Government of India
Foreign Contribution Regulation Act

(FCRA Registration)
1. FCRA Online Portal-Home Page

Go to Ministry of home affairs website by typing in address of web browser, http://fcraonline.nic.in the following screen will be displayed.

Click here to apply for any FCRA services
1. **FCRA Online Forms**

After clicking on **FCRA online forms** link from previous screen, the following screen will be displayed.

<table>
<thead>
<tr>
<th>FC-1</th>
<th>Intimation of receipt of foreign contribution by way of gift/ as Articles/ Securities/ by candidate for Election.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FC-2</td>
<td>Application for seeking prior permission of the Central Government to accept foreign hospitality(FC-2)</td>
</tr>
<tr>
<td>FC-3</td>
<td>Application for FCRA Registration</td>
</tr>
<tr>
<td>FC-3</td>
<td>Application for FCRA Prior Permission</td>
</tr>
<tr>
<td>FC-3</td>
<td>Application for Renewal of FCRA Registration</td>
</tr>
<tr>
<td>FC-4</td>
<td>Intimation - Annual Returns</td>
</tr>
<tr>
<td>FC-5</td>
<td>Application for seeking permission for transfer of foreign contribution</td>
</tr>
<tr>
<td>FC-6</td>
<td>Intimation for Change of Association Name/ Address/ FC Recipient Bank/ Utilisation Bank Accounts / Key members(FC-6)</td>
</tr>
</tbody>
</table>

**Click here to apply for FC3 (Registration)**
1. FCRA Online- Application for FCRA Registration

After clicking on **FC-3 Application for FCRA Registration** link in previous screen, the following screen will be displayed. Then, click on **Click to apply online** button.

Click here to apply for FC3 (Registration)
1.1 Login

After Clicking on **Application for FCRA (FC3)** from the previous screen, the following screen will be displayed.

Click here to signup for new account
1.1.1 Signup for new Account

After Clicking on **Signup for new account** from the previous screen, the following screen will be displayed.

![Signup Form](image)

- Fill all correct details for signup.
1.1.2 Note down your User-id

User Id successfully created. Your User Id is: gopal_test
2.1 Login

Applicant will login with his/her user id and password generated in previous screen as shown below.
2.1.1 FCRA Registration

After Login, the following screen will be displayed.

Click here to Apply Online

Select FCRA Registration
2.1.2 FCRA Registration - Instructions

After Clicking Apply Online from Previous Screen, the following screen will be displayed.

Click here for new registration

Click here to read instruction on the screen

Click here to Proceed New Registration
2.1.3 FCRA Registration-Association Details

Click on Menu For proceedings step by step
2.1.3 FCRA Registration - Association Details

Saving Information of Association Details

<table>
<thead>
<tr>
<th>*Town/City</th>
<th>*State</th>
<th>*District</th>
<th>*Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>east Delhi</td>
<td>Delhi</td>
<td>Delhi</td>
<td>11111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Association Telephone No.</th>
<th>*E-mail of Association</th>
<th>*Tel. No. of Chief Functionary</th>
<th>*Mobile No. of Chief Functionary</th>
</tr>
</thead>
<tbody>
<tr>
<td>011-1111111</td>
<td><a href="mailto:abc@gmail.com">abc@gmail.com</a></td>
<td>011-233444555</td>
<td>8978077332</td>
</tr>
</tbody>
</table>

**Details of Registration**

- **Name of Act or Societies Registration Act, 1860, Indian Trust Act, 1882, Companies Act, 1956 / Companies Act, 2013** under which the association is registered:
  - Indian Trust Act, 1882

- **Registration number**
  - REG001

- **Place of registration**
  - Delhi

- **Date of registration**
  - 19/11/2011

**Main Aim(s) and Object of the Association**

- **Nature of association**
  - Religious

- **Main aim(s) and object(s) of the Association**
  - Religious

[Click here to Save Data]
2.1.4 FCRA Registration - Executive Committee

After clicking on the Executive Committee Menu tab, the following screen will be displayed.

Click here to go to Executive Committee Form

Click here to Add details
2.1.4 FCRA Registration-Executive Committee

After Click on Add button in previous Screen, the following screen will be displayed for Edit/Delete/Add Details Information of Executive Committee

<table>
<thead>
<tr>
<th>Select</th>
<th>S.No.</th>
<th>Name</th>
<th>Father/Spouse</th>
<th>Nationality</th>
<th>Occupation</th>
<th>Designation</th>
<th>Relationship with other Members</th>
<th>Email Address</th>
<th>Mobile Number with Country Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>1</td>
<td>Mohan</td>
<td>MA Sharma</td>
<td>India</td>
<td>Agriculturist</td>
<td>Chair</td>
<td>Executive Council/ Governing Body</td>
<td><a href="mailto:abc@gmail.com">abc@gmail.com</a></td>
<td>011-23011111</td>
</tr>
<tr>
<td>☐</td>
<td>2</td>
<td>Deepak</td>
<td>DP Sharma</td>
<td>India</td>
<td>Agriculturist</td>
<td>Registrar</td>
<td>Brother</td>
<td><a href="mailto:abc@gmail.com">abc@gmail.com</a></td>
<td>918976077332</td>
</tr>
<tr>
<td>☐</td>
<td>3</td>
<td>Rahul</td>
<td>RS Sharma</td>
<td>United Kingdom</td>
<td>Agriculturist</td>
<td>Registrar</td>
<td>Brother</td>
<td><a href="mailto:abc@gmail.com">abc@gmail.com</a></td>
<td>918976077332</td>
</tr>
</tbody>
</table>

Click here to select record

Click here to Edit/delete and Add Details
2.1.4 FCRA Registration-Executive Committee

Select the record whom you want to add further foreigner details. After selecting the checkbox for that record, click on Add/View button.

If executive committee member is foreigner then separately need to add details from here.

Click here to select record.
2.1.4 FCRA Registration - Executive Committee

The following screen will pop up before you, in which you have to add related foreigner details.

Click here to Add Foreigner Details
2.1.4 FCRA Registration-Executive Committee

This screen will pop up when you want to edit/view the foreigner record.
2.1.5 FCRA Registration-EC details and other

After Click on EC Details & Others menu tab, the following screen will be displayed:

Click here to go to EC detail and others
### 2.1.5 FCRA Registration-EC details and other

**If so, name, address of the organisation and registration number / Prior Permission number and date**

<table>
<thead>
<tr>
<th><em>Name</em></th>
<th><em>Address of the organization</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><em>Registration / Prior Permission Number</em></th>
<th><em>Date</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DD/MM/YYYY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* (b) attract section 10 of the Act and if so, details of the order passed by the Central Government under section 11(3) of the Act*</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><em>Number</em></th>
<th><em>Date</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DD/MM/YYYY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* (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*</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><em>Number</em></th>
<th><em>Date</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DD/MM/YYYY</td>
</tr>
</tbody>
</table>

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**Click here to Save Data**

[Save Data]
2.1.6 FCRA Registration - Bank Details

After Click on Bank details menu tab, the following screen will be displayed:

Click here to Bank details

Click here to Save Data
2.1.7 FCRA Registration - Other Details

After Click on Other details menu tab, the following screen will be displayed:

- Whether the association was granted prior permission to receive foreign contribution under the Foreign Contribution (Regulation) Act 1976 (49 of 1976) / Foreign Contribution (Regulation) Act 2010 (42 of 2010) in the past?
  - Yes
  - No

- Whether the association has received foreign contribution under the Foreign Contribution (Regulation) Act 1976 (49 of 1976) / Foreign Contribution (Regulation) Act 2010 (42 of 2010) in the past?
  - Yes
  - No

- Whether the association had applied for registration under the Foreign contribution (Regulation) Act, 1976 (49 of 1976) / Foreign Contribution (Regulation) Act 2010 (42 of 2010) in the past?
  - Yes
  - No

- Whether the association had applied for prior permission under the Foreign contribution (Regulation) Act, 1976 (49 of 1976) / Foreign Contribution (Regulation) Act 2010 (42 of 2010) in the past?
  - Yes
  - No

- Whether the association has close links with any other association(s), or its unit(s) or branches, which has been refused registration/ prior permission/ renewal under the Foreign Contribution (Regulation) Act, 1976 (49 of 1946) / Foreign Contribution (Regulation) Act 2010 (42 of 2010)?
  - Yes
  - No
2.1.7 FCRA Registration-Other Details

**WHETHER THE ASSOCIATION**

- The Association has received foreign contribution without prior permission under the Foreign Contribution (Regulation) Act, 1976 (49 of 1976) / Foreign Contribution (Regulation) Act 2010 (42 of 2010) in the past
  - Yes  ○ No

**WHETHER THE ASSOCIATION**

- The Association had applied for registration under the Foreign contribution (Regulation) Act, 1976 (49 of 1976) / Foreign Contribution (Regulation) Act 2010 (42 of 2010) in the past
  - Yes  ○ No

- The Association had applied for prior permission under the Foreign contribution (Regulation) Act, 1976 (49 of 1976) / Foreign Contribution (Regulation) Act 2010 (42 of 2010) in the past
  - Yes  ○ No

**WHETHER THE ASSOCIATION HAS CLOSE LINKS WITH ANY OTHER ASSOCIATION(S), OR ITS UNIT(S) OR BRANCHES, WHICH HAS BEEN,**

- Refused registration/ prior permission/ renewal under the Foreign Contribution (Regulation) Act, 1976 (49 of 1946) / Foreign Contribution (Regulation) Act 2010 (42 of 2010)
  - Yes  ○ No

- Prohibited from accepting foreign contribution
  - Yes  ○ No

- Suspended or whose registration has been cancelled
  - Yes  ○ No

**Click here to Save Details**
2.1.7 FCRA Registration - Upload Documents

After clicking on the 'Upload Documents' menu tab, the following screen will be displayed:

- Click here to uploading Documents
- Click here to browsing Document
- Click here to Uploading Documents

[Image of the FCRA registration upload interface with highlighted sections for uploading and browsing documents]
2.1.7 FCRA Registration - Final Submit

After clicking on the Final Submit menu tab, the following screen will be displayed.

Click here to finalize submission.

Preview PDF Application.
2.1.7 FCRA Registration-Final Submit

Review the application and Click on the Final Submit button to complete the process.

Form FC-3
(see rule 9(1)(a)/rule 12)

Date:
Darpan Id:KA/2017/0173502

The Secretary to the Government of India,
Ministry of Home Affairs,
Foreigners Division (FCRA Wing),
Major Dhyan Chand National Stadium,
India Gate, New Delhi - 110002

DECLARATION AND UNDERTAKING

I hereby declare that the information furnished above is true and correct; and I undertake that the receipt of foreign contribution and its utilization shall not be violative of 2010 / rules, notifications / orders issued there under from time to time.

Place: 
Date: 17/02/2018

[ ] Final Submit

Note: Modifications are not allowed after the Final Submit button.

Select Check box and enter place in down textbox

Click here to final submission

Note:- After Final Submit, you cannot modify application details.
Note: After Final Submit, you cannot modify application details.
Click here to make online payment

Click here to print application
2.1.8 FCRA Registration - online payment

After clicking on Make Online Payment button in previous screen, the following screen will be displayed.

Click here to make payment
2.1.8 FCRA Registration-Payment

After Click on **Continue for Payment** button in previous screen, the following screen will be pop up on the screen.

Note:
*Please configure your web browser to allow popup window*
2.1.9 FCRA Registration - Logout

You can logout anytime, just by clicking the logout button.