

## **FCRA PERMANANT & PRIOR PERMISSION CHECKLIST**

### **DOCUMENTS REQUIRED**

- Copy of Registration Certificate
- Copy Memorandum of association & Article of Association / Trust Deed/ By - Laws
- Copy of PAN card of NGO
- Copy of 80G Registration Certificate (If Available)
- Copy of 12A Registration Certificate (If Available)
- FCRA A/c – Copy of Account opening letter / cancelled Cheque of FCRA A/c
- Income Tax Return +Audit Report of Past 3 Years
- Activities Reports (Last 3 Years), Photos & News paper Cutting.
- Details of Members (Attached Format)
- Copy of Any Prior Permission granted to Organization (If Available)

### **Additional Documents for Prior permission**

- Commitment letter of Foreign the donor on Letter head with Sign & seal
- Project Proposal for which foreign contribution will be received

1.	Name of the NGO	
2.	Type of NGO	Trust/ Society / Non Profit Company
3.	Registered Address of the NGO	
4.	Phone Number of NGO	
5.	Contact Person	
6.	Contact Person Mobile Number	
7.	Contact Person Email Id	
8.	Is Association has been functioning as editor, printer or publication required to be registered as "Newspaper" under the press & Registration of Books Act 1867. yes / No _____	
9.	Please indicate where the NGO is previously applied for FCRA registration yes / No _____	
10.	Please indicate whether the applicant Association is a branch/unit/associate of foreign based organisation or another Association already registered or granted prior permission under the Act.	
11.	Association has received foreign contribution without prior permission yes / No _____	

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Contact us

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