

### NOTICE

**In order to help us serve you better and expeditiously, all applicants filing fresh proposals for consideration by FIPB are requested to ensure that following information/ documents are available in their application form**

**Check List of Documents to be attached with and information to be provided in each set of the Application Form for consideration of fresh proposal by FIPB**

(copy to be attached with each set of the application)

Sl. No.	Name of the Document/ item of information	Page No.
1	Filled up application form in 15 copies. A format is available at the following web address on the FIPB website- <a href="http://finmin.nic.in/the_ministry/dept_eco_affairs/fipb/fcch_eck.doc">http://finmin.nic.in/the_ministry/dept_eco_affairs/fipb/fcch_eck.doc</a> (Pl. Note that this format is in the process of revision. However, till the time the revised format is notified on the website, this format may be used)	
2	Details of the foreign investor(s)/ collaborator(s) indicating their promoters, parentage, group companies/ affiliates (Please also provide the name, contact address and passport number of the directors/promoters of the company)	
3	Copies of certificates of incorporation(s) and Memorandum of Association of the foreign investor(s)/ collaborator(s)	
4	Details of the Indian joint venture partner(s) / technical collaborator(s) indicating their promoters, parentage, group companies/ affiliates	
5	Copies of certificates of incorporation(s) and Memorandum of Association of the Indian joint venture partner(s) / technical collaborator(s)	
6	For companies having/ proposing to have multi sectoral activities, details of all the existing/ proposed activities along with four digit NIC code, which can be accessed at the web address <a href="http://siadipp.nic.in/policy/nic/nic.htm">http://siadipp.nic.in/policy/nic/nic.htm</a>	
7	In case the proposed investment is in holding company, the details/ information about the activities of the downstream investments.	
8	Copies of relevant past FIPB/SIA/RBI approvals, connected with the current proposal	
9	Copies of certificates of incorporation(s) and Memorandum of Association of the investee company, if already formed	
10	In case of transfer of existing equity - the board resolution of	

	the investee company and the consent of transferor shareholder(s).	
11	In case of fresh issue of shares - the board resolution of the investee/issuing company to that effect	
12	Pre and post investment, category wise detail shareholding structure of the investee company, mentioning name of each shareholder. In case of listed companies, this information shall be as on the last working day of the month, previous to the month, when the application is being filed.	
13	In case of indirect foreign investment in the investee company through Indian companies, the details of such indirect investment, mentioning the name of foreign companies and their shareholding	
14	Where the payment for technology/trademark/brand name/any other IPR falls outside cap for automatic approval and requires approval of FIPB, justification for higher payment. For eligibility of automatic route please refer to Press Note No. 19 of 1998, PN 9 of 2000 and PN 1 of 2002 available at the web address <a href="http://siadipp.nic.in/policy/changes.htm">http://siadipp.nic.in/policy/changes.htm</a> (as applicable in your case)	
15	Declaration in attached proforma from each of the foreign investor/ collaborator, on their official letter heads, with full name and contact address of the signatory of the declaration.	
16	Details of 'existing' ventures. Please refer to the Press Note 1 and 3 of 2005 at the web address <a href="http://siadipp.nic.in/policy/changes.htm">http://siadipp.nic.in/policy/changes.htm</a> for policy provisions regarding this information.	
17	A copy of the JV agreement/ Shareholders' agreement/ technology transfer/ trademark/brand assignment agreement (as applicable), in case there are existing ventures	
18	The comments of the Indian partners/ technical/ trademark collaborators about the new venture, on their official letter heads, with full name and contact address of the signatory of the comments.	

FACILITATION COUNTER  
FOR  
FILING FIPB APPLICATIONS  
IS  
SITUATED  
NEAR GATE NO. 8  
(RAKABGANJ GURUDWARA SIDE OF)  
NORTH BLOCK  
NEW DELHI.