



**M/s PRANJAL JOSHI & CO**  
**CHARTERED ACCOUNTANTS**

Office No. 9, Suvan Apartments, Opp. Jog High School, HDFC Bank Building, Mayur Colony, Kothrud, Pune – 411 030. Tel – 020 – 25 43 02 76, Mob: 98500 35736, [contact@capranjaljoshi.com](mailto:contact@capranjaljoshi.com)

**Requirements for Obtaining Registration under Foreign Contribution Regulation Act (FCRA)**

- 1) Certified Copy of Registration under Societies Registration Act
- 2) Certified Copy of Registration under Bombay Public Trust Act
- 3) Xerox copy of PAN
- 4) Nature of Activities
- 5) Details of Main Objects (on separate Page) – single Page (with most important activity / object to be written first)
- 6) Main objects for which Foreign Donation is to be accepted. Need to give concrete plan.
- 7) Copies of Audited Statements for last 3 years.
- 8) Demand Draft of Rs. 2000/- of any Nationalized Bank (current fee – which may change from time to time) drawn in favor of ***“Pay and Accounts Officer, Ministry of Home Affairs”*** **Payable at New Delhi.**
- 9) Following details in respect of all the Trustees –

Sr No.	Full Name	Fathers Full Name	Detailed Postal Address	Occupation	Post held (Chairman, Secretary, Member etc)	Relationship with other members	Nationality	PAN

- 10) Declaration on stamp paper of Rs. 100/- that –

- No 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 been prohibited from accepting foreign contribution:
  - (e) is a Member or Chief Functionary of any other Association against whom an order under section 13 or 14 of the Foreign Contribution (Regulation) Act, 2010 (42 of 2010) has been passed:



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11) Details of Bank: (i) the name and address of the branch of the bank through which the foreign contribution shall be received, (ii) the account number in the said branch of the bank:

12) Declaration on Stamp Paper of Rs. 100/- that –

### **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,

(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: