

## FCRA Guidelines



Avenue		Club Administration II
Avenue Chairs		<p>Advisor : PDG Ishwarchand G. Shah                      Chairman : Ashok Kulkarni                      Co Chair : Charuchandra Nerurkar                      Co Chair : Rohit Daru                      Co Chair : Tejas Dave                      Co Chair : Vijay Agwan</p>
District Chairs	:	<p>Vijay Agwan                      City – Zain Quettawalla                      West – Surendra Kulkarni                      East – V. Sithapathy                      North -Nishikant Kelkar</p>
Objective of the Committee	:	<p>As per the Government of India guidelines any NGO getting donations / funds from a foreign country including TRF India has to get a FCRA registration and comply with the requirements. The committee shall guide the clubs to complete the formalities to get FCRA registration.</p>
What Clubs should do	:	<p>Once a club decides to get a FCRA registration certain formalities have to be completed.</p> <p><b>FCRA Application Procedure</b>                      Application should be made in the name of Charitable Trust of the Club</p> <p>For prior permission Form FC-1A. (Rule 3 AA)                      For Registration Form FC-8 (Rule 3 A)                      Prior permission for one time use of specific grant; registration for permanent Number; can apply for either or both.</p> <p><b>Preparatory for Application</b>                      Trust to pass a resolution authorizing a trustee to make the application.</p> <p>Ensure that all records of the Trust for past 3 years – Minute books, audited accounts, change reports, returns to Charity Commissioner, tax liabilities are up dated and are available. Obtain clearance / NOC from Tahsildar’s office, irrespective of the Trust having immovable property or not.</p> <p>Trust and trustees bona fide will be verified by local police authorities.</p> <p>Open a dedicated bank account for receiving the contribution and operation of account.</p>

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		<p>No other funds are to be deposited into this account.</p> <p>Initially this account may be opened with local funds, using small amount as special case.</p> <p>Separate accounts and records to be maintained for these funds received under FCRA</p> <p><b>Documents required</b>          Copy of Registration Certificate from Charity Commissioner.          Copy of Income Tax exemption u/s 80-G.          Copy of Trust Settlement Deed.          Copy of Audited Accounts for last 3 years.          Details of Club Projects for last 3 years.          Details of Club Projects done under Matching Grant, with related documents.          Copy of letter/email stating commitment of foreign contribution (e.g: TRF's Matching Grant sanction letter)          Copy of Rotary Objective / Rotary Mission / Rotary at a glance.</p> <p>You must know the obligations under FCRA, Penalties, FCRA – Forms to be filled which can be downloaded from the site <a href="http://www.mha.nic.in/fcra/intro/forms.htm">www.mha.nic.in/fcra/intro/forms.htm</a></p> <p>FCRA applications are to be sent to : The Secretary, Ministry of Home Affairs, Foreigners Division, Jaisalmer House, 26 Mansingh Road, New Delhi-110 011</p>
List of Clubs having such projects	:	Bombay Mid-town Bombay Harbour Thane North, Bombay Mumbai Sion Mumbai Ghatkopar Navi Mumbai Bombay Central Bombay Mumbai Queen's Necklace Bombay Powai Bombay Metropolitan Bombay Cuffee Parade Bombay Pier Mumbai Midwest Bombay Queen City Thana West Deonar Kalyan
Name of the Resource Persons in District	:	Vijay Agwan
Links to important external or Rotary website	:	For current information and updates visit the website of Home Ministry, Govt. of India <a href="http://www.mha.nic.in/fcra/">www.mha.nic.in/fcra/</a>
Photographs of outstanding Projects	:	