

FCRA Online Services

Online filing of application for seeking Prior Permission under FCRA Act, 2010 (FC-4 Form)

Instructions for filing online FC - 4 Form for Application for seeking Prior Permission to accept foreign contribution by an Association having a definite cultural, economic, educational, religious or social programme under sub-section(2) of Section 11 of the FC(R)A Act, 2010.

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

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 visible.
- 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 Verification:** A section with the text "Enter this key in the key field below:" and a CAPTCHA image showing the characters "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 seeking Prior Permission (FC-4 Form), select the option '**FC-4 Prior Permission**'.

FCRA OnLine Services - Windows Internet Explorer

http://10.23.33.20/fcrawebtest/fc_login.aspx

FCRA OnLine Services



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

FCRA Online Services

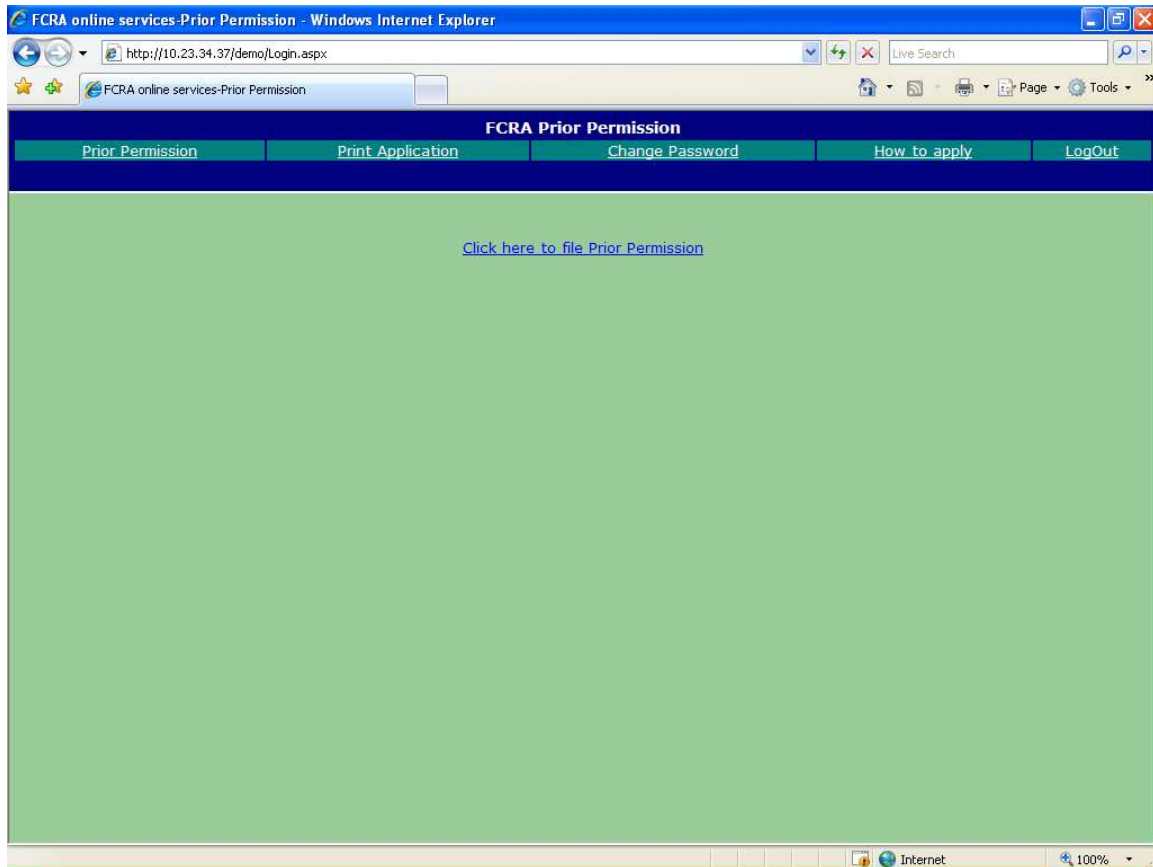
User Login

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, FCRA Prior Permission Menu will be displayed.



4. The FC-4 form has been divided in four parts to facilitate simple online filing of application for grant of Prior Permission under sub-section (2) of Sec. 11 of the FC(R) Act, 2010.

- Start with Click at '**Prior Permission**' of the menu item or 'Click here to file Prior Permission'. Fill in the requisite details in the Form FC-4. Click 'Save 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-Prior Permission - Windows Internet Explorer

http://10.23.33.20/fcrawebtest/fc1A_mainNew.aspx

FCRA online services-Prior Permission

FCRA Prior Permission

Prior Permission Print Application Change How to apply LogOut

* fields are mandatory

Form FC - 4
[See rule 9(2)(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 'prior permission' under sub-section (2) of section 11 of the Foreign Contribution (Regulation) Act, 2010 (42 of 2010) for the acceptance of foreign contribution by an Association having a definite culture, economic, educational, religious or social programmer:

Sir,

I as an individual*, Hindu Undivided Family/association/company registered under section 25 of the Companies Act 1956 (1 of 1956), furnish the following details and apply for prior permission of the Central Government for the acceptance of foreign contribution under the proviso to sub-section(2) of section 11 of the Act:

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

Name:*	<input type="text" value="J S M Association of India"/> (Max. 100 characters)
Address:*	<input type="text" value="Shahbad"/> (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="244922"/>

Internet | Protected Mode: Off 110%

- 6. If you have already filled in the details and application has not been finally submitted the Ministry then click at 'Click here to complete' to continue filing the FC-4 online. The menu will also provide the details of the previous applications filed by the association along with their status. This screen also provides the latest status of the FC-4 submission to the Ministry by the association.



- 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 Prior Permission

Prior Permission | Print Application | Change | How to apply | LogOut

* fields are mandatory

(v) Please furnish the names and address 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*	Office held in the Association*	Relationship with office bearers*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Please indicate 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 –

(a) been convicted by any court of law;	Yes <input type="radio"/> No <input type="radio"/>
(b) a prosecution for any offence pending against him/her;	Yes <input type="radio"/> No <input type="radio"/>
(c) been found guilty of diversion or misutilisation of funds of the Association or any other association in the past.	Yes <input type="radio"/> No <input type="radio"/>
(d) has been prohibited from accepting foreign contribution.	Yes <input type="radio"/> No <input type="radio"/>

Add

SL.No.	Name	Name of Father/Husband	Nationality	Occupation	Office held in the Association	Relationship with bearers	Address	Ed
1	S P Singh	Asey Ram	India	Government Service	President	Brother	Address	Ec
2	Asey ram	B R	India	Government Service	Vice President	Father	address	Ec

Save Details and Next

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, the details will be saved and third part is displayed.

8. Fill in the requisite details of the Form FC-4, the button '**Save and Next**' may be clicked. The filled details will be saved and last part of the Form FC-4 will be displayed.

FCRA online services-Prior Permission - Windows Internet Explorer
 http://10.23.33.20/fcrawebtest/fc1A_mainNew.aspx

FCRA Prior Permission

Prior Permission Print Application Change How to apply LogOut

* fields are mandatory

4. Please indicate,-

(i) whether the Association ever applied for registration under the Foreign Contribution(Regulation) Act 1976 & Foreign Contribution(Regulation) Act 2010(42 of 2010), and If so,

Yes No

(a) the Number & date of submission of application for registration; 123456789 (Max. 40 Characters)
 17/07/2010 (dd/mm/yyyy)

(b) the number and date of last communication, if any, received from the Ministry; Last File Number : 123456 (Max. 40 Characters)
 Date : 17/04/2011 (dd/mm/yyyy)

(c) whether registration was refused; Yes No

(d) whether the application for registration is still pending. Yes No

(ii) whether the Association ever applied for prior permission under the Act in the past, If so,

Yes No

(a) the Number & date of submission of application for registration; 12345698 (Max. 40 Characters)
 17/07/2010 (dd/mm/yyyy)

(b) the number and date of last reference, if any, received from the Ministry; File Number of last reference : 123456 (Max. 40 Characters)
 Date of last reference : 17/04/2011 (dd/mm/yyyy)

(c) whether registration was refused; Yes No

(d) whether the application for registration is still pending. Yes No

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

Yes No

(a) refused registration under the Act, Yes No
 (b) prohibited from accepting foreign contribution. Yes No

5. Please indicate whether the applicant Association -

(a) is a branch/unit/associate of foreign based organization or another association already registered under the Act. If so, Yes No

Name : Mohan
 Address : Address

(b) attract section 10 of the Act, if so details of the order passed by the Central Government. Yes No

Done Internet | Protected Mode: Off 110%

9. Filing the requisite details in the FC-4 pertaining to donors. Fill in the requisite donor details and click at **'Add Donor'**. The details of donor will be saved and information displayed at the lower portion of the screen. Fill in the details of additional donors, if any. 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 screenshot shows a web browser window titled "FCRA online services-Prior Permission - Windows Internet Explorer". The address bar shows the URL "http://10.23.33.20/fcrawebtest/fc1A_mainNew.aspx". The browser's Favorites bar shows "FCRA online services-Prior Permission".

The main content area is titled "FCRA Prior Permission" and contains a navigation menu with the following items: "Prior Permission", "Print Application", "Change", "How to apply", and "LogOut".

The form is divided into several sections:

- 12. Data on commitment receipt from donor**
 - (a) Please indicate the –
 - (a) Nature(cash/king) and value of the foreign contribution to be received (a copy of the latest commitment letter form the donor should be furnished);
 - Nature : Cash Kind
 - Currency : *
 - Value : *
 - Committment letter attached ? Yes No
 - (b) the purpose for which the foreign contribution is proposed to be received and utilized indication also the geographical area(s) to be covered.
 - Purpose : *
 - State : *
(For select more than one state, use Ctrl key- word.)
 - (c) a copy of the proposal/project which has been approved by the foreign source for funding, including projected outlays/budget breakup, should be enclosed.
 - Yes No
 - (d) A copy of the proposal/project which has been approved for funding out of the foreign contribution should be enclosed (This column applies only to subsequent recipients).
 - Yes No
 - 14. Details of foreign source/sources** from which the foreign contribution is proposed tobe received :**
 - (a). if an individual, his personal particular including name, present address, permanent address, nationality, profession – Select - **Individual**
 - Organisational Individual
 - Organisational**
 - Name : *
 - Address : *
 - Zip code :
 - email :
 - Phone :
 - Country : *
 - (b). If an organization/Institution/Association/Trust/Trade union etc., full particular thereof, including;- Select - **Organisational**

The browser's status bar at the bottom shows "Error on page.", "Internet | Protected Mode: Off", and "110%".

Form FC-4
[See rule 9(2)(a)]

To,
The Secretary to the Government of India,
Ministry of Home Affairs, Jaisalmer House, 26, Mansingh Road,
New Delhi – 110011

Subject: Application for 'prior permission' under sub-section (2) of section 11 of the Foreign Contribution (Regulation) Act, 2010 (42 of 2010) for the acceptance of foreign contribution by an Association having definite cultural, economic, educational, religious or social programme

Sir,

I, MOHAN LAL SINHA, as an individual*, Hindu Undivided Family/association/company registered under section 25 of the Companies Act 1956 (1 of 1956), furnish the following details and apply for prior permission of the Central Government for the acceptance of foreign contribution under the proviso to sub-section (2) of section 11 of the Act :

office bearers attached ?.*
 Government source Agency

(c) Please indicate whether the foreign source is a government of a foreign country or agency thereof

Add Donor

Sl.no.	Amount	Ind Donor Name	Org Donor Name	Edit	Delete
1	RUPEE (INDIA):1245 -		JSM Association of India		

View Application **Final submit to the Ministry**

Please check thoroughly the filled details in part 1 to 4. Click at '**View Application**' button to see the complete filled application, you may take printout for checking and corrections, if any, can be done by clicking at 'Prior Permission' on the menu. Finally if the details filled are as per your satisfaction, then click at '**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.

10. Click '**Print Application**' option of the menu item to print the filled-in Form FC-4. 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 along with relevant enclosures expeditiously.

11. Enclose following documents that have been mentioned at various places in the form along with the signed copy of application (FC-4) printout of the online submit form and send to Ministry of Home Affairs.

- i. Processing fee of Rs. 1000/- 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 as mentioned in the column 2 of FC-4.
- ii. Copy of Registration Certificate under the relevant statute, Memorandum of Association or Trust deed, as the case may be.
- iii. Commitment letter from the donor(s).
- iv. Project Report along with budget break-up as per Column 12(d).
- v. If the project report is voluminous (more than 10 pages it should be accompanied by a gist giving the details of the project in short along with budget break-up in 2-3 pages.) project report should essentially state how it would meet the objective.
- vi. 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.
- vii. Certificate of the competent recommending authority on official stationery under signature and seal on prescribed format in original (**this is optional**). This certificate facilitates early disposal of the case, in case the area of operational is not tribal/coastal a boarder area and the amount is small must be given in the convey letter.
- viii. Any additional information which applicant wishes to submit must be given in the covering letter.
- ix. A copy of FC>Returns in respect of all the foreign contribution received earlier with the prior permission of MHA.
- x. Please attach all the enclosures and bind them securely with the application duly numbered starting from covering letter.

12. Furnish information exactly in the manner asked for in the Form FC-4, especially the names and addresses of the members of the Executive Committee/Governing Council etc.

13. While mentioning the amount proposed to be received in the relevant column (No. 12(a), it should be ensured that the amount and currency should be the same as in the commitment letter (C/L). In any case, the amount for which prior permission sought should not be more than the amount committed by the donor. It should also be ensured that the donor is a foreign source and that it should also be ensured that at the column for name/address of the donor should give the name and address of the donor only is included.

14. If the association is a new one no activity/audit report is required to be enclosed.

15. Submit the hard copy of the completed application, duly signed along with relevant documents within 7 days of submission of online application to the Ministry of Home Affairs, Government of India. In case the Hard Copy is not furnished within 30 days from the date of online application, it will automatically cease to exist.

16. Click '**How to apply**' to get the instructions regarding how to file and submit the FC-4 Form.

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

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

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

20. 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 under (refer to Section 3 & 35 of FC(R) Act, 2010).