

AccountAble™

Revised Form FC-8

Issue # 26; June '99; (released: March '02)

Form FC-8

(See Rule 3-A)

Form of application for seeking registration with 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 registration under the Foreign Contribution (Regulation) Act, 1976
for the acceptance of foreign contribution**

Sir,

I,, on behalf of the Association named hereafter, apply for registration of the Association under clause (a) of sub-section (1) of section 6 of the Act for the acceptance of foreign contribution.

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:-

(1) Registration Number:

(2) Place of Registration:

(3) Date of Registration

(Certified copy of the Registration Certificate to be attached).

(iii) Nature of the 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 –

(a) 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);

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

(v) Please furnish the names and addresses 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	Nationality	Occupation	Office held in the Association, if any.	Relationship with office-bearers, if any.	Address
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

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 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.

4. 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 submission of the accounts should be furnished.

(ii) whether the,—

- (a) Association has received foreign contribution without the prior permission under 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.

5. Please indicate 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. If so, the details thereof.

6. Please indicate,—

(i) whether the Association ever applied for registration under the Foreign Contribution (Regulation) Act, 1976, if so,—

- (a) the date of submission of application for registration;
- (b) the number and 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 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.

7. Please furnish,—

- (i) details of the activities of the Association during the past three years.
- (ii) copies of the audited statements of accounts of the Association for the past three years.
- (iii) details of the area(s) of operation.

8. Please indicate 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.

9. Please indicate,—

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

9A. whether a recommendation certificate from the competent authority is attached (Yes/No).

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

Yours faithfully,

(Chief Functionary)
for and on behalf of Association

(Name of Association)

Declaration and undertaking

The Association named here-in-above affirms that the information furnished above is correct and undertakes:-

- (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** with documentary evidence effecting the change;
- (ii) to obtain **prior permission for change of office-bearer(s)**, if, at any point of time such change causes replacement of 50% or more of the office-bearers as were mentioned in the application for registration under Foreign Contribution (Regulation) Act, 1976 and undertakes 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 or branch of the bank** without prior permission of the Central Government. The reason for change of bank or branch of the bank shall have to be relevant and justifiable; and
- (iv) not to **accept any foreign contribution**, unless it has obtained either the registration number, as applied for hereinabove, or prior permission of the Central Government under sub-section (1A) of section 6 of the Foreign Contribution (Regulation) Act, 1976.

(Chief Functionary)
for and on behalf of Association

(Name of Association)

Note:

- (i) The receipt of application for registration is not a commitment for grant of registration by the Central Government;
- (ii) An incomplete application i.e. without required documents/details/explanations is likely to be rejected summarily;
- (iii) In case the space against any column is insufficient separate sheets should be attached; and

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 engaged in Economic, Educational, Cultural, Religious and Social* activities in the (District) of (State) for the last years.

(2) It has undertaken welfare activities in the area and has incurred expenditure (excluding administrative expenditure) amounting to (Amount in Rupees) during the last three years on its chosen (Economic, Educational, Cultural, Religious and Social field of activity).

(3) The antecedents of the organisation have been verified and there is nothing adverse against them.

(4) The grant of registration to the aforesaid association to accept foreign contribution under the Foreign Contribution (Regulation) Act, 1976 is recommended.

(Recommending Authority)**

(With Seal)

* Strike out whatever is not applicable

** Any concerned –

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

(iv) Please use CAPITAL letters.

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-8:

- 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

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

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