

FORM FC – 4
[See rule 9 (2) (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 ‘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 _____, as an individual*, Hindu Undivided Family/association/company registered under section 25 of the Companies Act 1956 (1 of 1956), furnish following details and apply for prior permission of 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:

(a) Name:

(b) 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 address 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 (at the time of filing the application)	Post held in the Association	Relationship with other Member(s) of the Exe. Council / Governing body	Address for correspondence

(vi.) If this association is branch/unit/associate of any organisation based abroad or of another association already registered or granted prior permission under the Act, the name and address of the parent organisation:

2. Details of Fee: An amount of Rs. _____ (Rupees in words _____) towards obtaining prior permission for receipt of foreign contribution is remitted by way of demand draft/bankers cheque drawn in favour of "Pay and Accounts Office, Ministry of Home Affairs viz. DD No. _____ dated _____ Name _____ of _____ the Bank _____

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 not been prohibited from accepting foreign contribution:

4. 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:

5. 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) sub-section 3 of section 11 clause (a) of the Act:
- (d) has been directed in terms of clause (a) 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):

6. Whether:

- (i)** (a) the association was granted prior permission to receive foreign contribution under the Act . If so, the Ministry of Home Affairs letter number with date granting such prior permission:
- (b) if so, whether the account of the receipt and utilisation of the foreign contribution received above was sent to the Central Government in the prescribed Form FC-3 Form. The date of submission of the accounts be indicated:

(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:

7. I affirm that the applicant Association is not an owner, printer, publisher, editor of a publication which is a registered as “newspaper” under the Press and Registration of Books Act, 1867 (25 of 1867).

8. I affirm that the applicant association is not engaged in the production or broadcast of audio/visual news or current affairs programmes through any electronic mode, or any other electronic form as defined in clause (r) of sub-section (1) of section 2 of the Information Technology Act, 2000 (21 of 2000) or any other mode of mass communication.

9. I affirm that the Organisation/Association has not been blacklisted/debarred from receiving any aid &/or assistance by any other Ministry/Department of Central and/or State Government or Statutory Authority.

10. I am enclosing the documents showing the detailed activities of the association during the past three years.

11. I am enclosing the copies of audited statement of accounts of the association for the past three years duly certified by the Chartered Accountant.

12. Data on commitment receipt from donor:

- (a) Nature (cash/kind) and value of the foreign contribution to be received:
- (b) Purpose for which foreign contribution is proposed to be received and utilised indication the geographical area(s) to be covered:
- (c) A copy of the latest commitment letter from the donor is furnished:**
- (d) A copy of the proposal/project which has been approved by the foreign source for funding, including projected outlays, budget breakup is enclosed.**

13. Details of Bank:

- (i) Name and address of the branch of the bank through which the foreign contribution is proposed to be received:
- (ii) The account number in the said branch of the bank:

14. Details of foreign source/sources* from which the foreign contribution is proposed to be received:**

- (i) If an individual, the personal particulars including name, present address, permanent address, nationality and profession:
- (ii) If an organisation/institution/ association/ trust/ trade union etc full particulars thereof, including
 - (a) Full name and complete address:
 - (b) Address of the Head Office/Principal Office
 - (c) Particulars of Chief Functionary and Important Office Bearers:
- (iii) Whether the foreign source is a Government of a Foreign Country or agency thereof, if so, give details:

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* _____

(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)

Instructions for filling up the form:

* Please strike off which ever is not applicable. The same instruction applies in respect of choices provided elsewhere in this form.

** If any of the replies to the four parts in item 3 is “yes”, then full details of the case including the present status of the case must be given, if required on a separate page.

*** If the foreign contribution, whether currency or article is to be received from any person or association who has received the same as first, second or subsequent receipt, particulars of such person or association should be given against column 11 above.

1. Receipt of application for prior permission is not a commitment for approval 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.

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 and Social)[@] field, that is, aims and objects. The antecedent of the Association and the Member(s) of the Executive Committee / Governing Council (including the Chief Functionary) has 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 and 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)

[@] Strike out which is not applicable

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