

**FORM FC –3**  
**[See rule 9 (1) (a)]**

No \_\_\_\_\_

Date \_\_\_\_\_

**The Secretary to the Government of India,  
Ministry of Home Affairs,  
FCRA Wing / Foreigners Division,  
“Jaisalmer House”,  
26, Mansingh Road,  
New Delhi – 110 011.**

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

Sir,

I \_\_\_\_\_ on behalf of the Association named hereafter apply for registration of the Association under clause (a) of sub-section (1) of section 11 of the Act for the acceptance of foreign contribution as per details given below:

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

Name:

Address:

Town/City:

District:

State:

Pin Code:

(c) Telephone No. of the Association (with STD code):

(d) Telephone no. (with STD code) / Mobile no. ~ of the Chief Functionary:

(e) e-Mail address:

**(ii)** If the Association is a registered Trust or Society please indicate its:

(a) registration number:

(b) place of registration:

(c) date of registration:

*(certified copy of the registration certificate to be attached).*

(d) PAN No.:

**(iii)** Nature of Association:

(a) religious (b) cultural (c) economic (d) educational (e) social

*Note: If a religious Association, state whether (a) Hindu (b) Sikh (c) Muslim (d) Christian (e) Buddhist (f) Others.*

**(iv)** Please indicate:

(a) Main aim(s) and object(s) of the Association (*enclose a copy of the Memorandum of Association and/or the Articles of Association, if applicable*);

(b) Main object(s) and definite programme(s) for which the foreign contribution is to be accepted/utilised:

(v) Details of names and addresses of the members of the Executive Committee/Governing Council etc. of the Association, starting with the Chief Functionary, in the following table:

| Sl. No. | Name | Name of father/husband | Nationality | Occupation with address of place of work<br>(at the time of filing the application. Phone/mobile no. if available.) | Post held in the Association | Relationship with other Member(s) of the Exe. Council / Governing body | Address for correspondence |
|---------|------|------------------------|-------------|---|------------------------------|--|----------------------------|
|         |      |                        |             |   |                              |  |                            |

2. Enclosed/attached, fee of Rupees (in words) \_\_\_\_\_ only remitted by \_\_\_\_\_ (name of Bank & branch) Demand Draft/Bankers Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ (in day/mm/year format)

**3. Whether any Member of the Executive Committee /Governing Council etc. of the 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:
- (b) a prosecution for any offence pending against him/her:
- (c) been found guilty of diversion or mis-utilisation of funds of the Association or any other Association in the past:
- (d) has been prohibited from accepting foreign contribution:
- (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:

**4. Whether the applicant Association:**

- (a) is a branch/unit/associate of foreign based organisation or another Association already registered or granted prior permission under the Act. If so, name and address of the parent organisation should be furnished:
- (b) attracts section 10 of the Act, if so details of the order passed by the Central Government:
- (c) section 11(3) of the Act:
- (c) has been directed in terms of section 9 (a) of the Act to seek prior permission by the Central Government. If so, the number and date of the relevant order:
- (d) had earlier been proceeded against as per provision of the Foreign Contribution (Regulation) Act 1976 (49 of 1976):

**5. Whether:**

(i) (a) the association was granted prior permission to receive foreign contribution under the Act or the Foreign Contribution (Regulation) Act, 1976 (49 of 1976) in the past. If so, the Ministry of Home Affairs letter number with date granting such prior permission:

(b) whether the account of the receipt and utilisation of the foreign contribution received above was sent to the Central Government in the prescribed Form. If so, the date of submission of the accounts:

(ii) Whether:

(a) the Association has received foreign contribution without the prior permission under the Act in the past. If so, full particulars of the foreign contribution received along with complete address of the bank branch and bank account number in which deposited should be furnished:

(b) said violation has been condoned by the Central Government:

(c) Association has been prohibited from accepting foreign contribution under the Act:

**6.** Whether the Association is functioning as editor, owner, printer or publisher of a publication required to be registered as “newspaper” under the Press and Registration of Books Act, 1867 (25 of 1867). If so, the details there of:

**7. Whether:**

(i) the Association ever applied for registration under the Foreign Contribution (Regulation) Act 2010 (42 of 2010), and if so,

(a) the number & date of submission of application for registration:

(b) the number & date of the last communication, if any, received from the Ministry:

(c) whether registration was refused:

(d) whether application for registration is still pending:

(ii) whether the Association ever applied for prior permission under the Foreign Contribution (Regulation) Act 2010 (42 of 2010), and if so,

(a) the number & date of submission of application for prior permission:

(b) the number & date of the last communication, if any, received from the Ministry:

(c) whether prior permission was refused:

(d) whether application for prior permission is still pending:

(iii) whether the Association has close links with another Association, or its unit or branch which has been,

(a) refused registration / prior permission under the Act:

(b) prohibited from accepting foreign contribution:

**8. Details of:**

(i) the activities of the Association during the past three years:

(ii) the audited statement of accounts of the Association for the past three years:

(iii) the area(s) of operation:

**9.** Whether the Association has been specified as an organisation of a political nature, not being a political party, under section 5 of the Act. If so, the details of the notification should be furnished:

**10. Details of Bank:**

(i) the name and address of the branch of the bank through which the foreign contribution shall be received:

(ii) the account number in the said branch of the bank:

**11.** Whether the Organisation/Association has been blacklisted/debarred from receiving any aid and/or assistance by any other Ministry/Department of Central Government and/or State Government or Statutory Authority, if so the details thereof:

12. Whether a recommendation certificate from any competent authority is attached, (and if so, the details):

13. Any other information, which the Association may like to furnish:

Yours faithfully,

Signature of the Chief Functionary  
[Name of the Chief Functionary *in block letters*]  
(Seal of the Association)

## **Declaration and Undertaking**

I hereby declare that the above particulars furnished by me are true and correct and undertake to:

(i) to inform the Central Government (Ministry of Home Affairs) within thirty days, if any change takes place in regard to the name of the Association, its address, its registration, its nature, its aims and objects together with documentary evidence effecting the change.

(ii) to obtain prior permission for change of Members of the Executive Committee / Governing Council, if, at any point of time, such change causes replacement of 50% or more of such Members as were mentioned in the application no. \_\_\_\_\_ dated \_\_\_\_\_ for registration under the Foreign Contribution(Regulation)Act, 2010 (42 of 2010) and undertake further not to accept any foreign contribution except with prior permission till the permission to replace the office-bearer(s) has been granted.

(iii) not to change the Bank and/or branch of the Bank without prior permission of the Central Government [*the reason(s) for change of bank or branch of the bank shall have to be relevant and justifiable*] and,

*Note: Proforma for change of Bank (or in the branch of the existing bank where exclusive foreign account number is being maintained) or Bank account is available in Ministry of Home Affairs web site*

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(iv) not to accept any foreign contribution unless either registration certificate, as applied for hereinabove, or prior permission of the Central Government under the Foreign Contribution (Regulation) Act, 2010 (42 of 2010) is granted.

Place:

Date:

List of enclosures attached

With this application:

- 1.
- 2.
- 3.

Signature of the Chief Functionary  
[Name of the Chief Functionary *in block letters*]  
(Seal of the Organisation/Association)

### **Note:-**

1. Receipt of application for registration is not a commitment for grant of registration by the Central Government.
2. An incomplete application i.e., without necessary document(s)/detail(s)/explanation(s) is liable to be rejected summarily.
3. In case the space against any column is insufficient, separate sheet should be attached.
4. Please use BLOCK LETTERS.
5. The application should be signed by the Chief Functionary of the Association.

## CERTIFICATE

### Recommending grant of registration to receive foreign contribution under the Foreign Contribution (Regulation) Act, 2010 (42 of 2010)

This is to certify that the \_\_\_\_\_ (*Name of the Association*) having its registered office at \_\_\_\_\_ (*Address*) has been engaged in undertaking welfare activities in its chosen \_\_\_\_\_ (Economic, Educational, Cultural, Religious or Social)<sup>@</sup> field. Its aims and objects are to

The antecedents of the Association and the Member(s) of the Executive Committee / Governing Council (including the Chief Functionary) have been verified and nothing adverse has come to notice.

**2.** It has undertaken commendable welfare activities in the area and has incurred substantial expenditure (*excluding administrative expenditure*) amounting to Rs \_\_\_\_\_ during the last three years on its chosen \_\_\_\_\_ (Economic, Educational, Cultural, Religious or Social) field of activity.

**3.** Grant of registration to the aforementioned Association to accept foreign contribution under the Foreign Contribution (Regulation) Act, 2010 (42 of 2010) is recommended.

(Recommending Authority)\*\*  
(Seal of the Recommending Authority)

<sup>@</sup> Strike out which is not applicable

- <sup>\*\*</sup> (i) District Collector / District Magistrate  
(ii) Ministry/Department of the State Government  
(iii) Ministry /Department of the Central Government.