FCRA registration documents checklist (Form FC-3A)

Tick each document once it is ready and within the portal size limit. Confirm the live list on FCRA Online before you file.

Document	Needed	Upload limit on the portal	Ready	Checked by
Registration certificate of the association	Always	1 MB	☐	
Memorandum of Association or trust deed	Always	5 MB	☐	
Year-wise activity report for the last three years	Always	3 MB	☐	
Financial statements and audit reports of the last three financial years	Always	5 MB	☐	
Chartered Accountant's certificate	If applicable	–	☐	
Undertaking from the Chief Functionary	If applicable	–	☐	
Affidavit of each key functionary	If applicable	–	☐	
Bank-certified statements of FCRA designated and utilisation accounts	If applicable (earlier FCRA)	–	☐	
Signature and seal images	Always	Portal limits	☐	

Government fees

Application	Form	Government fee
Registration	FC-3A	₹10,000, plus ₹300 for each extra State/UT and each extra purpose
Prior permission	FC-3B	₹5,000
Renewal	FC-3C	₹5,000

Full guide with explanations and official sources: https://ngogrant.in/documents/fcra-registration-documents/

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