

MINISTRY OF HOME AFFAIRS  
GOVERNMENT OF INDIA

NATIONAL INFORMATICS CENTRE

# INSTRUCTION FOR FILING ONLINE FCRA HOSPITALITY

1. Type the URL <http://fcraonline.nic.in/> in your web browser (Internet Explorer recommended). You will get the following screen. Click on the link **online filing of Application for Accepting Foreign Hospitality under FCRA**

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

FCRA Online Services

- è [Online filing of FCRA Annual Returns](#)
- è [Instructions for filing online of FCRA Annual Returns](#)
- è [Online filing of application for grant of FCRA Registration](#)
- è [Instructions for filing online grant of FCRA Registration](#)
- è [Online filing of application for grant of FCRA Prior Permission](#)
- è [Instructions for filing online grant of FCRA Prior Permission](#)
- è [Online filing of Application for Accepting Foreign Hospitality Under FCRA](#)
- è [Instructions for filing Online of FCRA Hospitality](#)

Click here for applying FCRA hospitality

1.1 After Click above mention link you will get following screen

FCRA Hospitality

Apply Online      Modification/Print Application/Prior Letter(S)      Status

- Click 'Apply Online' to fill new application Form FC-2.
- Click 'Modification/Print Application' to complete/modify the already filed application or to take hard copy of filed application.
- Click 'Status' to monitor your submitted application status.
- After Final Submit of Application Upload duly signed printed application along with relevant documents.  
No need to send hard copy of application or any document to Ministry

- After Click on **Apply Online** you have to file your details information. After that click on **Save Details and Next**.

## FCRA Hospitality

Apply Online
Modification/Print Application
Status

\* Fields are mandatory

**Form FC - 2**  
[See rule 7(1)]

To,

The Secretary to the Government of India,  
Ministry of Home Affairs,  
FCRA Wing/Foreigners Division,  
First Floor NDCC-II Building,  
JAI SINGH Road,  
OFF Parliament Street, Near Jantar Mantar,  
NEW DELHI - 110001

**Subject:** Application for seeking prior permission of the Central Government to accept foreign hospitality:  
[Note: For foreign hospitality availed in case of emergent medical aid situation, intimation to be given on plain paper to the Secretary, Ministry of Home Affairs at the address mentioned in FORM FC-2, within sixty days of such receipt of foreign hospitality.]

### I. Applicant Details

Name in full(block letters):*	<input type="text"/>	(A-Z,a-z allow)
Date of Birth:*	<input type="text"/>	(DD-MM-YYYY Format)
Name of father/husband:*	<input type="text"/>	(A-Z,a-z allow)
Present Address:*	<input type="text"/>	(Max. 150 characters and A-Z,a-z,0-9 allow)
Present Town/City:*	<input type="text"/>	(Max. 50 characters A-Z,a-z allow)
Present State:*	<span style="border: 1px solid black; padding: 2px;">Andaman &amp; Nicobar Islands</span>	
Present District:*	<span style="border: 1px solid black; padding: 2px;">A &amp; N Island</span>	
Present Pin Code:*	<input type="text"/>	(5-6 characters allowed)
<input type="checkbox"/> Check Here if Present & permanent Addresses are same		
Permanent Address:*	<input type="text"/>	(Max. 150 characters and A-Z,a-z,0-9 allow)
Permanent Town/City:*	<input type="text"/>	(Max. 50 characters A-Z,a-z allow)
Permanent State:*	<span style="border: 1px solid black; padding: 2px;">Andaman &amp; Nicobar Islands</span>	
Permanent District:*	<span style="border: 1px solid black; padding: 2px;">A &amp; N Island</span>	
Permanent Pin Code:*	<input type="text"/>	(5-6 characters allowed)
Email:*	<input type="text"/>	
Applicant Organization:*	<input type="text"/>	(Max. 150 characters A-Z,a-z allow)
Applicant Designation:*	<input type="text"/>	(Max. 150 characters A-Z,a-z allow)

Check Here if Present & permanent Address are same

Permanent Address:\*  (Max. 150 characters and A-Z,a-z,0-9 allow)

Permanent Town/City:\*  (Max. 50 characters A-Z,a-z allow)

Permanent State:\*

Permanent District:\*

Permanent Pin Code:\*  (0-9 characters allowed)

Email:\*

Applicant Organization:\*  (Max. 150 characters A-Z,a-z allow)

Applicant Designation:\*  (Max. 150 characters A-Z,a-z allow)

**2.Applicant Passport Details**

Passport Details  Yes  No

Passport No:

Date of Issue:  (DD/MM/YYYY Format)

Place of Issue:  (A-Z,a-z allow)

Valid Upto:  (DD/MM/YYYY)

**3.Forwording Details**

Forwording (U.M) Letter No. :\*  (Max. 40 characters and A-Z,a-z,0-9 allow)

Date of Letter\*  (DD/MM/YYYY Format)

Name of Forwording Officer\*

Designation\*

Office Address:\*  (Max. 150 characters A-Z,a-z allow)

Town/City\*

State:\*

District:\*

Pin Code:\*  (0-9 characters allowed)

**4.Applicant Status**

Status:\*

Enter access Code :

Access Code : **HVF 4 H**

3. After click you will get a temporary file number.Note down this file no for later updation of application.Then click **Click Here to Continue**.



- In 2nd page you have to file your visiting details. Add all the visiting place(s) by click **Add Record** After that click **Save Details and Next**.

**FCRA Hospitality**

Apply Online      Modification/Print Application      Status

**4.Names of Countries/places to be visited with duration of stay with duration :**

Place:  (Max. 100 characters A-Z, a-z, 0-9)

Country:

Visiting Purpose:  (Max. 200 characters A-Z, a-z, 0-9)

Foreign Hospitality Accepted:  Yes  No

From Date:  (DD/MM/YYYY Format)

To Date:  (DD/MM/YYYY Format)

Enter access Code:

Access Code: **H A D F F**

Sr.No.	Place	Country	Visiting Purpose	Foreign Hospitality Accepted	From Date	To Date	Edit	Delete
1	cvb	Afghanistan	bb	Yes	17/05/2012	20/05/2012	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

5. In 3<sup>th</sup> page Add host(s) details .First you have to select host type. **Individual, organization** and **Both Individual organization** All Individual host can be added by click **Add Record**.

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**5. Particular(s) of host(s)**

Type of host       Individual     Organization     Both Individual and Organization

### 5.1. If Individual Selected

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**5. Particular(s) of host(s)**

Type of host       Individual     Organization     Both Individual and Organization

**Host(s) - Individual(s) Details**

Name  (A-Z, a-z characters Allowed)

Present Address  (Max. 200 characters and A-Z, a-z, @, #, %, &, ')

Nationality  ▼

Permanent Address  (Max. 200 characters and A-Z, a-z, @, #, %, &, ')

Profession  ▼

Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited       Yes     No

**Add Host**

## 5.2 If organization Selected

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**5.Particular(s) of host(s)**

Type of host       Individual     Organization     Both Individual and Organization

**Host(s) - Organization(s) Details**

Organization Full Name       (A-Z, a-z characters Allowed)

Organization Complete Address       (Max. 200 characters and A-Z, a-z, 0-9 Allow)

Organization Country      Afghanistan

Address of Head office       (Max. 200 characters and A-Z, a-z, 0-9 Allow)

Organization Aim       (Max. 200 A-Z, a-z characters Allowed)

Organization Object       (Max. 200 A-Z, a-z characters Allowed)

Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited       Yes     No

### 5.3 If Both Individual and Organization Selected

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**5.Particular(s) of host(s)**

Type of host       Individual    Organization    Both Individual and Organization

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**Host(s) - Individual(s) Details**

Name  (A-Z, a-z characters Allowed)

Present Address  (Min. 200 characters and A-Z, a-z, 0-9 allow)

Nationality  (Dropdown)

Permanent Address  (Min. 200 characters and A-Z, a-z, 0-9 allow)

Profession  (Dropdown)

Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited       Yes    No

**Add Host**

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**Host(s) - Organization(s) Details**

Organization Full Name  (A-Z, a-z characters Allowed)

Organization Complete Address  (Min. 200 characters and A-Z, a-z, 0-9 allow)

Organization Country  (Dropdown)

Address of Head office  (Min. 200 characters and A-Z, a-z, 0-9 allow)

Organization Aim  (Min. 100 A-Z, a-z characters Allowed)

Organization Object  (Min. 100 A-Z, a-z characters Allowed)

Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited       Yes    No

**Add Host Organistaion**

6. If you selected organization or Both Individual and organization in previous Page you have to enter organization office bearers details by selecting organization.

**FCRA Hospitality**

Apply Online      Modification/Print Application      Status

**5.2.1. Office Bearers Details**

Select Organization:

**Office bearers Details**

Name :       Designation :       Nationality :

Sr.No.	Name	Designation	Nationality	Delete
1	IAp	Director	Angola	<input type="button" value="Delete"/>

**5.2.2. Organization name and Office Bearers Details**

Sr. No	Organization Name	Org. Complete Address	Office Bearers	Delete						
1	NIC	CGO Complex	<table border="1"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Nationality</th> </tr> </thead> <tbody> <tr> <td>IAp</td> <td>Director</td> <td>Angola</td> </tr> </tbody> </table>	Name	Designation	Nationality	IAp	Director	Angola	<input type="button" value="Delete"/>
Name	Designation	Nationality								
IAp	Director	Angola								

6.1. Here you have add nature and duration of hospitality by dick **Add Record**.After that enter total expenditure on hospitality.Click on **Save All** to save all the details enter by you.After click **View Application** to view your application in pdf format.

**6.Nature And Duration Of Foreign Hospitality**

**Nature and duration of Foreign Hospitality proposed to be accepted**

Nature :	<input type="text"/>	<small>(Max. 100 characters and A-Z,a-z-@ allow)</small>
Nature of Dealing/Connection	<input type="text"/>	<small>(Max. 100 characters and A-Z,a-z-@ allow)</small>
From Date	<input type="text"/>	<small>DDMMYYYY Format</small>
To Date	<input type="text"/>	<small>DDMMYYYY Format</small>
Whether Foreign Source Extended	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Enter access Code :	<input type="text"/>	
Access Code :	<b>DF3NP</b>	

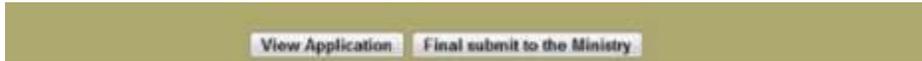
*Nature and duration of Foreign Hospitality*

**7. Total Expenditure And Other Details**

Approximate expenditure to be incurred on hospitality	<input type="text"/>	<input type="text" value="AFGHANI"/>
Any other information of significance which the applicant may like to furnish	<input type="text"/>	

(Max. 200 characters and A-Z,a-z-@ allow)

7. after that click on **Final Submit to Ministry**. After click this button you can't update your application.



8. After **Final Submit** you will get a permanent **file no**. Note down that file no for print of application later. Click the **Print Application** for taking Hard copy of filed Application (Please sign the Hard copy of the application(FC-II) along with date and place and scan it to upload). You can also upload the Relevant document by clicking **Upload/View Document** button.

**Uploading of relevant documents is mandatory.**  
**You need to upload the following documents**

- (I) The application form (FC-II) is in the prescribed format with duly signed by applicant.
- (II) A Copy of Invitation Letter issued by Organizational /Individual providing foreign hospitality. (If you are invited by individual please attach copy of Passport of the individual from whom you got invitation along with invitation letter as a single document.)
- (III) A Copy of Recommendation letter issued by Nodal / Department / Organization / Ministry office to to **Ministry of Home Affairs** (Recommendation letter/OM letter should be mark to FCRA division, Ministry of Home Affairs )



Be sure that **POP UP window** is allow in your browser (i.e. After click on **UPLOAD/VIEW** button if no new window is open the allow pop up in your browser )

#### 8.A . Instruction for Uploading document

- (I) Make sure that each document will be in PDF format size below 500 Kb .While scanning document try to scan in text mode/black white mode and low DPI.
- (II) After doing all If any document size exceed 500 kb then compress the document using Any PDF compressor software.

9. You can **Update** your Application by entering **temporary file no(9 digit)**. If you finally submit your application you cannot modify it. You can also take print out of your filed application by entering your **permanent file no(10 digit)** .For **uploading relevant document** select **Print Application/Letter(s)/Upload/View Document**

If Ministry has upload letter(s) after receiving your application, you can view after entering credentials.

A screenshot of a web form titled "PRINT/MODIFY APPLICATION/PRINT LETTER(S)". It has two radio buttons: "Modify Application" (selected) and "Print Application/Letter(s)/Upload/View Document". Below the buttons is a form with the following fields:

- Temporary File No: [input field] (9 digits)
- Applicant Date of Birth: [input field] (dd/mm/yyyy)
- Enter access Code: [input field]
- Access Code: TQ8GT
- Modify Application button