



भारतीय रिज़र्व बैंक  
RESERVE BANK OF INDIA  
www.rbi.org.in

RBI/2013-14/280

DBOD. AML.No.4814/14.08.001/2013-14

September 20, 2013

The Chairmen / Chief Executive Officers  
All Scheduled Commercial Banks (excluding RRBs)

Dear Sir/Madam,

**Foreign Contribution (Regulation) Rule, 2011- Online Reporting of Receipt of Foreign Contribution by banks**

Under Rule 16 of the Foreign Contribution (Regulation) Rule, 2011, banks have to report to Central Government any transaction in respect of receipt of foreign contribution. Ministry of Home Affairs (MHA), Government of India has developed a software for submission of online reports of receipt of foreign contribution by banks. MHA has advised that submitting reports online through software would be optional till October 31, 2013. From November 1, 2013 onward, online submission of report would be compulsory.

2. MHA has given following instructions regarding submitting reports online:

- i. The online reports should contain data in Excel, CSV or txt.
- ii. Detailed instructions regarding furnishing online reports and [formats of report](#) are given in the attached user guide.

Link to instructions and formats is given below:

<http://mha.nic.in/pdfs/USERGuideBank-270813.pdf>

All banks are accordingly advised to create their I.D. and password immediately.

बैंकिंग परिचालन और विकास विभाग, केंद्रीय कार्यालय, केंद्रीय कार्यालय भवन, 13वीं मंजिल, शहीद भगत सिंह मार्ग, मुंबई - 400 001

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Department of Banking Operations & Development, Central Office, Central Office Building, 13<sup>th</sup> Floor, Shahid Bhagat Singh Marg, Fort, Mumbai - 400 001

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3. For any clarification/suggestion regarding submission of reports, you may contact MHA at [email](#). For any problem in filling online application, you may send [email](#) to Shri C.L.Sharma, Technical Director, (NIC), New Delhi.

4. Compliance Officer/Principal Officer should acknowledge receipt of this circular.

Yours faithfully,

(Prakash Chandra Sahoo)  
Chief General Manager

Encl.: User Guide

बैंकिंग परिचालन और विकास विभाग, केंद्रीय कार्यालय, केंद्रीय कार्यालय भवन, 13वीं मंजिल, शहीद भगत सिंह मार्ग, मुंबई – 400 001

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