

DESIGNATED FCRA ACCOUNT IN SBI-NDMB

AN EXPERIENCE DOCUMENTED

Pre-Application

1. Original Documents listed below should be kept ready for scrutiny:

Certificate of Registration, 12AA certificate (only for saving account), MoA/ByeLaws/Deed, PAN card, FCRA certificate (not necessary, but usually serves as good proof of current address), CIN number (for a Sec 8 company) Current address proof (EB/Water/Telephone bills not more than 3 months old/FCRA cert/12A/Trust Deed amendment/ITR), Board meeting minutes book, KYC documents of all the authorised signatories and the board members (for the quorum only) especially ADHAAR, PAN card and Customer ID or CIF in SBI of all the signatories and the board members (or Part 1 for CIF only / Part 1 and Part 2 for an SB account, for such persons who have no SBI linkage whatsoever, Annex II and SBI CIF is required only for the authorised signatories and the people holding specific designations.

2. Seals with designations for all the signatories (general seal for authorised signatories is ok if no designation).

3. Valid Resolutions for opening and operating the account – quorum to be complied with as per the Deed/Byelaws/MoA clearly stating the name and the designations of the authorised signatories, type of account (SB/Current) and the mode of operation is whether the authorised signatories will sign jointly (all), any 2, any 1, or something like that) This should be printed in the institution's letterhead and should be signed by all the members who were present and have signed the minutes book/attendance register of such meeting.

4. List of current board members and their designations – to be printed in the letterhead of the institution and should be signed by all the board members or as per quorum at the minimum (a govt document is needed to verify this membership. It should match the details in the DARPAN (NITI AAYOG portal), or match FC-6E, or match Deed, or match ITR, or be verified by the registrar by stamp on the same list).

Application

5. Duly filled form for opening the designated FCRA account.

6. Duly filled form for opening the utilisation FCRA account (if opted for).

7. **MLM certificate** duly signed by the authorised signatories in the institution's letterhead.
8. **Annexure II (page 8-10 in the application)** by all the authorised and signatories and the board members in their personal capacities (only any designated post holders. If no such posts exist, only then will all board members be needed to submit it). If any of the persons do not have an account with SBI on the date of application, then follow the guidelines prescribed under point 1.
9. **Annexure III** (page 11) refer guidelines in the account opening form.
10. **Annexure IV** (page 12) shall be signed by all the authorised signatories with designation and shall have the names of all the board members (designated posts) and other details duly furnished.
11. **Annexure V** shall be signed by the authorised signatories.
12. **Page 3** should have the signatures of all the authorised signatories and seal with designation.
13. **Page 4** should be signed in the case of institutions who do not have a valid PAN identity.
14. **Page 5** should be signed by all the authorised signatories and seal with designation and their photos duly attested. If the number of signatories are more than 3, use an additional photocopy of the page,
15. **Page 6 & Page 7** – leave them blank.

Post-Application

16. **Attend** to queries if any from SBI-NDMB promptly.
17. Once through, **intimation will come** on the opening of the account and other details from SBI-NDMB.
18. **File FC 6C with MHA.**
19. If all goes well, you will get **the certificate from MHA**. Intimate this both to SBI-NDMB and your FCRA banker currently.

20.SBI-NDMB will inform you on the activation of your designated FC account.

21.In case you opt for internet banking, contact your local branch or you can apply directly on-line.

PLEASE NOTE THAT YOU FILL THE FORMS WITHOUT ANY CUTTING OR CROSSING.

NO WHITE FLUID EITHER.

ALL THE PAGES OF THE FORMS WILL HAVE TO HAVE THE SIGNATURES OF THE AUTHORISED SIGNATORIES.

IF ALTERATIONS/AMENDMENTS ARE MADE IN THE TRUST DEED/BYELAWS/MoA, PLEASE ENSURE THAT THE ORIGINALS STAND APPROVED BY THE COMPETENT AUTHORITY – REGISTRAR, INCOME TAX DEPARTMENT ETC

KINDLY NOTE THAT THE PROCESS IS EVOLVING AND ALL THE STAKES SHOULD UNDERSTAND AND APPRECIATE THAT THE PROCESS IS MOVING TOWARDS FURTHER STANDARDISATION AND SIMPLIFICATION TO MAKE IT MORE USER FRIENDLY.

THANK YOU SBI TEAM