

AccountAble™

Revised Form FC-1A

Issue # 19; May 1999 (released March '2000)

Form FC- 1A

[See Rule 3 (aa)]

Form of application for seeking prior permission from the Central Government under the Foreign Contribution (Regulation) Act, 1976 (hereinafter referred to as the Act) for the acceptance of foreign contribution by an Association having a definite cultural, economic, educational, religious or social programme.

No. _____

Date _____

To,
The Secretary to the Government of India,
Ministry of Home Affairs, FCRA Division,
Jaisalmer House, 26, Mansingh Road, New Delhi – 110 011

Subject: Application for seeking the prior permission of the Central Government under the Foreign Contribution (Regulation) Act, 1976 for acceptance of foreign contribution.

Sir,

I, _____, on behalf of the Association named hereafter, hereby apply for seeking prior permission of the Central Government for the acceptance of foreign contribution under proviso to sub-section (1) of section 6 or under sub-section (1A) of that section or clause (b) of section 10 of the Act.

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

Name:

Address:

Town/City:

District:

State:

Pin Code:

(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).

(iii) Nature of Association:

(a) Religious

(c) Economic

(e) Social

(b) Cultural

(d) Educational

Note: If a religious Association, state whether:

(a) Hindu

(c) Muslim

(e) Buddhist

(b) Sikh

(d) Christian

(f) Others

(iv) Please indicate the main aim(s) and object(s) of the Association (enclose a copy of Memorandum of Association and/or the Articles of Association, if applicable).

(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:

S. No.	Name	Name of Father / Husband	Nation-ality	Occupation	Office held in the Associa-tion, if any.	Relation with other office-bearers, if any.	Address
1	2	3	4	5	6	7	8
1.							
2.							
3.							
4.							
5.							
6.							
7.							

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;
- (b) a prosecution for any offence pending against him/her;
- (c) been found guilty of diversion or misutilisation of funds of the Association or any other association in the past.

3. Please indicate whether the applicant Association –

- (a) is a branch/unit/associate of foreign based organisation or another association already registered under the Act. If so, name and address of the parent organisation should be furnished;
- (b) has been directed by the Central Government in terms of the proviso to sub-section (1) of section 6 (1) of the Act to seek prior permission. If so, the number and date of the relevant order should be furnished;
- (c) has been directed by the Central Government in terms of section 10 of the Act to seek prior permission. If so, the number and date of the relevant order should be furnished.

4. Please indicate—

- (i) whether the Association ever applied for registration under the Act in the past, if so,
 - (a) the date of submission of application for registration;
 - (b) the number and date of last of reference, if any, received from the Ministry;

- (c) whether registration was refused;
 - (d) whether the application for registration is still pending.
 - (ii) whether the Association has close links with another association, or its unit or branch which has been—
 - (a) refused registration under the Act,
 - (b) prohibited from accepting foreign contribution.
5. Please indicate,—
- (i) whether the Association was,—
 - (a) granted prior permission to receive foreign contribution under the Act in the past. If so, the number and date of the letter granting prior permission should be furnished;
 - (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 sub-mission of the accounts should be furnished;
 - (c) if the prior permission was granted in the current year, details of the foreign contribution received and utilised, purposewise, showing the unspent balance should be annexed.
 - (ii) whether the Association has received foreign contribution without the prior permission of the Central Government, in the past. If so,—
 - (a) full particulars of the foreign contribution received, address of the branch of the bank and account number in which deposited should be furnished;
 - (b) whether the said violation has been condoned by the Central Government;
 - (c) whether the Association has been prohibited from accepting foreign contribution under the Act.
6. Please indicate whether the Association is owner/printer/publisher, editor of a publication which is a “registered newspaper” under the Press and Registration of Books Act, 1867.
7. Please furnish—
- (i) Details of the activities of the Association during the past three years;
 - (ii) Copies of the audited statement of accounts of the Association for the past three years.
8. (i) Please indicate the—
- (a) nature and value of foreign contribution to be received (a copy of the latest commitment letter from the donor should be furnished);
 - (b) the purpose for which the foreign contribution is proposed to be received and utilised indicating also the geographical area(s) to be covered.
- (ii) A copy of the proposal/project which has been approved by the foreign source for funding, including projected outlays/budget breakup, should be enclosed.

- (iii) 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).

9. Please indicate–

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

10. Please indicate the particulars of the foreign source or the sources* from which the foreign contribution* is proposed to be received:–

- (a) If an individual, his personal particulars including name, present address, permanent address, nationality, profession;
- (b) If an Organisation/Institution/Association/Trust/ Trade Union etc., full particulars thereof, including–
- (i) Full name and complete address.
- (ii) Address of Head Office/Principal Office.
- (iii) Particulars of Chief Functionary and important office bearers
- (c) Please indicate whether the foreign source is a government of a foreign country or agency thereof.

10 A. Whether a recommendation certificate from the competent authority is attached (Yes/No).

11. Any other information which the Association may like to furnish.

Yours faithfully,

Signature of the Applicant

[Name of the Chief Functionary or authorised office bearer (with seal of the Association)]

Declaration

I hereby declare that the above particulars furnished by me are true and correct.

Place:

Date:

Signature of the Applicant

[Name of the Chief Functionary or authorised office-bearer (with seal of the Association)]

* 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 recipient, particulars of such person or association should be given against column 10 above.

Note:

1. An incomplete application i.e. without necessary documents/details/explanations is likely to be rejected summarily.
2. In case the space against any column is insufficient, separate annexure should be attached.
3. Please use CAPITAL LETTERS.
4. The application should be signed by the Chief Functionary or authorised office bearer of the Association.

“CERTIFICATE”

(To be submitted alongwith the application)

This is to certify that the (name of the association) having its registered office at (address) has been formed for undertaking activities in its chosen (Economic, Educational, Cultural, Religious and Social*) field of activity. The antecedents of the organization have been verified and there is nothing adverse against them.

2. Its proposed project shall be undertaken in the (District) of (State). The said project will be beneficial to the people living in the area.
3. The grant of prior permission to the aforementioned association to accept foreign contribution amounting to..... (Currency/ Amount) from (Name and address of foreign donor) under the Foreign Contribution (Regulation) Act, 1976 for the said project is recommended.

(Recommending Authority)**

(With Seal)

* Strike out whichever is not applicable

** Any concerned –

- (1) Collector of District
- (2) Department of the State Government
- (3) Ministry or Department of the Government of India

AccountAid Notes on Documents to Attach

This form has been revised by Ministry of Home Affairs vide notification no. GSR 63 (E) and published in The Gazette of India – dated 24th January '2000. This revision is basically for attaching a recommendation certificate with this form. All applications for registration filed after 24-1-2000 should be in this form. Attach the following documents (one copy each) to your application in form FC-1A:

- Certificate from concerned District Collector/ Department of State Government/ Ministry or Department of Central Government
- Activity report for past three years (or annual reports for three years)
- Audited Statements of Account for past three years (Balance Sheet, Income & Expenditure, Receipts & Payments Account along with audit report)
- List of states or districts you will be working in
- Note on socio-economic background of the beneficiaries and of the region to be covered
- Commitment letter from the Donor
- Copy of project proposal

If your NGO is a society, then also attach:

- Certified copy of Registration Certificate issued by the Registrar of Societies
- Certified copy of Registration Certificate issued by the Charity Commissioner (in Gujarat and Maharashtra)

If your NGO is a Trust, then also attach:

- Certified copy of registered Trust Deed
- Certified copy of Registration Certificate issued by the Charity Commissioner (in Gujarat and Maharashtra)

If your NGO is a non-profit company, then also attach:

- Certified copy of Memorandum and Articles of Association
- Certified copy of the registration certificate issued by the Registrar of Companies
- Certified copy of the section 25 license issued by the Regional Director, Department of Company Affairs

If you are bringing out a 'registered newspaper' (meaning that you have registered your newsletter as a 'newspaper'), then also attach:

- 'Category B' certificate issued by the Registrar of Newspapers

19 - FC(1A) Form revised Jan 2K.doc