

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

Sl. No.	Particulars	
1.	Name of the applicant	
2.	Category of the applicant (Trust/ Society/ Private Corporate/ Public Corporate/ University/ Other Educational Institution/ any other Institution/ Fund) 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 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 is managed by a Governing Board/ Management Committee?	
9.	Whether the objectives/ bye-laws of the applicant contain any provision for spending their income or assets for purposes other than "charitable purposes", and if yes, give details.	
10.	Whether the applicant has been formed for the benefit of any particular individual, religion, community, or caste, and if yes, give details.	

11.	Complete address of the locations where activities of the applicant were conducted during the last five years.	
12.	Whether the accounts of the applicant have been audited for the last five years and if yes, name of auditing agency, their contact details and the date of audits.	
13.	Whether the applicant has internal control system. If the applicant is a corporate, whether it has audit committee	
14.	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 5 years.	

15.	<p>a. Details of criminal/civil proceedings against the main promoters /shareholders if any.</p> <p>b. Number and status of complaints registered against the entity in last 5 years. Mechanism for resolving complaints.</p>	
16.	<p>Details of account no., bank and branch including credit facilities maintained in the name of the applicant</p>	
17.	<p>Name, designation, phone/mobile number and email of the nodal person for contact.</p>	

18. Major activities of the institution/ organisation/ association during the last 5 years:

Name and purpose of the activity	Year	Coverage			Expenditure incurred (in ₹ lakh)	How the expenditure was financed?
		Men	Women	Children		

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19. Major activities of the institution/ organisation/ association during the last 5 years pertaining to Customer Education and protection:

Name and purpose of the activity	Year	Coverage			Expenditure incurred (in ₹ lakh)	How the expenditure was financed?
		Men	Women	Children		

20. Summary of financial status/statement of the institution/ organisation/ association 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?

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21. 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

22. Details of grants applied for but rejected by 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

23. Details of Foreign Contribution received during last 5 years:

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

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24. List containing details of the important office bearers of the institution/ organisation/ association, 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 informations are true in every respect.

Name and Signature (along with stamp) of the Secretary/ President of the institution/ organisation/ association

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 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 5 years.
- ix) An undertaking signed by the Head of the corporate that 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 consumer protection/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 5 years.
- xiii) Certified copy of the Registration Certificate under FCRA and supportive documents of details of Foreign Contribution received during last 5 years.

- xiv) List of names and branch addresses of all the bankers for the entity.
- xv) Utilization certificate by statutory auditor for major activities mentioned in Sl.No. 18 containing details of Administrative expenses, Program expenses and other expenses, if any.
- xvi) List of members/ shareholders of the corporate.
- xvii) Board Resolution for making an application to the Reserve Bank for registration
- xviii) 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, Funds, etc.)

- i) Brief history/background of the institution/ organisation/ association.
- ii) An Organogram depicting the structure of the institution/ organisation/ association.
- iii) Certified Copy of the Certificate of registration along with Rules, Regulations, Bye-laws, objectives of the institution/ organisation/ association.
- 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 copy of PAN and TAN allotment letter and IT assessment orders for the last 3 years.
- vii) Audited accounts and annual reports of the institution/ organisation/ association for the last 5 years.
- viii) An undertaking signed by the Head of the institution/ organisation/ association that the institution/ organisation/ association 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 institution/ organisation/ association that the institution/ organisation/ association 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 institution/ organisation/ association for engagement in consumer protection/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 5 years.
- xii) Certified copy of the Registration Certificate under FCRA and supportive documents of details of Foreign Contribution received during last 5 years.
- xiii) List of names and branch addresses of all the bankers for the entity.
- xiv) Utilization certificate by statutory auditor for major activities mentioned in Sl.No. 18 containing details of Administrative expenses, Program expenses and other expenses, if any.
- xv) List of members of the institution/ organization/ association.
- xvi) Resolution for making an application to the Reserve Bank for registration.
- xvii) Details of internal control system