

# **AIFF – CRS TRANSFER MANUAL**

**(PROFESSIONAL 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;
  - 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 new transfer system has also introduced automated calculation of the Training Compensation and Solidarity Contribution.
- 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 club on a permanent basis and on loan.
- If there is a transfer agreement and/or loan transfer agreement, then the information and agreement must be entered in Former Club Section as accurately as possible.
- 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](mailto:registrations@the-aiff.com).

# TRANSFER OF PLAYER FROM PROFESSIONAL STATUS TO PROFESSIONAL STATUS ON A PERMANENT BASIS



## TABLE OF CONTENTS

- “Player Information” Section
- “General Details” Section
- “Former Club” Section
- “New Club” Section
- “Payment & Confirmation” Section

## “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'. The search bar has two input fields: 'Player ID' and 'Player Name', with 'Abhishek Ambekar' entered in the 'Player Name' field. A green 'Search' button is located below the search bar. On the left side, there is a sidebar menu with the following items: 'PLAYERS MANAGEMENT', 'Players', 'Grassroot Players', 'Renewals', 'Transfers', '+ Add New', 'Search transfers', and 'Pending'. The 'Add New' button is highlighted with a red box.

### STEP 2

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

Search Results

Showing 1 - 1 of 1

SN	ID	Name	Club	Association	De Reg Date	Status	Registration Validity	
1	PL000000019	Abhishek Ambekar	Rajasthan United Football Club	Rajasthan Football Association	31-May-2022	Approved by AIFF	31-May-2022	<a href="#">Profile</a> <a href="#">Initiate Transfer</a>

## “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.

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

- 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.

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).

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**



## “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

General Details Former Club New Club Payments

**Current Club**  
Rajasthan United Football Club

**New Club**  
Test club

**Engage Player**  
Permanent

**Transfer Window**  
First Transfer Window\_Men & Women (2)

**Player Status**  
Professional

**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.

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 contract termination must then be selected. There are three possible selections. Please ensure that you review the possible selections carefully to select the correct one.

*Brief explanation of the three reasons for the player’s former contract termination:*

a. The contract with the former club has expired

- => *The end date of the employment contract between the player and his former club has expired and no new contract or contract extension was agreed.*

b. The contract with the former club was terminated (unilaterally)

*=> The former club or the player terminated the employment contract unilaterally.*

c. The player mutually agreed an early termination with his former club

*=> The former club and the player terminated the employment contract on the basis of a mutual agreement.*

#### PLAYER'S FORMER CONTRACT DETAILS

##### Reason for former contract termination

✓ Please Select

The contract with the former club has expired

The contract with the former club was terminated unilaterally

The player mutually agreed an early termination with his former club





## “FORMER CLUB” SECTION

### STEP 9

- Depending on the selected reason for former contract termination, the system will ask the club to enter the date of the player’s last contract 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 contract with the former club has expired”, then it must upload a document signed by the former club confirming that the contract has expired and indicating the date of expiry.

#### PLAYER'S FORMER CONTRACT DETAILS

##### Reason for former contract termination

The contract with the former club has expired

##### Date of Expiry

Date of expiry

##### Proof of last contract end date

Select Document

## “NEW CLUB” SECTION

### STEP 10

#### INTERMEDIARY REPRESENTING CLUB

Intermediary representing the new club in relation to the transfer

Yes

No

Intermediary

Type name

Commission

Commission

Currency

Add More

- The system will take the club to **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”.



## “NEW CLUB” SECTION

### 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

- 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).

**Payment Type**

✓ --- Select ---

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

Add

any previous cl  
of your teams?





## “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](mailto: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

## “PAYMENT AND CONFIRMATION” SECTION

### STEP 15

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	100
Total	Discount	Final Amount
2600	2500	100

  

[< 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. Select 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.





## TRANSFER OF PLAYER FROM PROFESSIONAL STATUS TO PROFESSIONAL STATUS ON A LOAN BASIS

To transfer a player on a loan, the engaging club will follow all the steps as outlined in the above section (transfer of a player on a permanent basis) except Step 3 (Player Information section) and Step 7 (Former Club Details section), which are replaced here.

Please note, training compensation is not applicable on loans, meaning the club taking the player on loan shall not pay TC. However, if there is a loan fee then solidarity contribution will be applicable.

### STEP 3

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

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 7

General Details Former Club New Club Payments

**Is there a Loan 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

Upload Agreement

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