

How to Register on FIRMS Portal for FEMA Compliance

Step by Step Guide

Registration as Entity User

What is Entity User (EU)?

- An Entity User is a person authorized by an entity (company/LLP/startup) to register an entity in the Entity Master of FIRMS application.
- The EU would be the sole person authorized to add/update details of foreign investment received by an Entity in the Entity Master and is responsible for the data entered.
- There can be only 1 EU per entity.
- One person can be registered as EU for more than one entity.
- However, the person must obtain separate EU registrations as the registration is entity specific.
- EU registration is a pre-requisite to Business User registration & acceptance of FDI.

STEP 1

On the official RBI FIRMS portal Website <https://firms.rbi.org.in> and on the Home Page, click on "Registration form for a new Entity User"

Announcements

and if the issue does not get resolved at AD bank level, the applicant may approach the respective Regional office of RBI or mail at helpfirms@rbi.org.in. The Contact Details of AD banks and Regional offices of RBI are hosted on this homepage itself. It is also clarified that all filings on FIRMS are made to the AD bank and not directly to Regional offices of RBI. Therefore, AD bank shall invariably be the first point of contact.

New We have been receiving various instances where the details in the entity master are incorrect and when any applicant, other than the entity, files form FC-TRS, the shareholding pattern that auto-populates from the entity master is incorrect, giving negative values. This issue is frequently observed in respect of listed companies and where the DRs have been converted into underlying equity



User Name

Password

Captcha Code is case sensitive

1cbo65

Type the characters shown above

Login

[Registration Form for New Business User](#)

[Registration Form for New Entity User](#)

[Forgot Password ?](#)

STEP 2

A pop-up window will appear with the Entity User Registration Form. Fill in the relevant field description on Form.

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 *	Corporate Identification Number(CIN)/	
<input type="radio"/> Company <input type="radio"/> Limited Liability Partnership <input type="radio"/> StartUp	<input type="text"/>	
Regional Office Name *	Registered address of the Entity *	
<input type="text" value="SELECT"/>	<input type="text"/>	
Authority letter *	<input type="button" value="Choose"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

STEP 3

Upload the “Authorization Letter” (on entity's letterhead) authorizing the User to register as EU.

The PAN of the authorized person is also required to be uploaded.

Click on **Submit** to complete the Entity User Registration process.

The Authorization Letter format is given on the FIRMS Portal website.

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

AA _____

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.

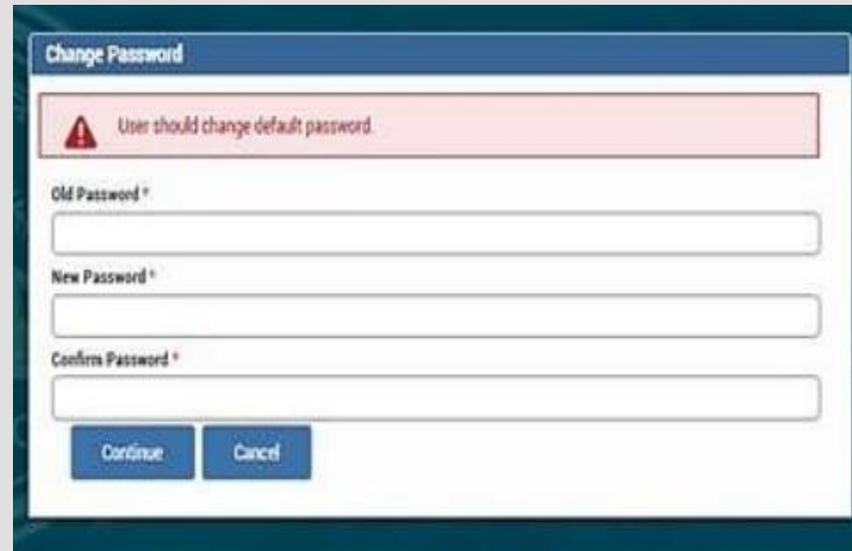
2. We also authorize Shri. / Smt. / Ms. _____ (Name of Authorized Representative) to make declarations and to submit documents, wherever required, on our behalf. These declarations and submissions are made towards the requirement of the Foreign Exchange Management Act, 1999 and any other applicable laws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

STEP 4, 5 & 6

Step 4: After submitting the authorization letter, a popup message will appear saying “Record saved successfully”. After this, the authorization letter and details is verified by RBI and if approved, the user will receive an email which contains a password on their registered email address.

Step 5: 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.



The screenshot shows a 'Change Password' dialog box. At the top, there is a red warning message: 'User should change default password.' Below this, there are three input fields: 'Old Password *', 'New Password *', and 'Confirm Password *'. At the bottom, there are two buttons: 'Continue' and 'Cancel'.

Step 6: After this the Entity User is required to fill the details of Entity Master and then register as a Business user.

Registration as Business User

What is Business User (BU) ?

- The BU is to be created to be able to report FDI transaction through the Single Master Form (SMF) on the FIRMS Portal.
- The BU may use its business information to authorize the reporting of operations. If a person wants to work as a BU in another organization, he or she must register individually.
- In addition, at the time of registration, BU must select the IFSC Code that will authorize eKYC (defined under the heading “Registration of Business User”) and reporting will be done via SMF.
- If the IFSC details are changed i.e. BU wishes to submit a report to another branch or bank, but the entity remains the same, the registration process for BU needs to be repeated with the new IFSC code and get a separate Login.

STEP 1

On the official RBI FIRMS portal Website <https://firms.rbi.org.in> and on the Home Page, click on "Registration form for a new Business User"

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and if the issue does not get resolved at AD bank level, the applicant may approach the respective Regional office of RBI or mail at helpfirms@rbi.org.in. The Contact Details of AD banks and Regional offices of RBI are hosted on this homepage itself. It is also clarified that all filings on FIRMS are made to the AD bank and not directly to Regional offices of RBI. Therefore, AD bank shall invariably be the first point of contact.

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RBI

RESERVE BANK OF INDIA



Captcha Code is case sensitive

1cbo65

Login

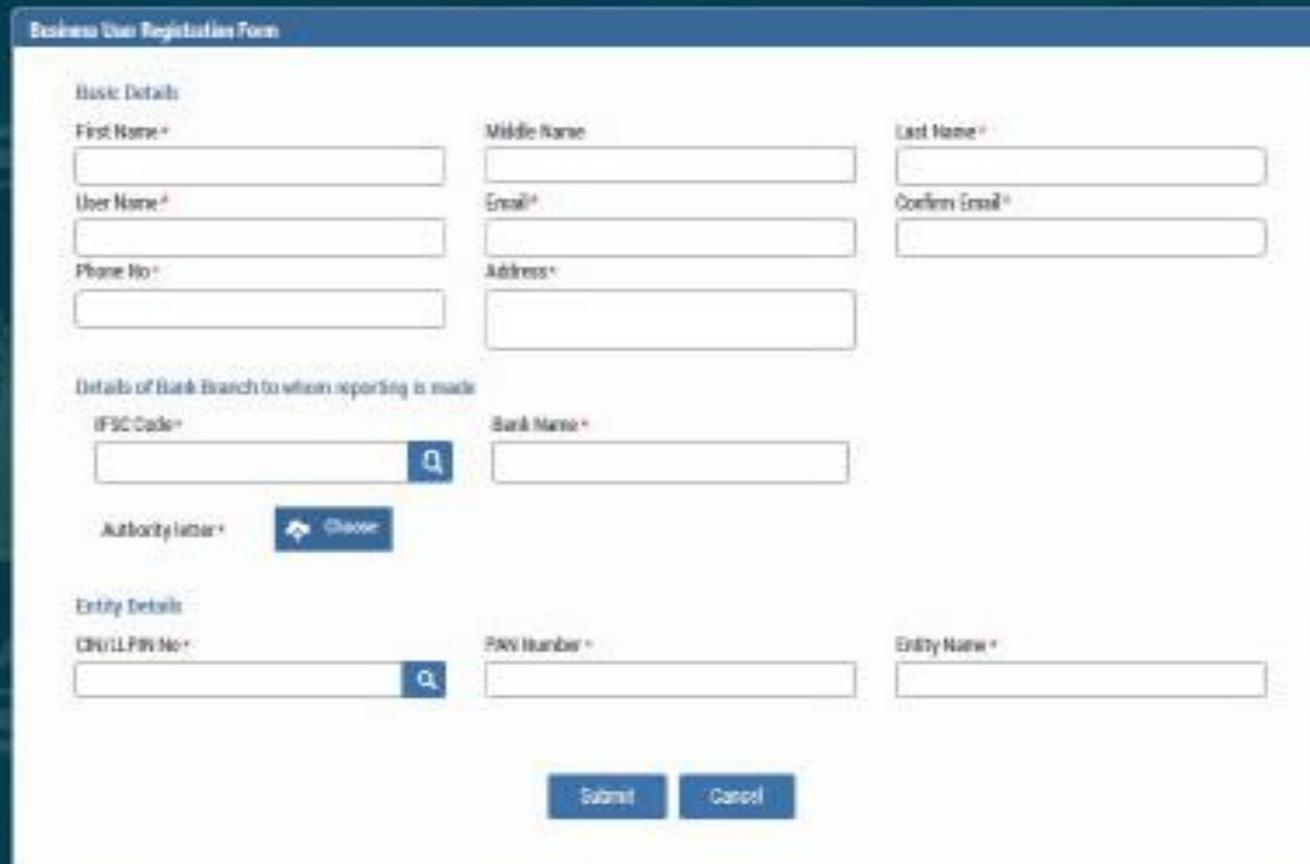
[Registration Form for New Business User](#)

[Registration Form for New Entity User](#)

[Forgot Password ?](#)

STEP 2

A pop-up window will appear with the business user registration form. The user is now required to fill in the field description on the business user form.



The image shows a screenshot of a 'Business User Registration Form' pop-up window. The form is divided into several sections with various input fields and buttons.

Basic Details:

- First Name* (text input)
- Middle Name (text input)
- Last Name* (text input)
- User Name* (text input)
- Email* (text input)
- Confirm Email* (text input)
- Phone No* (text input)
- Address* (text input)

Details of Bank Branch to whom reporting is made:

- IFSC Code* (text input with search icon)
- Bank Name* (text input)
- Authority letter* (text input with a 'Close' button)

Entity Details:

- CU/LLPN No* (text input with search icon)
- PAN Number* (text input)
- Entity Name* (text input)

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

STEP 3

Upload the “Authorization Letter” (on entity's letterhead) authorizing the User to register as BU.

The PAN of the authorized person is also required to be uploaded.

Click on **Submit** to complete the Business User Registration process.

The Authorization Letter format is given on the FIRMS Portal website.

Annex – IV

LETTER OF AUTHORISATION

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

The Chief General Manager-in-Charge
Foreign Exchange Department
Reserve Bank of India
* Regional Office
^_____

Date: __/__/____

Dear Sir,

Sub: Letter of Authorization for filing in FIRMS application

We hereby authorize Shri./ Smt./ Ms. _____ (Name and Designation) holding Permanent Account Number (PAN) _____ (copy to be attached) to register as Business user for submission of returns in Foreign Investment Reporting and Management System (FIRMS) on behalf of our Company/ LLP/ Investment Vehicle named/ as an individual _____, having registered office at _____ (not applicable for individual) and PAN _____.

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

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

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

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

STEP 4, 5 & 6

Step 4: After submitting the authorization letter, a popup message will appear saying “Record saved successfully”. After this, the authorization letter and details is verified by RBI and if approved, the user will receive an email which contains a password on their registered email address.

Step 5: 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.



The screenshot shows a 'Change Password' dialog box with a blue title bar. A red warning message at the top reads 'User should change default password.' Below this are three text input fields labeled 'Old Password *', 'New Password *', and 'Confirm Password *'. At the bottom, there are two buttons: 'Continue' and 'Cancel'.

Step 6: After this the Business User can access the login to file applicable forms to undertaking necessary reporting of transactions through the Single Master Form.

Vatsaraj & Co.

CHARTERED
ACCOUNTANTS

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