by an Indian Company to a person resident outside India.
- Check whether only Equity Shares, Compulsorily Convertible Preference Shares (CCPS), or Compulsorily Convertible Debentures (CCD) are issued.

2. Compliance with FDI Policy

- The Foreign Investment is subject to Consolidated FDI Policy including sectoral caps, entry route, and pricing guidelines.
- The securities issued are in accordance with FEMA, 1999, Companies Act, 2013, SEBI Regulations, and other applicable laws.

3. Mode of Receipt of FDI

- By inward remittance through normal banking channels.
- By debit to NRE/FCNR account maintained with an authorized dealer.

4. Banking Documents

- FIRC copies and KYC report issued by Authorized Dealer Bank are available.
- In case of receipt through NRE account, NRE letter is available instead of FIRC.

5. Reporting Timeline

- The transaction is reported within 30 days from the date of allotment.

6. Registration on FIRMS Portal

- Entity User and Business User registration has been completed in the Single Master Form portal.

7. Filing Process

- Applicant has logged into Single Master Form workspace.
- Return Type selected is FC-GPR.

8. Entity Details

- Company details such as CIN, Company Name, and PAN are correctly filled.
- Sectoral cap and entry route details are separately reported.

9. Issue Details

- Date of Issue, Nature of Issue, and FC-GPR reference details are correctly mentioned.
- Shareholding pattern adjustments are properly disclosed.

10. Foreign Investor Details

- Investor details including Name, Address, Country, and Constitution are properly filled.
- Remittance details including AD Bank details, FIRC number, and payment mode are attached.

11. Amount of Issue

- Total Amount of Inflow is correctly mentioned.
- Total amount for which capital instruments are issued is disclosed.

12. Particulars of Issue

- Details of capital instruments, conversion ratio, issue price, premium, and value are provided.
- Valuation Report from Merchant Banker/Chartered Accountant is attached.
- Declaration by applicant is completed.

13. Shareholding Pattern

- Pre-transaction and post-transaction shareholding details are accurate.
- Post transaction values are auto-calculated correctly.

14. Attachments Required

- Copy of FIRC.
- KYC report of remitter.
- Declaration by authorized representative.
- CS Certificate.
- Valuation Report.
- FIPB approval (if applicable).
- Board Resolution and List of Allottees.
- Letter of Debit Authorization.
- Declaration for conversion of CCPS.
- Pricing guidelines declaration.
- Reason for delay, if any.

15. Post Allotment Compliance

- Securities are allotted within 60 days from receipt of application money.
- Form PAS-3 is filed within 30 days from allotment.
- Share Certificates are issued and Register of Members is updated.