

Government of India  
(Bharat Sarkar)  
Ministry of Commerce & Industry  
(Vanijya aur Udyog Mantralay)  
Department of Industrial Policy & Promotion  
(Audyogik Neeti Aur Samvardhan Vibhag)

Dated the May 10, 2013

**NOTICE**

Subject: Format for seeking clarifications on the FDI policy issues

This Department has been receiving a large number of requests from various stakeholders seeking clarifications on the provisions of FDI policy. It is noted that many of the requests for clarification do not provide specific/ adequate details of the proposal. As a result, this Department is unable to take decision/ provide clarifications on such references.

2. In view of above, it has been decided that henceforth this Department will process only the requests, which provide complete details of the issues, in the annexed format.



(A. M. Manichan)  
Under Secretary to the Govt. of India

**Annexure**

1.	Name of the existing/Proposed foreign investor	
a)	Address	
b)	Phone No.	
c)	Mail id	
d)	Date and place of incorporation	
2.	Name of the Indian investee entity/ joint venture partner	
a)	Address	
b)	Phone No.	
c)	Mail id	
d)	Date and place of incorporation	
e)	Present business activities	
f)	Copy of MoA	
3.	Proposed amount of investment	
4.	Percentage foreign shareholding (pre and post investment)	
5.	Sector	
6.	NIC code of proposed activity	
7.	Gist(not exceeding 200 words) on proposed business activity in India	
8.	Mention paragraph No. of the policy on which clarification	
9.	Please mention the issue in brief.	
10.	Details of earlier SIA/FIPB/RBI approvals, if any. Enclose copies.	
11.	Any other information relevant to the case/issue.	

**Authorized signatory**