

APPLICATION FOR SUBMITTING REQUEST FOR PROPOSAL

No	Particulars	Response			
1	Name of the Organisation				
2	Address of the principle office				
3	Phone Number & FAX				
4	E-mail ID				
5	Web-site				
6	Contact Person	Name, E-mail ID, Mobile number			
7	Number of other office/s and their Address	Annex details in separate sheet, if required			
8	Year of Establishment				
9	Whether operated in any other name before being registered with this name.	If yes, give details			
10	Nature of legal incorporation				
11	Law under which formed/registered				
12	Territory Covered	Within India			
13	Vision, Mission, strategy and Objective	Attach separate sheet, if required			
14	Composition of the Principle Body Governing the Organisation	Management/ Trustee/ Board or any other name by which it is referred to			
15	Name, occupation and qualification of each member in the Principle Body governing the Organisation				
	No.	Name	Qualification	Occupation	Signature
	I				
	II				
	III				
IV					

	VII				
	IIIX				
	IX				
	X				
<p>* Address, identity proof and PAN details of each member to be attached separately (photo copies). ** Attach Bio-data of each member providing relevant details providing expertise and experience of each member in the field in which the organisation is working.</p>					
16	Affiliations to or partnership with any other national or international organisation		If yes, give name and details		
17	Whether any past project or assignment done for Central/ State Government or any Local Authority/LIC Golden Jubilee Fund or any other Corporate Entity,		If yes, give details w.r.to Amount, year, nature of aid/ assistance, purpose, status of the project		
18	Proposed cost breakup and details of the project		Attach a separate sheet, if required		
19	Give the brief scheme of the project etc., giving other relevant details including Name, Area covered, Amount required, Number of beneficiaries, period, detailed break up of amount to be spent, Reporting period, Type of reporting etc., also give out any other information relevant in this regard.		Attach a separate sheet, if required		
20	Awards/ recognition/ certifications etc., received, from statutory authority of national or international repute		If yes, give details of all such awards with attachment *Quantify the achievements and work done as practicably as possible		
21	Organisational Structure and HR count of the Organisation		Attach a separate sheet, if required		

Whether the Organisation possesses following registration/certifications

I	Charity Commissioners Certificate	
II	80G Income Tax Act, 1961	
III	12 A-(a) of Income Tax Act, 1961	
IV	35 AC documents	
V	FC(R)A, 2010 registration	
VI	Audited Financial Statements of last three financial years	
VII	Annual report of past three years	

Bank Account Details

I	Bank A/c Number	
II	Branch Name and Address:	
III	Bank Account Name:	
IV	Bank Account Type:	
V	IFSC Code:	

** Attach a Copy of Cancelled Cheque leaf

Note:

The Authorised person/one of the trustees can put his initials on each page.

- Place stamp of the organisation on each page.
- In case the document pertains to any individual- by the individual himself/ herself or by the authorized signatory of the trust/NGO etc.(designation to be mentioned).
- In case the document pertains to the organisation by the authorized signatory of the trust/NGO etc., (designation to be mentioned).

The documents ought to have been sent in hard copy to our office at

**Corporate Social Responsibility Department
LIC Housing finance Limited
Corporate Office Maker tower;
Block-F; 13th Floor Cuffe Parade
Mumbai- 400005 Maharashtra**

Declaration: I/We the undersigned hereby declare to the best of our knowledge and belief that the information stated above is correct, complete, authentic and not misleading. If at any time in the future it is found that the information stated above is not correct/complete/authentic / misleading then I/we shall be personally liable and may be called upon for any explanation to clarify the variation. I/we as well as my/our organisation also undertake to go through any sort of inspection/ audit/ enquiry etc.,

which may be invoked or made applicable by LIC Housing Finance Limited (herein after referred to as 'the Company') and such inspection/ audit/ enquiry etc., shall not be limited to the financial or other assistance or aid (herein after referred to as 'funds') that may have been provided by the Company. I/we further undertake to spend the funds rightfully and for the purpose stated to the Company while seeking the funds. I/we further undertake to provide periodical details regarding the progress, maintenance or other details, as may be required by the Company, of the asset acquired/ other activities performed (given clear trail of the amount spend) by the funds provided by the Company in the manner required at regular intervals. Any other documentation required and called for will be submitted for processing. I/We further declare that neither my/ our organization nor any of its directors/trustees/members are politically connected persons or have at any time charged or have been convicted by any court of law of an offence involving moral turpitude or any other criminal offence.

Important Note(s):

- 1) Acceptance of the application form shall in no way be construed to be a commitment towards funding.
- 2) The CSR Committee of the Company is the sole authority to decide upon CSR funding and the final decision of such Committee shall be binding upon all applicants.
- 3) As of now the only interface between the implementation agency and the Company is the Application form. Further queries/ meeting may be called for by the Company as and when required/ if required.
- 4) The applicant would be subject to field visits by the Company's officials and would be required to submit declarations/affidavits during the course of appraisal of the project and before funding.
- 5) The Implementation agency is requested NOT to follow-up with regard to the project with the Company.
- 6) The decision of the CSR Committee, if favorable, shall be communicated to the Implementation agency forthwith.
- 7) The implementation Agency shall be in existence for at least three or more years and shall have considerable track record in the area it is seeking the CSR Contribution from the Company.
- 8) The Implementation Agency would be deemed to be aware about the CSR Policy of the Company as hosted in its website.
- 9) The CSR Policy of the Company is binding on the Company and any project considered to be funded by the Company shall fall within the preview of its CSR policy.

Signature and Name with Seal of the Authorised person/Trustees/any other principal authority by whatever name called.

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<p>Disclaimer: The Board/CSR Committee and any other internal authority authorized by the Board/CSR Committee in this regard has the discretion to withhold/stop payment/disbursement of the funds if it is not satisfied with the implementation of the project etc., or if it is of the view that the funds are being /had been applied at any time for purposes other than agreed upon initially at the time of sanction of the project etc.,.</p>
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