

FNC 1
(See Regulation 5)

A. General Instructions to Applicants :

The application form only should be completed and submitted to the Chief General Manager, Exchange Control Department (Foreign Investment Division), Reserve Bank of India, Central Office, Mumbai-400001.

B. Documentation :

- i) English version of the certificate of incorporation/registration or Memorandum & Articles of Association attested by Indian Embassy/Notary Public in the country of registration.
- ii) Latest Audited Balance Sheet of the applicant company/firm.
- iii) In case of Project Office documentary evidence that the Project is funded by bilateral or multilateral International Financing Agencies OR the project has been cleared by the concerned regulatory authority OR the Indian company has been granted term loan for the concerned Project by a Financial Institution or a Bank in India.

- 1. i) Full name and address of the applicant company/firm [State whether the applicant is a proprietary concern or partnership firm or limited company or public sector undertaking or any other organisation (Please specify).
- ii) Date and Place of incorporation / registration.
- 2. Details of capital
 - i) Paid-up capital _____divided into _____shares of _____ each
 - ii) Free Reserves as per last audited Balance Sheet
- 3. Brief description of the activities of the applicant.

4. FOR LIAISON / BRANCH OFFICE

- i) Value of goods imported from and / or exported to India by the applicant during each of the last three years:
 - a) Imports from India
 - b) Exports to India
- ii) Particulars of existing arrangements if any, for representing the company in India.
- iii) Particulars of the proposed Branch/ Liaison Office
 - a) Details of the activities/services proposed to be undertaken/ rendered by the office.
 - b) Place where the office will be located.

5. FOR PROJECT OFFICE

If the office is to be opened on a temporary basis in connection with any specific project or contract to be executed in India by the applicant :

- i) Brief description of the project/ contract, including terms of payment / duration, etc.
- ii) Place where the office will be located
- iii) Whether the project office is funded entirely by inward remittances or by any other source specified at B (iii)

- 6.** Any other information which the applicant company wishes to furnish in support of this application.
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We hereby declare that :

- i) The particulars given above are true and correct to the best of our knowledge and belief;
- ii) Our activities in India would be confined to the fields indicated in column 4(iii)(a) or 5(i)above;
- iii) If we shift the office to another place, we shall intimate the Reserve Bank of India; and
- iv) We will abide by the terms and conditions that may be stipulated by Reserve Bank of India if approval is given.

Place :

(Signature of Authorised Official
of the Applicant Company)

Date:

Name:

Designation: