



भारत सरकार
कार्यालय

Office of the
आयकर आयुक्त (छूट).

Commissioner of Income Tax (Exemptions),

कैलाश हाईड्स, तृतीय तल, लालकोठी, टोंक रोड, जयपुर-302015

Kailash Heights, 3rd Floor, Lalkothi, Tonk Road, Jaipur-302015

No. CIT(E)/JPR/ITO(H.Qrs)/2015-16/ 5602

Dated: 31-03-2016

To,
The Trustee/Secretary/President,
Keshar Devi Godara Samajik
Kalyan Sansthan,
VPO- Singor, Via- Bhorki,
Distt.- Jhunjhunu

PAN: AACAK7528E

Sir,

Sub: Registration of Trust/Institution for Registration u/s 12AA& Exemption u/s 80G of the Income Tax Act, 1961.

Ref: Your application filed on 21-03-2016 in this office.

In connection with the above, I am directed to request you to furnish information/documents as mentioned under:-

1. Where the trust is created, or the institution is established, under an instrument the instrument in original, together with one copy thereof if not attached with the application form.
2. Where the trust is created, or the institution is established, otherwise than under an instrument, the document evidencing the creation of the trust or the establishment of the institution together with one copy thereof and certified copy of Trust Deed/ MoA approved by the Charity Commissioner in case of Trust/Society and certified copy of MoA&AoA from RoC in case of Company if not attached with the application form.
3. If the Trust Deed/MoA etc. is in vernacular language, please furnish certified translated copy of entire Trust Deed/MoA in English/Hindi.
4. If your trust or institution has been in existence in any of the previous financial years (i.e. earlier to the financial year in which the application has been made), two copies of the audited accounts of the trust or institution relating to each of such earlier financial years if not attached with the application form and latest provisional Income & Expenditure Account and Balance Sheet.
5. Details of charitable or religious activities actually carried out by the trust since its inception. In case no such activities have been carried out in any of earlier financial years, please furnish such details for the current financial year till date along with the documentary evidence in the following Performa:

Description of activity	Date	Venue	Number of Beneficiaries	Amount spent (Rs.)	Object to which related
1	2	3	4	5	6

6. The N.O.C. from the owner of the premises from which the trust is functioning along with proof of ownership thereof.
7. Certificate of registration issued by the Charity Commissioner/Registrar of Societies/Certificate of Incorporation u/s.25 of the Companies Act in original along with the photocopy of the above.

8. Copy of bank account showing transactions since opening of the account till date along with summary of transactions therein.
9. Photocopy of PAN card(s) of the trust and also of all the trustees along with the original PAN cards for verification.
10. Copies of Income tax Returns filed for last three years along with computation and Audit Report in Form 10B. If the return filed is belated, furnish the reasons thereof.
11. If the Trust/Institution is old, please furnish the reasons why the registration is being sought now along with copy of resolution passed/extract of Minutes Book in this behalf.
12. Name, Address and PAN of the settler and trustees along with the particulars of occupation / business / profession of Trustees viz. names of concerns with complete address, nature of business / profession etc. Contact No. of Settler / Trustees / Principal Officer may also be called for.
13. Break-up/list of donors (corpus & general) along with name, address, PAN and assessment details of donors of Rs.10,000/- and above for all the three immediately preceding assessment years. In case of corpus donations, kindly file direction letters from donors. In case of any foreign donations, copy of the certificate issued by the Home Ministry for foreign donations, if any, received along with a copy of the bank statement along with copies of returns filed with FCRA authorities.
14. If represented through authorized representative, duly discharged letter of authority must be produced at the time of hearing. However, personal attendance of the Managing Trustee/Member of Governing Body/Principal Officer may be required, at the discretion of the CIT(Exemptions).
15. In the case of any change in trustees/address of the trust/institution, copy of relevant change report from Charity Commissioner/Registrar of Societies/Registrar of Companies/Registrar of Assurances.
16. Whether this is your first application for registration u/s. 12A and / or approval u/s.80G? if no, furnish the details of earlier applications made with copies of orders.
17. In case of acquisition of assets otherwise than by donation:-
 - [a] Source for the acquisition with documentary evidence.
 - [b] Copy of purchase agreement.
 - [c] Copy of construction plan.
 - [d] Development permission of competent authorities.
18. Please explain as to how the objects of the Trust/Institution are within the meaning of 'charitable purpose' as defined under Section 2(15) of the Income Tax Act, 1961.
19. In case of schools/hospitals, whether necessary permission from the State Govt./local bodies has been obtained?
20. In a case of renewal of approval u/s. 80G, copy of previous 80G certificate and a Note explaining why such approval was not obtained in the intervening period.

You are requested to furnish the above information and documents on **26-04-2016** at **11:30 A.M.** Kindly note that if you fail to attend on this date or comply with required details in writing, your application will be liable to rejection.

It may be mentioned that any of the documents which have already been filed alongwith the application or during the proceedings under this section, need not be filed again.

Yours faithfully,

(SURENDRA YADAV)
Income-tax Officer (H.Qrs.),
For Commissioner of Income-tax,
(Exemptions), Jaipur.