

FNC 4

[Paragraph 11 A.2(ii)]

Application for permission under Section 29 (1) (a) of the Foreign Exchange Regulation Act, 1973 to establish a branch office in India by an overseas company.

Instructions:

- 1. The application should be completed in Quadruplicate and submitted to the Chief General Manager, Exchange Control Department (Foreign Investments Division), Reserve Bank of India, Central Office, Mumbai - 400001.*
- 2. It may be noted that for the purpose of Section 29 of Foreign Exchange Regulation Act, 1973, the term 'Company' means any body corporate and includes a firm or other association of individuals.*

Documentation:

- 3. English version of the certificate of incorporation / registration attested by Indian Embassy / Notary Public in the country of registration.**
- 4. Latest Balance Sheet of the applicant company/firm.**

2. Details of capital	
A Authorised capital	
(a) Equity	(a) Rs. _____ divided in to _____ shares of Rs. _____ each.
(b) Preference	(b) Rs. _____ divided in to _____ shares of Rs. _____ each.
B Authorised capital	
(a) Equity	(a) Rs. _____ divided in to _____ shares of Rs. _____ each.
(b) Preference	(b) Rs. _____ divided in to _____ shares of Rs. _____ each.
(Paid up capital if meagre, information may be furnished whether there will be financial backing from parent company/others)	
C Whether any shares are held in the organisation by Indian nationals, persons of Indian origin or companies registered in India. If so, please give the following information.	

<p>i) Name and address of the shareholder/s</p> <p>ii) Nationality</p> <p>iii) Number and value of shares held.</p> <p>(a) Equity</p> <p>(b) Preference</p> <p>iv) Percentage of (C) (iii) to (B) above.</p>	<div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 2px;"></div> <hr style="border: 0.5px solid black; margin-bottom: 2px;"/> <div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 2px;"></div>
<p>3. A. Brief description of the activities of the applicant and trade links worldwide and with India</p> <p>B. Operating profits/losses of the applicant company during last three years</p>	
<p>4. Value of goods imported from and/or exported to India by the applicant during each of the last three years :</p> <p>i) Imports from India</p> <p>ii) Exports to India</p>	<p>Rs. <div style="border: 1px solid black; height: 15px; width: 100%; display: inline-block;"></div></p> <p>Rs. <div style="border: 1px solid black; height: 15px; width: 100%; display: inline-block;"></div></p>

<p>5. Particulars of existing arrangements if any, for representing the company in India.</p> <p>i) Name/s and address/es of the Indian agent(s) /representative(s) if any.</p> <p>ii) Nature of the activities undertaken or the service rendered by the Indian agent(s) / representative(s)</p> <p>iii) payable to agent(s) / representative(s)</p> <p>iv) Whether the existing arrangement will continue even after this application for opening a branch office in India is approved.</p>	<div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 5px;"></div>
<p>6. Particulars of the proposed arrangements :</p> <p>i) Details of the activities / services proposed to be undertaken / rendered by the office. Please give full details including the scope of authority of the proposed office.</p> <p>ii) Place where the office will be located.</p> <p>iii) Details of the staff / employees to be posted.</p>	

<p>iv) Name and nationality of the person who will be in-charge of the office.</p> <p>v) Territorial jurisdiction of the office</p> <p>vi) Estimated annual expenses of the office (if more than one office is to be opened in India, please give the above details in respect of each office).</p> <p>vii) If the office will represent any other party(ies)/company(ies)/ in India or outside India please state:</p> <p>(a) Name and address of each such party / company.</p> <p>(b) Brief description of the activities / services to be undertaken/rendered.</p>	
<p>7. How the expenses of office(s) would be financed, i.e. whether out of the funds remitted to India from abroad or otherwise</p>	
<p>8. Any other information which the applicant company wishes to furnish in support of this application.</p>	

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 6 above;
- iii) We will not shift the office to another place without prior permission of 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.

(Signature of Authorised Official)

Place :

Stamp

Name _____

Date :

Designation _____