



PROCEDURE TO SUBMIT RENEWAL OF FCRA

1. **Select: FCRA Services on MHA portal**
<https://fcrionline.nic.in/home/index.aspx>
2. **Select: Application for Renewal of FCRA Registration FC-3C**
3. **Click to apply online**
4. **Login with credentials**
5. **Select: Apply online**
6. **Check the data which has been self-populated of the previous 3 years.**
7. **Select to Apply online**
8. **Fill the registration details**
9. **Select any one as the Nature of the Association –
Cultural, Economic, Religious, Social, or Education.**
10. **Fill in the Main Activities of the Association**
11. **Fill the Members details, names and address as per Aadhar (details
will be accepted only after Aadhar is validated). Delete old members if
required**
12. **Respond to information regarding:**
 - i) **If the Members are CEOs of other organisations –
details to be furnished**
 - ii) **If prior application was submitted or any rejections of
applications – details to be furnished.**
13. **Upload the notarised affidavits of Members of Association**
14. **Upload the following self-certified documents:**
 - i) **Registration Certificate**
 - ii) **Memorandum of Association / Trust deed**
 - iii) **FCRA certificate**
 - iv) **Signature of CEO**
 - v) **Seal of organisation**
15. **Make a payment of Rs 5000 online**
16. **Submit the application.**
17. **Email confirmation / Receipt and application form
can be downloaded**