

(Application/ Intimation should be submitted in good handwriting)

To,

Assistant / Deputy Charity Commissioner,

Public Trust Registration Office,

..... Region

Subject: -- Application for collection or cause to be collected any money, contribution, subscription or donation, in cash or kind, for religious or charitable purposes, vide Sec.41C(1) of the Maharashtra Public Trust Act, 1950

OR

Intimation in the exigencies for aiding, assisting or giving relief to the persons affected by natural disaster, war, riots, accidents or similar cause' the collection may be made by giving intimation, vide proviso of Sec.41C(1) of the Maharashtra Public Trust Act, 1950.

Name institute / Body of persons or Persons: - -----

Sir,

We ----- - Resident Community Public Works/ Ganeshotsav/ Navratri Festival/ War Assistance for Natural Disasters / to celebrate the birth anniversary / gathering Information related to thereto as follows: -

Name.	details	Particulars
1.	What is its nature of public works / celebrations?	
2.	Period, in which work / celebration will begin ?	From to
3.	Are you working / celebrating regularly every year? If yes, state since when ?	
4.	Address of the venue of function / festival	
5.	Names, occupations and addresses along with contact number etc. of managing committee / Executive Board (along with list)	
6.	Have you applied for such permission / intimated about collection of amount ever before? If yes, have you submitted audited statement of contribution, expenditure of last year ?	
7)	(a) Estimated Amount, which will be collected for the purpose ? (b) Estimates, Expenditure Amount on the purpose ?	
8)	(a) How many receipts are printed for this occasion ?	
	(B) have you given serial numbers to receipt books and their receipts ?	

	(C) Is register about distribution of receipt book kept?	
	(D) whether receipts, regarding collection of fund, donation are issued by authorised signatories ?	
9)	(a) Name of persons and addresses, who will be responsible for collection of receipts books and to submit details of collection thereform	
	(b) Name/s, address/es of person/s, who will be in charge of amount and/or articles so collected	
10)	Name of internal Auditor and his educational Qualification ? (Name and signatrues of proposed auditor)	
11)	Actual collected amount till date, if started ?	
12)	(a) What is the book balance of the previous year ?	
	(B) State the number of Permission and it's date, if you applied and it was granted ?	

We hereby undertake that amount/ article will be collected within a period of Six months from the day allowed to collect the subscription and we shall submit the audited accounts of such collections or receipt of contribution and remaining amount, if any, within a period of two months next after expiry of the said period and further undertake to credit the remaining amount so collected in the public Trusts Administration Fund vide Sec.41C(3) and (4) of the said Act.

We hereby undertake that if the Assistant Charity Commissioner or the Deputy Charity Commissioner directs us to stop making such collection, we will stop it forthwith and render an account of the collections made by us and we will deposit the amount so collected in the public Trusts Administration Fund.

We hereby undertake that we will obey the terms and conditions regarding collection of funds/amounts/articles, while issuing permission as per section 41C of the Maharashtra Public Trust Act, 1950. We further undertake that we have full consent in this regard. We are ready to fulfill our responsibility as per rule. So, we are signing below.

Sr. No.	Full Name	Designation	Address & Contacts	Age	Sign
1.		President			
2.		Vice President			
3.		Secretary			
4.		Treasurer			
5.		Member			
6.					
7.					

8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Date:

Location:

Note:

- (1) A complete application form will be considered only.
- (2) Attach required documents. Do not dig the application.
- (3) Remove irrelevant text.