

11. FCRA form FC-5

Form FC-5

[See Rule 4(c)]

Intimation to the Central Government of receipt of scholarship, stipend or any payment of a like nature from a foreign source

[Sections 7(1) and 7(2) of the Foreign Contribution (Regulation) Act, 1976]

1. Name in full (in block letters)
2. Date of birth
3. Name of father
4. Present Address

5. Permanent Address

6. Passport particulars
7. Specific details of occupation/ profession

8. Particulars of the foreign source from whom scholarships, stipend or payment of a like nature was received:
 - (a) If an individual, his personal particulars including name, present address, permanent address, nationality, profession

 - (b) If an Organisation/ Institution/ Association/ Trust/ Foundation/ Trade Union, etc. full particulars thereof including:
 - (i) Full name and complete address

 - (ii) Address of Head Office/Principal Office

(iii) Aims and Objects

(iv) Particulars of important office-bearers

9. Nature and full details of scholarship, stipend, or any payment of a like nature received from foreign source, indicating

(a) total amount and its break-up under various heads like cost of journey, equipment, clothing, maintenance, tuition fees, residence fees, books, etc. and

(b) mode/channel of receipt.

10. Purpose of scholarship, stipend or any payment of a like nature with specific details of courses attended/ to be attended.

11. Duration of stay abroad with dates

12. Any other information of significance, which the applicant may like to furnish.

Declaration

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

Place: _____

Date: _____

Signature of applicant

12. FCRA form FC-6

Form FC-6
[See Rule 8(1)(a)]

FOREIGN CONTRIBUTION (ARTICLES) ACCOUNTS

DESCRIPTION OF THE ARTICLE: _____

R E C E I P T							U T I L I S A T I O N / D I S P O S A L								
Date	Name & address of the person from whom received	Mode of receipt	Purpose of receipt	Quantity received	Approx. value of articles received	Date of intimation sent to the Central Government	Date	Name & address of the person to whom issued, sold or otherwise transferred	Purpose for which issued or otherwise transferred	Q U A N T I T Y			If sold, the amount for which sold	Reference to entry in the Foreign Contribution (Currency) Account	Qty.
										Utilised by the Organisation	Sold	Otherwise transferred			Balance in stock
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

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

Signature

13. FCRA form FC-8

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, Lok Nayak Bhawan,
Khan Market, New Delhi – 110 003

**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

(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) 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)
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 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.

b) Samples

(1) Program Budget

Lok Jagran Manch

Program Budget for 'Education & Health Program' for period 1.4.98 – 31.3.99

Sl.	Name of Program	Specific Objectives of this program	Logic / reasoning for each activity / item	Number of direct beneficiaries	Village / location where the activity will occur	Duration of activity	Budget Line Item Narration	Budget Line Item Calculation	Amount (Rs.)
1	NFE Schools	To run 12 NFE centres for children from tribal groups. To give basic literacy, general knowledge to children	For teaching the children. Each teacher will work for six hours. One teacher for each school. Senior teachers are paid more.	150 girls; 170 boys	1. Jasidih 2. Haldia 3. Parsidhhia 4. Jajori 5. Terahawi 6. Koldiha 7. Jalalpur 8. Khapatia	12 months	Salary to 8 Senior teachers	Rs.1000 x 8 teachers x 12 mths.	96,000
2	NFE Schools	As above	As above	60 girls; 80 boys	1. Chakrata 2. Khekda 3. Jewar 4. Korwani	12 months	Salary to 4 new teachers	Rs.850 x 4 tchrs. x 12 mths.	40,800
3	NFE Schools	As above	Needed so that can explain more clearly and show pictures etc.	210 girls; 250 boys	Above 12 villages	Over 12 months	Teaching resource material (Black-board, charts etc.)	Rs.500 x 12 NFE centres	6,000
4	NFE Schools	Increase cross-community linkages Increase competitive spirit	As Bal mela will run from 10 a.m. to 4 p.m., lunch will be provided to children and organisers	210 girls; 250 boys	At community land in Jajori	1 day	Food etc. for Bal Mela	Rs.20 x 450 children + 12 teachers + 10 others	9,440
5	NFE Schools	As above	Transportation for cooking material, etc. Prizes will be given to children	210 girls; 250 boys	At above	1 day	Transport, stage, prizes for Bal Mela	Rs.4,000 lump sum	4,000
	NFE						Sub-Total		156,240
6	Health	1. Provide basic medical support to people 2. Encourage use of herbs and naturopathy	PHCs do not exist / work in the region. Private medical treatment is inaccessible / expensive	50 persons x 3 times x 6 villages	1. Jasidih 2. Haldia 3. Parsidhhia 4. Jajori 5. Jalalpur 6. Khapatia	12 months	Stipend to 8 Vaidis	Rs.1000 x 8 vaidis x 12 mths.	96,000

Sl.	Name of Program	Specific Objectives of this program	Logic / reasoning for each activity / item	Number of direct beneficiaries	Village / location where the activity will occur	Duration of activity	Budget Line Item Narration	Budget Line Item Calculation	Amount (Rs.)
7	Health	Prevent spread of diseases such as polio	Vaccination of children coming to NFE classes and their brothers / sisters	500 children	All 12 NFE villages	Twice	Jeep for Govt. Doctors	Rs.450 x 4 days (3 villages each day) x 2 times	3,600
8	Health	Strengthen basic hygiene and reproductive health	Health workers will inform and motivate women for personal hygiene, health check-up, nutrition and birth control	30 women x 6 villages	Above six villages	12 months	Salary to 3 Community Health workers	Rs.500 x 3 workers x 12 months	18,000
	Health						Sub Total		117,600
9	Administration	Program co-ordination	Proj. Mgr. will be responsible for co-ordination and monitoring of program	N.A.	Based at Pilakhua Office. Will cover all 12 villages	12 months	Project Manager's salary	Rs.3,000 x 12 months	36,000
10	Administration	Accountability of funds	Accountant will maintain accounts and provide Agency reports. Will also handle other accounts	N.A.	Based at Pilakhua office	12 months	Salary to Accountant (shared)	Rs.1,000 x 12 months	12,000
11	Admin.	Program and office co-ordination	Required for correspondence and reports	N.A.	At Pilakhua office	12 months	Postage & Stationery	Rs.300 x 12 months	3,600
12	Admin.	Accountability of funds	For providing audit report regarding Agency funds	N.A.	At Main office	Once a year	Auditor's Fees	Rs.1,500 x once	1,500
	Admin						Sub-Total		53,100

	Rs.	%
Budget Summary		
NFE	156,240	48
Health	117,600	36
Administration	53,100	16
Total	326,940	100

(2) Accounting Budget

Lok Jagran Manch

Accounting Budget for 'Education & Health Program' for period 1.4.98 – 31.3.99

Ref	Account Head	Program	Duration	Calculation	Amount (Rs.)
1	Salary to Senior Teachers	NFE	12 months	Rs.1000 x 8 teachers	96,000
2	Salary to new teachers	NFE	12 months	Rs.850 x 4 teachers	40,800
6	Stipend to v aids	Health	12 months	Rs.1000 x 8 v aids	96,000
8	Salary to C.H.Ws	Health	12 months	Rs.500 x 3 workers	18,000
9	Salary to Project Manager	Admin.	12 months	Rs.3,000	36,000
10	Salary to Accountant (shared)	Admin.	12 months	Rs.1,000	12,000
	Salary			Sub Total	298,800
3	Teaching resource material	NFE	Over the year	Rs.500 x 12 NFE centres	6,000
4	Bal Mela Food	NFE	Once	Rs.20 x 450 children + 12 teachers + 10 others	9,440
11	Postage & Stationery	Admin.	Over the year	Rs.300 x 12 months	3,600
	Materials			Sub Total	19,040
7	Jeep for Govt. Doctors	Health	2 times	Rs.450 x 4 days (3 villages each day) x 2 times	3,600
5	Bal Mela Transport, stage, prizes	NFE	Once	Rs.4,000 lump sum	4,000
	Conveyance			Sub Total	7,600
12	Audit Fees	Admin.	Once	Rs.1,500 x once	1,500
	Fees			Sub Total	1,500

Summary Rs.

Salary	298,800
Materials	19,040
Conveyance	7,600
Fees	1,500
Total	<u>326,940</u>