

AIFF – CRS TRANSFER MANUAL

(AMATEUR TO PROFESSIONAL)



CENTRALISED REGISTRATION SYSTEM (CRS) - PLAYER TRANSFER MANUAL –



- In line with global standard and of FIFA, the AIFF reformed the transfer system over the CRS. The new transfer system is effective from season 2022-23.
- The major objectives behind the new CRS transfer system are as follows –
 - i. To have a uniformity with FIFA transfer system (TMS);
 - ii. To track financial payments and cash flows within the national transfer market;
 - iii. To increase transparency among the player and the clubs;
 - iv. To help in dispute resolution matters;
 - v. To assist in training compensation and solidarity contribution calculation;
 - vi. To have organized and professional system;
- The transfer system contains following types of transfer(s) –
 - i. transfer of professional players on a permanent basis;
 - ii. transfers of professional players on a loan basis;
 - iii. transfer of players from professional status to amateur status;
 - iv. transfer of players from amateur status to professional status;
 - v. transfer of players from amateur status to amateur status.

Please note the following points -

- In this manual, the instruction type applies to the national transfer of players who will be registered as a professional with the new/engaging club on a permanent basis.
- Please note that this manual is only for reference and acts as a guide to the clubs. If there is any doubt or query, you may write to registrations@the-aiff.com.

TRANSFER OF PLAYER FROM AMATEUR STATUS TO PROFESSIONAL STATUS



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“PLAYER INFORMATION” SECTION

STEP 1

- To engage a player, the club will go to “Add New” in “Transfer” tab then enter either the player Name or ID and then click the search tab.

The screenshot shows the All India Football Federation (AIFF) web portal. The top navigation bar includes 'Competition Management', 'Registration System', 'Accreditation System', and 'TW3'. The main header features the AIFF logo and the text 'ALL INDIA FOOTBALL FEDERATION'. Below the header, there is a search bar with the text 'Search player to transfer'. To the left of the search bar is a sidebar menu with the following items: 'PLAYERS MANAGEMENT', 'Players', 'Grassroot Players', 'Renewals', 'Transfers', '+ Add New', 'Search transfers', and 'Pending'. The 'Transfers' menu item is highlighted in orange, and the '+ Add New' option is circled in red. The search bar contains the text 'Abhishek Ambekar' and a 'Search' button is highlighted in red.

Search Results

Showing 1 - 1 of 1

SN	ID	Name	Club	Association	De Reg Date	Status	Registration Validity	
1	PL0000000019	Abhishek Ambekar	Rajasthan United Football Club	Rajasthan Football Association	31-May-2022	Approved by AIFF	31-May-2022	Profile Initiate Transfer

STEP 2

- The player profile will appear. Kindly click on “Initiate Transfer” to start the transfer initiation process of the player.

“GENERAL DETAILS” SECTION



STEP 3

- In General Details section, click on “Player Status” tab and then select “Professional”.
- After that, select “Permanent” under “Engage Player” tab.

Please Note: Amateur Players cannot be loaned.

Transfer Request - **Abhishek Ambekar (PL0000000019)**

General Details Former Club New Club Payments

Current Club
Rajasthan United Football Club

New Club
Test club

Player Status
✓ Amateur
Professional

Engage Player
✓ Loan
Permanent

STEP 4

Transfer Request - **Abhishek Ambekar (PL0000000019)**

General Details Former Club New Club Payments

Current Club
Rajasthan United Football Club

New Club
Test club

Player Status
Professional

Engage Player
Permanent

Transfer Window
✓ Amateur Player Transfers (2022-23)
First Transfer Window_Men & Women (2022-23)

Player Category

In the transfer window tab, there will be two (2) options to select from:

1. **First Transfer Window (2022-23)**: If the club is engaging the player in first registration period, then they should select first transfer window.

Please Note: Amateur to Professional Transfer can happen during transfer window only and not outside the window.

2. **Amateur/Free Player Transfers (2022-23)**: When the first transfer window is over then the club will select Amateur/Free Player option in transfer tab.

Similarly, when the second transfer window kicks then select an option of **Second Transfer Window (2022-23)**.



“GENERAL DETAILS” SECTION

STEP 5

- Once the transfer window is selected, the engaging club shall select the “Player Category” tab as per the tournament they are engaging the player for.

Transfer Request - **Abhishek Ambekar (PL0000000019)**

General Details **Former Club** New Club Payments

Current Club
Rajasthan United Football Club

New Club
Test club

Player Status
Professional

Engage Player
Permanent

Transfer Window
First Transfer Window_Men & Women (2)

Player Category

- Foreign Players (I-League, ISL)
- Indian Players (I-League, ISL)**
- Foreign Players (2nd Division League)
- State Association/District League (Men & Women)
- Academies (State/Club/AIFF) (Men & Women)
- Indian Players (2nd Division League)
- Indian Players (Women's National League)
- Futsal Players

Transfer Request - **Abhishek Ambekar (PL0000000019)**

General Details **Former Club** New Club Payments

Current Club
Rajasthan United Football Club

New Club
Test club

Player Status
Professional

Engage Player
Permanent

Transfer Window
First Transfer Window_Men & Women (2)

Player Category
Indian Players (I-League, ISL)

Save Draft **Next >**

STEP 6

- Once all the general details have been filled, click on “Next” or “Former Club” tab to proceed further.



“FORMER CLUB” SECTION

STEP 7

- When engaging a player with a transfer agreement, the club must answer “Yes” to the question asked and upload the transfer agreement. It is mandatory for club to disclose the transfer agreement.
- If the club is engaging the player without a transfer agreement, then please select “No” as the answer.

Please Note: If the player was an amateur at his former club and is now being transferred because the former club and new club signed a transfer agreement against payment, you should answer “Yes” to the asked question.

General Details
Former Club
New Club
Payments

Is there a transfer agreement between the new club and the former club of Selected Player ?

Yes, new club has a transfer agreement with the former club

No, there is no transfer agreement between new club and the former club

STEP 8

- The reason for the player’s former consent form termination must then be selected. There are two possible selections. Please ensure that you review the possible selections carefully to select the correct one.

Brief explanation of the two reasons for the player’s former consent form termination:

a. The consent form with the former club has expired

- => *The end date of the consent form between the player and his former club has expired.*

b. The consent form with the former club was terminated

=> *The former club or the player terminated the consent form unilaterally or mutually.*

Please Note: An amateur player’s consent form with a club expires at the end of the Season i.e., 2021-22 and, if a new club wishes to register the player in Season 2022-23, the new club is not required to upload the release letter on the CRS. In simple words, a release letter is not required when a player moves to the new club after the end of the Season or at the beginning of new Season.

PLAYER'S FORMER CONSENT DETAILS

Amateur/ Amateur

Reason for former consent form termination

✓

Please Select

The consent form with the former club was terminated

The consent form with the former club has expired



“FORMER CLUB” SECTION

STEP 9

- Depending on the selected reason for former consent form termination, the system will ask the club to enter the date of the player’s last consent form termination along with a supporting document which must be uploaded by clicking on “Select Document”. The said document must support the reason selected.

For example, if the club selects the option “The player consent form with the former was terminated”, then it must upload a document (NOC) signed by the former club confirming that the consent form was terminated and indicating the date of termination.

PLAYER'S FORMER CONSENT DETAILS

Amateur/ Amateur

Reason for former consent form termination

The consent form with the former club was terminated

Date of Expiry/Termination

Date of expiry

Proof of termination

Select Document

“NEW CLUB” SECTION

STEP 10

INTERMEDIARY REPRESENTING CLUB

Intermediary representing the new club in relation to the transfer

Yes
 No

Intermediary	Commission	Currency
Type name	Commission	

Add More

- After completing the “Former Club” Section, next step will be “New Club” Section. In this, if an intermediary has been engaged by your club, then click on “Yes”.
- Kindly mention the name of the intermediary along with their commission, especially the amount and currency.
- If there is more than one intermediary involved in the negotiations, then click on “Add more” and provide the necessary details for the same.

Further, if the club is not engaging the service of an intermediary, then click on “No”.



STEP 11

- Kindly mention the contract period i.e., “Contract Start Date” and “Contract End Date” along with the “Employment Contract” document.
- Kindly mention the salary of the player by selecting the correct period
- Lastly, if there’s any other guaranteed fixed payments involved the select “Yes” and “Add Payment” as per the information required. If no fixed payment involved, then simply select “No”.

Further, please note: Kindly provide all the details stated above as per the contract.

PLAYER'S NEW EMPLOYMENT CONTRACT WITH ENGAGING CLUB

Contract Start Date: 01-06-2022 Contract End Date: 31-05-2023 Employment contract: Select Document

PLAYER'S SALARY

Salary Period: Fixed Period Month Year

Amount	Currency	Start Date	End Date	Total Salary
10000	INR	01-06-2022	31-05-2023	120000

Add More

OTHER FIXED PAYMENTS

Are there any other guaranteed fixed payments?
 Yes No

“PAYMENT” SECTION

STEP 12

Payment Type

✓ --- Select ---

- Fixed transfer fee
- Release (buy-out) fee
- Conditional transfer fee
- Sell-on fee

Add

any previous cl
of your teams?

- In the “Payment” tab click on “Payment Type” and there will be couple of payment options. Please note that fixed transfer fee payments, conditional transfer fee payments and sell-on fee payments can only be declared if the player is engaged with transfer agreement. Clubs must provide an indication of whether the transfer is being made against any of those (and other) payment types.
- If you selected a payment type and click “Add”, enter the payment details accordingly, i.e., the currency in which the payment will be made, the payment amount, details of instalments (if any).



“TRAINING COMPENSATION & SOLIDARITY CONTRIBUTION” IN PAYMENT SECTION

- The AIFF from season 2022-23 is introducing automated system to calculate training compensation (TC) and solidarity contribution (SC) to help and support clubs in calculating and tracking the payments. The TC and SC section is integrated with the CRS transfer and automatically shows any amount of TC and SC in the Payment Section, as explained in the CRS manual. The TC & SC will be calculated automatically by the CRS system.
- The clubs will be able to track the TC & SC payments which are due to them and further, payments which needs to be paid by them to the former trainee clubs and the AIFF.
- The idea behind introducing the automated system is to help and support clubs in calculating the training compensation, further, having the payment and all the entries online over the CRS will help the clubs to keep a track of the payments. It will make the system organised, efficient and transparent for the stakeholders.
- The Solidarity Contribution is applicable or triggered if there is a transfer fee and/or loan fee involved in registering a player.
- As per article 3 Annexe 4 of the AIFF Regulations on the Status and Transfer of Players, 2021, it is the responsibility of the engaging club to pay TC and/or SC within thirty (30) days registering the player with the new club over the CRS system.

NOTE - Please note that the responsibility of calculating the TC is of the new clubs only as outlined under article 7 of Annexe 4 of the AIFF Regulations on the Status and Transfer of Players, 2021. The system which depends on player career history and other factors, at times, might calculate incorrect amount of TC & SC. The AIFF will not be responsible in any manner whatsoever, if there is an error in calculation of the TC & SC. We encourage clubs to manually calculate the TC and SC and use automated system as secondary source. Any error by the system will be only rectified upon receiving request by the club. In event of a transfer deadline, if the club believes the calculation done by the system is wrong, we urge the club to submit the transfer. Later, the AIFF can amend the TC & SC calculation in the CRS.

Error in TC Calculation by the CRS System -

- If the new club believes that there is an error in TC calculation by the CRS system, still the club can go ahead and submit the transfer. Post submitting the transfer, the club shall send an email to psd@the-aiff.com with the calculation done by the club.
- The AIFF will check both the system and the club's calculation. If the club's calculation is correct and the CRS calculation is wrong, then the AIFF from the backend shall correct the TC & SC amount.



“PAYMENT AND CONFIRMATION” SECTION

STEP 13

- The system will automatically show the TC & SC amount and the club to whom it needs to be paid, if applicable.
- The amount part is divided in three sections - “Club Amount” i.e., 96% of TC payables to trainee club(s); “Administrative Charges” i.e., 4% of TC payable to the AIFF and Total Amount i.e., 100%.
- If there is transfer fee or loan fee, then SC tab will appear, the system will show the SC amount and the club to whom the SC needs to be paid.
- The TC & SC amount shall be paid separately to the trainee club(s) and the AIFF. Further, there will be an additional 18% GST applicable to the amount mentioned in the TC & SC tab.

TRAINING COMPENSATION				
SN	Club Name	Club Amount	Administrative Charges	Total Amount
1	Dempo Sports Club	196000	4000	200000
2	Churchill Brothers FC Goa	196000	4000	200000

Current Registration	Transfer Charges	Renewal Charges
31-May-2022	2500	7500
Total	Discount	Final Amount
10000	1250	8750

CONFIRMATION

STEP 14

TRAINING COMPENSATION				
SN	Club Name	Club Amount	Administrative Charges	Total Amount
1	Dempo Sports Club	196000	4000	200000
2	Churchill Brothers FC Goa	196000	4000	200000

Current Registration	Transfer Charges	Renewal Charges
31-May-2022	2500	7500
Total	Discount	Final Amount
10000	2500	7500

[< Previous](#)
[Save Draft](#)
[Submit](#)

- After filing the requisite details in all the sections, the last step to complete the transfer is by submitting the transfer as show in the picture. Once, the submit tab is selected, the system will take you to the payment gateway and post the payment, the transfer will be completed from the club’s end.
- In event, the club for any reason is not able to complete the transfer at that point of time, then the club can click on save draft tab, which will create a draft and the information filled can be accessed later.