

HARITHA KERALAM MISSION

REGISTRATION FORM FOR EMPANELMENT OF HARITHA SAHAYA STHAPANAM

Section A: Basic Information

1. Name of the Organisation :
2. Postal Address :
.....
.....
3. Telephone : Landline (With STD Code) Fax
E-mail Mobile
4. Legal status : () Society () Company () Others (Specify)
5. Registration Details : Registered on (Date) and Validity
By
6. Contact person :
- Designation :

Section B: Organisational background

7. Activities being carried out by the organization and experience (short bulleted description)
8. Major Achievement / innovations (Short bulleted description only)

9. Previous partnership with Government / Local Self Government Institutions.

10. Please provide details, regarding the annual budget of your organization.

Year	Source	Amount
2016-17		
2015-16		
2014-15		

(Also attach previous years audited balance sheet)

11. Whether blacklisted by Central / State / any other government organization in the past?

(Y/N)

If yes, provide details:

12. A brief write-up on the programmes being currently carried out by the organization

(No more than three pages)

13. Details with Name, Address, Qualification and Experience of the team members.

Sl. No.	Name	Area of Expertise	Qualification	Experience

Section D: Documents Required

14. Copies of the following documents need to be provided.

- Organisation Registration Certificate and Memorandum of Association & Articles along with the latest filled return / Trust Deed
- Activity Report / Annual report of the organization for the previous years.
- Annual Audit Report of the organization for the previous years.
- Income Tax Registration and Exemption Certificate, if any
- List of Board / Governing Body / Key members with contact details and occupation etc.
- CV including educational qualification, experience in respect of Key personnels, technical experts, technicians, co-ordinators etc.
- Provide reference details of reputed persons for cross-checking the credibility of the Organisation.
- Signed copy (in all pages) of EoI Notification.