

Documents to be filed along with the application for registration under the FCRA Act.

If you are planning to obtain Permanent Registration, the following documents needs to be submitted in the prescribed FC Form:

1. Form FC-8 duly filled up in triplicate.
2. Audited statement of accounts of past three years.
3. Annual Report specifying activities of past 5 years.
4. Detail of the beneficiaries and detail of the socio-economic factors of the region in which the NGO is working.
5. List and geographical detail of the state, and districts proposed for work.
6. Certified copy of the Registration Certificate.
7. Certified copy of the Bye-laws and Memorandum and Article of Association whichever is applicable.
8. Copy of certificates of exemption or registration issued by the Income Tax Department u/s. 80G and 12A.
9. Copy of any prior permission granted to the organisation.
10. Copy of resolution of Governing Body of the organisation, authorising the registration under FCRA.
11. Copy of Power of Attorney or the resolution of Governing Body by which the Chief Functionary is authorised to submit FC-8.
12. List of present members of the Governing Body of the organisation and the office bearers.
13. Copy of any Journal or other publication of the organisation.
14. If the association is having any parent or sister or subsidiary organisation, which is registered under the FCRA then the registration number along with Ministry of Home Affairs file number should be mentioned.
15. If the association has submitted any application earlier then its reference number should be mentioned.
16. If the association has received any foreign contribution with or without the prior approval of the Central Government, then the detail should be given.

It may be noted that the onus of getting registered under FCRA lies on the association and therefore before accepting foreign contribution, it is the responsibility of association to ensure all the requisite formalities are complied with and registration is granted before accepting any foreign exchange.

If you are planning to obtain Prior Permission, the following documents needs to be submitted in the prescribed FC Form :

- i) Form FC 1A, duly filled up in triplicate.
- ii) Audited statement of accounts of past three years.
- iii) Annual Report specifying activities of past 3 years.
- iv) Details of the beneficiaries and details of the project for which foreign contribution is expected. The detail should include narrative as well as financial details.
- v) Letter of commitment from the foreign donor agreeing in principle to provide funds.
- vi) Certified copy of the registration certificate under the Societies Act/ Companies Act.
- vii) Certified copy of the Bye-laws and Memorandum and Article of Association whichever is applicable.
- viii) Copy of certificates of exemption or registration issued by the Income Tax Department under sections 80G or 12A.
- ix) Copy of any prior permission granted to the organisation.
- x) Copy of resolution of governing body of the organisation, authorising the prior permission.
- xi) Copy of power of attorney or the resolution of governing body by which the Chief Functionary is authorised to submit FC-1A.
- xii) List of present members of the governing body of the organisation and the office bearers.
- xiii) Copy of any journal or other publication of the organisation