

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.



Web Site Content Managed by Ministry of Home Affairs, GOI Designed, Developed and Hosted by National Informatics Centre (NIC.)

1. FCRA Online Forms

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

भाष Min	रत सरकार,गृह मंत्रालय nistry of Home Affairs						
*	Act & Rules / Regulations 🔻	Services Under FCRA	Information Bank 👻	Orders / Circulars Guidelines	FAQ's	Annual Reports 👻	Contact Us
Home /	click to know how to fill FCRA onlin	e formss					
FCRA C	Online Forms						
FC-1	Intimation of receipt of foreig	n contribution by way o	f gift/as Articles/ Sec	urities/ by candidate for Elect	ion.		
FC-2	Application for seeking prior	permission of the Centr	ral Government to ac	cept foreign hospitality(FC-2))		
FC-3	Application for FCRA Regist	ration					
FC-3	Application for FCRA Prior P	Permission					
EC 2	Application for Renewal of F						
FC-3	Application for rediewar of r	orvertegistration	<u> </u>				
FC-4	Intimation - Annual Returns		Clic	ck here to app	ly foi	r	
FC-5	Application for seeking perm	ission for transfer of for	reign co F	C3 (Registratio	on)		
FC-6	Intimation for Change of Ass	ociation Name /Addres	s/ FC Recipient Bank	/ Utilisation Bank Accounts /	Key mem	bers(FC-6)	
	Filling of Annual returns of a	ssets and liablities unde	er Lokpal and Lokayu	ikts Act, 2013 by individual of	Associati	ion.	
	Intimation of Quarterly Rece	ipt of Foreign Contributi	ion by Associations.				

-

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.

	भारत सरकार,गृह मंत्रालय Ministry of Home Affairs							
*	Act & Rules / Regulations 🝷	Services Under FCRA	Information Bank 🝷	Orders / Circulars Guidelines	FAQ's	Annual Reports 🝷	Contact Us	
	FC3		Applic	ation for FCRA Reg Following FCRA options a Registratio	gistrati re availab n Back	on(FC-3)	ck here to a	noly for
		How to FILL	. FORM	SAMPLE FORM 📎 R	EQUIRED		C3 (Registra	ation)

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1.1 Login

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

Act & Rules / Regulations -	Services Under FCRA	Information Bank 🔻	Orders / Circulars Guidelines	FAQ's	Annual Reports 🔻	Contact Us		
		LO	gin					
User Id			New user ? Sign Up here to c	reate a N	ew Account			
User Id								
Password			Sign Up					
Password			FCRA Registered Associations who do not have User ID /					
Access Code			Pa word, please send a mail to support-fcra[at]gov[dot]in					
HFVZU	NO C							
Enter Access Code	e	/						
Login	ət							
		Cli	ck here to signi	un fo	or			

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1.1 .1 Signup for new Account

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

भारत सरकार,गृह मंत्रालय Ministry of Home Affairs								
Act & Rules / Regulations 💌	Services Under FCRA	Information Bank 💌	Orders / Circulars Guidelines	FAQ's	Annual Reports 💌	Contact Us		
		Sigr	n Up					
* Darpan Id	*P4	N of Association		* Associatio	on Name			
CHIEF FUNCTIONARY/ OFFICE BE	ARER DETAILS					all co	rrec	t details for
* First Name	Mic	ldle Name		* Last Nam	e		sigr	lup
* Email Id			Only alpha * Mobile Number	bets are allowe	ed(Maxi			
LOGIN DETAILS	(Max. 150	characters are Allowed)			(10 Numeri	c characters are A	Allowed)	
* User Id								
* Password			Alp	ha numeric, -,	and _ (Minimum 6 and	Maximum 20 cha	racters)	
Should contain at least 1 upper case al	phabet, 1 lower case alphabe	et, 1 digit, and 1 special ch	Alpha numeric, \$, @,	_ and & are all	lowed(Minimum 8 and	Maximum 20 cha	racters)	
* Confirm Password								
* Enter Access Code			Access Code					
Save Reset								

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.

क्ष एफ सी आर ए मिट्टि के					
				Change Password	ALog out
FC-3					
Home /					
Application for 'regis 2010 for the acc	ration'/ 'prior permission'/ 'rene eptance of foreign contribution	ewal' under section 11 (1) & by an Association having de programme	(2) / section 16 of the Forei efinite cultural, economic, e	ign Contribution (Regu ducational, religious of	lation) Act, r social
		FORM FC-3 [See rule 9 (1) (a) / rule 1	2]		
The Secretary to the Gov Ministry of Home Affairs, Foreigners Division (FCR Major Dhyan Chand Natio India Gate, New Delhi - 1	≆mment of India, A Wing) inal Stadium, I0002				
Subject : Application fo the acceptance of fore Sir,	r 'Registration'/'Prior Permission'/ gn contribution by an Association h	"Renewal' Under Section 11 (1) having definite cultural, econon	& (2) /section 16 of the Foreign nic, educational, religious or so	n Contribution (Regulatio icial programme.	n) Act, 2010
I Nitin sharma registered under Comp foreign contribution un	chief functionary AROGYA anies Act 1956/ Companies Act, 2013 der sub section (1) / (2) of section 11,	WORLD INDIA TRUST 8, furnish the following detail and / Section 16 of the Act for	, as an individual / Hindu Undi apply for the approval of Centr	ivided Family / association al Government for the acco	/ company eptance of
I am Applying For FCRA Registration Apply Online	v		Sele	ct FCRA Re	gistration
Click here to	Apply Online	Web Site Content Managed by Ministry of Hor	e Alfairs, GOI		

2.1.2 FCRA Registration - Instructions

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



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2.1 .3 FCRA Registration-Association Details

Click on Menu For proceedings step by step

	Committee NEC Details & C	there & Bank Dataile & Other Dataile & Un			Log out
ome / FC-3(Registration) Association D	etalis				
		Association Details			
DETAILS OF THE APPLICANT					
* Darpan Id		anent Account Number)of Associatio	on Association	Name	
KA/2017/0173502	AADD		AROGYA W	ORLD INDIA TRUST	
*Address of Association					
Delhi		Click here to a	to to		
*Town/City	* State	Accordation Data	ile Eorm	n Code	
east Delhi	Delhi	Association Deta		10011	
*Association Telephone No.	*E-mail of Association	n * Tel. No. of Chief Fur	nctionary	* Mobile No. of Chief Funct	tionary
011-23456789	abc@gmail.com	011-234567788		8978077332	
Name of Chief Functionary	Official Website addr	ess, if any			
Nitin sharma	http://www.example	.com			
DETAILS OF REGISTRATION					
* Name of Act like Societies Regist registered:	ration Act, 1860, Indian Trus	Act, 1882, Companies Act, 1956 / Compa	nies Act, 2013, etc u	under which the association i	is
Indian Trust Act, 1882					•

2.1 .3 FCRA Registration-Association Details

Saving Information of Association Details

Town/City	* State	* District	* Pin Code
east Delhi	Delhi 🔹	Delhi 🔹	111111
Association Telephone No.	* E-mail of Association	*Tel. No. of Chief Functionary	* Mobile No. of Chief Functionary
011-111111	abc@gmail.com	011-233444555	8978077332
Name of Chief Functionary	Official Website address, if any		
Nitin sharma	http://www.example.com		
* Name of Act like Societies Regist registered: Indian Trust Act, 1882	ration Act, 1860, Indian Trust Act, 1882, Compa	anies Act, 1956 / Companies Act, 2013, etc	under which the association is
Registration number	* Place of registration	*Date of registration	
REG001	Delhi	19/11/2011	
MAIN AIM(S) AND OBJECT OF TH	IE ASSOCIAITON		
Nature of association			
🗷 Religious 🛛 🗆 Cultural	🔲 Economic 🛛 🗎 Educational 🔲 S	Social	
e Hindu	Muslim O Christian O F	Buddhist Others No	ne
	ssociation		
Main aim(s) and object(s) of the A			
Main aim(s) and object(s) of the A Religious			
Main aim(s) and object(s) of the A Religious Submit			•
Main aim(s) and object(s) of the A Religious			
* Main aim(s) and object(s) of the A Religious Submit		ck hara ta Sava Da	ta l

*

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

क्रु एक सी आर ए FCRA		OInstructions
FC-3 Association Details > Executive Comm	iittee → EC Details & Others → Bank Details → Other Details →	Upload Doc > Final Submit > Payment
Home / FC-3(Registration) / Executive Comr	Executive Committee	
DETAILS OF THE ALL FUN *Name	<pre>< here to go to Executive Committee Form</pre>	PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER * Occupation • Occupation •Select •
* Designation in the AssociationSelect * office to believe	* Relationship with other Member(s) of the Executive Counc	cil / Governing body / Office bearers
Landline	Kesidential Address Er exi Mobile Number with Country Code	ample@abc.xyz
Add Details of Key Functionary Click to view list of Committee Members	Click he	re to Add details
	Web Site Content Managed by Ministry of Home Affairs, G	

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

'Name	2			* Nam	e of Father/S	ipouse	* Nationality Select		•	* Occupation		Ŧ	
Desig	nation i	n the As	ssociation	* Relat	ionship with	onship with other Member(s) of the Executive Council / Governing body / Office bearers							
Sele	ect			Sele	ect								
Office Address				*Residential Address			* Email Address						
								example@a	bc.xyz				
Landlir	ne				* Mo	bile Number v	with Country Code						
						-							
lose li	ist	on ney r	uncuonary										
<u>Close li</u> Select	i <u>st</u> SI.No.	Name	Name of Father/spouse	Nationality	Occupation	Designation in the Association	Relati Me Exe Govern	Click	here	to sele	ct re	cord	
<u>Close li</u> Select	i <u>st</u> SI.No.	Name	Name of Father/spouse	Nationality	Occupation	Designation in the Association	Relati Mi Exe Govern	Click	here	e to sele	ct re	cord	
<u>Close li</u> Select	sl.No.	Name	Name of Father/spouse MP Sharma	Nationality	Occupation	Designation in the Association	Relati Me Exe Govern base	Click	here	e to sele	ot re	cord 918978077332	
Close li Select	SI.No.	Name Mohan deepak	Name of Father/spouse MP Sharma DP Sharma	Nationality	Occupation Agriculturist Agriculturist	Designation in the Association Chaine Registrar	Relati Ma Exe Govern be Brother	Click Delhi ABCD	here Delhi Delhi	e to sele abc@gmail.com abc@gmail.com	011- 23011111	ecord 918978077332 918978077332	
Select	si.No.	Name Mohan deepak rahul	Name of Father/spouse MP Sharma DP Sharma R S Sharma	Nationality India India United Kingdom	Occupation Agriculturist Agriculturist Agriculturist	Designation in the Association Chaine Registrar Registrar	Relati Mi Exe Govern be Brother Brother	Click Delhi ABCD UK	here Delhi Delhi UK	e to sele abc@gmail.com abc@gmail.com UK@gmail.com	ot re	ecord 918978077332 918978077332 918978077332	
Close li Select	I SI.No.	Name Mohan deepak rahul	Name of Father/spouse MP Sharma DP Sharma R S Sharma	Nationality India India United Kingdom	Occupation Agriculturist Agriculturist Agriculturist	Designation in the Association Chaine Registrar Registrar	Relati Mi Exe Govern Brother Brother	Click Delhi ABCD UK	here Delhi Delhi UK	e to sele abc@gmail.com abc@gmail.com UK@gmail.com	ot re	ecord 918978077332 918978077332 918978077332	
Select	SI.No.	Name Mohan deepak rahul	Name of Father/spouse MP Sharma DP Sharma R S Sharma	Nationality India India United Kingdom	Occupation Agriculturist Agriculturist Agriculturist	Designation in the Association Chaine Registrar Registrar	Brother Brother	Click Delhi ABCD UK	here Delhi Delhi UK	e to sele abc@gmail.com abc@gmail.com UK@gmail.com	ot re	cord 918978077332 918978077332 918978077332	

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

Name	Name of Father/Spouse	* Nationality	* Occupat	v	
Designation in the Association *	Relationship with other Member	s) of the Executive Council / Gove	rning body / Office beare	ers	
Select 🔻	Select			•	
Office Address	* Residential Address	* Email Addr	ess		
andline	* Mobile Number	If executive then separate	committee ely need to	member is for add details fi	oreigner rom her
Update Details of Key Functionary Close				< >	
Select SI.No. Name Name of Nation Father/spouse	nality Occupation Desi	Gove Click	here to sel	ect record	
1 Mohan MP Sharma Ind	lia				
	Agriculturist Registrar E	Brother ABCD	Delhi abc@gmail.c	om 918978077332	
2 deepak DP Sharee					

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

एक सं	ी आर ए		
<u> </u>	Foreigner Details	×	Log out
FC-3 As:	If any of the above is a foreigner(including PIO/OCI card holder), detail thereof Name	Name of Father/Spouse	
Home / FC-	rahul	R S Sharma	
	* Date of Birth	* Place of Birth	
	DD/MM/YYYY		
DETAIL	* Passport number	* Permanent address in the foreign country	URER
*Name	* Whether a person of Indian origin	* PIO/OCI Card Number if any	
	Yes 💿 No 💿		T
*Desig	* If resident in India	* Date from which residing in India	
Sele	Yes 💿 No 💿		v
* Office	Add Close		
Landlin			
Add D	Details o Close	4	
Click have to			
Click here to	Add Foreigner		
De	tails		
	Ucagneo, Developeu and Hoated by		

This screen will pop up when you want to edit/view the foreigner record.

FC-3 As: Home / FC-	If any of the above is a foreigner(i Name Rahul	ncluding PIO/OCI card holder), deta	il thereof Name of Fa Mahajan	ather/Spouse			
DETAIL	* Date of Birth DD/MM/YYYY * Passport number		* Place of E	Birth nt address in the foreig	n country		URER
* Name * Desig Sele * Office	 Whether a person of Indian of Yes No If resident in India Yes No Add Close 	Click here t Re	* PIO/OCI C to Edit/De ecord	Card Number if any	3		
Landlin Add I <u>Click to</u>	Close list Select serial Name 274020 Edit Delete	or Date of Birth Pass pouse Birth Place N 11/11/1984 DELHI GBG0	port Permanent Address 01111 Canada	Whether a person Indian origin N	PIO/OCI Card Numbe	India Residing Date	•

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2.1 .5 FCRA Registration-EC details and other

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

एक सी आर ए FCRA	Oinstructions AChange Password ALog out etails & Others > Bank Details > Other Details > Unload Doc > Final Submit > Payment
Home / FC-3(Registration) / EC Details And Others	EC Details And Others
 WHETHER ANY CURRENT KEY FUNCTIONARY OF * (a) been convicted by any court of law Yes No * (c) been found guilty of diversion or mis-utilisation of Association or any other Association in the past Yes No * (e) is a current key functionary of any other Yes No 	THE TION HAS, IN THE DISCHARGE OF HIS/HER OFFICIAL FUNCTIONS OR PRIVATE CONDUCT *(b) Under prosecution for any offence pending against him/her • Yes • No *(d) has been prohibited from accepting foregin contribution • Yes • No Click here to go to EC detail and others
* Note : If any of the replies to (a) to (f) above is "yes"	", then full details of the case must be given
*(a) is a branch / unit association of a foreign based Yes No If so, name , address of the organisation and registra	d organisation or another assocation already registered or granted prior permission under Act. ation number / Prior Permission number and date
*Name	*Address of the organization

Ŧ

2.1 .5 FCRA Registration-EC details and other

	If so, name , address of the organisation and registration number / Prior Permission number and date		
	*Name	*Address of the organization	
	*Registration / Prior Permission Number	*Date	
		DD/MM/YYYY	
	* (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	
	Yes No		
	* Number	*Date	
		DD/MM/YYYY	
	* (c) has been directed in terms of section 9 (d) of the Act to seek prior permis order ② Yes ④ No	ssion by the Central Govenment .If so, the number and date of the relavant	
	*Number	* Date	
		DD/MM/YYYY	
Click	here to Save Data	ribution (Regulation) Act 1976 (49 of 1976) / Foreign Contribution (Regulation)	
	Save Data	4 >	

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2.1 .6 FCRA Registration-Bank Details

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

र्षे एफ सी आर ए FCRA			OInstructions	
FC-3 Association Details > Exe	ecutive Committee > EC Details & Othe	ers > Bank Details > Other Details > Upl	oad Doc → Final Submit → Payment	
Home / FC-3(Registration) / Bank	Details			
DETAILS OF DESIGNATED	FC BANK ACCOUNT FOR RECEIPT	Bank Details	Click here to Bank details	5
*Bank Name	* IFSC Code	* Account No	* Address	
Select	Ŧ			
*Town/City	* State	* District	* Pin Code	
Save Data	Select	•Select		
	Clic	< here to Save Dat	a	

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2.1 .7 FCRA Registration-Other Details

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

FC-3 Association Details > Executive Committee > EC Details & Others > Bank Details > Other Details > Upload Doc > Final Submit > Payment
Home / FC-3(Registration) / Other Details
Other Details
WHETHER THE ASSOCIATION
* Was granted prior permission to receive foreign contribution under the Foreign Contribution (Regulation) Act 2010 (42 of 2010) in the past
○ Yes ● No
WHETHER THE ASSOCIATION Click here to Other Details
* The Association has received foreign contributi
Ves 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)
Ses No

2.1.7 FCRA Registration-Other Details

WHETHER THE ASSOCIA	TION
---------------------	------

* 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

Save Details

Click here to Save Details

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2.1 .7 FCRA Registration-Upload Documents

After Click on Upload Documents menu tab, the following screen will be displayed



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	Form FC-3	
	(see rule 9(1)(a)/rule 12)	
Deter		
Date :		
Darpan 10:KA/2017/0175502		
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		
CLARATION AND UNDERTAKING		
I hereby declare that the information furnished above in that the receipt over the table of the receipt over the table of ta	is true and correct; And I undertake	os / orders issued there under from time to time
	in shall hot be violative of 2010/ Tules, notification	is / orders issued there drider from time to time,
ace	Selec	t Check box and enter
		as in down touthou
	(pia	ice in down textbox
ate		
7/02/2018		
Note:- Modifications are not allowed arres	Click here to final su	bmission

*

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Note:- After Final Submit, you can not modify application details

	एक सी आर ए ECD A			
<u>.</u>	PICKA	Your Application has submitted to Ministry of Home Affairs. Please note down your MHA $^{\times}$ File Number- 8600012018 for your application status tracking.	AChange Password ALog out	
FC	C-3 Association Details > Executive Co	Your Application will not be consider for processing without payment.	t ≻ Payment	
Hor	me / FC-3(Registration) / Final Submit	ок		
		Final Submit		
	DECLARATION AND UNDERTAKING	3		
	 I hereby declare that the informativat the receipt of foreign contrib Place DELHI 	tion furnished above is true and correct; And l undertake ution and its utilization shall not be violative of 2010) / rules, notifications / orders issuec	d there	
	Date			
	19/02/2018 Final Submit Print Application Your Application has submitted t status tracking. Your Application will not be const	Make Online Payment o Ministry of Home Affairs. Please note down your MHA File Number:- 860001 ider for processing without payment.	12018 for your application	
Web Site Content Managed by Ministry of Home Atfairs, GOI Designed, Developed and Hosted by National Informatics Centre (NIC)				
	DELHI Date 19/02/2018 Final Submit Print Application Your Application has submitted t status tracking. Your Application will not be cons	Make Online Payment o Ministry of Home Affairs. Please note down your MHA File Number:- 860001 ider for processing without payment. Web Sile Content Managed by Ministry of Home Atlante, GO1 Designed, Developed and Hoeled by Maintan Informatice Centre (NIC)	12018 for your application	

Note:- After Final Submit, you can not modify application details



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2.1 .8 FCRA Registration - online payment

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



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.



(This site can be best viewed/result in chrome 18 and above.To check your browser version click here)

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