

**CHARTER FOR ASSOCIATIONS APPLYING FOR GRANT OF PRIOR PERMISSION/REGISTRATION UNDER THE FOREIGN CONTRIBUTION (REGULATION) ACT, 2010.**

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- Any Association/NGO wishing to receive foreign contribution (FC) must have a definite cultural, economic, educational, religious or social programme.
- It shall neither receive nor utilise any FC without obtaining either prior permission or registration from the Central Govt.
- Details of FC received prior to obtaining either prior permission or registration should be mentioned clearly at the time of applying for prior permission or registration, as the case may be.
- Application for grant of registration is to be made **online** in Form FC – 3.
- Application seeking prior permission to accept foreign contribution is to be made **online** in Form FC – 4.
- The application should be complete in all respects and no column should be left blank.
- Each Prior permission application should be sent for receiving a specific amount, for a specific purpose and from a specific donor.
- Following documents should be enclosed with the application for grant of Registration:
  - (i) Hard-copy of the online application, duly signed by the Chief Functionary of the association;
  - (ii) Certified copy of registration certificate or Trust deed, as the case may be;
  - (iii) Details of activities during the last three years;
  - (iv) Copies of audited statement of accounts for the past three years (Asset and Liabilities, Receipt and Payment, Income and Expenditure);
  - (v) 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 Newspaper for India that the publication is not a newspaper in terms of section 1(1) of the said Act.

(vi) A copy of the PAN, if issued by Income Tax authorities.

(vii) Fee of by means of demand draft or banker's cheque of Rs. 2000/- in favour of the "Pay and Accounts Officer, Ministry of Home Affairs", payable at New Delhi.

• Following documents should be enclosed with the application for grant of Prior Permission:

(i) Hard-copy of the online application, duly signed by the Chief Functionary of the association;

(ii) Certified copy of registration certificate or Trust deed, as the case may be;

(iii) Commitment letter from foreign donor specifying the amount of foreign contribution;

(iv) Copy of the project report for which foreign contribution is solicited/being offered;

(v) 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 Newspaper for India that the publication is not a newspaper in terms of section 1(1) of the said Act.

(vi) A copy of the PAN, if issued by Income Tax authorities.

(vii) Fee of by means of demand draft or banker's cheque of Rs. 1000/- in favour of the "Pay and Accounts Officer, Ministry of Home Affairs", payable at New Delhi.

**Note:** The hard copy of the on-line application along with all the documents mentioned above must reach the Ministry of Home Affairs, Foreigners Division (FCRA Wing) within thirty days of the submission of the on-line application, failing which the request of the person for grant of registration or prior permission, as the case may be, shall be deemed to have ceased.

**FCRA, 2010, FCRR, 2011, FAQs thereon and all other related information and, the Forms FC-3 and FC-4 as also link to FCRA Online Services are available at the website of the Ministry of Home Affairs at <http://mha.nic.in/fcra.htm>**