

OFFICE OF THE DIRECTOR OF INCOME TAX (EXEMPTIONS)

6th Floor, Piramal Chambers, Parel, Mumbai - 400 012, Ph : 2413 7883 Fax : 2411 6047

No. DIT(E) / 12AA / 39340 / 2004-05

Date : 02/05/05

To, Structural Engineering Forum of India
312, Apperjay House, 130 Bombay
Samachar Marg Bort Mumbai - 23

Sir,

Sub: Registration of Trust/Institution u/s. 12AA of the I. T. Act, 1961.

Ref: Your application filed on

11/04/05

In connection with above mentioned matter you are requested to furnish information / documents as mentioned hereunder :

1. As per Rule 17A of the I. T. Rules, it is required that the registration application must accompany the original instrument under which the trust or institution came into existence. You are, therefore, requested to produce the original instrument for verification, if not enclosed with the application form.
2. If your trust or institution has come into existence, otherwise then under an instrument, you are requested to produce the documentary evidence with regard to creation of your trust or institution.
3. If your trust or institution has been in existence in any of the previous financial year (i.e., year prior to the financial in which the application has been made), please furnish two copies of the accounts of the trust or institution relating to each of such earlier financial years if not attached with the application form.
4. Under the provision of section 12AA(1)(b) for the purpose of registering a trust or institution, apart from its objects, the Commissioner has to satisfy himself about the genuineness of its activities. You are, therefore, requested to furnish the details of charitable or religious activities actually carried out by the trust from its inception. In case no such activities have been carried out in any of the earlier financial years, please furnish such details for the current financial year till date along with documentary evidence.
5. The NOC from the owner of the premises along with proof of ownership for the premises from which the trust is functioning.
6. Certificate of registration issued by the Charity Commissioner / Registrar of Societies / certificate incorporation u/s. 25 of Companies Act must be produced in original along with photo copy of the above.
7. Copy of bank account showing transactions, since opening of the account till date along with bank account summary.
8. PA No. of the trust and also all the trustees, if they are assessed to tax must be given.
9. If the trust is old, the copies of acknowledgement of the Income Tax returns filed for last three years.
10. Personal attendance of the Managing Trustee is required.
11. If represented through authorised representative then a duly executed letter of authority must be produced at the time of hearing.

You are requested to furnish the above mentioned information and documents on 09/06/2005 at 12.00 a.m. / p.m. Please note that if you fail to attend on this date or fail to furnish the information or documents, as aforesaid, your application shall be disposed off on merits.

Yours faithfully,


(D. D. YADAV)

Income-tax Officer (HQ) (E), Mumbai.

