

FCRA Portal Renewal: Process, Documents, and Compliance

For NGOs, trusts, societies, and other eligible organizations receiving foreign contributions in India, maintaining a valid FCRA registration is an important part of regulatory compliance. FCRA registration is not a one-time formality. Organizations must monitor the validity of their registration, complete applicable annual compliances, maintain proper records, and apply for renewal within the prescribed period.

The Ministry of Home Affairs (MHA) processes FCRA services through its online system. The government also launched the FCRA 2.0 Portal in June 2026, making it particularly important for organizations to follow the current portal instructions and requirements rather than relying only on older application procedures.

This guide explains the renewal process, documents, fees, compliance requirements, and common mistakes organizations should consider before submitting their application.



The banner features the Agile Regulatory logo at the top left. The main heading is "FCRA PORTAL" in large blue letters, followed by the subtitle "Simplifying Foreign Contribution Compliance for a Stronger Tomorrow". Below this, a paragraph states: "The FCRA Portal is the Government of India's online platform for registration, renewal and compliance under the Foreign Contribution (Regulation) Act, 2010." To the right, a laptop displays the "FCRA Portal" interface with the Ministry of Home Affairs logo. Next to the laptop is a clipboard with a checklist: "Registration", "Renewal", "Compliance", and "Transparency", all marked with blue checkmarks. Below the main text, four circular icons represent key services: "Hassle-Free Registration" (document icon), "Timely Renewal Support" (refresh icon), "Accurate Documentation" (shield icon), and "Expert Guidance at Every Step" (people icon). A handwritten-style text "Stay Compliant with FCRA" is on the right. The bottom dark blue bar contains contact information: an email icon and "info@agileregulatory.com", a phone icon and "+91-8700973297", and a globe icon and "www.agileregulatory.com".

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FCRA PORTAL

Simplifying Foreign Contribution Compliance for a Stronger Tomorrow

The FCRA Portal is the Government of India's online platform for registration, renewal and compliance under the Foreign Contribution (Regulation) Act, 2010.

- ✓ Registration
- ✓ Renewal
- ✓ Compliance
- ✓ Transparency

Hassle-Free Registration | Timely Renewal Support | Accurate Documentation | Expert Guidance at Every Step

Stay Compliant with FCRA

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What Is FCRA Renewal?

FCRA renewal is the process through which an organisation seeks continuation of its registration under the Foreign Contribution (Regulation) Act, 2010.

Under Section 16 of the FCRA, a registered organisation is required to apply for renewal within six months before the expiry of its registration certificate. The renewal application is submitted electronically in Form FC-3C.

Renewal should not be treated as a last-minute activity. The Ministry has specifically advised associations to submit applications sufficiently before expiry because scrutiny can take time. If a certificate expires while renewal remains pending, the organisation may not be able to receive or utilise foreign contribution until renewal is granted.

Why Is Timely Renewal Important?

An organization that depends on foreign contribution for charitable, educational, social, cultural, religious, or other permitted activities needs to maintain its regulatory status carefully.

A delay in renewal can create practical difficulties for ongoing projects, funding arrangements, banking activities, and planned programmes involving foreign contribution.

Timely filing also gives the organisation an opportunity to identify missing documents, update relevant information, and address compliance gaps before submitting the application.

FCRA Portal Renewal Process

The renewal process is completed online. Before starting the application, the organisation should review its existing [FCRA Registration](#) details and make sure that the information available in its records is accurate.

Step 1: Check the FCRA Certificate

Start by checking the registration number, date of grant, validity period, organisation name, address, and other details mentioned on the existing certificate.

This helps determine the applicable renewal window and identify whether any information needs to be updated separately.

Step 2: Review Previous FCRA Compliance

Before applying, the organisation should verify that its applicable annual returns and other statutory requirements have been completed.

The official FCRA guidance states that previous annual returns are among the statutory compliance requirements to be considered for renewal. Annual return filing is required even where the organisation has received no foreign contribution for the relevant year.

Step 3: Prepare Form FC-3C

The renewal application is made electronically through Form FC-3C. The form asks for details such as the organisation's name, address, registration information, PAN, FCRA registration details, and foreign contribution received during the preceding financial years.

Information should be checked carefully before submission because inconsistencies can lead to clarification requests.

Step 4: Upload Supporting Documents

The required documents should be uploaded in the prescribed format. Applicants should ensure that scans are clear and that the information in the documents matches the details entered in the application.

The current requirements can be checked through the official [FCRA portal](#) because forms, document requirements, and portal procedures may be updated from time to time.

Step 5: Submit and Pay the Government Fee

After completing the application and uploading the required documents, the prescribed fee must be paid through the online payment mechanism.

The application should be reviewed before final submission to reduce the possibility of errors.

Step 6: Monitor the Application

Submission does not mean that the process is finished. The applicant should regularly monitor the portal and registered email account for any clarification or document request.

The Ministry has stated that FCRA registration, renewal, and prior-permission applications are processed online and that queries or deficiencies may be raised through the portal. Applicants are advised to respond promptly.

Documents Required for Renewal

The exact documents should be checked against the current application requirements.

Common documents associated with renewal include:

- DARPAN ID
- Existing FCRA registration certificate
- Registration certificate of the organisation
- Memorandum of Association, Trust Deed, or relevant constitutional document
- PAN details
- Details of the FCRA bank account
- Details of foreign contribution received during the specified period

- Details of office bearers, key functionaries, and members
- Prescribed affidavits in Proforma 'AA'
- Other supporting documents required based on the organisation's circumstances

The official FC-3C form specifically requires details concerning the organisation, its registration, PAN, FCRA registration, foreign contribution received during the preceding three financial years, and other organisational information.

If office-bearer details have changed, supporting records should also be reviewed before filing.

FCRA Renewal Fees

The prescribed government fee for renewal is ₹5,000. The fee is paid electronically through the designated online payment facility.

This is the statutory application fee and should not be confused with professional consultancy charges.

If an organisation engages a regulatory consultant, the professional fee will depend on the scope of assistance, such as document review, application preparation, compliance checking, clarification handling, or complete renewal support.

Because government rules and portal procedures can change, organisations should verify the applicable fee before making payment.

Compliance Before FCRA Renewal

Renewal should be approached as part of ongoing FCRA compliance rather than as an isolated application.

An organisation should review whether:

- Previous annual returns have been filed.
- Foreign contribution records are properly maintained.
- FCRA bank account details are accurate.
- Utilisation records are maintained separately.
- Relevant changes in the organisation have been properly intimated.
- Accounting records support the foreign contribution reported.
- Supporting documents are available for activities funded through foreign contribution.
- The organisation has responded to previous portal queries, if any.

Proper record-keeping makes the renewal process easier and also helps the organisation respond to questions about its previous activities.

Common Mistakes to Avoid

One common mistake is waiting until the certificate is close to expiry. The Ministry has specifically highlighted cases where applications were submitted too late to allow adequate scrutiny before expiry.

Another issue is submitting information that does not match the organisation's existing legal documents. Names, addresses, office-bearer details, and registration information should be checked carefully.

Incomplete supporting documents can also lead to clarification requests.

Organisations should also avoid ignoring portal notifications. The Ministry has advised applicants to regularly check their FCRA account and email because clarification requests are handled electronically.

How Agile Regulatory Can Help

FCRA renewal involves more than filling out an online form. An organisation needs to understand its compliance position, prepare appropriate documentation, and submit accurate information.

[Agile Regulatory](#) provides regulatory and compliance support for businesses and organisations across India. For FCRA-related work, professional assistance can help with requirement assessment, document review, application preparation, submission support, and responding to procedural requirements.

The focus should be on accurate documentation and compliance rather than simply submitting an application quickly.

Conclusion

FCRA renewal is an important compliance responsibility for organisations that hold registration under the Foreign Contribution (Regulation) Act, 2010.

The application is submitted electronically in Form FC-3C, and organisations should apply within the prescribed renewal window. They should also review previous annual returns, bank details, organisational records, and supporting documents before filing.

The current government fee for renewal is ₹5,000, excluding any professional consultancy charges.

Since FCRA procedures and online systems can be updated, organisations should always verify the latest requirements through the official FCRA/MHA sources before submitting an application.

Frequently Asked Questions

1. When should FCRA renewal be filed?

An organisation should apply for renewal within six months before the expiry of its FCRA registration certificate.

2. Which form is used for FCRA renewal?

Renewal is filed electronically through **Form FC-3C**.

3. What is the government fee for FCRA renewal?

The prescribed renewal application fee is **₹5,000**.

4. Is annual return filing important for renewal?

Yes. Previous applicable annual returns should be filed. Official FCRA guidance also states that annual return filing is mandatory even when there has been no foreign contribution receipt.

5. What happens if renewal is filed too late?

If the certificate expires while the renewal application is pending, the organisation may not be able to receive or utilise foreign contribution until renewal is granted.

6. Can FCRA renewal be completed online?

Yes. FCRA registration and renewal services are processed electronically through the FCRA online system.

7. Can a consultant help with FCRA renewal?

Yes. A consultant can assist with document preparation, compliance review, application filing, and procedural support. However, the final approval remains subject to the competent government authority.

8. What should an organisation do after submitting the application?

The organisation should regularly monitor its FCRA portal account and registered email for clarification requests or additional document requirements and respond within the prescribed time.