



Presence : NCR | Ludhiana

## DOCUMENT CHECKLIST FOR FCRA REGISTRATION

THERE ARE TWO MODES OF OBTAINING PERMISSION TO ACCEPT FOREIGN CONTRIBUTION ACCORDING TO FCRA, 2010

1. Registration
2. Prior Permission

### ELIGIBILITY CRITERIA FOR GRANT OF REGISTRATION:

The association should:

- (i) be registered under an existing statute like the Societies Registration Act, 1860 or the Indian Trusts Act, 1882 or Section 25 of the Companies Act, 1956 (Now Section 8 of Companies Act, 2013) etc;
- (ii) be in existence for at least three years and has undertaken reasonable activity in its chosen field for the benefit of the society for which the foreign contribution is proposed to be utilised. The applicant NGO/association will be free to choose its items of expenditure (excluding the administrative expenditure as defined in Rule 5 of FCRR, 2011) to become eligible for the minimum threshold of Rs. 15.00 Lakh spent during the last three years.

### ELIGIBILITY CRITERIA FOR PRIOR PERMISSION:

An organization in formative stage is not eligible for certificate of registration. Such organization may apply for grant of prior permission under FCRA, 2010. Prior permission is granted for receipt of a specific amount from specific donor/donors for carrying out specific activities/projects. For this purpose, the association should meet following criteria:

- (i) be registered under an existing statute like the Societies Registration Act, 1860 or the Indian Trusts Act, 1882 or section 25 of the Companies Act, 1956 etc;
- (ii) submit a specific commitment letter from the donor indicating the amount of foreign contribution and the purpose for which it is proposed to be given; and
- (iii) For Indian recipient organizations and foreign donor organizations having common members, FCRA Prior Permission shall be granted to the Indian recipient organizations subject to its satisfying the following:
  - i) The Chief Functionary of the recipient Indian organization should not be a part of the donor organization.
  - ii) At least 75% of the office-bearers/ members of the Governing body of the Indian recipient organization should not be members/employees of the foreign donor organization.
  - iii) In case of foreign donor organization being a single person/individual that person should not be the Chief Functionary or office bearer of the recipient Indian organization.
  - iv) In case of a single foreign donor, at least 75% office bearers/members of the governing body of the recipient organization should not be the family members and close relatives of the donor.

## THE FOLLOWING SHALL BE THE CONDITIONS FOR THE GRANT OF REGISTRATION AND PRIOR PERMISSION:

The 'person' making an application for registration or grant of prior permission-

- i. is not fictitious or benami;
- ii. has not been prosecuted or convicted for indulging in activities aimed at conversion through inducement or force, either directly or indirectly, from one religious faith to another;
- iii. has not been prosecuted or convicted for creating communal tension or disharmony in any specified district or any other part of the country;
- iv. has not been found guilty of diversion or mis-utilisation of its funds;
- v. is not engaged or likely to engage in propagation of sedition or advocate violent methods to achieve its ends;
- vi. is not likely to use the foreign contribution for personal gains or divert it for undesirable purposes;
- vii. has not contravened any of the provisions of this Act;
- viii. has not been prohibited from accepting foreign contribution;
- ix. the person being an individual, such individual has neither been convicted under any law for the time being in force nor any prosecution for any offence is pending against him.
- x. the person being other than an individual, any of its directors or office bearers has neither been convicted under any law for the time being in force nor any prosecution for any offence is pending against him.

The acceptance of foreign contribution by the association/ person is not likely to affect prejudicially-

1. The sovereignty and integrity of India;
2. the security, strategic, scientific or economic interest of the State;
3. the public interest;
4. freedom or fairness of election to any Legislature;
5. friendly relation with any foreign State;
6. harmony between religious, racial, social, linguistic, regional groups, castes or communities.

The acceptance of foreign contribution-

7. shall not lead to incitement of an offence;
8. shall not endanger the life or physical safety of any person.

## HOW TO SUBMIT APPLICATION FOR GRANT OF REGISTRATION/PRIOR PERMISSION?

Application for grant of registration and prior permission is to be submitted online in form FC-3 A and FC-3 B respectively on the website- <https://fcraonline.nic.in>

## REQUIRED DOCUMENTS FOR REGISTRATION

SR. NO.	PARTICULARS
1.	JPG file of signature of the chief functionary (size: 50KB)
2.	Self-certified copy of registration certificate/Trust deed etc., of the association (size: 1MB)
3.	Self-certified copy of relevant pages of Memorandum of Association/ Article of Association showing aim and objects of the association. (size: 5MB)
4.	Activity Report indicating details of activities during the last three years ;(size: 3MB)
5.	Copies of relevant audited statement of accounts for the past three years (Assets and Liabilities, Receipt and Payment, Income and Expenditure) clearly reflecting expenditure incurred on aims and objects of the association and on administrative expenditure; (size: 5MB)
6.	Fee of Rs. 10,000/- is to be paid online through payment gateway.
7.	Affidavit from each office bearer in Proforma AA.
8.	"FCRA Account" which is to be opened only in the New Delhi Main Branch of SBI. "Another FCRA Account" and utilization account/accounts can be opened in any scheduled bank.

## REQUIRED DOCUMENTS FOR PRIOR PERMISSION

SR. NO.	PARTICULARS
1.	JPG file of signature of the chief functionary (size: 50KB)
2.	Self-certified copy of registration certificate/Trust deed etc., of the association (size: 1MB)
3.	Duly signed Commitment Letter from Donor. (size: 5MB)
4.	If functioning as editor, owner, printer or publisher of a publication registered under the Press and Registration of Books Act, 1867, a certificate from the Registrar of Newspapers for India that the publication is not a newspaper in terms of section 1(1) of the said Act.
5.	Fee of Rs. 5000/- is to be paid online through payment gateway.
6.	Project Report for which FC will be received. (size: 3MB)
7.	Affidavit from each office bearer in Proforma AA
8.	"FCRA Account" which is to be opened only in the New Delhi Main Branch of SBI. "Another FCRA Account" and utilization account/accounts can be opened in any scheduled bank.

## ANNUAL REPORTING

The Annual return is to be submitted online in Form FC-4, duly accompanied by balance sheet and statement of receipt and payment, which is certified by a Chartered Accountant by for every financial year (1st April to 31st March) within a period of nine months from the closure of the year i.e. by 31st December each year.

