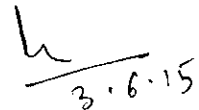


No.28022/59(08)/2015/FCRA-I
Government of India
Ministry of Home Affairs
(FCRA Wing)

NDCC-II Building
Jai Singh Road, New Delhi
Dated : 3rd June, 2015

Circular

Ministry of Home Affairs is planning to implement use of Digital Signature Certificate(DSC) by association for all FCRA purposes. Once it is implemented, associations are required to digitally sign their documents while submitting online applications for registration/ prior permission/ change of name of association/ change of address/ change of bank account/ renewal of FCRA registration/ filing of Annual Returns etc. This may be implemented in next 10 days time. The association who is already having DSC for some other purpose can use the same DSC for FCRA purposes. Other associations who are not having DSC may take necessary steps to procure the same from a Government authorized agency. List of such agencies taken from Ministry of Corporate Affairs website "mca.gov.in" is attached to the circular. The list is only indicative one. Association may confirm the authorised agencies from their own sources. The above information is brought to the notice of all concerned so that they are prepared to adapt to the new requirement of submitting digital signed documents to MHA for FCRA purposes.


3.6.15

(Deba Prasad Tripathy)
Director (FCRA)
Tel:23438245

List of Government authorised agencies for DSC

(as per MCA website mca.gov.in)

Sr. No.	Name of Certification Agency (CA)
1.	MTNL CA
2.	TCS
3.	IDBRT
4.	SAFESCRYPT (SATYAM)
5.	nCODE Solutions
6.	NIC
7.	Central Excise & Customs
8.	e-Mudhra (3i Infotech Consumer Services Limited)

Frequently Asked Question

Digital Signature Certificate

What is a Digital Signature Certificate (DSC)?

The Information Technology Act, 2000 provides for use of Digital Signatures on the documents submitted in electronic form in order to ensure the security and authenticity of the documents filed electronically. This is the only secure and authentic way that a document can be submitted electronically.

Legal Warning:

You can use only the valid Digital Signatures issued to you. It is illegal to use Digital Signatures of anybody other than the one to whom it is issued.

Certification Agencies:

Certification Agencies are appointed by the office of the Controller of Certification Agencies (CCA) under the provisions of IT Act, 2000. There are a total of seven Certification Agencies authorised by the CCA to issue the Digital Signature Certificates (DSCs). The details of these Certification Agencies are available on the portal of the Ministry of Corporate Affairs : www.mca.gov.in

Class of DSCs:

The Ministry of Home Affairs has stipulated a Class-II for all FCRA purposes. A person who already has the specified DSC for any other application can use the same for FCRA purposes and is not required to obtain a fresh DSC.

Validity of Digital Signatures:

The DSCs are typically issued with one year or two year validity. These are renewable on expiry of the period of initial issue.

Costing/ Pricing of Digital Signatures:

Available in the website of Ministry of Corporate Affairs : www.mca.gov.in

Costing /Pricing of Digital Signature available on www.mca.gov.in

The issuance costs in respect of each Agency vary and are market driven, and association may verify the rates on their own.

Whether the document submitted to MHA online without Digital Signature is valid?

Document submitted electronically without Digital Signature is not valid for all FCRA purposes .

Who will digitally sign the document ?

Chief Functionary is required to digitally sign the document for all FCRA purposes.

How do the government confirm as to who is Chief Functionary of association?

Association has to declare who is Chief Functionary at the time of registration, Prior Permission or Renewal of Registration. Therefore, association who have not declared this so far need to submit a declaration form to this effect now. For Declaration Proforma please [click here](#).

What are the purposes for which Digitally Signed document to be submitted to MHA?

Ministry of Home Affairs is going to implement online filing of annual return, online application for Registration /Prior permission/ Address change/ Change of bank account/ user ID and Password etc. All the documents related to the aforesaid purposes to be submitted by the association are required to be digitally signed.

To

The Secretary
Government of India
Ministry of Home Affairs
(FCRA Wing) Foreigners Division
New Delhi.

Sir,

It is to declare that Mr./Mrs.....
is Chief Functionary of M/s.....

S.No.	Name	Signature of Board Member

Date:

Signature