Dear Chief Secretary,

As per Section 6 of the Foreign Contribution (Regulation) Act (FCRA), 2010, no member of a Legislature or office bearer of a political party or Judge or Government servant or employee of any Corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality.

2. Currently, the applications for grant of prior permission for accepting foreign hospitality have to be submitted in the form of hard copies along with the forwarding/recommendation letter of the concerned Ministry/Department, signed copy of the online FC-II form and the invitation letter from the host or the host country.

3. To streamline the procedure, it has been decided that applications in respect of Government servants and employees of Corporations or any other body owned or controlled by the Government shall be accepted on the online system only. The online system is at www.fcraonline.nic.in.

4. Therefore, along with filing the online application form (FC-2 Form), the following documents should be scanned and uploaded:

   (i) Invitation letter from the host organization or country.
   (ii) Administrative clearance of the concerned Ministry or Department of the Government (clearly mentioning the date, venue and purpose of the visit along with nature of visit i.e. official or personal).
   (iii) The signed application Form (FC-2 form).

With the submission and uploading of these documents in the online system an acknowledgement would be generated and this will constitute a complete application.

"Please visit our website at http://mha.nic.in"
5. The detailed instructions in this regard are enclosed for reference. The same are also available at www.feraonline.nic.in.

6. Online submission of the applications for grant of prior permission for the grant of foreign hospitality in respect of Government servants and employees of Corporations or any other body owned or controlled by the Government will be optional up to 30.09.2013. **From 01.10.2013, applications in hard copies will not be accepted.**

7. Applications in respect of Members of Legislature or office bearers of political parties or Judges may be submitted online as per procedure outlined in para 3 above or in hard copy. Both forms of submission will continue to be accepted for the time being.

8. Any suggestions and queries may kindly be sent by e-mail to ds-fera@nic.in and for any problems in filing online application an email may be sent to clsharma@nic.in.

With regards,

Yours sincerely,

(Anil Goswami)

To:

All Chief Secretaries of State Governments
MINISTRY OF HOME AFFAIRS  
GOVERNMENT OF INDIA

NATIONAL INFORMATICS CENTRE

INSTRUCTION FOR FILING ONLINE FCRA HOSPITALITY

1. Select Online filing of FCRA Hospitality for apply FCRA hospitality. Before filing online read the instruction manual.

<table>
<thead>
<tr>
<th>Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Add/Update the Filer details</td>
</tr>
<tr>
<td>Step 2</td>
<td>Enter the Legal Name of the Filer</td>
</tr>
<tr>
<td>Step 3</td>
<td>Enter the Email ID of the Filer</td>
</tr>
<tr>
<td>Step 4</td>
<td>Enter the Address of the Filer</td>
</tr>
<tr>
<td>Step 5</td>
<td>Upload the Relevant Documents</td>
</tr>
<tr>
<td>Step 6</td>
<td>Submit the Application</td>
</tr>
</tbody>
</table>

Note: sandboxed filing form is to be used for testing purposes only.
2. After clicking on Apply Online, you have to file your details information. After that click on Save Details and Next.

3. After clicking you will get a temporary file number. Note down this file no for later updation of application. Then click Click Here to Continue.

Temporary File Number is: 000812612

Please note down Temporary File Number for Later Modification of Application.

Click Here to continue.
4. In 2nd page you have to file your visiting details. Add all the visiting place(s) by click Add Record After that click Save Details and Next.

5. On 3rd page Add host(s) details. First you have to select host type, Individual, organization and Both Individual organization. All individual host can be added by click Add Record.

5.1. If Individual Selected
6. If you selected organization or Both Individual and organization in previous Page you have to enter organization office bearers details by selecting organization.

<table>
<thead>
<tr>
<th>TCRA Hospitality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>John Doe</td>
</tr>
<tr>
<td>Jane Smith</td>
</tr>
</tbody>
</table>

6.1. Here you have added nature and duration of hospitality by click Add Record. After that enter total expenditure on hospitality. Click on Save All to save all the details entered by you. After click View Application to view your application in pdf format.

File Number: 1234567890

Please note down file number to view the hard copy of the application and for further communication.

7. After that click on Final Submit to Ministry. After click this button you can't update your application.

8. After Final Submit you will get a permanent file no. Note down that file no for print of application later. Click the Print Application for taking hard copy of filled Application. You can also upload the relevant document by clicking Upload/View Document button. Uploading of relevant document(s) is not mandatory. You may upload the following document

- A Copy of Invitation Letter issued by Organizational/Individual providing foreign hospitality
- A Copy of Recommendation letter issued by Nodal / Department / Organization / Ministry office

File Number: L00001240

Please note down file number to view the hard copy of the application and for further communication.

9. You can Update your Application by entering temporary file no(5 digit). You can also take print out of your filled application by entering your permanent file no(10 digit) and upload relevant document.

If Ministry has uploaded letter(s) after receiving your application, you can view after entering credentials.