



**DUE DILIGENCE QUESTIONNAIRE  
DOCUMENTS REQUIRED**

**(Please Tick Mark in the Box for enclosed document )**

- COPY OF TRUST DEED (IF REGISTERED TRUST)
- or
- MEMORANDUM AND RULES (IF REGISTEED SOCIETY)
- or
- MEMORANDUM AND ARTICLES (IF SECTION 25 COMPANY)
- ANNUAL REPORT (last one available)
- AUDITED ACCOUNTS of last 3 years (auditors copy)Certified True Copy
- DONOR DETAILS (part of annual report- name, projects)
- LIST OF GOVERNING BODY
- EMPLOYEES LIST (if more than 10)
- ORGANISATIONAL CHART
- LEGAL STATUS: SOCIETY/TRUST  
(ATTACH PHOTOCOPY OF REGISTRATION CERTFICATE,) Certified True Copy
- F.C.R.A. No.  
(ATTACH PHOTOCOPY OF REGISTRATION LETTER) Certified True Copy
- Registration U/S 80G  
(ATTACH PHOTOCOPY OF REGISTRATION LETTER) Certified True Copy
- Registration U/S 12A  
(ATTACH PHOTOCOPY OF REGISTRATION LETTER) Certified True Copy
- 35 AC (if any),  
ATTACH PHOTOCOPY OF APPROVAL LETTER) Certified True Copy

- PAN number  
(ATTACH PHOTOCOPY of PAN card)  
Certified True Copy
  
  - Tax Deduction Account Number (TAN)  
(ATTACH PHOTOCOPY of TAN ALLOTMENT LETTER)  
Certified True Copy
  
  - Latest Income Tax Return filed  
(Attach photocopy of acknowledgement of return filed)  
Certified True Copy
  
  - Latest FCRA Return Filed  
(Attach photocopy of proof of despatch of return &FC3 Return)  
Certified True Copy
  
  - Provident Fund Account Number (if any)  
(Attach photocopy of document for provident fund account number)  
Certified True Copy
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