



# Arthayan Bizfinmart private limited

## Documents Required For FCRA Registration With Prior Permission

The Prior Permission route is ideally suited for those organizations which are newly registered and would like to receive foreign contributions. This is granted for receipt of a specific amount from a specific donor for carrying out specific activities/projects.

Application for FCRA registration can be made using Form FC-3B. Along with the application, the following documents must be submitted:

- Self-Certified copy of Society/Charity Registration Certificate/Section 8 registration certificate along with stamp.
- Self-certified copy of PAN
- Self-Certified copy of 12A & 80G registration certificate under the Income Tax Act-1961
- NITI Aayog registration certificate/Darpan ID.
- Self-certified copy of Trust deed etc., of the association
- Self-certified copy of relevant pages of Memorandum of Association/ Article of Association showing aim and objects of the association.
- Activity Report indicating details of activities during the last three years;
- List of Executive Committee along with their address, PAN, Aadhaar Number, contact number & mail id. (Name and date of birth mentioned in PAN database should match with Aadhaar card details.)
- Bank account details such as Bank name, account number, IFSC code, address of the bank. (Bank account shall be open with SBI Delhi branch designated as "FCRA A/c")

ISO-9001:2015



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- Copies of relevant audited statement of accounts for the past three years (Assets and Liabilities, Receipt and Payment, Income and Expenditure) clearly reflecting expenditure incurred on aims and objects of the association and on administrative expenditure;
- An approval for a specific purpose, specific activity, and from a specific source can be made to the Ministry of Home Affairs via the Prior Permission (PP) method.
- Affidavit of each key functionary (**Format attached**)
- Image of signature of Chief Functionary and image of Seal of the Association.
- Commitment Letter from the donor organization and agreement.
- Project Report for which FC will be received.
- Required Fees for registration.

Once FCRA registration is granted, it is valid for a period of five years. An application for renewal of FCRA registration can be made 6 months prior to the date of expiry, to keep the registration valid.

  
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