

(To be shared with MHA and on Bank Website)

Annex-1

Standard Operating Procedure (SOP) to open and operate the designated "FCRA Account" as provided under Section 17(1) of the amended Foreign Contribution (Regulation) Act, 2020 for Opening of Designated FCRA Accounts with SBI New Delhi Main Branch, in terms of FCRA (Amendment)-2020

1. Foreign Contribution Regulation Act 2020 (FCRA) mandates that every person/NGO/ Association (hereinafter called the "**entity**") that have been granted FCRA certificate of registration or permission u/s 12 of the Act shall open a "**Designated FCRA Account**" at specified branch, of State Bank of India in New Delhi. The Central Government vide notification dated 29.09.2020 has notified New Delhi Main Branch (henceforth NDMB) of SBI, 11, Sansad Marg, New Delhi-110001 as specified branch.

2. Presently, there are approximately 23,000 entities which have got a Certificate of Registration or prior permission to receive foreign contribution. They now have to open a landing "**FCRA Account**" at the aforementioned specified branch (i.e. **NDMB**) They can do so up to 31.03.2021 or earlier. The relaxation is being granted to facilitate transactions under the new regime.

3. The following steps and procedure are proposed to be followed so as to ensure hassle – free opening and operation of this "**FCRA Account**" by fresh entities as well as our Bank's existing FCRA Accounts holders / entities which already have a Certificate of Registration or prior permission.

A. SOP FOR ACCOUNT OPENING

- i. Any entity which seeks to receive foreign contribution may approach either the nearest SBI Branch or any other SBI Branch of their choice for taking action with regard to opening of their "**Designated FCRA Account**" with NDMB.



- ii. The applicant shall collect the Account Opening Form (AOF) physically or download the same from the website of SBI and submit duly filled up form along with mandatory KYC documents, for scrutiny / verification. Mandatory documents should include KYCs of signatories and KYCs of Beneficial Owner (in terms of guidelines issued by RBI) and details of existing account/s, duly verified by owner Bank / Branch (if available) to be used for "FCRA – Keeping or Utilization and/ or FCRA- Utilization account".
- iii. The applicant shall receive an acknowledgement in this regard from the AOF accepting Branch.
- iv. The AOF accepting branch of SBI to scrutinize AOF and KYC documents and email the verified documents to SBI, NDMB within 3 working days from the date of receipt of completed documents. SBI, NDMB shall confirm to the applicant entity through an email regarding receipt of AOF and other documents within 1 working day of its receipt.
- v. The NDMB will intimate to the applicant entity the details of "FCRA Designated Account" so opened within 3 working days from the date of receipt of duly verified scanned copies of complete set of AOF and KYC documents from e-mail ID of the receiving branch. The intimation will be sent by registered email ID as well as through SMS.
- vi. "Entity" can maintain their existing FCRA Accounts for "Keeping or Utilization" and / or "Utilization" purposes.
- vii. The complete details of the specified branch i.e. SBI NDMB are as under:

Name of the Branch	State Bank of India, New Delhi Main Branch.
Address of the FCRA Cell at NDMB	FCRA Cell, 1st Floor, 11, Sansad Marg, New Delhi-110001
Branch Code	00691
IFSC Code	SBIN0000691
SWIFT CODE	SBININBB104
e-Mail ID	fcra.00691@sbi.co.in



Telephone No.	011-23374392 , 23374143 , 23374213
---------------	------------------------------------

B. Process flow after opening of "FCRA Account" in case of persons / entities already in possession of a Registration Certificate or prior permission of Central Govt. to receive foreign contribution through SWIFT mode.

- i. The NDMB will allow receipt of foreign contribution in the "FCRA Designated Account" after confirming that the MHA has already granted a certificate or prior permission under section 12 of FCRA, 2010. The foreign inward remittance received should invariably contain following details:
 - a) "FCRA Designated Account Number" of the Beneficiary
 - b) SWIFT Code of NDMB (SBININBB104)
 - c) Name of the Beneficiary
 - d) Name of the Donor/ Remitter
 - e) Account number of the Donor/Remitter
 - f) Donor/Remitter's Address
 - g) Donor/Remitter's Country of Residence
- ii. In case of fresh applicant / entity, the NDMB shall open the "FCRA Designated Account" and then wait for MHA's decision on the application of the entities / persons for grant of prior permission or registration certificate. As soon as the MHA approval for such registration or prior permission is conveyed to NDMB through an e-mail, NDMB shall allow inflow of foreign contribution in to the relevant account from that date.
- iii. SBI, NDMB shall intimate the customers, through an e-mail and SMS regarding receipt of foreign contribution.
- iv. The customers will be required to submit an undertaking, detailing the purpose of the receipt of funds and FEMA declaration, details of "FCRA Keeping or Utilization and / or FCRA Utilization account", duly verified by owner Bank / Branch (if not provided earlier) and instruction to credit particular FCRA utilization account, to the SBI Branch, where it had initially submitted the AOF. The Branch shall then forward duly scrutinized copies to New Delhi Main Branch on the designated email id (fcra.00691@sbi.co.in).



- v. Standard Forex conversion rate as permitted under the FEMA guidelines and RBI instructions to be applied on the inflow of foreign currency. It shall be duly intimated to the account holder through an e-mail.
- vi. The "FCRA Account" holder shall have complete freedom to transfer the foreign contribution (FC) received in its "FCRA Designated Account" to "FCRA Keeping or Utilization / Utilization Account" opened in a branch of any Scheduled Commercial Bank of its choice as per its convenience. It may also avail Internet Banking facility (with view rights only) with the NDMB.
- vii. NDMB will not levy any charges / fee etc on any transfer of foreign contribution from the "FCRA Designated Account" to "FCRA – Utilization Account" of the entity. For each such transfer, the "FCRA Account" holder to be informed through an e-mail as well as SMS immediately.

C. Foreign Contribution received other than through SWIFT mode:

i) Donation given in INR by foreigners of Indian origin (i.e. OCI or PIO Card holder) : - "Entity" to provide a copy of the passport of donor and proceed as advised in Para – 3.B. (iv).

ii) Foreign contribution received in cash / local cheque/ DD or through local bank transfer, either in INR or in foreign currency: "Entity" to provide a copy of the passport of donor and proceed as advised in Para – 3.B. (iv).

iii) Interest (quarterly/biannual / annual) accrued on FDs in another Bank (for availing higher rate of interest) made out of foreign contribution as also re-depositing the principal amount after maturity of the FD - "Entity" to provide a certificate from the concerned Bank Branch, and proceed as per Para – 3.B. (iv).

iv) Income generated from assets created out of foreign contribution funds- "Entity" to provide a Certificate from the concerned authority/ Bank and proceed as per Para – 3.B. (iv).

v) Re-depositing unutilized foreign contribution drawn as an advance for some purpose in the normal course of running the organization, such as, foreign/ local tour/ project advance/ advances to an employee etc ., "Entity" to provide a self-declaration and proceed as per Para – 3.B. (iv).



vi) Refund on account of cancellation of tickets (air/ rail) booked with foreign contribution from the FCRA Account - "Entity" to deposit refund amount to the concerned branch along with self-declaration (which includes all the details of the refund/ contribution) and proceed as per Para – 3.B. (iv).

vii) Donation given in foreign currency notes: - "Entity" to provide a copy of the passport of donor and proceed as advised in Para – 3.B. (iv).

viii) Donation given in foreign currency cheques / DD:- "Entity" to provide copies of documents for identification of donor (i.e. name and address of donor) and proceed as advised in Para – 3.B. (iv).

D. GRIEVANCE REDRESSAL MECHANISM:

If the "FCRA Account" holder raises any grievance while opening of "FCRA Account" or while operating it, the following redressal mechanism shall be available:

- i.) The "FCRA Account" holder or the applicant entity may send e-mail on fcra complaints.00691@sbi.co.in. The NDMB shall create an "FCRA Cell" to handle all such e-mails.
- ii.) The applicant person / entity or the "FCRA Account" holder may also register their complaints / grievances/ suggestion on 011-23374392 , 23374143, 23374213.
- iii.) If grievance is not redressed after accessing the aforementioned mechanism, it may be escalated through an e-mail to sbi.00691@sbi.co.in. The DGM of NDMB will handle this matter.
- iv.) The escalation matrix for grievance redressal is given in the paragraph D(i), D(ii) and D(iii) above. However if the applicant person / entity is not satisfied with the grievance redressal provided, then the grievance may be escalated to DGM (IBD-II) [e-Mail: dgmibd2.ibq@sbi.co.in] who is the apex grievance redressal authority.

