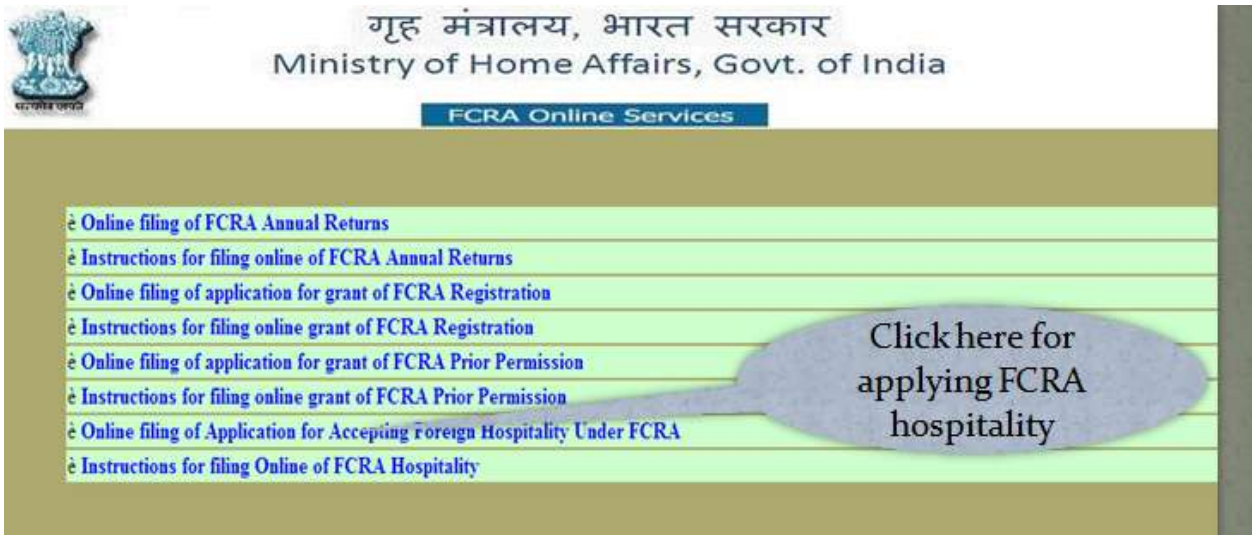
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA

NATIONAL INFORMATICS CENTRE

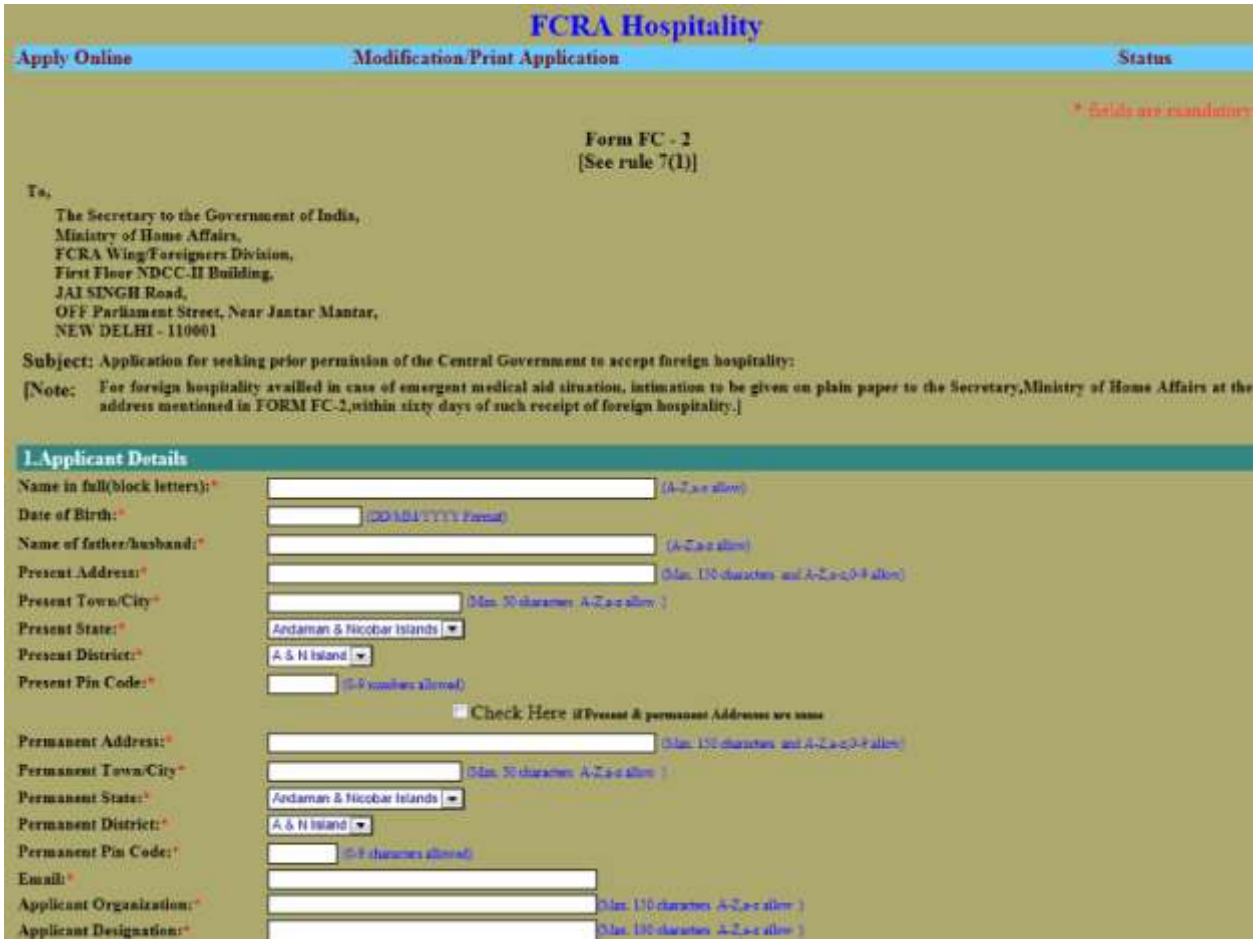
INSTRUCTION FOR FILING ONLINE FCRA HOSPITALITY

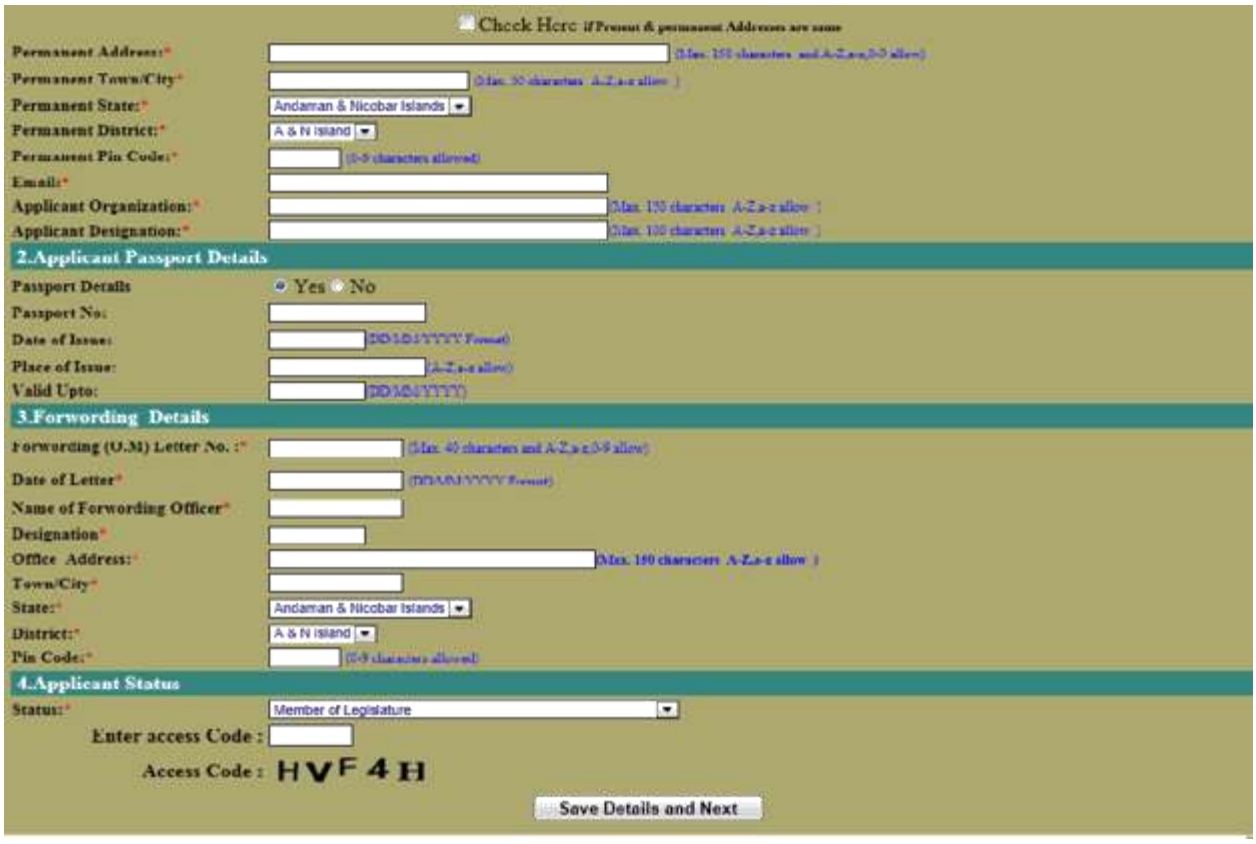
1.Type the URL **http://fcraonline.nic.in/** in your web browser(Internet explorer recommended). You will get the following screen. Click on the link **online filing of Application for Accepting Foreign Hospitality under FCRA**



1.1 After Click above mention link you will get following screen

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





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**.

4. 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**.

5. In 3th 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.**

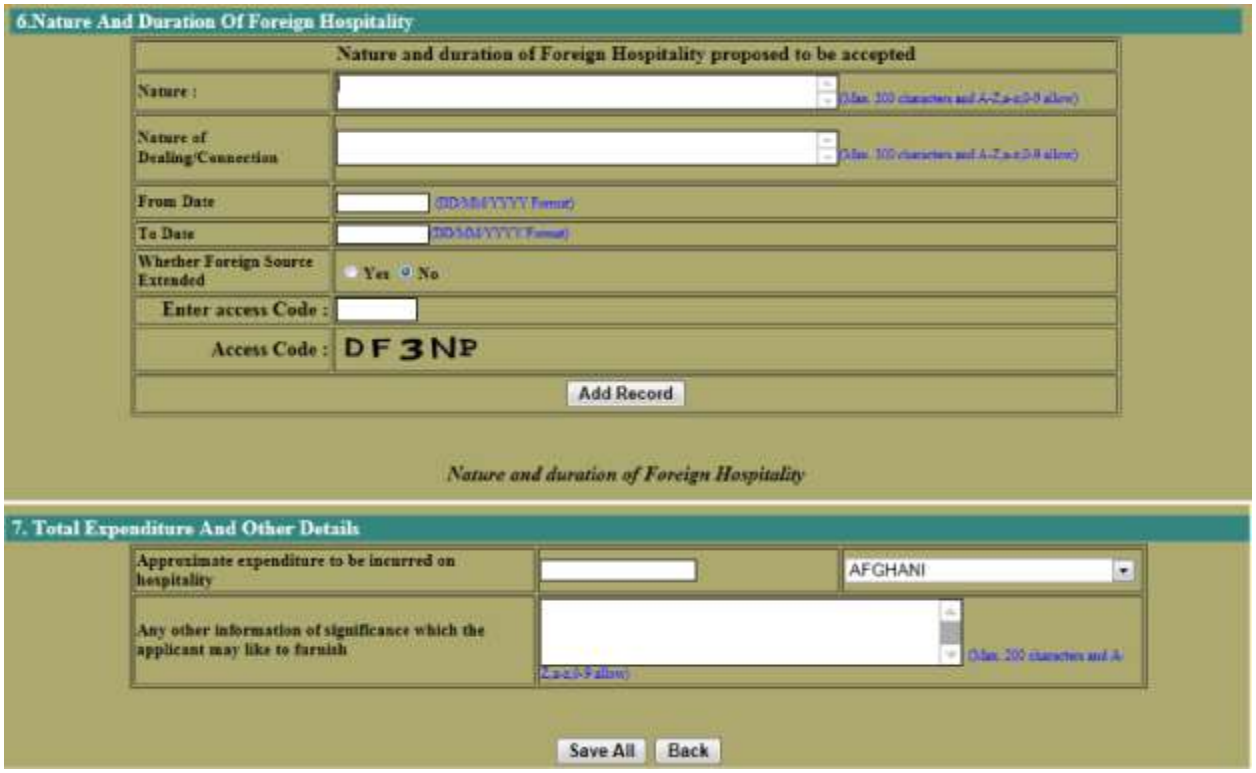
5.1. If Individual Selected

5.2 If organization Selected

5.3 If Both Individual and Organization Selected

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

6.1. Here you have add nature and duration of hospitality by click **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.



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 Relavent document by clicking **Upload/View Document** button.
Uploading of relevant document s 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.