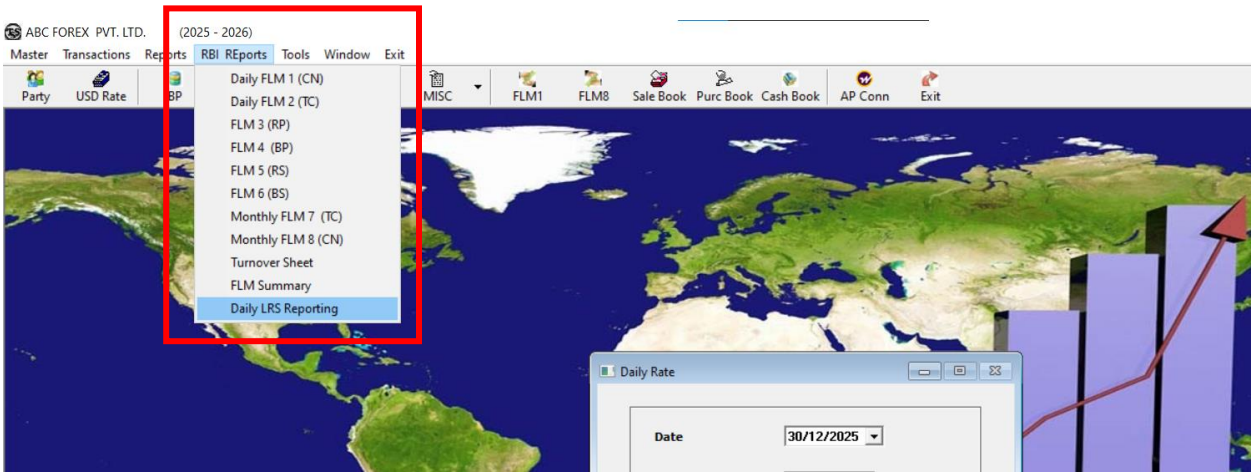
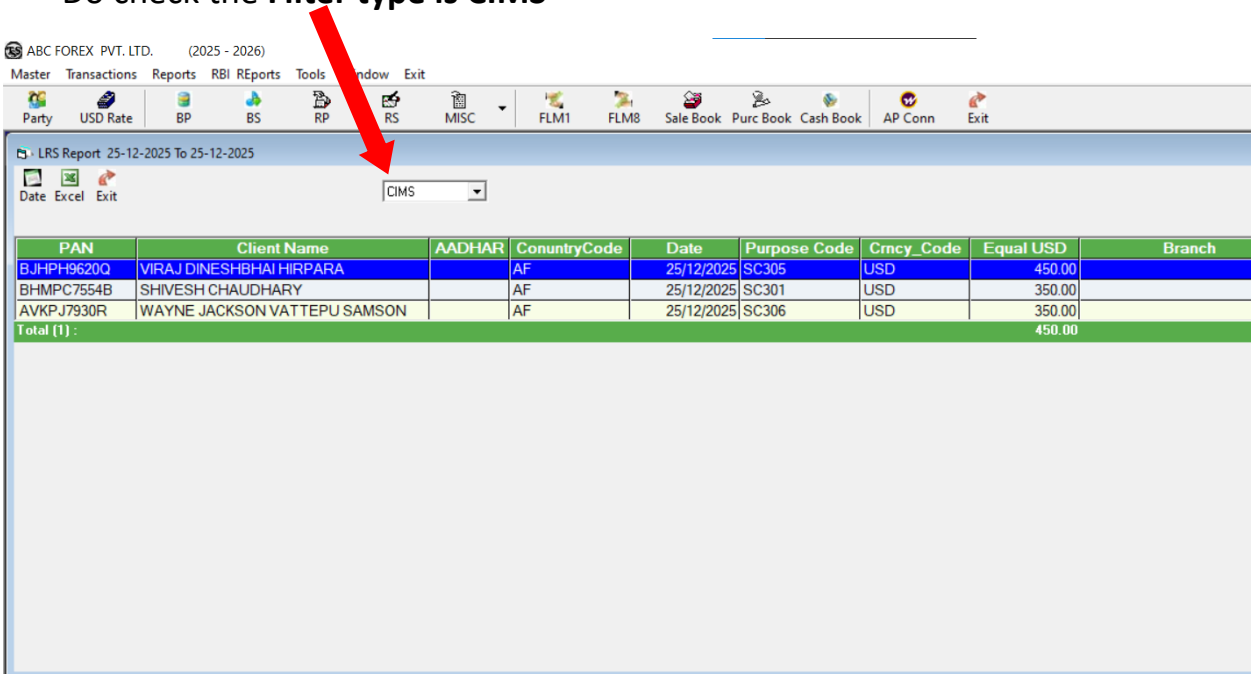
CIMS Portal
(New LRS Uploading Portal)

1)- Firstly, open the **RBI Reports-> Daily LRS Reporting** from the software.

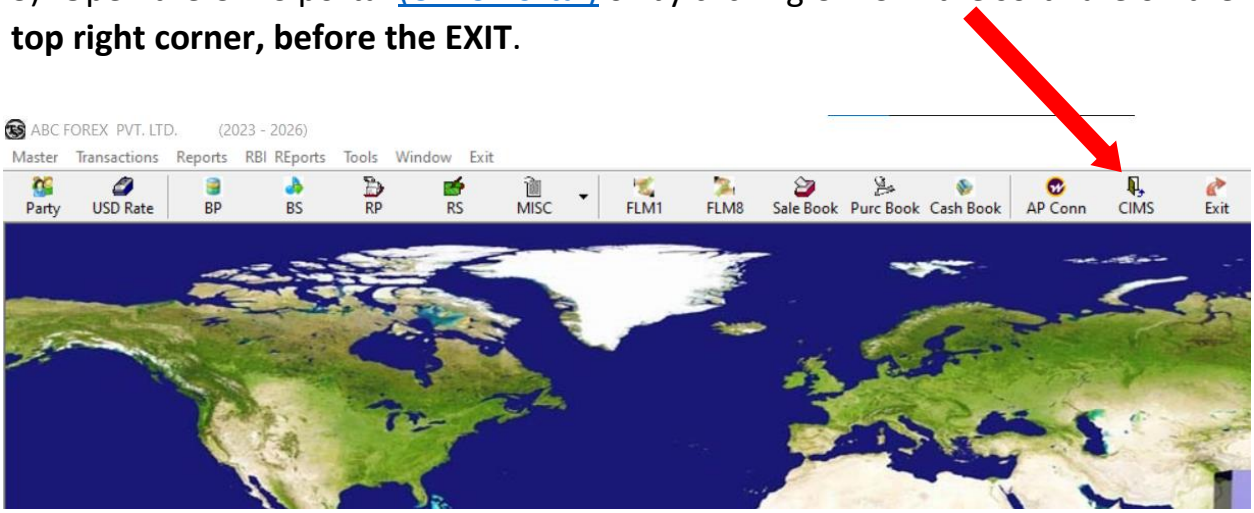


2)- Then make the Excel of LRS Report from the software.

Do check the **Filter type is CIMS**

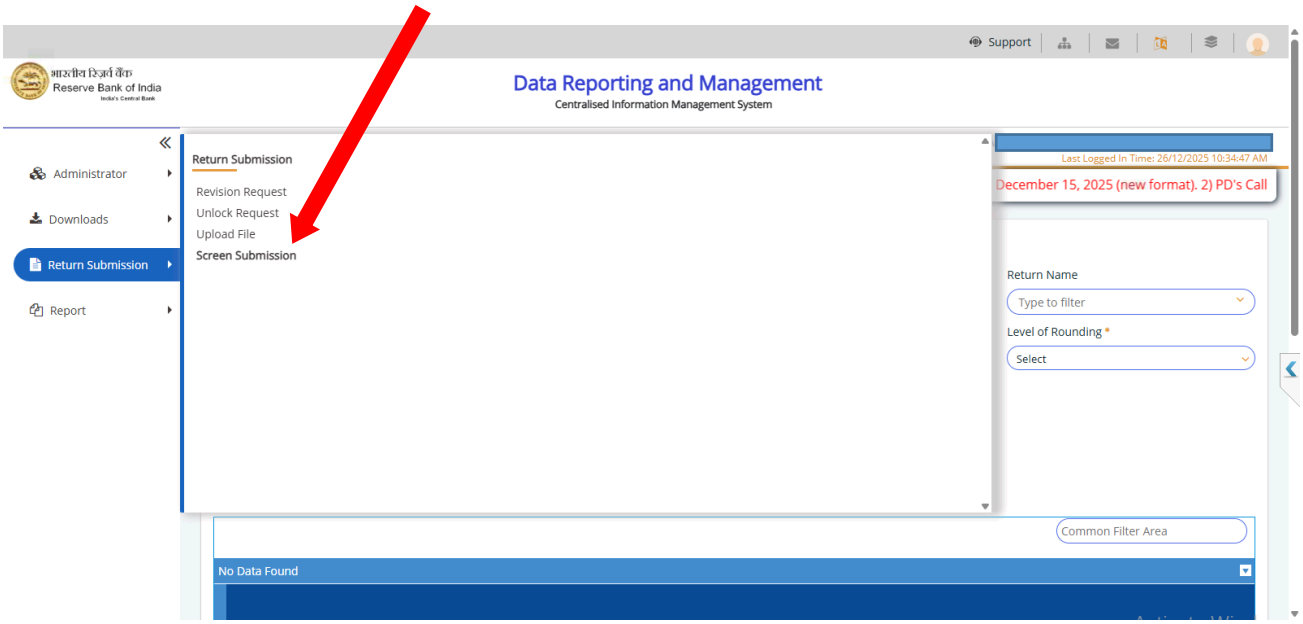


3)- Open the CIMS portal [(CIMS Portal)]() or by clicking CIMS in the software on the **top right corner, before the EXIT**.

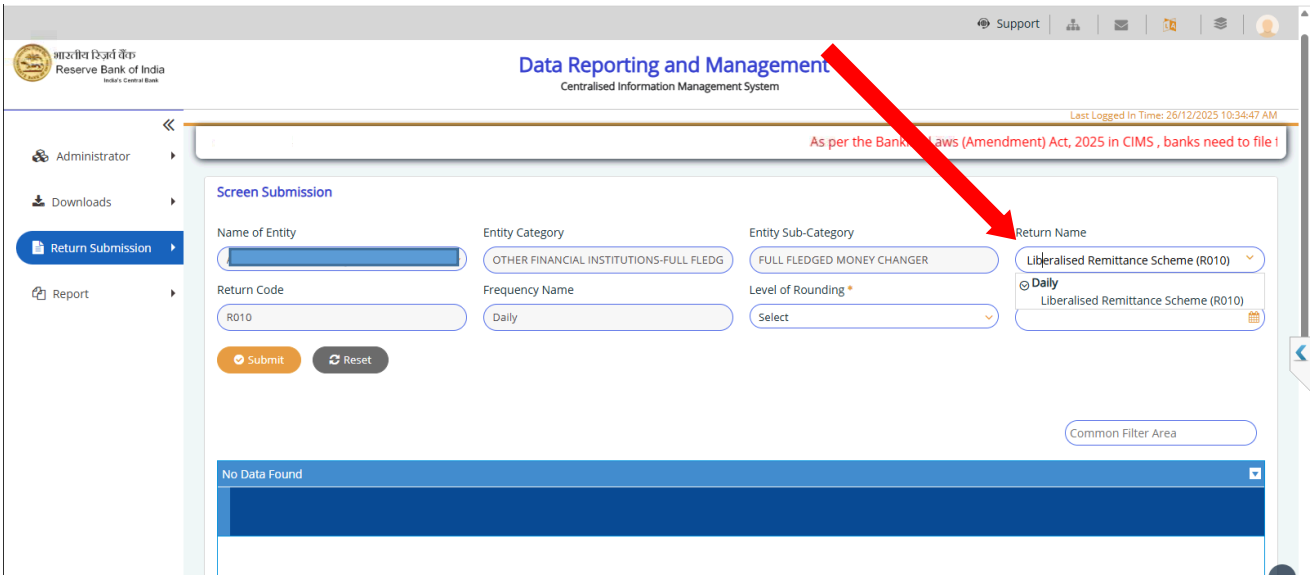


4)- Login to the **CIMS Portal**

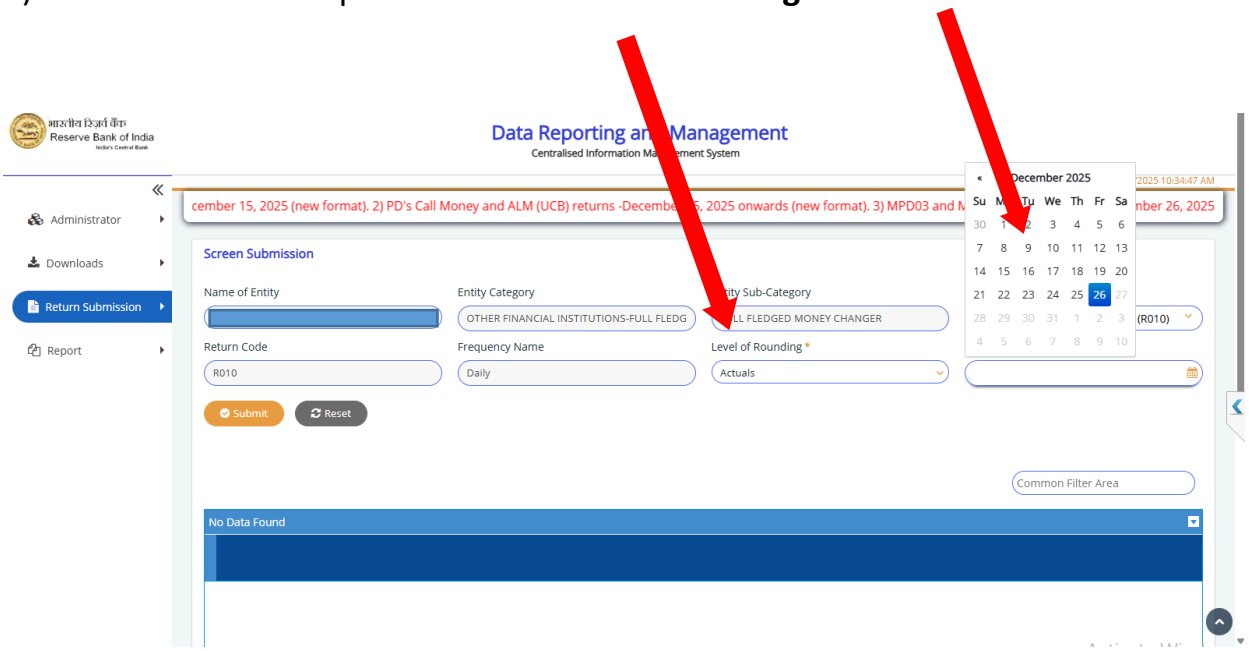
5)- Go to the **Return Submission tab** and then click the **Screen Submission Tab**.



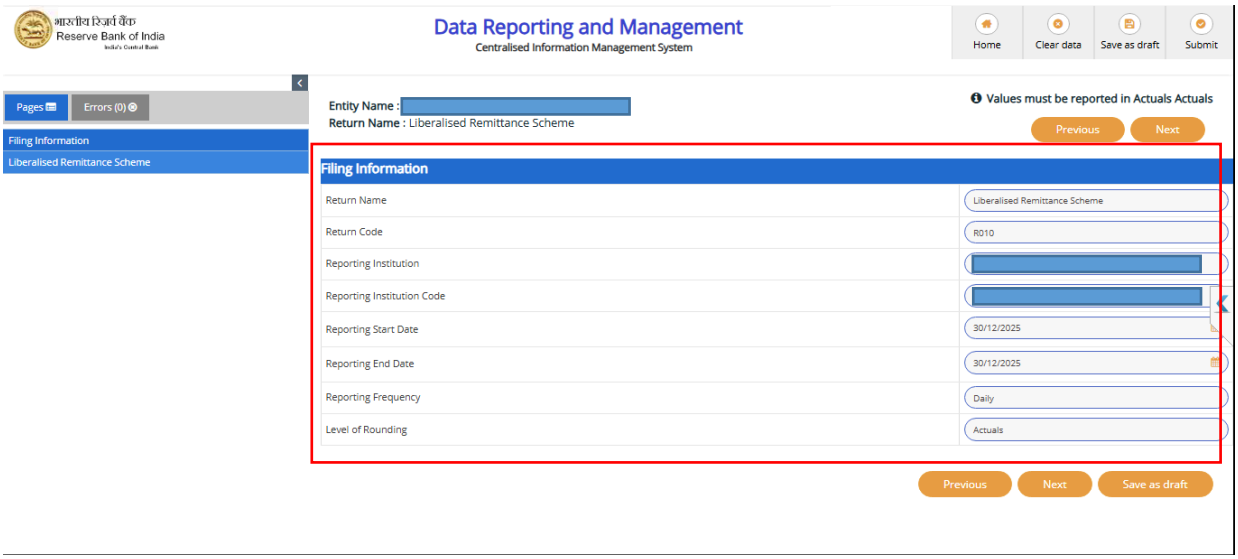
6)- Select the **Daily and then LRS(R010)** option from the filter.



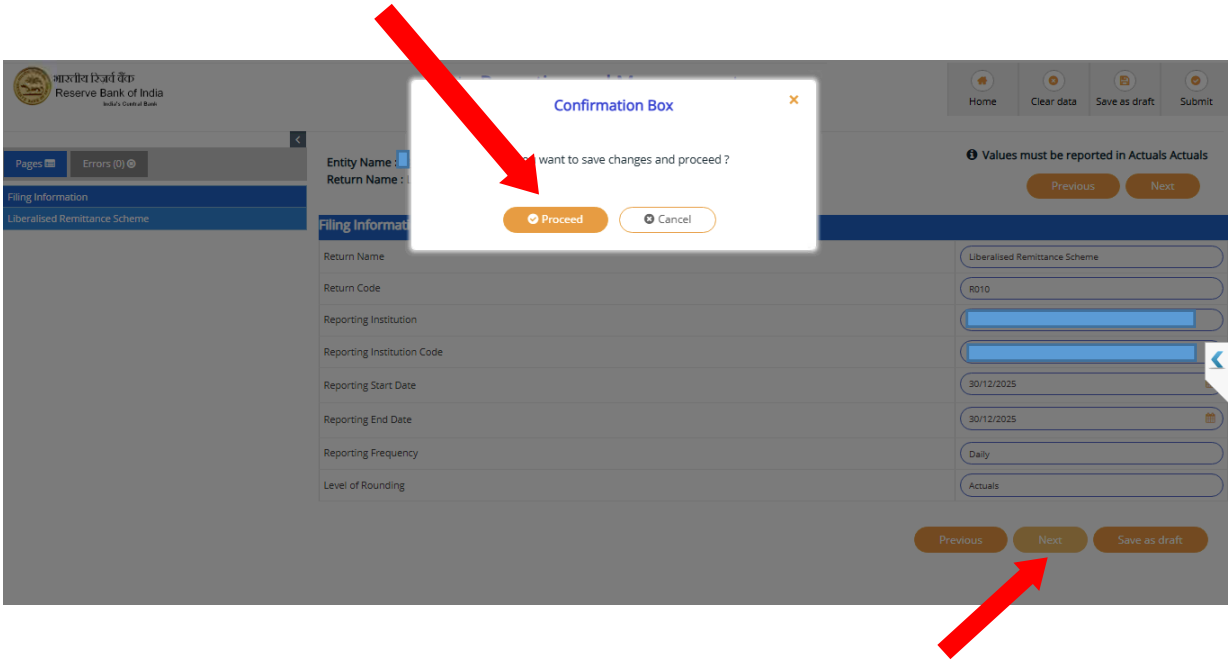
7)- Select the **Actual** option in the **Level of Rounding** and the **Date** from the filter.



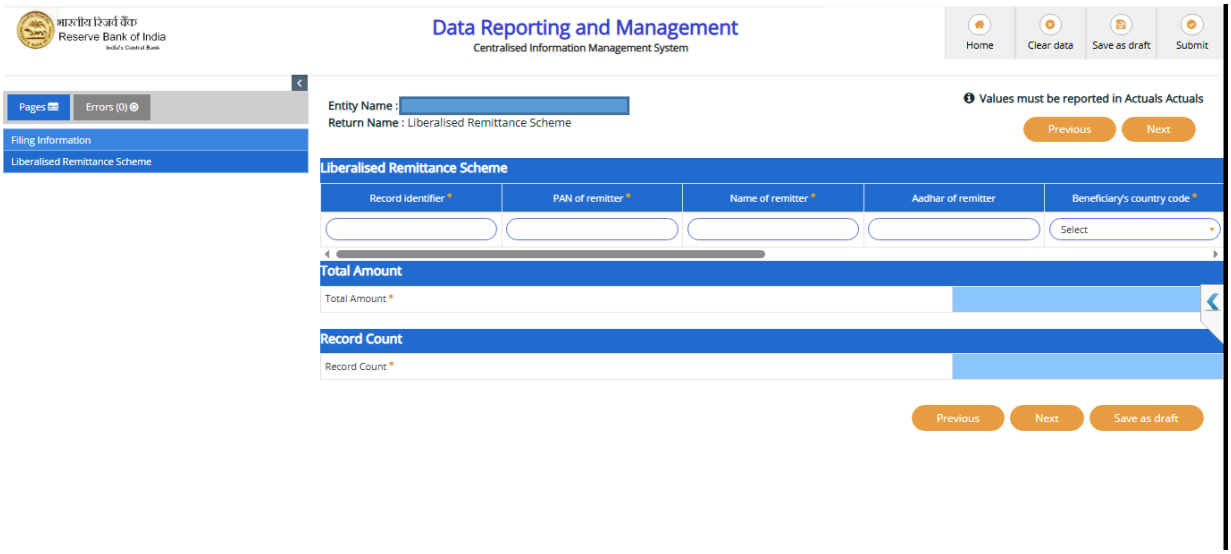
8)- Click on the Submit and then check your details (PAN, Reporting date).



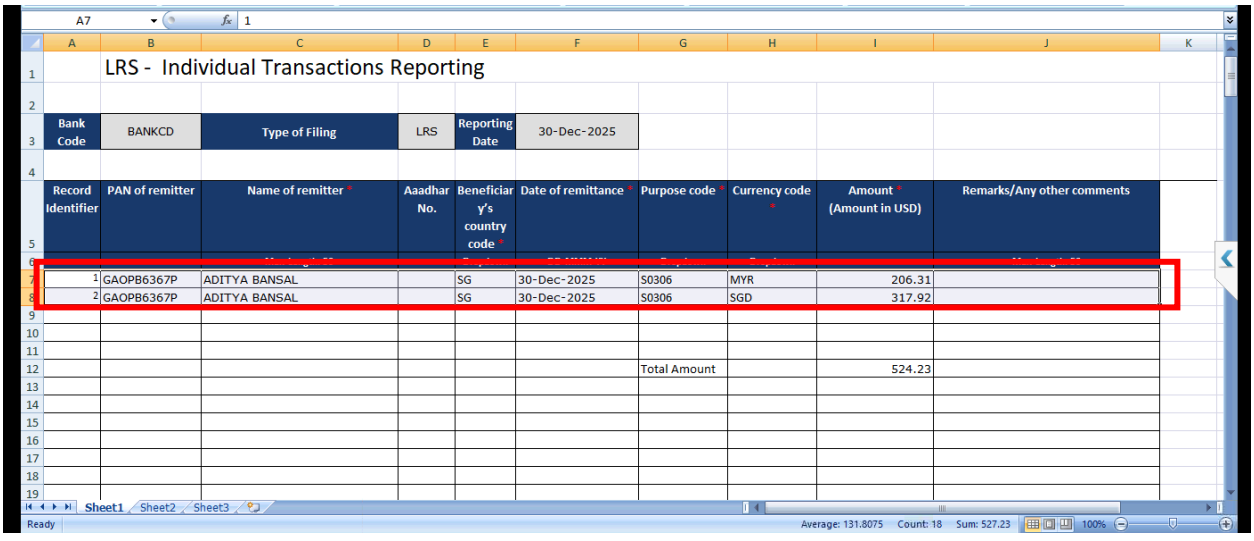
9)- Then click on the next and then proceed option.



10)- This page will appear.



11)- Open the Excel file made in the software and then select and copy all the no. of records in excel.

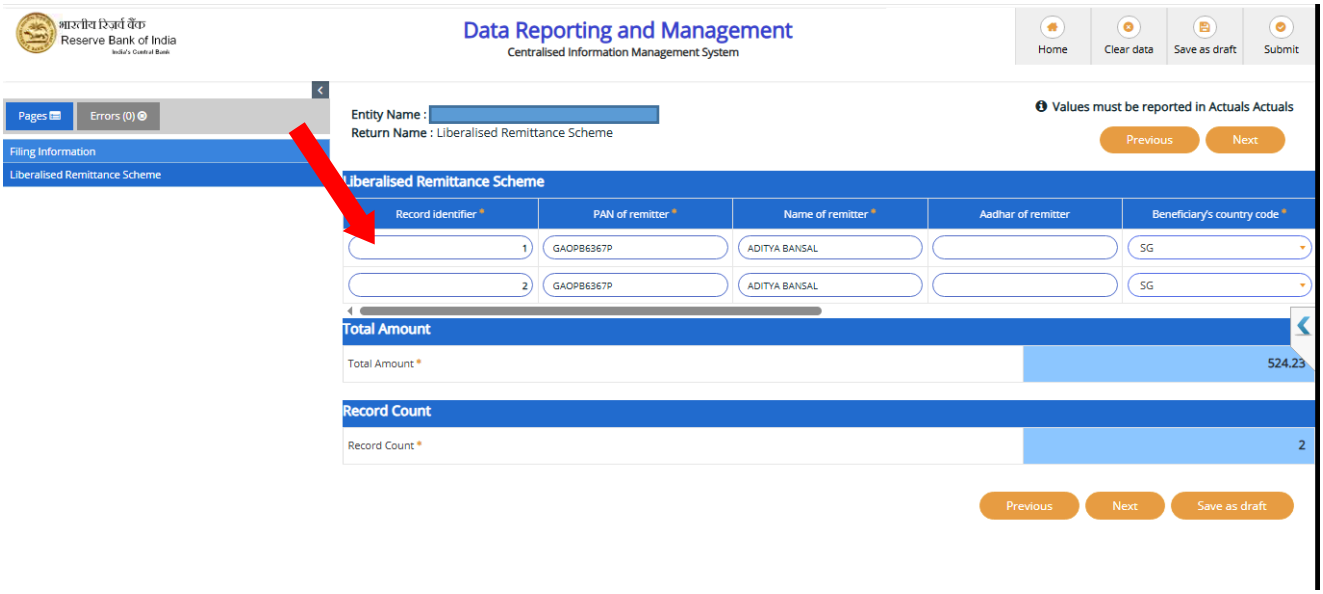


LRS - Individual Transactions Reporting

Bank Code	BANKCD	Type of Filing	LRS	Reporting Date	30-Dec-2025

Record Identifier	PAN of remitter	Name of remitter *	Aadhar No.	Beneficiary's country code *	Date of remittance *	Purpose code *	Currency code *	Amount * (Amount in USD)	Remarks/Any other comments
1	GAOPB6367P	ADITYA BANSAL		SG	30-Dec-2025	S0306	MYR	206.31	
2	GAOPB6367P	ADITYA BANSAL		SG	30-Dec-2025	S0306	SGD	317.92	
						Total Amount		524.23	

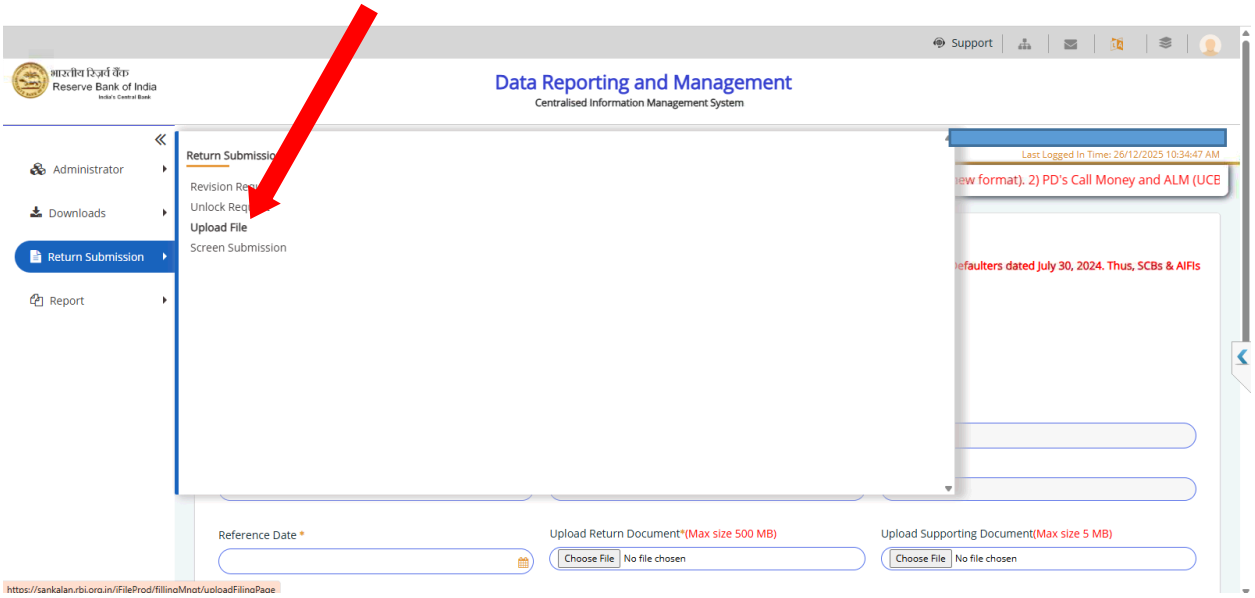
12)- Paste the copied cells in the first column on the portal (in the record identifier column).



13)- Check all the records and paste in the portal and then click on submit tab. A green color POP will appear on the screen and mail will come from RBI regarding the successful submitting of LRS report.

To File the NIL Data entry

1)- Login to the portal and then go to the **Return Submission tab** and then click the **Upload File Tab**.



2)- Click on the **NIL Filing Option**, Select the **Data** and then Write the reason for **NIL Reporting**.

Click on the Submit option, the NIL Report is filled and mail will come from RBI for the conformation.

