

## QUESTIONNAIRE

Please furnish the following details in brief. This should be returned duly filled in together with all enclosures failing which the appeal letter will be filed and the matter will be closed without any reference.

- 01 Name & address of the Institution/Society
- 02 Whether the Society/Institution is a Registered Body? If so, Registration No and Date
- 03 Present No. of members of the Institution/Society
- 04 Name with address of the important Office bearers Attach separate sheet
- 05
  - a) Main existing activities of the Institution/Society
  - b) In case of Schools run by you, furnish details of number of classes/students strength, whether Govt., recognized or not, monthly fee collected from students and No. of students getting free education.
  - c) In case of Hospitals run by you, furnish details of number of beds/patients in OPD on daily basis and No. of patients in IPD/OPD getting free medicines.
  - d) Whether any extension/expansion activities are proposed? If so give details (in a separate sheet)
- 06 Ancillary activities of the Institution / Society
- 07 No. of beneficiaries/amount spent on charitable activities during the last three years(year wise) 

Year	No	Amount
1.		
2.		
3.		
- 08 Whether activities/services are free or charged or mixed and what is the percentage of poor people getting free services (please enclose list of charges for each of the services)
- 09 Sources of Income of the Institution/Society
- 10 Whether any recurring /non-recurring grant or assistance is being received from Central/State Government or local body? If so, give details
- 11 Whether any grant is being given by any Trust/Private Institution? If so, give details for last 3 years
- 12 Income & Expenditure during the last three years with sources of income (year –wise)
- 13 Budgeted estimates of expenditure and income during the current/next year showing clearly capital/revenue items
- 14
  - a) Please enclose Audited Annual Accounts together with all schedules and Auditors Report of the Institution/Society for the last 3 years.
  - b) Income tax assessment indicating period upto to which completed. Please enclose copy of the latest assessment order

P.T.O.

- 15 Brief particulars of assets of the Institution/Society
- 16 Have you ever got financial assistance from us? If so, details thereof
- 17 Whether the donation is required to meet recurring or non-recurring expenditure? (Details of assistance in kind may be indicated if required)
- 18 In respect of equipments/vehicle to be purchased:
  - a) Please state nature of equipments/vehicle to be purchased and estimated cost showing break-up clearly
  - b) List of equipment/vehicle proposed to be Purchased with latest proforma invoice, CDEC(Customs duty exemption certificate) etc. wherever applicable
- 19 In respect of proposed Construction, please state:
  - a) Whether land has been acquired and is in the name of the Institution with proof
  - b) Whether building plans have been approved by Govt. authority with proof
  - c) Estimate cost of construction (enclose copy of estimate)
- 20 Please give justification for construction/purchase of equipments/vehicle
- 21 Please state the extent up to which you can arrange funds for equipment/vehicle etc. proposed to be acquired by you or for the purpose of construction
- 22 Whether your Institution/Society is exempted u/s 80G or 35(i) (ii) or 35AC of Income Tax Act? If so, enclose a copy of the valid certificate
- 23 Name & Address of the Bank with whom account is maintained along with Account number. Also mention the nearest branch of Canara Bank
- 24 Name of local authority and two prominent persons of the area acquainted with the Institution / Society
- 25 Any other information considered to be useful
- 26 Other papers/statements to be attached.
  - a) Brief history of the Institution/Society and its objects and activities
  - b) Constitution of the Institution/Society (please enclose latest copy of the Memorandum of Association/Rules of the Trust Deed as the case may be)
  - c) Constitution of the Board of Management with brief particulars of each member
  - d) Latest Annual Report of Charitable activities

**PLACE :**  
**DATE :**

**SIGNATURE OF AUTHORIZED SIGNATORY**  
**WITH SEAL OF THE ORGANISATION**

**NOTE:**

1. Appeal will not be considered for equipment already purchased or for completed construction.
2. Application furnished without enclosures or incomplete information is liable to be rejected.
3. It may be noted that this questionnaire is sent to seek information to consider your appeal and it should not be construed as an offer or an obligation on the part of the Trust to contribute to your organization. The Trust reserves its right to grant or to reject the application for donation.