FCRA Readiness Checklist & Document Pack

Preview: sample pages

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The pages below are copied from the files in the paid download, so you can see the layout and depth before you buy. Some pages are shown only in part. This is not the complete product.

Sample pages:

1. Guide (cover), page 1
2. Guide, page 2
3. Guide, page 8

Word (DOCX) pages are shown as rendered to A4 in LibreOffice; layout may vary in other editors.

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FCRA READINESS

Checklist & Document Pack

Eligibility self-check · Registration or prior permission · Document checklists · FCRA bank account · Key functionary data · Compliance calendar

For trusts, societies and Section 8 companies in every State and Union territory of India, and the CAs who advise them.

Last verified: 22 October 2026 **Next review due:** 21 April 2027

Version 1.0 (October 2026) · Based on the FCRA 2010 and FCRA Rules 2011 as amended up to the FC(R) Amendment Rules, 2026

Registration and timelines depend on the authority; no approval is guaranteed. Consult a CA/advocate. General information only, not legal advice.

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Before you begin

Important – please read

This pack is general information to help you prepare. It is not legal, tax or accounting advice. FCRA registration, prior permission and renewal are decided by the Ministry of Home Affairs (MHA); no approval or timeline is guaranteed. Laws, forms and fees change – always check the current form on the FCRA portal before you file, and have your application reviewed by a Chartered Accountant or advocate. Last verified: 22 October 2026. The full disclaimer is in Section 9.

Many FCRA applications run into trouble over preparation rather than the quality of the work. MHA's own published list of denial reasons (Section 4) includes activity that could not be corroborated, unanswered portal queries and incomplete forms. Add to that accounts that do not show activity-wise spending, a missing key functionary affidavit or a bank account opened in the wrong place, and you have the gaps this pack is built to catch before you press Submit.

How to use this pack

1. Read Section 1 (FCRA in brief) once, so the terms used later make sense.
2. Fill in the Eligibility Self-Check workbook (Section 2 explains every line). If any line comes out red, stop and fix it, or speak to a CA, before going further.
3. Use the decision sheet in Section 3 to choose between registration and prior permission.
4. Work through the Document Checklist workbook (Section 4) and the bank account checklist (Section 5). Give each item an owner and a date.
5. Collect key functionary details with the Word template described in Section 6.
6. Once you are registered (or if you already are), move your dates into the Compliance Calendar workbook (Section 7) and review it every quarter.

What is in the pack

File	What it is for
FCRA-Readiness-Guide (PDF and DOCX)	This guide – checklists, decision sheet, calendar logic and official references.
FCRA-Eligibility-Self-Check.xlsx	Answer yes/no questions; the sheet flags gaps against the Act and Rules.
FCRA-Document-Checklist.xlsx	Document lists for FC-3A (registration), FC-3B (prior permission) and FC-3C (renewal), with owner, status and file-size notes.
FCRA-Compliance-Calendar.xlsx	Enter your certificate date and financial year; the sheet works out annual return, disclosure and renewal dates.
Key-Functionary-Data-and-Declaration-Template.docx	Internal form to collect identity, citizenship and conviction/prosecution details from each key functionary before the official affidavits are prepared.
Registration-vs-Prior-Permission-Decision-Sheet.docx	A one-page worksheet for your governing body meeting.

How we mark facts

Every legal statement in this guide carries its source in brackets, for example (FCRA s.12(6)) or (Rule 9(1)(f)). Where we could not confirm a point from an official source, it is marked **TO VERIFY** and must be checked on the FCRA portal or with a CA before you rely on it. A list of all such items is in Annex A.

3. Registration or prior permission?

Most organisations want registration because it allows them to receive foreign contribution from more than one donor over five years. But registration has a track-record test that newer organisations cannot meet. Prior permission is project-specific and donor-specific, and it can be the right first step. Use this sheet (also supplied as a one-page Word document) at a governing body meeting.

Question	If YES	If NO
Has the organisation existed for 3 years and spent ₹15 lakh on core activities in the last 3 FYs? (Rule 9(1)(f))	Registration is possible – go on.	Registration is unlikely. Consider prior permission.
Do you have a specific foreign donor ready to give a specific amount for a specific project, with a commitment letter? (Rule 9(2)(f)(i))	Prior permission is possible.	Prior permission is not possible until you have one.
Do you expect several foreign donors, or repeat funding over the next few years?	Registration fits better.	Prior permission may be enough.
Is the donor organisation linked to your board (common members, or a single individual donor)?	Check the conditions in Rule 9(2)(f)(ii) before choosing prior permission.	–
Is the proposed prior permission over ₹1 crore?	Expect instalments; later instalments need FC-3BB and 75% use of the previous one (Rule 9A).	–
Have you applied for either route in the last six months?	Wait – Rule 9(3) bars a second application within six months.	–

Two hypothetical cases

A Section 8 company in Ahmedabad, five years old, with ₹40 lakh of programme spending in three years and talks with two foreign foundations, would usually look at registration. A trust in Kohima set up eighteen months ago, with one foreign foundation willing to fund a single two-year health project and ready to sign a commitment letter, would look at prior permission. Neither is a real organisation, and neither outcome is assured.