

Annex 1

**Application for Registration for grant of financial assistance
from the Depositor Education and Awareness Fund,
Reserve Bank of India**

Sl. No.	Particulars
1.	Name of the applicant entity.
2.	Category of the applicant (Trust/ Society/ Private Corporate/ Public Corporate/ University/ Other Educational Institution/ any other Institution) and statute under which it is established
3.	Registration No. & Date
4.	Full address of the Registered Office, along with name, designation, telephone no., fax no. and e-mail id of the Head of the Institution as also the contact person of the applicant
5.	Full address and contact details of the Corporate Office, if different from the Registered Office of the applicant
6.	Details of shareholding by individuals and groups in the applicant entity. Mention relationship between them, if any
7.	Number of members / shareholders of the applicant
8.	Whether the applicant entity is managed by a Governing Board/ Management Committee?

9.	Whether the applicant entity has been formed for the benefit of any particular individual, religion, community, or caste, if yes, give details.	
10.	Complete address of the locations where activities of the applicant entity were conducted during the last five years.	
11.	Whether the accounts of the applicant entity have been audited for the last three years and if yes, name of auditing agency, their contact details and the date of audits.	
12.	Whether the applicant has internal control system. If the applicant is a corporate, whether it has an Audit Committee.	
13.	Names and addresses of the regulators of the applicant and details of the regulatory actions against the main promoter by regulators in India or abroad during the last 3 years.	
14.	a. Details of criminal/civil proceedings against the main promoters /shareholders if any. b. Number and status of complaints filed against the entity in last three years and the mechanism for resolving complaints.	
15.	Details of account no., bank and branch including credit facilities maintained in the name of the applicant.	
16.	Name, designation, phone/mobile number and email of the nodal person for contact.	

17. Major activities of the applicant entity during the last 5 years:

Sl No	Nature (workshop, seminar, etc.) and purpose of the activity	Year Venue	Coverage (No. of participants)			Expenditure incurred (in ₹ lakh)	Source of funding
			Men	Women	Children		

18. Major activities of the applicant entity during the last 5 years pertaining to Depositor Education:

Sl No.	Nature (workshop, seminar, etc.) and purpose of the activity	Year	Coverage			Expenditure incurred (in ₹ lakh)	Source of funding
			Men	Women	Children		

19. Summary of financial status/statement of the applicant entity for the last 5 years.

Year	Total Income/ Receipt (in ₹ lakh)	Total Expenditure/ Payment (in ₹ lakh)	Surplus (in ₹ lakh)	Deficit (in ₹ lakh)	How the surplus, if any, was appropriated or how the deficit, if any, was financed?

20. Details of grants received from Central Govt. /State Govt. / other Govt. agencies/ other agencies during the last 5 years:

Sanction Order No.	Date	Amount (in ₹ lakh)	Scheme	Address of funding agency	Purpose

21. Details of grants applied for but rejected by Central Govt. /State Govt. / other Govt. agencies/ other agencies during the last 5 years:

Rejection Order No.	Date	Amount (in ₹ lakh)	Scheme	Address of funding agency	Purpose

22. Details of Foreign Contributions, if any, received during last 5 years:

Country	Organization	Purpose	Date	Amount (in ₹ lakh)	FCRA Registration No.

23. List containing details of the important office bearers of the applicant entity, in the following format. Details of independent directors (in the case of companies) may be furnished separately in the following format:

S. No.	Name & Address	Sex (M/F)	Age	Designation	Qualification	Profession	Annual income (in ₹ lakh)	Telephone No., (both land-line and mobile) and Fax No.	e-mail id

Certificate: I solemnly declare that the above information are true in every respect.

Name

Signature

(Stamp of the Secretary/ President of the entity)

Place:

Date:

List of Documents (Certified copies)

I) In the case of Corporates

- i) Brief history/background of the Corporate.
- ii) An Organogram depicting the structure of the Corporate.
- iii) Certificate of Incorporation along with Memorandum and Articles of Association, Rules, Regulations, objectives of the Corporate.
- iv) Certificate of commencement of business in the case of public companies
- v) Certified copy of PAN and TAN allotment letter and IT assessment orders/ IT Returns for the last 3 years.
- vi) Details of promoters, management, their shareholding, details of their interest in other entities.
- vii) Details of promoter group entities/ sister concerns and percentage of shareholding.
- viii) Audited accounts and annual reports of the Corporate for the last 3 years.
- ix) An undertaking signed by the Head of the Corporate that if registered and found eligible to get financial assistance from the Fund, it will utilise the money received from the Fund only for the activities permitted by the Reserve Bank/Fund and expenses incidental thereto, and not for any other purpose.
- x) An undertaking signed by the Head of the Corporate that it will make available to the Fund/Reserve Bank/representative of the Reserve Bank all books and accounts kept by them with regard to the grants received from the Fund and utilization of the same.
- xi) A certificate signed by the Head of the corporate for engagement in depositor awareness programmes in last 3 years.
- xii) Sanctioned orders of grants received from Central Govt. / State Govt. / other Govt. agencies/ other agencies during the last 3 years.
- xiii) Certified copy of the Registration Certificate under FCRA and supportive documents of details of Foreign Contribution received during last 3 years.
- xiv) List of names and branch addresses of all the bankers for the Corporate.
- xvi) Board Resolution for making an application to the Reserve Bank for registration
- xvii) Details of internal control system, Audit Committee and corporate governance

II) In the case of applicants other than Corporates (Trusts, Societies, Universities, Other Educational Institutes, Other Institutions, etc.)

- i) Brief history/background of the applicant.
- ii) An Organogram depicting the structure of the entity.
- iii) Certified Copy of the Certificate of registration along with Rules, Regulations, Bye-laws, objectives of the entity.
- iv) Details of members, management, their shareholding, details of their interest in other entities.
- v) Details of promoter group entities/ sister concerns and percentage of shareholding.
- vi) Certified copies of PAN and TAN allotment letter and IT assessment orders/ IT Returns for the last 3 years.
- vii) Audited accounts and annual reports of the entity for the last 3 years.
- viii)) An undertaking signed by the Head of the entity that if registered and found eligible to get financial assistance from the Fund, it will utilise the money received from the Fund only for the activities permitted by the Reserve Bank/Fund and expenses incidental thereto, and not for any other purpose.
- ix) An undertaking signed by the Head of the entity that it will make available to the Fund/Reserve Bank/representative of the Reserve Bank all books and accounts kept by them with regard to the grants received from the Fund and utilization of the same.
- x) A certificate signed by the Head of the entity for engagement in depositor awareness programmes in last 3 years.
- xi) Sanctioned orders of grants received from Central Govt. / State Govt. / other Govt. agencies/ other agencies during the last 3 years.
- xii) Certified copy of the Registration Certificate under FCRA and supportive documents of details of Foreign Contribution received during last 3 years.
- xiii) List of names and branch addresses of all the bankers for the entity.
- xv) Resolution for making an application to the Reserve Bank for registration.
- xvi) Details of internal control system.