



## eBiz – A G2B Platform for Government of India

### User Manual

- 
- RBI - Submission of FC-TRS
-

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## 1 Introduction

Department of Industrial Policy and Promotion (DIPP), Government of India has envisioned eBiz Project to create a one-stop-shop of convenient and efficient online G2B services to the business community. This objective will be attained by reducing the complexity in obtaining information and services related to starting businesses in India, and in dealing with licenses and permits across the business life-cycle.

This document is intended to serve as a User Guide for eBiz application and present an overview of the online application system explaining the concepts and functionality of the same.

### 1.1 Submission of FC-TRS

Foreign investors can invest in Indian companies by purchasing / acquiring existing shares from Indian shareholders or from other non-resident shareholders. General permission has been granted to non-residents / NRIs for acquisition of shares by way of transfer in the following manner.

#### 1. Transfer of shares by a Person resident outside India

- a. Non Resident to Non-Resident (Sale / Gift)

Note: Transfer of shares from or by erstwhile OCBs would require prior approval of the Reserve Bank of India.

- b. NRI to NRI (Sale / Gift)

- c. Non Resident to Resident(Sale / Gift)

Note: Transfer of shares from a Non Resident to Resident other than under SEBI regulations and where the FEMA pricing guidelines are not met would require the prior approval of the Reserve Bank of India.

#### 2. Transfer of shares/convertible debentures from Resident to Person Resident outside India

#### 3. Transfer of Shares by Resident which requires Government approval

#### 4. Prior permission of the Reserve Bank in certain cases for acquisition / transfer of security

#### 5. Escrow account for transfer of shares

#### Reporting of FDI for Transfer of shares route

- i. The actual inflows and outflows on account of such transfer of shares shall be reported by the AD branch in the R-returns in the normal course.
- ii. Reporting of transfer of shares between residents and non-residents and vice-versa is to be made in Form FC-TRS. The Form FC-TRS should be submitted to the AD Category – I bank, within 60 days from the date of receipt of the amount of consideration. The onus of submission of the Form FC-TRS within the given timeframe would be on the transferor / transferee, resident in India.
- iii. The sale consideration in respect of equity instruments purchased by a person resident outside India, remitted into India through normal banking channels, shall be subjected to a KYC check (Annex 9-ii) by the remittance receiving AD Category – I bank at the time of receipt of funds. In case, the remittance receiving AD Category – I bank is different from the AD Category - I bank.

handling the transfer transaction, the KYC check should be carried out by the remittance receiving bank and the KYC report be submitted by the customer to the AD Category - I bank carrying out the transaction along with the Form FC-TRS.

- iv. The AD bank should scrutinize the transactions and on being satisfied about the transactions should certify the form FC-TRS as being in order.
- v. The transferee/his duly appointed agent should approach the investee company to record the transfer in their books along with the certificate in the Form FC-TRS from the AD branch that the remittances have been received by the transferor/payment has been made by the transferee. On receipt of the certificate from the AD, the company may record the transfer in its books.

In case of transfer of shares by way of sale from resident to non-resident/ non-resident to resident, the resident transferor / transferee / Investee Company/ NRI transferor / Non Resident transferor should file FC-TRS within 60 days from receipt of funds

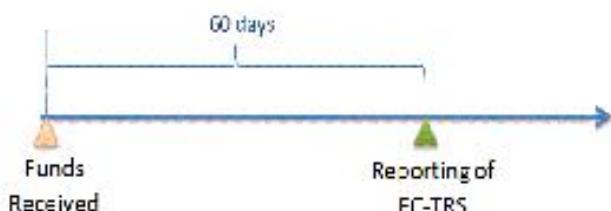


Figure 2: Timelines for Reporting FC-TRS

In terms of Section 2 (ze) of Foreign Exchange Management Act, 1999 "Transfer" includes sale, purchase, exchange, mortgage, pledge, gift, loan or any other form of transfer of right, title, possession or lien.

Please click on the link "[Master Circular for Foreign Investment in India](#)" for further information on Foreign Investments in India issued by RBI

#### **Payment Details:-**

There are no payments to be made to RBI for submission of FC-TRS. Applicant is required to pay a nominal eBiz transaction fee (Rs.30/-) while submitting the application form online through eBiz portal.

#### **Invocation Frequency:-**

Applicant can apply for Submission of FC-TRS at any time of the year.

## 2 Users

The following are users and their roles in eBiz application:

| Users                  | Responsibilities  |
|------------------------|---|
| <b>Business User</b>   | <ul style="list-style-type: none"><li>• Register on eBiz portal</li><li>• Submit application</li><li>• Make Payment</li><li>• Provide clarification sought by the department</li><li>• View status updates sent by department</li></ul> |
| <b>AD Bank User</b>    | <ul style="list-style-type: none"><li>• Process the application</li><li>• Forward to RBI RO</li><li>• Raise objection if required</li><li>• Update status</li><li>• Issue certificate</li></ul>   |
| <b>Department User</b> | <ul style="list-style-type: none"><li>• Process the application</li><li>• Raise objection if required</li><li>• Provide approval</li><li>• Update status</li></ul>  |

## 3 Applicant Activities

### 3.1 Prerequisites for filling the application

#### 3.1.1 Digital signature

Digital signature is required for the authenticity of the filled application. The user who wants to apply for any service for RBI through eBiz portal must have a valid digital signature. After filling the application form the user needs to apply the digital signature on the application form. An application will be considered invalid if it will not be digitally signed.

In case of you need to know that 'How to procure for digital signature'. Kindly refer the links given below.

[https://onlinetenders.co.in/Digital Certificate Procedure.pdf](https://onlinetenders.co.in/Digital%20Certificate%20Procedure.pdf)

<http://www.digitalsignatureindia.com/>

#### 3.1.2 In case of online payment

The user needs to have an *Account with Central Bank of India* for the payment of service fee.

#### 3.1.3 In case of offline payment

The user has to go to the nearest *branch of Central Bank of India* along with the print out of the Challan/Receipt which he gets while filling the online application and deposit the required amount in the bank.

### 3.2 Information to be kept ready before filing application

#### 3.2.1 Submission of FC-TRS with RBI:

- PAN of the Indian company
- Details of the Indian company – name, address, contact details
- Main business activity as per NIC 2008 series
- Investment under approval or automatic route and its details
- Nature of transaction
- Buyer details – name, address, contact details, constitution, date and place of incorporation
- Seller details – name, address, contact details, constitution, date and place of incorporation
- Earlier FIPB / RBI approval if any
- Details regarding shares / compulsorily and mandatorily convertible preference shares (CM CPS) / compulsorily and mandatorily convertible debentures/ others (such as FDI compliant instruments like participating interest rights in oil fields, etc.) to be transferred – mode of transfer, type of security transferred
- Details where the equity shares / CM CPS / CM CDS / others are listed on Stock Exchange

- Details of foreign investment in the company before and after the transfer
- Certificate indicating fair value of shares from a Chartered Accountant / SEBI registered Category I Merchant Banker.
- Copy of Broker's note if sale/ purchase is made on Stock Exchange.
- Declaration from the NR buyer to the effect that he is eligible to acquire shares / compulsorily and mandatorily convertible preference shares / debentures/others under FDI policy and the existing sectoral limits and conditionality (such as minimum capitalization norms, etc) and Pricing Guidelines have been complied with
- Declaration from the FII/sub account to the effect that the individual FII / Sub account ceiling as prescribed has not been breached
- Extracts of Share Purchase Agreement (SPA) containing:
  - Name of the buyer and seller
  - Name of the investee company
  - No. of shares to be transferred
  - Price at which they are transferred
  - Mode of transfer
  - Date of transfer
  - Any other relevant information
- If the sellers are NRIs/ erstwhile OCBs, the copies of RBI approvals, if applicable, evidencing the shares held by them on repatriation/non-repatriation basis
- No Objection/Tax Clearance Certificate from Income Tax Authority/ Chartered Accountant
- Approval letter from RBI / FIPB
- Power of attorney (if signatory is agent)

### 3.3 Applicant Registration on eBiz Portal

In order to use any of the service through eBiz portal a valid credential is required. To get the credential one has to register on the ebiz portal. There are two kinds of registration a user has to do on the eBiz portal as

1. Individual
2. Business

#### 3.3.1 Steps for Individual Registration

1. On the eBiz portal homepage (<https://www.ebiz.gov.in/home>), click on the New User 'Register' button.

Welcome to eBiz, India's G2B Portal. This page provides links for User Login/Register, Home, Business, My Account, and Submit Forms. It also features sections for Guide Me, Start a Business, Grow Your Business, Apply for Industrial License, Apply for Industrial Entrepreneur Registration, Trade Supply Chain, Frequently Asked Questions, News & Announcements, Conditions used in Industry Rules, Industry Rules & Notifications, and Upcoming Events (October 2009 calendar).

2. Click on the 'Continue' Button in Individual Member Registration section.

Welcome to eBiz. This page shows the Individual Member Registration process. It includes a registration summary, terms and conditions, and a registration form with fields for Name, Password, and Confirm Password. A sidebar on the right lists eBiz products and services.

3. Enter your details to create your individual membership. Fields marked with \* are mandatory.

Register As Member: Personal Details

First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Please enter the date in DD-MM-YYYY format. E.g. 2 Dec 2000.

Gender: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Pincode: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Pincode: \_\_\_\_\_

Phone: \_\_\_\_\_

Check Availability

4. Choose 'User id' and 'Password' using the directions provided. Click on the 'Check Availability' button to choose the available user name. Click on 'Next' button. Fields marked with \* are mandatory. Please make a note of your user name and password for the future use.

Register As Member: Choose User ID and Password

Create your User ID: \_\_\_\_\_ Check Availability: \_\_\_\_\_

User ID Availability: \_\_\_\_\_

Please click 'Check Availability' before proceeding further. Available user names are listed below.

Available User Names:

- RAMESH\_24M
- RAJESH\_KUMAR\_24M

I am a new member: \_\_\_\_\_

Next > > >

5. Enter the letters given in the image. Click on 'Reload' button to get the new image if current image is not working. Click on the 'check box' to accept the term & condition. Click on 'Submit' button.

The screenshot shows the 'Register As Member' section of the eBiz portal. It includes a CAPTCHA image with the code 'DTG7zP'. Below the CAPTCHA is a checkbox labeled 'I accept terms and conditions'. The page also features a sidebar with news and links to various government websites.

6. Click on 'Ok' button on the confirmation page for Successfully Registration.

The screenshot shows the 'Register as Member Confirmation' page. It displays a success message: 'Congratulations, your registration as an eBiz member is complete.' Below this message is a link to 'View Details' and a note about accepting terms and conditions. The page has a standard footer with navigation links.

### 3.3.2 Steps for Business Registration

- On the eBiz portal homepage (<https://www.ebiz.gov.in/home>), click on the New User or Business 'Register' button.

The screenshot shows the eBiz portal homepage. At the top, there is a banner with the text "Welcome to eBiz, a new world of simplicity and convenience for all your business interactions with the Government". Below the banner, there is a navigation menu with links like "Home", "Services", "My Account", "Logout", "Feedback", "Suggestion Box", and "Contact Us". On the right side, there is a "Login" section with fields for "User Name" and "Password", and a "Forgot Password" link. Below the login section, there is a "New User/Business" registration link. To the right of the registration link, there is a "Kabini News" section with a calendar for October 2013. The calendar highlights the 10th of October as a blue square. The rest of the days are greyed out.

- Enter your 'User Id' and 'Password' which you have created while registering as individual and click on 'Login' button to create a Business Membership.

The screenshot shows the "Register Your Business Membership" wizard, Step 1: Enter your details. The page has two main sections: "Information about your organization" on the left and "Business Membership Details" on the right. Both sections contain several input fields for user information and organization details. At the bottom of each section, there is a "Next" button. The right section also includes a "Business Membership Details" table with columns for "Category", "Type", and "Value".

- Enter the details of your organization and click on 'Next' button.

Register Your Business Organization Details

Please enter the following information to complete your registration process. You will need to fill out the details.

Registration Number: \_\_\_\_\_  
Registration Date: \_\_\_\_\_  
Business Address:

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_

[ Back ] [ Next ]

4. Click on the 'check box' for digital signature. Enter the letters given in the image. Click on the 'check box' to accept the terms & conditions. Click on 'Submit' button.

Register Business

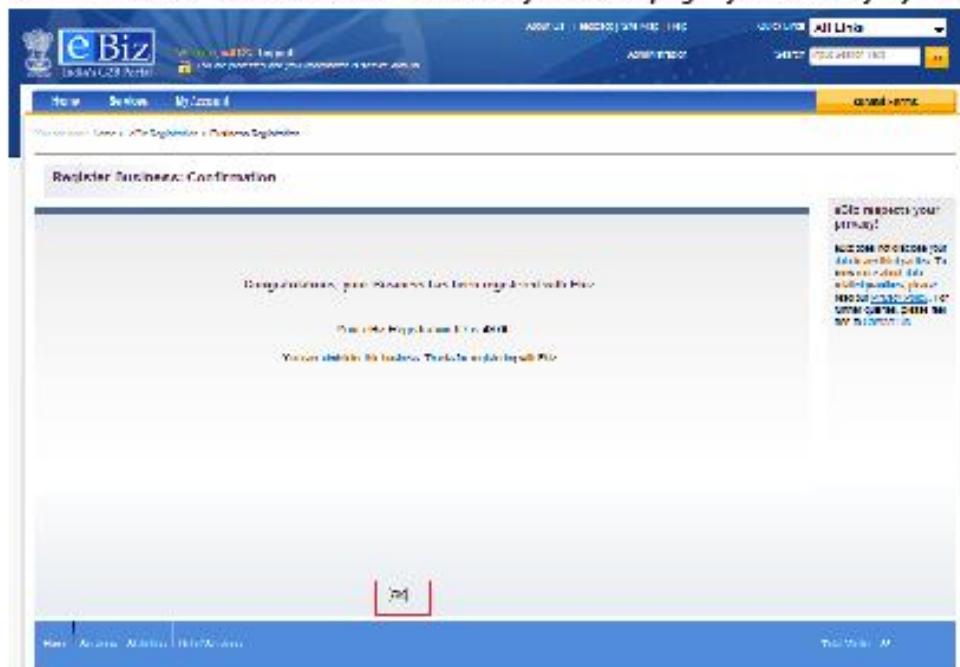
Security check and Terms of Use and your Privacy  
 I agree to the eG2B User Agreement  
 Please enter the code given in the image:  
 Safstx

Digital Signature  
 I accept the terms and conditions and accept terms for registration

Accept the following terms and conditions for registration  
 This website is run by the Government of Tamil Nadu. The website is used by the Government of Tamil Nadu to provide services to the public. The Government of Tamil Nadu is not responsible for any damage or loss caused by the use of this website.  
 I accept the terms and conditions and accept terms for registration

[ Back ] [ Accept ] [ Submit ]

5. Click on 'Ok' button on the confirmation page for Successfully Registration



## 4 Steps for Submission of FC-TRS to RBI

- User opens the eBiz portal <http://ebiz.gov.in/home> and enters credentials if already registered as a member. If user is not a registered member, then user gets registered on eBiz portal.



- Click on 'Services' tab and click on 'Reporting of FC-TRS' in 'Pan-India Services' category.



- If user is applying for the first time, click on first button under "Download Forms" section to download an empty form as shown in the figure below. Else, user clicks on second download button besides the highlighted one to download a prefilled form. User can edit the prefilled information in the form.

The screenshot shows the eBiz portal interface. At the top, there is a navigation bar with links: Home, Services, My Account, Business Administration, and a yellow 'Submit Form' button. Below the navigation bar, the page title is 'Central > Reporting of FC-TR8 (Transfer of shares)'. On the left, there is a 'Description' section with detailed instructions about reporting share transfers. In the center, there is a 'Download Forms' section. A red box highlights the 'Form FC-IIS' link, which is followed by two download icons: a blue one for 'Empty Form' and a red one for 'Prefilled Form'. To the right of this section is a 'Related Services' box with a 'None' message. Below the download section, there is a 'Related Frequently Asked Questions' box containing three items, each with a blue link. At the bottom right, there is a promotional banner for 'Finance advisors'.

**Description:**

Foreign investors can invest in Indian companies by purchasing / acquiring existing shares from Indian shareholders or from other non-resident shareholders. Central government has been granted to non-resident Indians for resolution of dispute by way of transfer in the following manner:

- Transfer of shares by a Person resident outside India
  - Non Resident to Non Resident (Para 7(8))
  - Non Resident of India from or to Resident IEDB without requiring prior approval of the Reserve Bank of India.
  - FCI to RBI (Sale / Gift)
  - Non Resident to Resident (Sale / Gift)
- Transfer of shares of a company from a Non Resident to Resident IEDB other than under SEBI regulations and unless the SEBI/AIAA pricing guidelines do not need to require the prior approval of the Reserve Bank of India.
- Transfer of shares between foreign dealers and from Resident to Person located outside India.
- Transfer of Shares by Resident which requires Government approval
  - Prior permission of the Reserve Bank in certain cases for Acquisition / Transfer of equity.
  - Reserve account for transfer of shares.

**Reporting of FCI for transfer of shares:**

- The actual delivery and validation of receipt of such transfer of shares shall be reported by the AD branch in the PMS system in the normal course.
- Reporting of transfer of shares between residents and non-residents and vice versa is to be made in Form FC-TR8. The Form FC-TR8 should be submitted to the AD Category 3 bank, within 90 days from the date of receipt of the amount of consideration. The copy of acknowledgement of the Form FC-TR8 within the given timeline.

**Download Forms**

[Form FC-IIS](#)

**Description:** Application Form for FC-TR8  
**Language:** English  
**Read and Instructions:**

With regards, Click right mouse button for review online from browser.  
 The above functions have been explained in Adobe Reader R 4.0 to show:  
 Click here to download Adobe Reader.  
 Note: This is the preferable. Kindly read the instructions carefully.

**Related Frequently Asked Questions**

- [What documents are required for a company incorporation application?](#)
- [What documents are required for a company registration?](#)
- [Are there any constraints in doing business with a company?](#)

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- User fills the form on their local machine and saves it. The instruction manual to fill the form can be downloaded from the "download forms" section as highlighted in the figure below.

You are here: Home &gt; Reporting of FC-TR8

### Central> Reporting of FC-TR8 (Transfer of shares)

**Description:**

Foreign investors can invest in Indian companies by purchasing / acquiring existing shares from Indian shareholders or from other non-existent shareholders. Central permission has been granted to non-existent FDI for acquisition of shares by way of transfer in the following manner:

1. Transfer of shares by a Person resident outside India
  - a. Non Resident to Non Resident (Rule 7(1)(B))
 

Note: Transfer of shares from a Non Resident to another Non Resident requires prior approval of the Reserve Bank of India.
  - b. NRI to RII (Rule 7(1)(C))
 

Note: Transfer of shares from a Non Resident to a Resident of India other than under SEBI regulations and where the SEBI primary guidelines do not require prior approval of the Reserve Bank of India.
2. Transfer of shares from a resident in India to another resident in India (resident outside India)
  - a. Transfer of shares by a Resident which requires Government approval
 

For permission of the Reserve Bank in certain cases for acquisition of shares by a resident
   
b. Income account for transfer of shares

**Reporting of FC-TR8 for transfer of shares:**

1. The actual transfer and delivery or account of such transfer of shares shall be reported by the AD branch in the PMS link in the normal course.
2. Reporting of transfer of shares between residents and non-residents and vice versa is to be made in Form FC-TR8. The Form FC-TR8 should be submitted to the AD office/ AD bank after 40 days from the date of receipt of the amount of consideration. The user of submission will be Form FC-TR8 under the green bracket.

**Download Forms**
[Form FC-TR8](#)


Description: Application Form for FC-TR8

**Quick and Instructions:**

With regards, Click right mouse button for receive online from examination.  
The above functions have been explained in Adobe Reader. Right click to show.

[Click here to download Adobe Reader](#)

Note: User is not identifiable. Kindly read the instructions.

**Related Services**

None

**Related / Recently Asked Questions**

1. [Under what law is a resident company / corporation applying for RNP?](#)
2. [What is an RNP?](#)
3. [Are there any documents to be submitted along with application?](#)

more

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5. To upload the filled form, user clicks on 'My Account' tab → 'Upload and Submit forms' (on left hand side) followed by 'Submit forms' (on right hand side top corner). User selects appropriate data for "Region", "Service Name", and "Organization Name" from the respective drop downs, browses the form and selected the appropriate file. User clicks on "Upload" button to upload the form.

You are here: Home &gt; My Account &gt; Upload and Submit Form


**My Account**
**Status**
**Bank**
**Upload and Submit Form**
**Physical Bank**
**My Workspaces**
**Task Workspaces**
**Change Password**
**My Profile**
**My Saved Forms and Reports**
**Business Applications**
**Select Form**

Select the form to be uploaded. Only the required relevant form can be uploaded. To download the form, click on the download link available below the form.

|  |                              |
|--|------------------------------|
| Region:  | Central                      |
| Service Name:  | Submission of FC TR8 Central |
| Organization Name:   | Central                      |
| File:  | <input type="file"/>         |
| <input type="button" value="Upload"/> <input type="button" value="Reset"/> |                              |

6. On successful upload of the form, user is displayed the respective License and eBiz Service fee on the Confirm Invoice screen. User will enter their Name and Address under the billing information section to proceed with payment.

| Payment Component   | Amount (in Rupees) |
|---------------------|--------------------|
| Statutory Charges   | 30.00              |
| eBiz Services Fee   | 30.00              |
| <b>Total Amount</b> | <b>30.00</b>       |

Billing Information

Name: Jai Singh  
Address: New address

Proceed | Back | Cancel

7. On clicking "proceed" button, user is taken to the payment gateway page. Select from the dropdown the payment mode and choose your bank and click on pay. As of now, only Central Bank of India is available as option.  
Please refer to section on "Steps for online payment" or "Steps for offline payment" to view the steps required for payment.

Selected Payment Mode: Central Bank of India

Bank Account No.: [redacted]  
Account Name: [redacted]

Pay | Cancel

8. User can check the status of the submitted application by selecting status in the left menu, just below the My Account option.

| <b>My Account</b><br><b>Status</b><br>History<br><a href="#">Upload and Submit Form</a><br><a href="#">Payment History</a><br><a href="#">My Workspace</a><br><a href="#">Leave Workspace</a><br><a href="#">Change Password</a><br><a href="#">My Profile</a><br><b>My Saved Document and Forms</b><br><a href="#">Business Registration</a><br><br><b>My Links</b><br><a href="#">Tamil Nadu Online</a><br><a href="#">AP Online</a><br><a href="#">Tamil Nadu Online</a><br><a href="#">Harper Online</a> | <h3>Status of Submitted Applications</h3> <p>Filter Items</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Organization</td> <td style="width: 30%;">Region</td> <td style="width: 40%;">Submitted Date</td> </tr> <tr> <td>select</td> <td>Central</td> <td>10-Oct-2014</td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="button" value="Go"/> <input type="button" value="Refresh"/></td> </tr> </table> <p>Results</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Application</th> <th>Organization</th> <th>Service</th> <th>Region</th> <th>Submission Date</th> <th>Submitted By</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>JU1511</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>12-Oct-2014 10:05</td> <td>www11</td> <td>Submitted</td> </tr> <tr> <td>IW5542</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>12-Oct-2014 10:04</td> <td>www11</td> <td>Initial Payment Pending</td> </tr> <tr> <td>AU1591</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>12-Oct-2014 09:57</td> <td>www11</td> <td>Application Approved</td> </tr> <tr> <td>PH4581</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>11-Oct-2014 20:51</td> <td>www11</td> <td>Submitted</td> </tr> <tr> <td>ZY1521</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>11-Oct-2014 20:47</td> <td>www11</td> <td>Submitted</td> </tr> </tbody> </table> | Organization                    | Region  | Submitted Date    | select       | Central                 | 10-Oct-2014 | <input type="button" value="Go"/> <input type="button" value="Refresh"/> |  |  | Application | Organization | Service | Region | Submission Date | Submitted By | Status | JU1511 | Definity | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 10:05 | www11 | Submitted | IW5542 | Definity | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 10:04 | www11 | Initial Payment Pending | AU1591 | Definity | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 09:57 | www11 | Application Approved | PH4581 | Definity | Submission of<br>ES-TRB Central | Central | 11-Oct-2014 20:51 | www11 | Submitted | ZY1521 | Definity | Submission of<br>ES-TRB Central | Central | 11-Oct-2014 20:47 | www11 | Submitted |
|--|---|---------------------------------|---------|-------------------|--------------|-------------------------|-------------|--|--|--|-------------|--------------|---------|--------|-----------------|--------------|--------|--------|----------|---------------------------------|---------|-------------------|-------|-----------|--------|----------|---------------------------------|---------|-------------------|-------|-------------------------|--------|----------|---------------------------------|---------|-------------------|-------|----------------------|--------|----------|---------------------------------|---------|-------------------|-------|-----------|--------|----------|---------------------------------|---------|-------------------|-------|-----------|
| Organization   | Region  | Submitted Date                  |         |                   |              |                         |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
| select   | Central   | 10-Oct-2014                     |         |                   |              |                         |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
| <input type="button" value="Go"/> <input type="button" value="Refresh"/>   |   |                                 |         |                   |              |                         |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
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| JU1511   | Definity  | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 10:05 | www11        | Submitted               |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
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| AU1591   | Definity  | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 09:57 | www11        | Application Approved    |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
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9. In case the application status is changed to – “initial payment pending”, the payment processing has halted abruptly. Please click on the status link and proceed with the payment. The status will change to “submitted” after payment is processed.

| <b>My Account</b><br><b>Status</b><br>History<br><a href="#">Upload and Submit Form</a><br><a href="#">Payment History</a><br><a href="#">My Workspace</a><br><a href="#">Leave Workspace</a><br><a href="#">Change Password</a><br><a href="#">My Profile</a><br><b>My Saved Document and Forms</b><br><a href="#">Business Registration</a><br><br><b>My Links</b><br><a href="#">Tamil Nadu Online</a><br><a href="#">AP Online</a><br><a href="#">Tamil Nadu Online</a><br><a href="#">Harper Online</a> | <h3>Status of Submitted Applications</h3> <p>Filter Items</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Organization</td> <td style="width: 30%;">Region</td> <td style="width: 40%;">Submitted Date</td> </tr> <tr> <td>select</td> <td>Central</td> <td>10-Oct-2014</td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="button" value="Go"/> <input type="button" value="Refresh"/></td> </tr> </table> <p>Results</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Application</th> <th>Organization</th> <th>Service</th> <th>Region</th> <th>Submission Date</th> <th>Submitted By</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>JU1511</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>12-Oct-2014 10:05</td> <td>www11</td> <td>Submitted</td> </tr> <tr> <td>IW5542</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>12-Oct-2014 10:04</td> <td>www11</td> <td>Initial Payment Pending</td> </tr> <tr> <td>AU1591</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>12-Oct-2014 09:57</td> <td>www11</td> <td>Application Approved</td> </tr> <tr> <td>PH4581</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>11-Oct-2014 20:51</td> <td>www11</td> <td>Submitted</td> </tr> <tr> <td>ZY1521</td> <td>Definity</td> <td>Submission of<br/>ES-TRB Central</td> <td>Central</td> <td>11-Oct-2014 20:47</td> <td>www11</td> <td>Submitted</td> </tr> </tbody> </table> | Organization                    | Region  | Submitted Date    | select       | Central                 | 10-Oct-2014 | <input type="button" value="Go"/> <input type="button" value="Refresh"/> |  |  | Application | Organization | Service | Region | Submission Date | Submitted By | Status | JU1511 | Definity | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 10:05 | www11 | Submitted | IW5542 | Definity | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 10:04 | www11 | Initial Payment Pending | AU1591 | Definity | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 09:57 | www11 | Application Approved | PH4581 | Definity | Submission of<br>ES-TRB Central | Central | 11-Oct-2014 20:51 | www11 | Submitted | ZY1521 | Definity | Submission of<br>ES-TRB Central | Central | 11-Oct-2014 20:47 | www11 | Submitted |
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| Organization   | Region  | Submitted Date                  |         |                   |              |                         |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
| select   | Central   | 10-Oct-2014                     |         |                   |              |                         |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
| <input type="button" value="Go"/> <input type="button" value="Refresh"/>   |   |                                 |         |                   |              |                         |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
| Application  | Organization  | Service                         | Region  | Submission Date   | Submitted By | Status                  |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
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| IW5542   | Definity  | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 10:04 | www11        | Initial Payment Pending |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
| AU1591   | Definity  | Submission of<br>ES-TRB Central | Central | 12-Oct-2014 09:57 | www11        | Application Approved    |             |  |  |  |             |              |         |        |                 |              |        |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |                         |        |          |                                 |         |                   |       |                      |        |          |                                 |         |                   |       |           |        |          |                                 |         |                   |       |           |
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10. To view the history of the application, user can click on “Status” option in left menu and then click on application number link. This provides the audit trail of that application.

## Audit Trail

| Application Code  | A11881                       |                 |              |                               |
|-------------------|------------------------------|-----------------|--------------|-------------------------------|
| Organization      | delhiinfo                    |                 |              |                               |
| Region            | Central                      |                 |              |                               |
| Service           | Submission of FC-TRS Central |                 |              |                               |
| Date              | Action Taken                 | User Name       | Organization | Comments                      |
| 12-OCT-2014 09:58 | Submitted                    | Aveet           | delhiinfo    | <a href="#">View Comments</a> |
| 12 OCT 2014 10:05 | Application Approved         | Department User | Department   | <a href="#">View Comments</a> |

[Back](#)

11. Under Audit Trail, on clicking on the "View Comments" link, the applicant will be able to view the Payment Details and Comments.

**Request Summary**

Comments: Service has been applied successfully and your application has been delivered to the relevant department for further processing.

Your Service Request number is A11881  
 Please submit the physical documents to the following address:

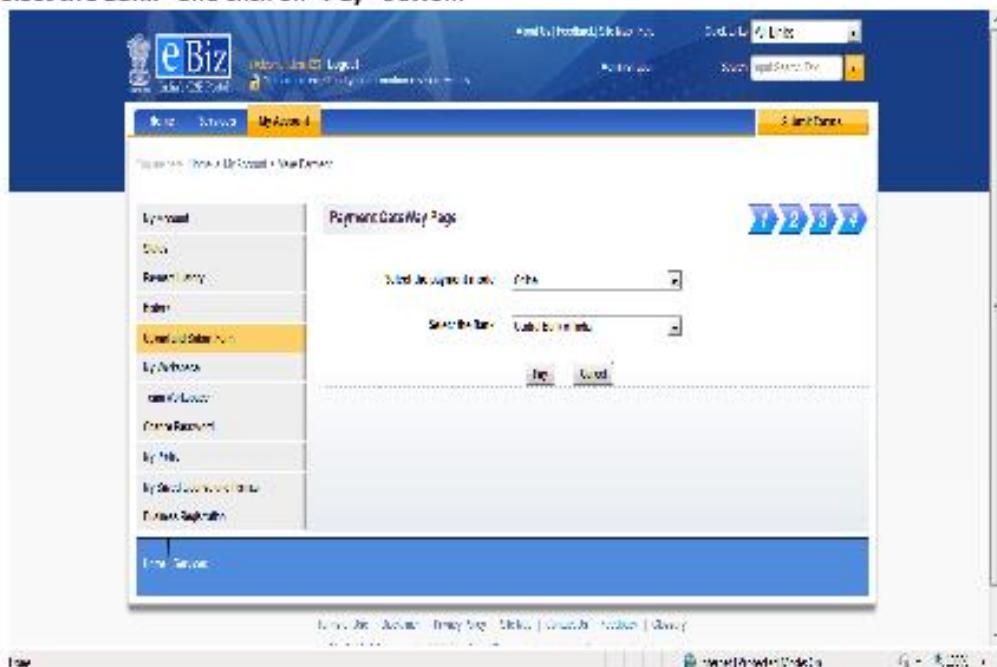
SBI, Jaipur,  
 SBI, Jaipur, India

Download attachment: abc-titled.pdf

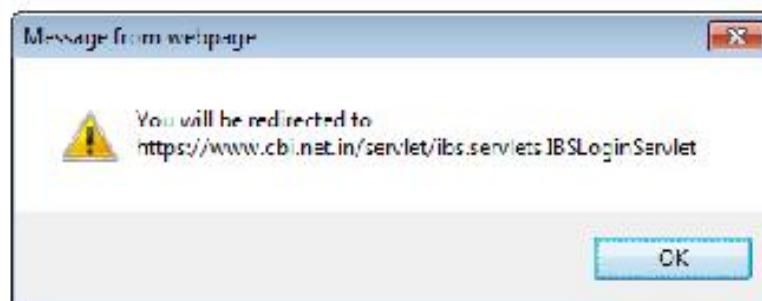
|                   |             |        |
|-------------------|-------------|--------|
| Total Amount:     | 10          |        |
| Payment Details   |             |        |
| ITEM              | SERVICE TAX | AMOUNT |
| eBiz Services Fee | 0           | 10     |

## 5 Steps for Online Payment

1. After upload and submit of form, user will be asked to proceed to payment. "Payment Gateway Page" will be displayed in to the right panel. User will have to "Select the payment mode" and "Select the Bank" and click on "Pay" button.



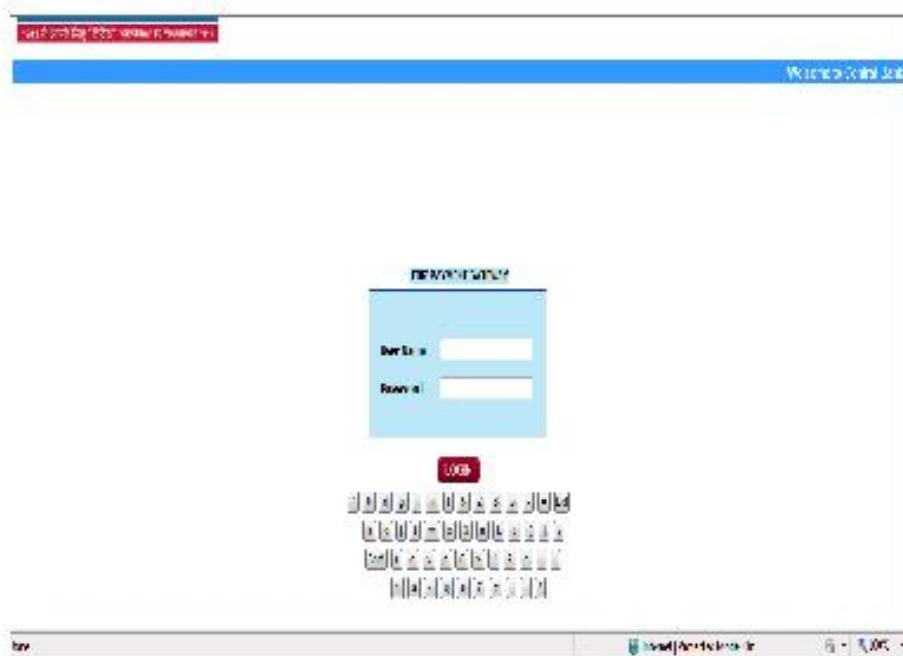
2. "Pop Up" message will be displayed to the user for redirecting to the bank site.



3. User will have to click on "Personal" button.



4. Ebiz Payment gateway page will be displayed



5. User has to enter his credential i.e. "User Name" and "Password" for making the online payment on the "EBIZ PAYMENT GATEWAY".

http://ebiz.tatait.com/onlinepayment.aspx

Welcome to eBiz

User Name: eprkash  
Password: \*\*\*\*\*

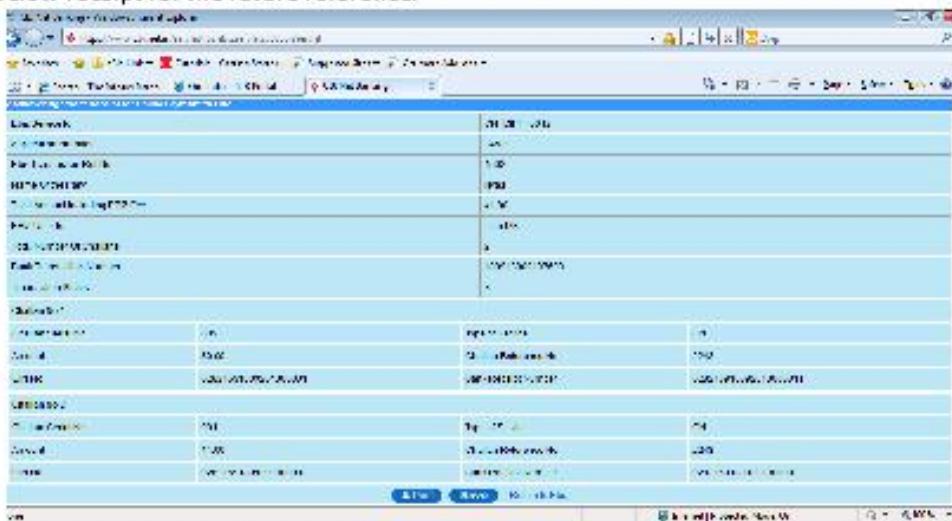
Check this box if you are a human  
1034

6. "Payment confirmation" page will be displayed. User will click on "Confirm" Button.

http://ebiz.tatait.com/onlinepayment.aspx?txnid=1234567890987654321

| Category              | Value | Description           | Amount       |
|-----------------------|-------|-----------------------|--------------|
| TRANSACTION           | 1     | TransID               | 0            |
| Customer No.          | 2     | EMail                 | SP@GMAIL.COM |
| Customer              | 3     | Customer Name         | SP           |
| Ref ID                | 4     | Order Number          | 1234567890   |
| DETAILED              |       |                       |              |
| Order Details         | 5     | Total Order           | 0.00         |
| Product 1             | 6     | Product Name          | SP           |
| Quantity              | 7     | Quantity              | 1            |
| Unit Price            | 8     | Unit Price            | 0.00         |
| Sub Total             | 9     | Sub Total             | 0.00         |
| Delivery Address      | 10    | Delivery Address      | SP           |
| Delivery City         | 11    | Delivery City         | SP           |
| Delivery State        | 12    | Delivery State        | SP           |
| Delivery Pin          | 13    | Delivery Pin          | 123456       |
| Delivery Land         | 14    | Delivery Land         | India        |
| Delivery Area         | 15    | Delivery Area         | SP           |
| Delivery District     | 16    | Delivery District     | SP           |
| Delivery Postcode     | 17    | Delivery Postcode     | 123456       |
| Delivery Locality     | 18    | Delivery Locality     | SP           |
| Delivery Sub Locality | 19    | Delivery Sub Locality | SP           |
| Delivery Sub Locality | 20    | Delivery Sub Locality | SP           |
| CONFIRMATION          |       |                       |              |
| CONFIRMATION          |       | CONFIRMATION          |              |

7. Click on "Return to Ebiz" link for returning to Ebiz portal again. User can also "Save" or "Print" the below receipt for the future reference.



| Bank Statement    |                                       |                 |                                       |
|-------------------|---------------------------------------|-----------------|---------------------------------------|
| Amount            | ₹ 10.00                               | ₹ 10.00         | ₹ 10.00                               |
| Debit             | ₹ 10.00                               | ₹ 10.00         | ₹ 10.00                               |
| Interest          | ₹ 0.00                                | ₹ 0.00          | ₹ 0.00                                |
| Charges           | ₹ 0.00                                | ₹ 0.00          | ₹ 0.00                                |
| Other             | ₹ 0.00                                | ₹ 0.00          | ₹ 0.00                                |
| Grand Total       | ₹ 10.00                               | ₹ 10.00         | ₹ 10.00                               |
| Statement Details |                                       |                 |                                       |
| Date              | 01-05-2014                            | Statement Date  | 01-05-2014                            |
| Time              | 10:00 AM                              | Statement Month | May 2014                              |
| Category          | ESIC-00000000000000000000000000000000 | Description     | ESIC-00000000000000000000000000000000 |
| Last Transaction  |                                       |                 |                                       |
| Date              | 01-05-2014                            | Statement Date  | 01-05-2014                            |
| Time              | 10:00 AM                              | Statement Month | May 2014                              |
| Category          | ESIC-00000000000000000000000000000000 | Description     | ESIC-00000000000000000000000000000000 |

8. Click on "Return to Ebiz" link. User will be redirected to Ebiz Portal.



Please Wait while we are redirecting your payment status. Thank you for using Central Bank Payment Gateway



9. Online Payment Solution Process Completed and the User will be able to see eBiz Payment Receipt.

User can see the same under 'Payment History' tab on the left hand side of the eBiz page.

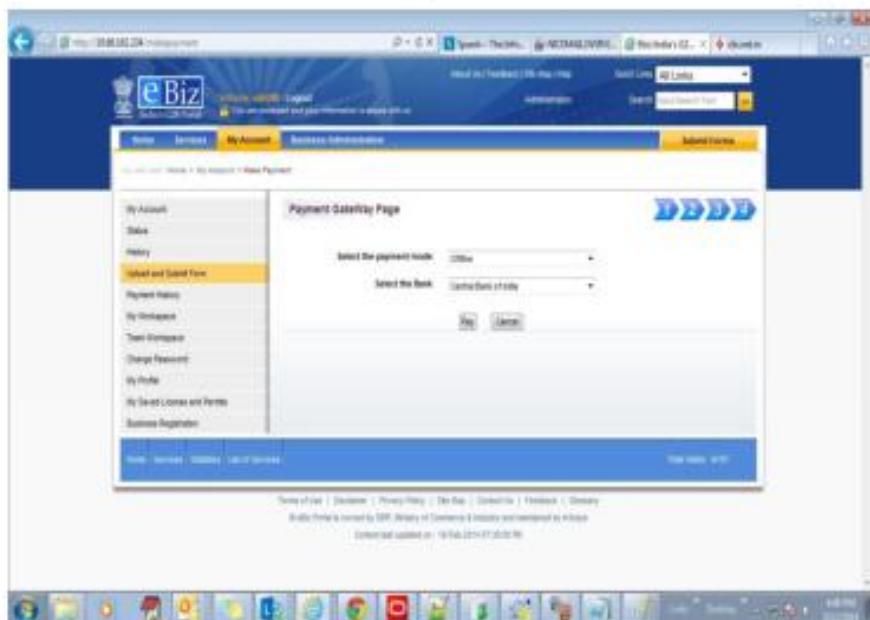
The screenshot shows the eBiz portal interface. At the top, there are tabs for Home, Services, My Account, and Logout/Logout. Below these, a sidebar on the left lists various options: My Receipts, New ECR, Payment History, Online, Unpaid and Submit PMS, My Work Queue, Task Work Queue, Change Password, My Profile, My Novelty Application Status, and Details Register. The main content area is titled 'eBiz Payment Receipt'. It displays a receipt number (CD\_HND030428300100), a date (10/08/2011), and a message indicating the payment has been received by the system. A detailed table follows:

| Receipt No.                   | CD_HND030428300100_CDEHND0304281003353  |
|-------------------------------|---|
| Date                          | 10/08/2011 11:10:00 AM (IST) 10/08/2011 11:10:00 AM   |
| Alt Application Number        | 28807   |
| eCR Application Reference No. | H_0431  |
| Number                        |   |
| eCR Service ID                | CH_DIFP_EO-1  |
| Mode Of Payment               | Online  |
| Concession Authority Number   | 1000  |
| Amount Received in Rs.        | 10000.00  |
| Category Charge               |   |
| Name of Recipient             | Delgovt   |
| Purpose of Remittance         | Application Fee/eCR Service Fee   |
| Department                    | Department for Industrial Development & Department of Industrial Policy and Promotion, Jyoti Bhawan, New Delhi 110011 |
| Amount                        | 2600.0  |
| Processing Charges            |   |
| eCR Transaction Fee           | 26.0  |
| Total                         | 2600.0  |
| Details Received              | From Finance Team Finance Dept. Room  |

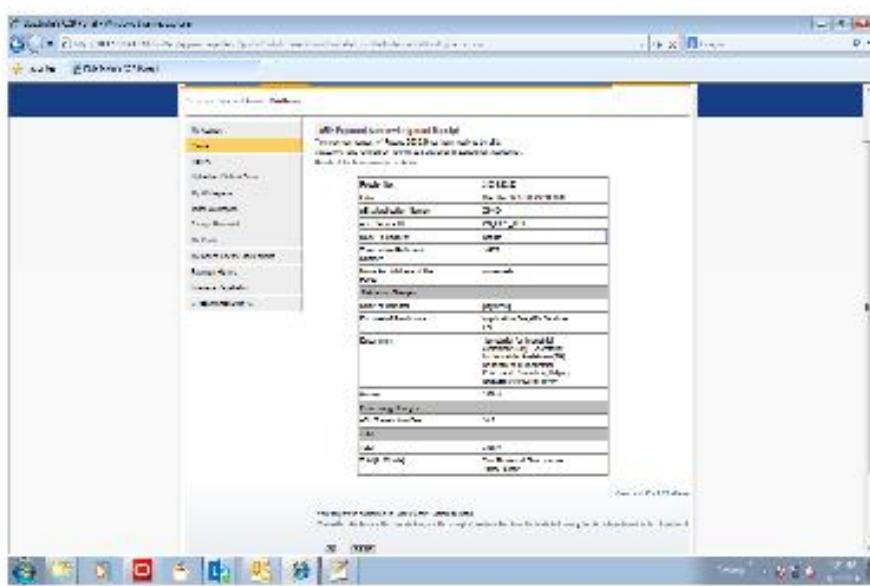
At the bottom right of the main content area, there is a link: 'View and Print Challan'.

## 6 Steps for Offline Payment

1. "Payment Gateway Page" will be displayed. User will have to "Select the payment mode"- offline- and "Select the Bank" and click on "Pay" button.



2. User will be redirect to 'eBiz Payment Acknowledgement Receipt' page.



3. User can take the print out of challan and 'eBiz Payment Acknowledgement receipt' by clicking on the link '**View and Print Challans**' or by clicking in the print button. The print out of the **challan and 'eBiz Payment Acknowledgement receipt'** will be required once user will visit branch of Central Bank of India for **clearance of the due payment**.

The screenshot shows a web-based application titled 'eBiz Payment Acknowledgement Receipt'. The main content area displays a form with the following data:

|                              |   |
|------------------------------|---|
| Receipt No.                  | 00000000000000000000000000000000          |
| Date                         | Wednesday 01/11/2012 09:25:00             |
| eBIZ Application Number      | 00000000000000000000000000000000          |
| eBIZ Service ID              | 00000000000000000000000000000000          |
| State of Account             | Open                                      |
| Transaction Reference        | 10000000000000000000000000000000          |
| Name and Address of the Firm | Address details                           |
| Business Category            | Processing                                |
| Name of Service              | Processing                                |
| Purpose of Remittance        | Customer Health Services                  |
| Department                   | Manufacture for Industrial                |
| Amount                       | 100000                                    |
| Processing Charge            | 0.00                                      |
| eBIZ Transaction Fee         | 0.00                                      |
| Tax                          | 0.00                                      |
| Total                        | 100000                                    |
| Teller Name                  | Dear Teller/Officer/Authorised Party Name |

At the bottom right, there is a red-bordered button labeled 'View and Print Challans'.

4. Once the payment is made at Central Bank Branch, **the offline payment process will be completed**. User can verify the status of his application by clicking on the payment history link from the left panel. Use the '**Refresh**' button to get the latest status of the application.

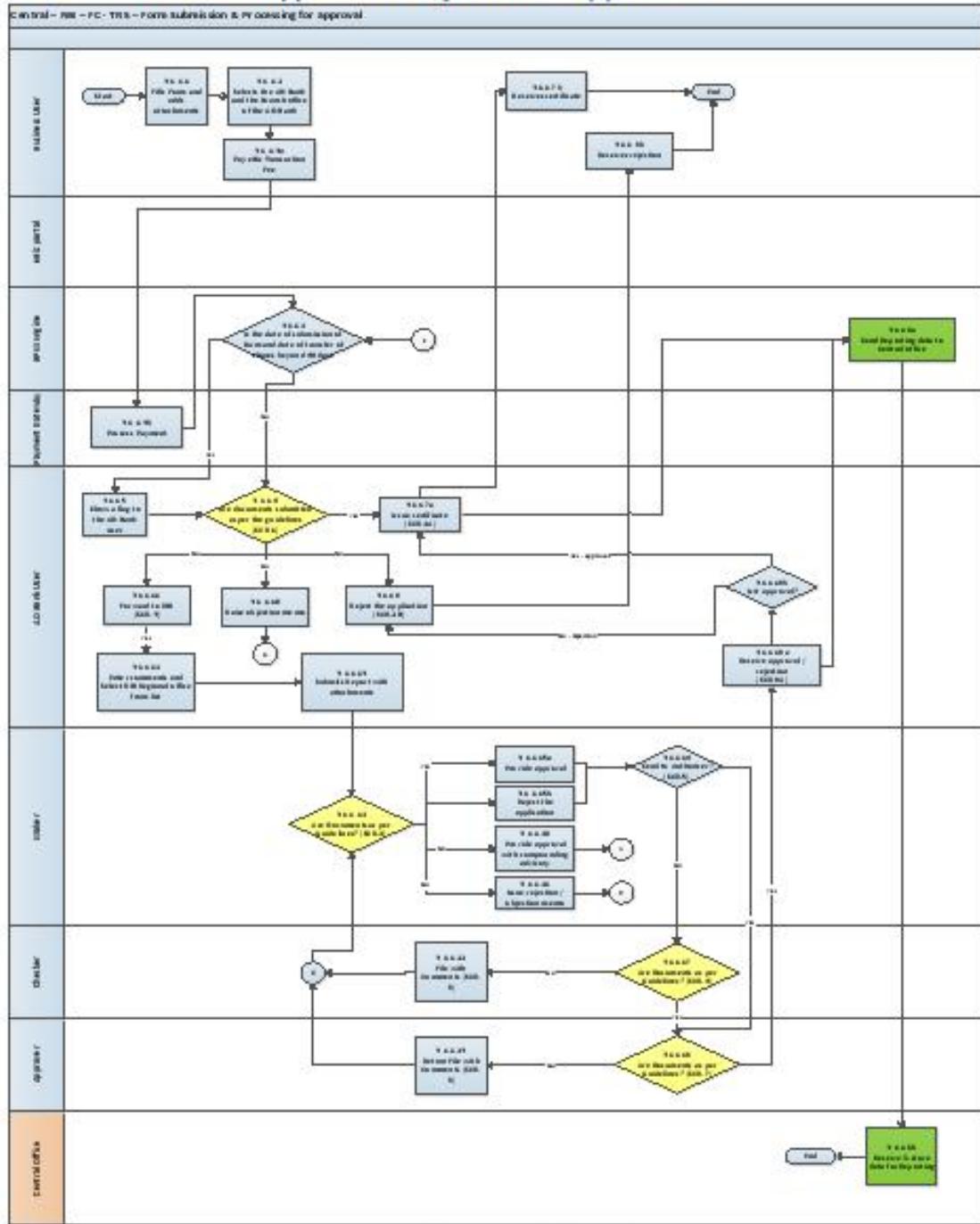
The screenshot shows a web-based application titled 'eBiz Payment History'. The main content area displays a grid of transaction details:

| Transaction ID                   | Date                          | Status   | Amount | Other Details            |
|----------------------------------|-------------------------------|----------|--------|--------------------------|
| 00000000000000000000000000000000 | Wednesday 01/11/2012 09:25:00 | Approved | 100000 | Customer Health Services |
| 00000000000000000000000000000000 | Wednesday 01/11/2012 09:25:00 | Approved | 100000 | Customer Health Services |
| 00000000000000000000000000000000 | Wednesday 01/11/2012 09:25:00 | Approved | 100000 | Customer Health Services |

At the bottom right, there is a red-bordered button labeled 'Refresh'.

## 7 Processing of the Application – Approval or Rejection

### 7.1 Process Flow for approval or rejection of application



## 7.2 Steps to process the application for approval / rejection

1. AD Bank user opens the department portal and enters credentials.

Log in

Username: RBI\_ARF\_AD\_001  
Password: \*\*\*\*\*

Contact Us  
Department of Industrial Policy and Promotion  
Room No 233, Udyog Bhawan  
New Delhi - 110001  
Telephone No: 011-23862983  
Fax No: 011-23862984

2. User is able to view their inbox. The application submitted by applicant is visible under work items.

| Name | Status | ABIC Reference | Business Name | Description | Participants | Received   | Activity   | Status    | Attachment                   | Action                 |
|------|--------|----------------|---------------|-------------|--------------|------------|------------|-----------|------------------------------|------------------------|
|      | Open   | 15752          |               | Description | Unassigned   | 2014-09-14 | Allocation | Allocated | <a href="#">View details</a> | <a href="#">Accept</a> |
|      | Open   | 15757          |               | Description | Unassigned   | 2014-09-14 | Allocation | Allocated | <a href="#">View details</a> | <a href="#">Accept</a> |
|      | Open   | 15758          |               | Description | Unassigned   | 2014-09-14 | Allocation | Allocated | <a href="#">View details</a> | <a href="#">Accept</a> |
|      | Open   | 15762          |               | Description | Unassigned   | 2014-09-14 | Allocation | Allocated | <a href="#">View details</a> | <a href="#">Accept</a> |
|      | Open   | 15767          |               | Description | Unassigned   | 2014-09-14 | Allocation | Allocated | <a href="#">View details</a> | <a href="#">Accept</a> |

3. User can click on the Payment details link to view the payment details related to the application.

eBiz Department Portal      Payment Details

**eBiz**  
Department Portal

**Payment Details**

|  |                   |                 |               |   |
|--|-------------------|-----------------|---------------|---|
| Payment Reference : 6664                   |                   |                 |               |   |
| Bank Transaction Ref No : 9999999999999999 |                   |                 |               |   |
| eBiz Reference Number : WR0446             |                   |                 |               |   |
| Party Name : User name                     |                   |                 |               |   |
| Business Name :                            |                   |                 |               |   |
| Total : 30.00                              |                   |                 |               |   |
| Bank Name : By_Press_Bank                  |                   |                 |               |   |
| Mode of Payment : Online                   |                   |                 |               |   |
| Payment Date : 2014-10-09T12:10:47         |                   |                 |               |   |
| Component Name                             | Challan Number    | Amount (in Re.) | Account Head  | Department Name                                       |
| eBiz Services Fee                          | C8INBX00042010261 | 30.00           | 0302803000300 | Department of Industrial Policy and Promotion Central |

[View History](#)

- User can click on the "attachments" link to view the application form submitted by the applicant.

## Attachments

eBizReference Number : 1112497

### Document Uploaded by Business User

| Document Name     | Uploaded On      | Uploaded By  |
|-------------------|------------------|--------------|
| TRN In Ied R5.pdf | 07-10-2014 26 PM | sanchitgupta |

- AD Bank user clicks on "Action by AD Bank" link under Actions. If the application is in order, AD Bank can select the option to issue certificate. If it is a case where filing of FC-TRS is not applicable, they can select the option to reject the application (move to step 7).

**Action by AD Bank**

Name of Applicant: [REDACTED]

Note: Form Submitted after 60 Days of receipt of funds

Action by AD Bank:

Issue certificate and send to applicant  
 Reject the application and send to applicant  
 Forward to RR for regularization  
 Raise objection or rectify

[Submit](#)      [Close](#)

6. If the form is in order and AD bank user has selected an option to issue certificate, they receive a task to "issue certificate". The certificate is uploaded on the portal and sent to the applicant. The applicant receives the same.

The screenshot shows a window titled "AdBankApproveAndUpload". It contains fields for "Name of Applicant" and "Upload Certificate". Below these is a "Certificate" section with a "File To" field containing "/root/Desktop//Acknowledgement.rtf", a "Browse..." button, and an "Upload" button. A message at the bottom says "Upload Successful. Please click on Submit below to complete the upload." There are "Submit" and "Cancel" buttons at the bottom.

7. If AD Bank selects the option to reject the application, they receive a task to "Add rejection comments". AD Bank enters rejections comments.

The screenshot shows a window titled "ADBankRejectionComments". It features a title bar "Action by AD Bank: Reject Application". Below it is a "Name of Applicant" field and a "Comments" text area containing "Rejected". At the bottom are "Submit" and "Close" buttons.

8. If the form is submitted beyond the stipulated 60 days, AD Bank may forward the application to RBI RO for regularization.

## Action by AD Bank

Name of Applicant: [REDACTED]

Note: Form Submit and after 60 Days of receipt of funds

Action by AD Bank:

- Issue certificate and send to applicant
- Reject the application and send to applicant
- Forward to RBI for regularization
- Raise objection memo

**Submit** **Close**

9. AD Bank receives a task to "Forward to RBI". AD Bank selects the RBI RO and enters comments.

### ADBankForwardComments

## Action by AD Bank- Forward To RBI

Name of Applicant: [REDACTED]

RBI required Office:

Comments: Forwarding to RO Langloire

**Submit** **Close**

10. RBI RO Maker logs in the department portal to view their inbox. Application submitted by AD Bank is visible under work items.
11. Maker receives the activity to "Verify Application". Maker will verify application and attached documents under "Attachments" section.
12. Maker clicks on "Verify Application" to enter comments and select action.

### Verify Report

|  |  |
|--|--|
| Name of Applicant:                             | S  |
| Maker Comments:                                | Application U.K.   |
| Checker Comments:                              |  |
| Authorizer Comments:                           |  |
| Is the Report and Documents as per guidelines? | <input checked="" type="radio"/> Yes - Provide approval by the Userid<br><input type="radio"/> Yes - Provide approval and issue compounding advisory<br><input type="radio"/> No - Reject the application<br><input type="radio"/> No - Raise objection memo |
| <a href="#">Next</a> <a href="#">Close</a>     |  |

13. Maker selects any of the options shown in the above screen. If maker selects options to provide approval or rejection, move to next step. If maker selects option to raise objection memo, move to section on the same. If maker selects option to issue compounding advisory, move to next section.
14. Maker can enter comments and click on next. Maker will receive a task to forward the application.

### Forward the application

|   |  |
|---|--|
| Name of Applicant:                                      | S  |
| Recommended Action:                                     |  |
| Where do you want to send the application for approval? | <input checked="" type="radio"/> Send to checker for verification<br><input type="radio"/> Send directly to authorizer for authorization |
| <a href="#">Submit</a> <a href="#">Cancel</a>           |  |

15. Checker receives a task to "Verify application". Checker can either forward to authorizer or send the file back with comments.

### Verify Report

|   |              |
|---|--------------|
| Name of Applicant:  | e.           |
| Recommended Action:   |              |
| Is the Report and Documents as per guidelines?<br><input checked="" type="radio"/> Yes - Forward to Authorizer<br><input type="radio"/> No - Send back file |              |
| <b>Submit</b>   | <b>Close</b> |

16. Authorizer receives an activity with action link "Verify application". Authorizer verifies application and if application is in order approves the application to be forwarded to AD Bank or sends back the file to maker with comments.  
All the notes given by the previous users are visible under "Notes" section in "Work Item Detail".

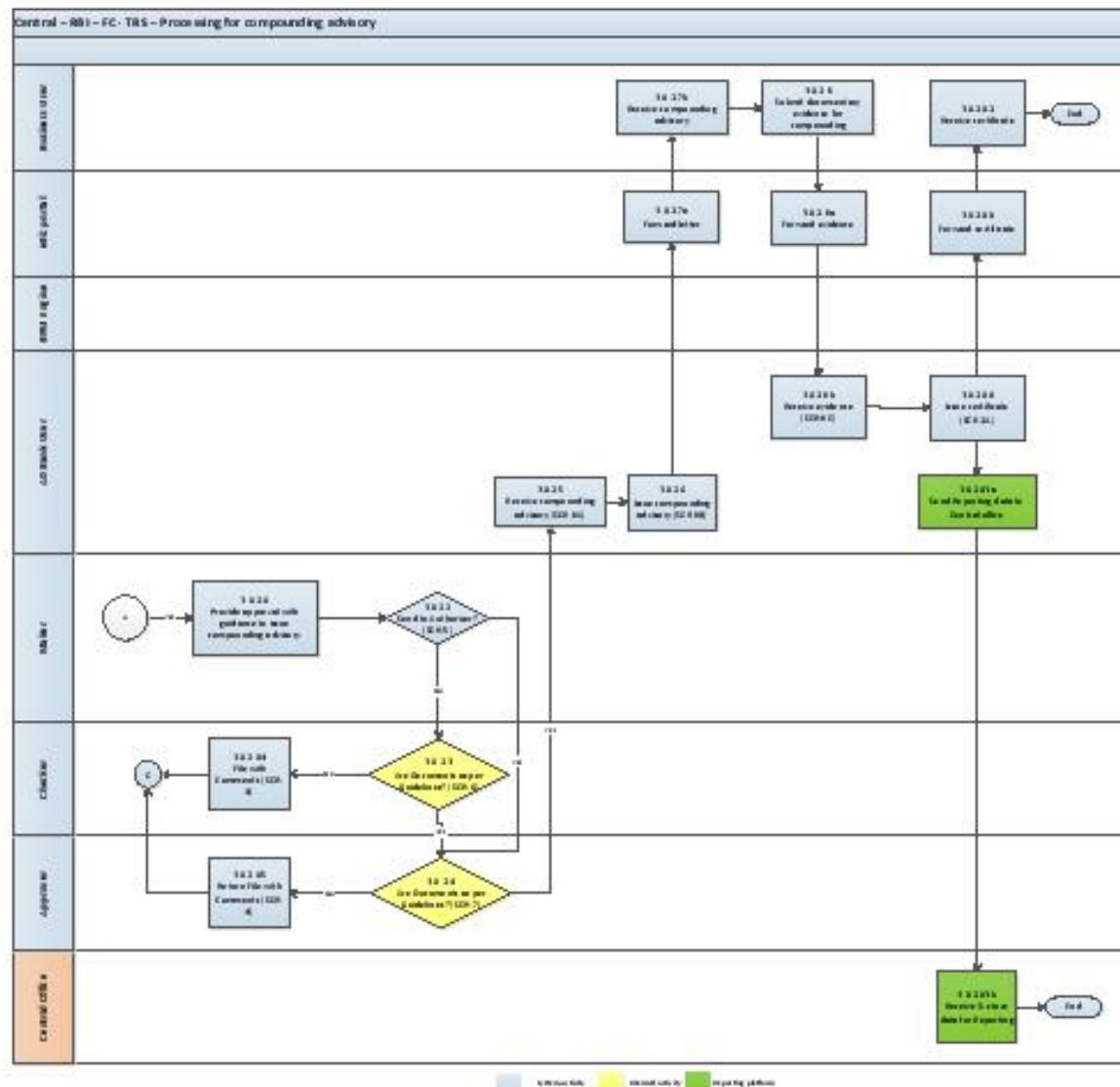
### Verify Report

|  |              |
|--|--------------|
| Name of Applicant:   | e.           |
| Recommended Action:  |              |
| Is the Report and Documents as per guidelines?<br><input checked="" type="radio"/> Yes - Forward to AD Bank<br><input type="radio"/> No - Send back file |              |
| <b>Submit</b>  | <b>Close</b> |

17. AD Bank receives the approval or rejection forwarded by the RBIRO. Based on the action recommended by RBIRO, AD Bank selects the required action. If AD Bank selects option – issue certificate, move to step 6. If AD Bank selects option – reject application, move to step 7.

## 8 Processing of the Application – Compounding Advisory

### 8.1 Process Flow for issuing compounding advisory



## 8.2 Steps for issuing compounding advisory

1. If the application does not conform to guidelines, RBI can issue approval with notification to AD Bank to raise a compounding advisory. Maker will select the option to provide approval and raise compounding advisory in the activity "Verify Application"

**Verify Report**

|  |  |
|--|--|
| Name of Applicant:                             | a.   |
| Maker Comments:                                | issue a submission   |
| Checker Comments:                              |  |
| Authorizer Comments:                           |  |
| Is the Report and Documents as per guidelines? | <input type="radio"/> Yes - Provide approval for the transaction<br><input checked="" type="radio"/> Yes - Provide approval and issue compounding advisory<br><input type="radio"/> No - Reject the application<br><input type="radio"/> No - Raise objection memo |

2. Maker can enter comments and click on next. Maker will receive a task to forward the application.

**Forward the application**

|   |  |
|---|--|
| Name of Applicant:  | a.   |
| Recommended Action:   |  |
| Where do you want to send the application for approval?                     | <input checked="" type="radio"/> Send to checker for verification<br><input type="radio"/> Send directly to authorizer for authorization |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> |  |

3. Checker receives a task to "Verify application". Checker can either forward to authorizer or send the file back with comments.

### Verify Report

|  |              |
|--|--------------|
| Name of Applicant:   | A            |
| Recommended Action:  |              |
| Is the Report and Document as per guidelines?<br><input checked="" type="radio"/> Yes - Forward to Authorizer<br><input type="radio"/> No - Send back file |              |
| <b>Submit</b>  | <b>Close</b> |

4. Authorizer receives an activity with action link "Verify application". Authorizer verifies application and if application is in order approves the application to be forwarded to AD Bank or sends back the file to maker with comments.

All the notes given by the previous users are visible under "Notes" section in "Work Item Detail".

### Verify Report

|   |              |
|---|--------------|
| Name of Applicant:  | A            |
| Recommended Action:   |              |
| Is the Report and Document as per guidelines?<br><input checked="" type="radio"/> Yes - Forward to Ad Bank<br><input type="radio"/> No - Send back file |              |
| <b>Submit</b>   | <b>Close</b> |

5. AD Bank receives the approval or rejection forwarded by the RBIRO. Based on the action recommended by RBIRO, AD Bank selects the required action.

### Forwarding by AD Bank

|                    |  |
|--------------------|--|
| Name of Applicant: | A  |
| RBI comment:       |  |
| Action by AD Bank: | <input type="radio"/> send approval to applicant<br><input type="radio"/> send rejection to applicant<br><input checked="" type="radio"/> send comments to maker<br><input type="radio"/> send document to maker |
| <b>Submit</b>      | <b>Close</b>   |

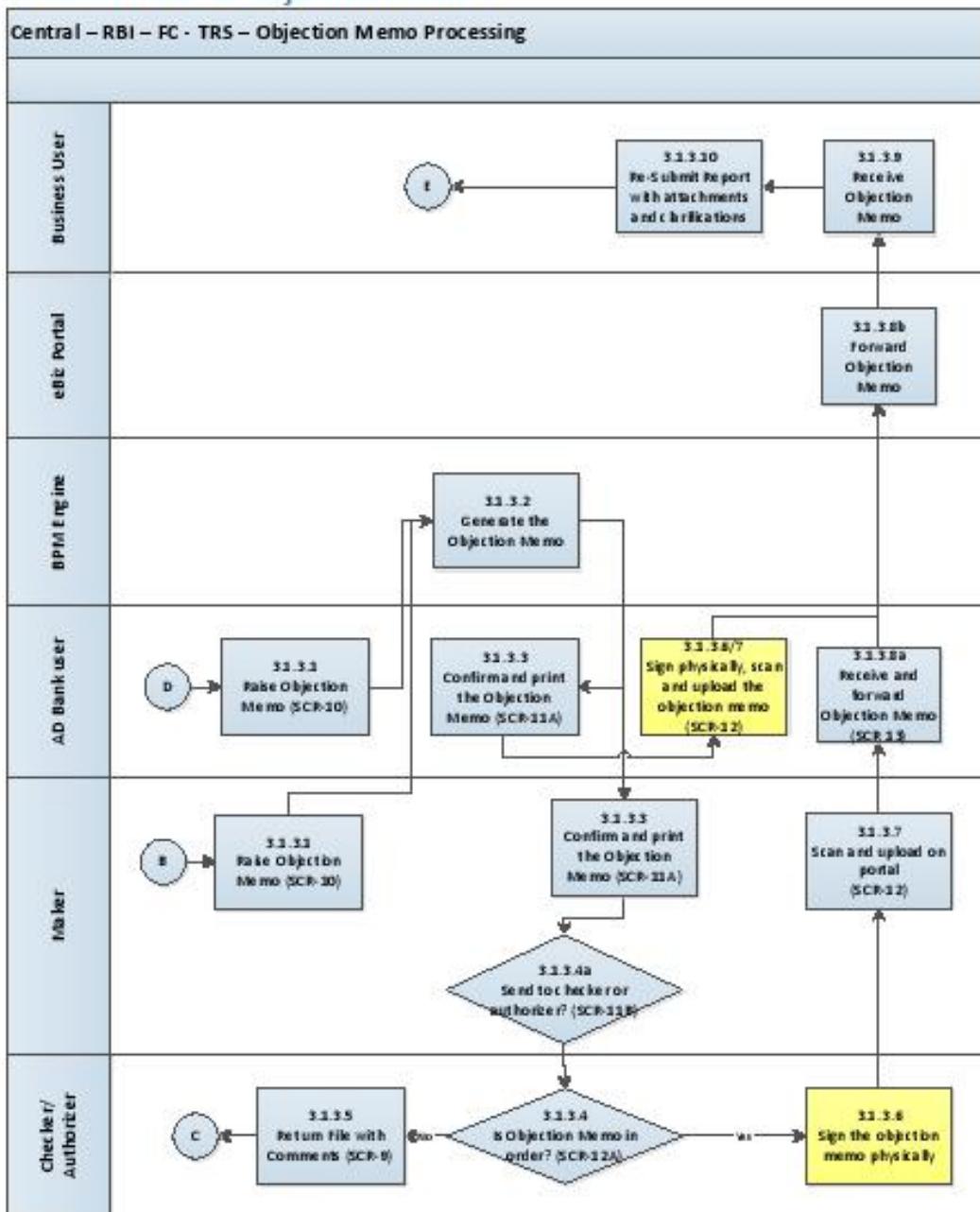
6. AD Bank receives an activity to "Issue compounding notice" in their inbox. They can upload the letter and mention the date of letter.

The screenshot shows a software window titled "ADBankIssueCA". At the top, there are minimize and close buttons. Below the title, the text "Name of Applicant:" is displayed. Underneath it, there is a section for attaching a file, with the label "Attach Letter" and a browse button. A "Upload" button is also present. Below this, the text "Date of Letter" is shown. At the bottom of the window, a message reads "Upload Successful. Please click on Submit below to complete the upload." Two buttons are at the bottom: "Submit" and "Cancel".

7. Applicant completes the guidelines as mentioned in the compounding notice and submits documentary evidence on the portal.
8. AD Bank receives the documentary evidence with respect to filing of compounding application from applicant. User clicks on "verify compounding closure" activity and views the letter sent by applicant. AD Bank user issues certificate. Move to step 6.

## 9 Processing of the Application – Raise Objection Memo

### 9.1 Process Flow for objection memo



## 9.2 Steps to raise objection memo

1. AD Bank receives the application and scrutinizes it. AD Bank user receives an activity for "Action by AD Bank". If there are shortfalls, AD Bank selects the option to raise objection memo and receives an activity to "Enter obj memo comments". Move to step 3.

**Enter Comments**

|   |  |
|---|--|
| Name of Applicant:  | <input type="text" value="a"/>                 |
| Comments:   | Object or Raised<br>Since document not copied. |
| <input type="button" value="Save Back"/> <input type="button" value="Close"/> |  |

2. Maker can also choose to raise an objection memo if there are shortfalls in the application. They receive an activity to "Enter obj memo comments".

**Verify Report**

|   |  |
|---|--|
| Name of Applicant:  | <input type="text" value="a"/>   |
| Maker Comments:   | Please raise objection memo  |
| Checker Comments:   | <input type="text"/>   |
| Authorizer Comments:  | <input type="text"/>   |
| Is the Report and Documents As per guidelines?                                | <input type="radio"/> Yes - They are approved for the transaction<br><input type="radio"/> Yes - They are approved and issue compounding advisory<br><input type="radio"/> No - Reject the application<br><input checked="" type="radio"/> No - Raise objection memo |
| <input type="button" value="Save Back"/> <input type="button" value="Close"/> |  |

**Enter Comments**

|   |  |
|---|--|
| Name of Applicant:  | <input type="text" value="a"/>                 |
| Comments:   | Object or Raised<br>Since document not copied. |
| <input type="button" value="Save Back"/> <input type="button" value="Close"/> |  |

3. System will generate the objection memo in specified template in which the above comments will be inserted. AD Bank user / Maker will print the same. The objection memo is visible under the attachments section. For AD Bank user, move to step 6.

#### Attachments

|  |                                  |                  |             |
|--|----------------------------------|------------------|-------------|
| ABR Reference Number :   | ABR221                           |                  |             |
| Document Uploaded by Business User   |                                  |                  |             |
| Document Name  | Uploaded On                      | Uploaded By      |             |
| objection_memo.pdf   | 07-10-2012 10:29                 | sanjay@tata      |             |
| Document uploaded by Department User   |                                  |                  |             |
| Delete   | Document Name                    | Uploaded On      | Uploaded By |
| —  | objection_memo_Certification.pdf | 07-10-2012 10:29 | sanjay@tata |
| <input type="button" value="Delete"/> <input type="button" value="Details"/> |                                  |                  |             |

4. Maker will select to forward the objection memo to checker or authorizer.

**Objection Memo**

Name of Applicant

Objection Memo

Where do you want to send the application for approval?

Checker/confirmator  
 Authorizer for confirmation

**Submit**      **Cancel**

5. Checker / authorizer will sign the objection memo. They can forward it to maker or send the file back with comments.

**OMMMemoStatusScreen**

Applicant Name : A

Objec. BookIssue Status

Yes - Sign and send to Maker  
 No - Send back file

**Submit**      **Close**

6. Maker / AD Bank user will scan and upload the objection memo in the activity "Upload obj memo".

**OMScanAndUpload**

Name of Applicant:

Objection Memo:

Upload Successful. Please click on Submit below to complete the upload.

7. If maker is raising the objection memo, it will be forwarded to AD Bank and AD Bank can forward it to applicant.

**ADBankForwardOM**

Name of Applicant:

Objection Memo: Please Check the Attachments

Action by AD Bank:  Forward to applicant

### 9.3 Resubmission by Applicant

1. If the AD Bank user or RBI RO user raises an objection memo, application will be redirected to the applicant for resubmission. The status will be changed to "Resubmission required"

**eBiz**  
Tamil Nadu's G2B Portal

Home Services My Account Business Administration Submit Form

Customer Area - Home > My Account > Status

| My Account                                    |  | Status of Submitted Applications      |                                       |                               |                                   |                                      |                                      |  |
|---|--|---------------------------------------|---------------------------------------|-------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|--|
| Status  |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">History</a>                       |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">Upload and Submit Form</a>        |  | Organization:                         | Region:                               | Submission Date:              |                                   |                                      |                                      |  |
| <a href="#">Payment History</a>               |  | <input type="button" value="Select"/> | <input type="button" value="Select"/> | <input type="text" value=""/> | <input type="button" value="Go"/> | <input type="button" value="Reset"/> | <input type="button" value="Print"/> |  |
| <a href="#">My Workspace</a>                  |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">Email Workspace</a>               |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">Change Password</a>               |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">My Profile</a>                    |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">My Saved Licenses and Permits</a> |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">Business Registration</a>         |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">My Links</a>                      |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">DSTT Online</a>                   |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">NP Online</a>                     |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">TamilNadu Online</a>              |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">Playas Online</a>                 |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">UDIN Online</a>                   |  |                                       |                                       |                               |                                   |                                      |                                      |  |
| <a href="#">Maharashtra Online</a>            |  |                                       |                                       |                               |                                   |                                      |                                      |  |

**Results**

| Application | Organization | Service   | Region  | Submission Date   | Submitted By | Status               |
|-------------|--------------|---|---------|-------------------|--------------|----------------------|
| 110704      | Sathish      | Registration of Advance Payment Remittance                  | Central | 10 Oct 2014 11:46 | anand11      | Pending/Under Review |
| 110705      | Sathish      | Submission of Multi-Central<br>Submission of DC TRC Central | Central | 08 Oct 2014 11:27 | anand11      | Pending/Under Review |
| 110702      | Sathish      | Submission of DC TRC Central                                | Central | 09 Oct 2014 11:15 | anand11      | Pending/Under Review |
| 110703      | Sathish      | Submission of DC TRC Central                                | Central | 08 Oct 2014 11:20 | anand11      | Pending/Under Review |
| 110706      | anand11      | Submission of DC TRC Central                                | Central | 09 Oct 2014 11:15 | anand11      | Submitted            |

[Print](#) | [New](#) | [Last](#)

2. On clicking the status, applicant can view objection memo sent by AD Bank/ RBI RO.

| My Account                                    |  | Status of Submitted Applications  |  |  |  |  |  |  |
|---|--|---|--|--|--|--|--|--|
| Status  |  |   |  |  |  |  |  |  |
| <a href="#">History</a>                       |  |   |  |  |  |  |  |  |
| <a href="#">Upload and Submit Form</a>        |  | Date: 10 Oct 2014 11:46   |  |  |  |  |  |  |
| <a href="#">Payment History</a>               |  | Subject: Objection memo for your application for advance. Please forward RRB/RBI RO for the one of the clarifications needed as mentioned in attached document. Please forward the application after addressing them. |  |  |  |  |  |  |
| <a href="#">My Workspace</a>                  |  | Comments:   |  |  |  |  |  |  |
| <a href="#">Email Workspace</a>               |  | <a href="#">Download attachment</a> :  Objection Memo.pdf   |  |  |  |  |  |  |
| <a href="#">Change Password</a>               |  | <a href="#">Read more</a>   |  |  |  |  |  |  |
| <a href="#">My Profile</a>                    |  | <a href="#">Delete</a>  |  |  |  |  |  |  |
| <a href="#">My Saved Licenses and Permits</a> |  |   |  |  |  |  |  |  |
| <a href="#">Business Registration</a>         |  |   |  |  |  |  |  |  |

Click here to view all comments.

3. Applicant can make the required changes in the form and save it. They will click on the "Resubmit" button under comments. They can upload the revised form.

Home Services My Account Business Administration Submit Form

You are here: Home > My Account > My File

**My Account**

- Service**
- History
- Upload And Submit Form
- Payment History
- My Workspac
- Item Workspac
- Change Password
- My Profile
- My Saved Licenses and Permits
- Borrower Registration

**Upload Form for Service**

To submit the form, do fill the required service form and upload here. To download the required service form click [here](#).

File to Upload: C:\Users\anil\Downloads\Business..

[Back](#) [Next](#)

**File Details**

The following information has been extracted from the form you just uploaded. Please Verify the information and click on Continue. If the information is incorrect, you may click on the Cancel button and upload a different file.

|              |   |
|--------------|---|
| Organization | Utility                                 |
| Service      | Reporting of Advance Foreign Remittance |
| Region       | Central                                 |
| File Name    | Central_ARF_withholding.pdf             |

[Continue](#) [Cancel](#)

**Confirmation**

Service has been resubmitted successfully to the relevant department for further processing and no payment is required.

Office Address -  
 ICICI Bank, Ahmedabad,  
 ICICI Bank, Ahmedabad, India.

To check the progress of your application click [here](#).

[OK](#)

4. The status of the application will change to "Resubmission complete"

### Status of Submitted Applications

Filter Items

|                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| Organization                        | Region                              | Submission Date   |
| <input type="text" value="Select"/> | <input type="text" value="Select"/> | <input type="text"/><br><input type="button" value="Go"/> |
| Service                             |                                     | <input type="button" value="Refresh"/>                    |

Results

[First] [2] [Next] [Last]

| Application | Organization | Service                                 | Region  | Submission Date   | Submitted By | Status                |
|-------------|--------------|---|---------|-------------------|--------------|-----------------------|
| RD6204      | delhi infy   | Reporting of Advance Foreign Remittance | Central | 10-Oct-2014 14:46 | avneet11     | Resubmission Complete |
| HS570       | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 15:27 | avneet11     | Resubmission Complete |
| PS7022      | delhi infy   | Submission of FC-TRE Central            | Central | 09 Oct 2014 15:15 | avneet11     | Resubmission Complete |
| EB9988      | delhi infy   | Submission of FC-IHS Central            | Central | 09-Oct-2014 14:20 | avneet11     | Resubmission Complete |
| DC77340     | delhi infy   | Submission of FC-TRS Central            | Central | 09-Oct-2014 14:15 | avneet11     | Submitted             |

[First] [2] [Next] [Last]

## 10 Contact Us

Call us: +91-9840631429

Email us: [ebizsupport-Indc@nic.in](mailto:ebizsupport-Indc@nic.in)

**End of Document**

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