



## DUE DILIGENCE FORM

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### BASIC INFORMATION

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**Name of Organisation:**

**Contact:**

**Address:**

**Telephone:**

**Fax:**

**Email:**

**Website:**

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### LEGAL & REGULATORY INFORMATION

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**Main Objectives of the Organization: (Trust or Society):**

Also please enclose photocopy of the Memorandum of Association.

**Main Activities of the Organization:**

Also please enclose photocopy of the Annual Report.

**Name of Members in Governing Body/Trustees:**

**No of members in Governing Body/Trustees:**

**No of meetings held in last financial year:**

GBM (only society)

**Points on Management and Operations:**

- Any relation between the members on the governing body/board of trustees or between an individual member and an employee.
- Frequency of elections (if society).
- Role of the general body (if society).
- Role of General Body with respect to the Governing Body.
- Number of General body members (if society).

**Employees Composition:**

Please enclose list of employees/ Organizational chart.

**Points on employee structure and constitution:**

- Number of professional staff. (E.g. social workers, psychologists, health professionals, legal experts, media professionals, trained professionals associated with the arts etc.)
- Number of volunteer staff.
- Number of support staff (if any).

**Donor support:**

Please enclose information on donor support with contact details (email address, mailing address and phone nos).

**Legal Status:**

Please enclose photocopy of the Societies/ Trust Registration Act with Reg. Number.

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## FISCAL INFORMATION

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### **Names and Address of Statutory Auditors:**

**Audited Consolidated Accounts:** Please enclose photocopy of last 3 year consolidated audited accounts along with Auditors Reports and Notes to Accounts duly signed by the trustees/secretary/member. . (Certified True Copy)

**F.C.R.A. No:** Please enclose photocopy of letter from Home Ministry for registration Under FCRA. (Certified True Copy)

**Copy of Registration Under Section 12 A (a):** Please enclose photocopy of letter from Income Tax Department for registration under Section 12 A (a). . (Certified True Copy)

**Copy of Registration Under Section 80G:** Please enclose photocopy of letter from Income Tax Department for registration under Section 80G. . (Certified True Copy)

**Copy of Approval under Section 35AC:** Please enclose photocopy of letter from Income Tax Department for registration under Section 35AC. (Certified True Copy)

**Permanent Account Number:** Please enclose photocopy of PAN Card/letter. . (Certified True Copy)

**Tax Deduction Account Number:** Please enclose photocopy of TAN allotment letter. . (Certified True Copy)

**Copy of Income Tax Return:** Please enclose photocopy of the latest Income Tax return filed along with the computation of Income and auditor report in Form 10B. (Certified True Copy)

**Copy of FCRA Return:** Please enclose photocopy of the latest FCRA Return (FC-3) filed and proof of despatch of FC-3 (Certified True Copy)

**Provident Fund Account No:** Please enclose photocopy of document for provident Fund Account Number if no of employee exceed 20.