



## APPLICATION FORM FOR CSR PROJECT

CSL/CSR/F-01  
(CSR Project Proforma)

\***UNIQUE CSR REGISTRATION No:** . . . . .

SI No.	Particulars	Information	
<b>I. Details of the Agency undertaking CSR project</b>			
1.	Name of the Agency undertaking CSR project		
2.	Address for Communication		
3.	Contact person		
4.	Mobile No.		
5.	Web site and E-mail ID		
6.	Category of Agency ( <i>Strike out whichever not applicable</i> )	Section 8 Company/Regd. Trust or Regd Society established by Central Govt, or State Govt/Entity established under an Act of Parliament or a State Legislature/Regd. Public Trust or a Regd. Society under section 12A and 80G of the Income Tax Act, 1961.	
7.	Registration details with Number and Year of Registration ( <i>Attach copy of the Registration Certificate as Annexure-1</i> )		
8.	Accreditation/Affiliation Particulars ( <i>Attach copy of the Accreditation/ Affiliation Certificate as Annexure-2</i> )		
9.	Registration number and date of 12A of the Income Tax Act, 1961. ( <i>Please provide copy of 12A</i> )		
10.	Registration number and date of 80G of the Income Tax Act, 1961. ( <i>Please provide copy of 80G</i> )		
11.	Bank Account Particulars for NEFT/ RTGS		
12.	Taxation Particulars ( <i>Attach copy of PAN Card</i> )	PAN	
		GST No	
13.	If registered under FCRA, mention the number and date. ( <i>Please provide copy of FCRA Registration</i> )		
14.	Management Team Particulars: Name, Designation, Profession or Occupation, Address, Contact Numbers ( <i>Attach separately as Annexure-3</i> )		
15.	Deed/ Bye-law of the Agency ( <i>Attach copy as Annexure-4</i> )		

16.	Brief report on the activities of the agency covering activities undertaken during the last three years ( <i>Attach copy of the Annual Reports as Annexure-5</i> )	
17.	Audited accounts of the agency for the last three FYs ( <i>Attach copy as Annexure-6</i> )	
18.	Have you ever availed any CSR support for the past from CSL? If yes give name of the project and year	Yes/No
19.	Have you received CSR support from any agencies other than CSL in the past three years? If so, the details thereof. ( <i>i.e name of project, amount received etc..</i> )	
20.	Have you ever been blacklisted by any agency during <b>any period</b> of time? Please specify ( <i>year and reason thereof</i> )	
<b>II. Details of the CSR Project to be undertaken</b>		
21.	Name of the proposed CSR Project	
22.	Statement of the Problem/Issue/Need	
23.	Objectives of the Project	
24.	Current State of Affairs with photos, if relevant	
25.	Whether Baseline survey for the project is conducted? (a) If yes attach survey report in brief  (b) If not, submit the completed Baseline survey form as attached	
26.	Expected impact of the project/proposal when implemented	
27.	Area/Location of the project	
28.	Proposed solution or way forward	
29.	Project details with milestones and sequences. ( <i>Attach detailed project proposal with budgets and other relevant details as Annexure-7</i> )	

30.	Estimated item-wise cost <i>(If required please attach separately as Annexure-8)</i>	
31.	If civil construction, please attach copy of approved Plan and Estimate/Building Permit etc. signed by a Registered/Licensed Engr.	
32.	Copy of deed of the land where construction is proposed with support of latest Encumbrance Certificate	
33.	Expected support from CSL	
34.	Means/Sources of funding for the project other than CSL	
35.	Contribution by the agency in terms of cost and management to complete the project	
36.	Have you approached any other agency for this project? If so provide details.	
37.	Does this project qualify for any governmental funding or plan outlay?	Yes/No
	(a) If yes whether the agency has approached the concerned governmental agency ; provide details and outcome	
	(b) If not, reasons thereof	
38.	Schedule of implementation of the project i.e duration of the project, etc..	
39.	Name, address, contact numbers if any, of the beneficiaries of the project <i>(Please use additional sheets if required)</i>	
<b>III. Other Details</b>		
40.	Mode and stages of payment	
41.	Whether willing to enter into an agreement with CSL for proper implementation and continued maintenance of the project if sanctioned?	
42.	Whether agreeable to bear the cost of continued operation and maintenance of the project	

43.	Do you charge any administrative expenses towards executing of the project? If so what rate?	
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**DECLARATION**

I hereby declare that all the particulars/information given above is true to the best of my knowledge/belief. I understand that any false and misleading information provided by me in the above application may lead to actions even upto black listing of my firm for any future CSR support.

Date :

Signature with seal

*(Signature shall be by one Director in case of Section 8 Company/one of the Trustee or CEO in case of Registered Public Trust/Chairperson or CEO or Secretary in case of Registered Society/Authorised Representative in case of Entity established under an Act of Parliament or State Legislature)*

**Note:**

1. \*Every entity, who intends to undertake any CSR activity, shall register itself with the Central Government ([www.mca.gov.in](http://www.mca.gov.in)) by filing the form CSR-1 electronically with the Registrar and on the submission, a unique CSR Registration Number shall be generated by the system.
2. Applications received from Regd. Public Trust or a Regd. Society under section 12A and 80G of the Income Tax Act 1961, who does not have an established track record of at least three years in undertaking similar activities will be summarily rejected.
3. A hard copy of this application is to be submitted in original with seal and signature to Head (CSR).
4. All other documents are to be scanned and submitted in pdf format and emailed to [csr@cochinshipyard.in](mailto:csr@cochinshipyard.in)

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