



Circular: Audit 9A / 2015  
31.12.2015

Dear / Revered Maharaj,

Addendum to Circular: Audit 9 / 2015 dated 17.12.2015

This has reference to the circular sent earlier this month with regard to Renewal of FC Registration. Enumerated below are some of the issues that you need to be vigilant about.

**Amendment to FC(R) Rules, 2011**

Please refer to the notification issued on 14.12.2015 with regard to FC(R) Rules, 2011, by the Ministry of Home Affairs, Government of India. Kindly take note of the following:

1. In point 13 of the above mentioned notification, it is stated that :-

- a. The Income & Expenditure statement, Receipts & Payments account and Balance sheet for every financial year must be placed on your official website within nine months of the closure of the financial year.

i.e., the official website of your centre should be uploaded with the Income & Expenditure statement, Receipts & Payments account and Balance sheet relating to FC accounts only for the year 2014-15 within 31.12.2015. Similarly the FC accounts for 2015-16 must be uploaded latest by 31.12.2016 and so on.

- b. Foreign contribution donations received during any given quarter of a financial year must be placed on your official website within fifteen days of the end of every quarter, in the following format.

Name and Full Address of the FC Donor	Amount Received (Rs.)	Date of Receipt	Purpose

i.e., the official website of your centre should be uploaded with the details in the above mentioned format within 15 days of the end of every quarter. For the quarter ending 31.12.2015, the details are to be uploaded latest by 15.01.2016. Similarly the details for the quarter ending 31.03.2016 must be uploaded latest by 15.04.2016 and so on.

2. Please refer to point 17A clause (iv) of the above mentioned notification. It states that if at any time there is a **change/replacement by fifty percent or more in the key members of the association**, the same needs to be reported online within 15 days of such change.

i.e., if there is any change in the members of the Managing / Steering committee by 50% or more compared to the previous committee, the same needs to be reported by filling in form FC – 6 and submitting it online within 15 days of such change.

Note: The same **form FC – 6** is to be used to intimate any **change in FC Bank Account.**

Phone PBX .  
(033) 2654-1144 / 1180  
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(033) 2654-5391 / 8494  
(033) 2654-5700 / 5701  
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### **FC in Kind**

For centres who receive **FC in kind** (clothes, medical/sports equipment, books, medicines, software, etc), the details were reported by submitting FC – 7 form. **Now, after the amendment, the same needs to be submitted by filling in FC – 1** instead (please refer to point 17(c) of the above mentioned notification).

### **Form FC – 3 (Renewal Form)**

#### 1. For centres having both Math & Mission registration under FCRA

To the query in Point number 7(e) of the renewal form, please answer it as ‘Yes’ and provide the FC Registration number and date of FC Registration, full postal address and other details of your FC registered Math / Mission unit as the case may be.

#### 2. For all centres

In Point 8(a) please provide the FC Registration number of the Headquarters, since your centre is a Branch of the Ramakrishna Math, Belur Math or the Ramakrishna Mission, Belur Math. The FC Registration number is provided below.

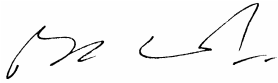
- a. Ramakrishna Math, Belur Math (HQrs) – 147000007 dated 11 January 1985; and
- b. Ramakrishna Mission, Belur Math (HQrs) – 147000006 dated 11 January 1985.

Note: Please note that the Demand Draft (DD) submitted by you with the hard copy of the renewal application form is being returned by the Ministry by post. In case you have not yet received the DD, please contact the FCRA Wing online by providing the DD details (Name of the issuing Bank, DD number and date of issue).

In case you need any further help, please let us know.

With love and best wishes / pranams,

Yours affectionately,



(Swami Bodhasarananda)

To: Heads of centre with FC Registration