

FCRA Online Services

Online filing of application for grant of Registration under FC(R) Act, 2010

(FC-3 Form)

Instructions for filing online FC-3 Form for grant of Registration under Sec. 11(1) of the FC(R) Act, 2010.

1. For online filing of application form a user ID is required to be created for online registration.

The screenshot shows a web browser window titled "FCRA OnLine Services - Windows Internet Explorer" with the address bar displaying "http://localhost:49171/fcracombine/register.aspx". The page content is titled "FCRA Online Services New User Registration" with a red note stating "All fields are mandatory". The form is divided into several sections:

- Personal Information:** Includes input fields for First Name, Last Name, and Email. A link "If Already Registered Then Click Here?" is present.
- Required Account Information:** Includes input fields for Username, Password, and Retype Password. A note specifies: "Username and Password (minimum 6 characters) are required to create a new account and Username should contain only letters (a-z), numbers (0-9) and underscores (_). You need to retype your password for authentication purposes."
- Mailing Address:** Includes input fields for Address, City, Pin Code, and a dropdown menu for State (labeled "-----Select State-----").
- Key:** A section with the text "Enter this key in the key field below:" and a key image showing "Z X G 8". Below it is a "Key:" input field.

A "Submit" button is located at the bottom of the form. The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and a zoom level of "100%".

2. After successful registration applicant/user can login to the 'FCRA Online Services' and select the option for the type of application you wish to fill and click 'Login'. For online submission of application for Registration (FC-3 Form), select the option 'FCRA Registration'.

FCRA OnLine Services - Windows Internet Explorer
http://10.23.33.20/fcrawebtest/fc_login.aspx

गृह मंत्रालय, भारत सरकार
Ministry of Home Affairs, Govt. of India

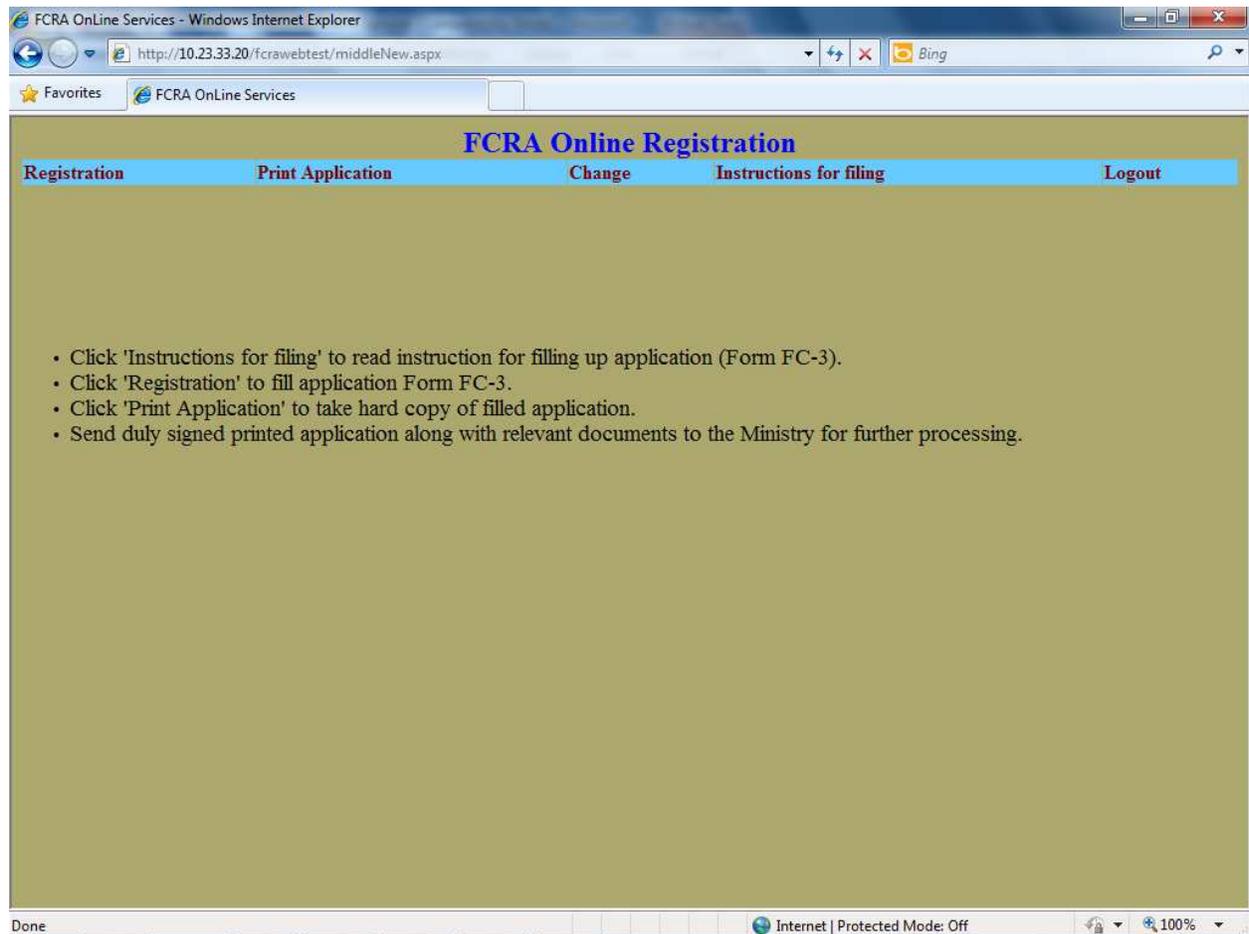
FCRA Online Services

User Login

User name	<input type="text"/>
Password	<input type="password"/>
Access Code	4 T 2 F
Enter Access Code	<input type="text"/>
Application For	--Select--
<input type="button" value="Sign In"/> <input type="button" value="Reset"/>	
If Not Registered, then Click Here? Forgot Password ?	

Done Internet | Protected Mode: Off 110%

3. After the successful login, FC-3 form will be displayed.



4. The FC-3 form has been divided in three parts to facilitate simple online filing of application for grant of Registration under Sec. 11(1) of the FC(R) Act, 2010

5. Start with Click at '**FCRA Registration**' of the menu item. Fill in the requisite details in the Form FC-3. Click 'Save details and Next' after filling the details, the details will be saved and next part is displayed to fill the details of Executive Committee/Governing Council, etc.

FCRA OnLine Services - Windows Internet Explorer
http://10.23.33.20/fcrawebtest/middleNew.aspx

Registration Print Application Change Instructions for filing Logout

Form FC-3
[See rule 9 (1) (a)]

To
**The Secretary to the Government of India,
Ministry of Home Affairs,
FCRA Wing / Foreigners Division
"Jaisalmer House" ,
26, Mansingh Road,
New Delhi - 110011**

Subject: Application for registration under section 11(1) of the Foreign Contribution (Regulation) Act, 2010 for the acceptance of foreign contribution by an Association having a definite cultural, economic, educational, religious or social programme.

Sir,

I on behalf of the Association named hereafter apply for registration of the Association under sub-section (1) of section 11 of the Act for the acceptance of foreign contribution.

1.(i) Name of the Association and its complete postal address:

Name:	<input type="text" value="JSM Association of India"/>	(A-Z, 0-9 characters Allowed)
Address:	<input type="text" value="shahbad87"/>	(Max. 150 characters)
Town/City:	<input type="text" value="rampur"/>	(Max. 50 characters)
State:	<input type="text" value="Uttar Pradesh"/>	
District:	<input type="text" value="Rampur"/>	
Pin Code:	<input type="text" value="201306"/>	0-9 characters allowed
Telephone No. of Association (with STD Code):	<input type="text" value="011-67687455"/>	e.g. 011-01234567
Telephone No. (with STD Code)/ Mobile No. of Chief Functionary:	<input type="text" value="9990974959"/>	e.g. 99xxxxxxxx or 011-01234567
Email:	<input type="text" value="mohanmcagurukul@gmail.com"/>	

Done Internet | Protected Mode: Off 100%

6. Fill in the details of the members of the Executive Committee/Governing Council etc. followed by click at button 'Add '. The details will be shown in the lower part of the screen.

FCRA Online Registration

Registration Print Application Change Instructions for filing Logout

(v) Please furnish the names and addresses of the members of the Executive Committee/ Governing Council etc. of the Association, including the Chief Functionary in the following manner:

Name	Name of Father/Husband	Nationality	Occupation	Post held in the Association	Relationship with other member	Address
<input type="text"/>	<input type="text"/>	---Select---	---Select---	---Select---	---Select---	<input type="text"/>

Whether

(a) been convicted by any court of law Yes No

(b) a prosecution for any offence pending against him/her; Yes No

(c) been found guilty of diversion or misutilisation of funds of the Association or any other association in the past. Yes No

(d) Has been prohibited from accepting foreign contribution Yes No

(e) Is a member or chief Functionary of any other association against whom an order under section 13 or 14 of the foreign Contribution (Regulation) Act, 2010 (42 of 2010) has been passed : Yes No

SL No.	Name	Name of Father/Husband	Nationality	Occupation	Post held in the Association	Relationship with other member	Address	Edit	Delete
1	SP singh	Asey Ram	India	Engineer	President	Brother	rampur	Edit	Delete
2	BD Sinha	Asey Ram	India	Social Service	Chairman	Brother	rampur	Edit	Delete
3	QWQZ	aa	Antigua and Barbuda	Retired Government Official	Chairman	Mother	454	Edit	Delete

Details shown in the lower portion of screen can be updated by clicking the 'Edit' link provided in the requisite row. The details will be shown in the top portion of the screen. Modify the details as needed followed by click on the 'Update' button. For deleting the details 'Delete' link of the requisite row may be clicked.

The details of all members of Executive Committee/Governing Council, etc. are necessary for submitting the application. After completing the details 'Save details and Next' may be clicked.

7. After Clicking on Save and Next Button the following screen will be displayed. for filling Expenditure incurred and major activities during last 3 years.

FCRA Online Registration

Registration Print Application Change Instructions for filing Logout

Expenditure incurred and major activities undertaken during last 3 years

Financial Year: 2010-2011

Total Expenditure (Rs.): 0

Expenditure towards welfare activities (Rs.): 0

Expenditure on administrative expenses (Rs.): 0

Major Activities undertaken by the association pursuant to its aims & objectives: (Max 1000 characters)

Save Data

Financial Year	Total Expenditure	Expenditure towards Welfare activities (pursuant to the aims & objectives of the association)	Expenditure incurred on Administrative expenses	Edit	Delete
2010-2011	100	100	100	Edit	Delete
2009-2010	2000	2000	2000	Edit	Delete
2008-2009	5000	5000	5000	Edit	Delete

Save And Next

Internet | Protected Mode: Off 100%

8. On filling the remaining details of the Form FC-3, the button ‘**Save Details**’, ‘**View Application**’ and ‘**Final Submit to the Ministry**’ may be clicked to submit the application to Ministry of Home Affairs. First after filling details click at the ‘**Save Details**’ button. After this click at ‘**View Application**’ button to see the complete filled application, you may take printout for checking and correction, if any, can be done by clicking at ‘**Registration**’ on the menu. Finally if the details filled are as per your satisfaction, then **click ‘Final Submit to the Ministry’ (please note: Correction after Final submission is not allowed)**. Note the file reference number appearing on the screen after final submission to the Ministry as acknowledgement and for further correspondence and online status enquiry.

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3. Please indicate whether any member of the Executive Committee /Governing Council etc. of Association, including the Chief Functionary has in the discharge of his/her official functions or private conduct

(a) been convicted by any court of law; Yes No

(b) a prosecution for any offence pending against him/her; Yes No

(c) been found guilty of diversion or misutilisation of funds of the Association or any other association in the past. Yes No

(d) has been prohibited from accepting foreign contribution: Yes No

(e) is a Member or Chief Functionary of any other Association against whom an order under section 13 or 14 of the Foreign Contribution (Regulation) Act 2010 (42 of 2010) has been passed. Yes No

4. (a) Please indicate whether the applicant Association is a branch / unit / associate of foreign based organisation or another association already registered or granter prior permission under the Act.If so, the name and address of the parent organisation. Yes No

Name :

Address :

(b) attract section 10 of the Act, if so details of the order pass by the Central government under Section 11(3) of the Act. Yes No

Number : A-Z,0-9,O,- Characters allowed

Date : DD/MM/YYYY

(c) has been directed in terms of section 9(d) of the Act to seek prior permission by the Central Government. If so, the number and date of the relevant order: Yes No

Number : A-Z,0-9,O,- Characters allowed

Date :

(d) had earlier been proceeded against as per provision of Foreign Contribution (Regulation) Act 1976 (49 of 1976): Yes No

Done Internet | Protected Mode: Off 110%

Click ‘**Print Application**’ option of the menu item to print the filled-in Form FC-3. It will show the details filled by you. Printout of the same may be taken which needs to be signed and submitted to Ministry of Home Affairs with relevant enclosures expeditiously.

Enclose following documents, wherever applicable, along with the signed copy of application before submitting that to Ministry of Home Affairs.

(i.) Certified copy of Registration Certificate under the relevant statute, Memorandum of Association or Trust deed, as the case may be.

- (ii.) Details of activities during the last three years.
- (iii.) Copies of audited statement of accounts for the past three years (Assets and Liabilities, Receipts and Payment, Income and Expenditure account).
- (iv.) 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 Press Registrar that the publication is not a newspaper in terms of section 1(1) of the said act.
- (v.) Certificate of the competent authority on official status under signature and seal on prescribed format in original (this is optional). This certificate allows granting of registration and conducting field enquiry.
- (vi.) An amount of Rs. 2000/- by demand draft or banker's cheque (**Banker's cheque is to obtained from the Bank only. Personal cheque or Association's Cheque is not acceptable**) in favour of the "Pay and Accounts Officer, Ministry of Home Affairs" Payable at New Delhi
- (vii.) Any additional information which applicant wishes to submit (enclosed a copy of Permanent Account Number (PAN) issued by the Income tax department).
- (viii.) Please attach all the enclosures and bind them with the application duly numbered starting from covering letter.

9. Furnish information exactly in the manner asked for in the Form FC-3, especially the names and addresses of the members of the Executive Committee/Governing Council etc.

10. Submit the hard copy of the completed application along with relevant documents within 15 days of submission of online application to the Ministry of Home Affairs, Government of India.

11. Click '**Instructions for filing**' to get the instructions regarding how to file and submit the FC-3 Form.

12. Click '**Change Password**' of the menu to change your password. The new password will be effective from next login.

13. Click '**Logout**' to stop using FCRA Online Services.

14. For problem in online filing of application for Registration, please send an e-Mail to clsharma@nic.in mentioning details of problem.

15. You may send e-Mail to ds-fcra@nic.in for any suggestions and queries regarding FC(R) Act, 2010.

Note: Concealment of any material fact or false representation etc. will lead to penal action (refer to Sections 3 and 35 of FC(R) Act, 2010).

