

***To be printed on the Letter Head of the Trust**

To,

The Hon'ble Joint Charity Commissioner,
..... Region,

Subject: - Request to provide User ID and Password to the Trust

Respected Sir/Madam,

I have the honour to state that, the trust(name of the trust)
bearing PTR No.....has filed the last Audit Report of the trust for the Financial
Year.....on(Date)

It is submitted that, the name of the trustee whose details are appended below have been
duly authorised by the Board of Trustees/Managing Committee/Governing Council in a
meeting of the trustees dated.....to act on behalf of the trust and use the provided
User ID and Password only for the purpose intended.

It is further submitted that, any change in the details of the trustee who has been provided
with the User ID and Password on account of his cessation to be a trustee due to
resignation/death/removal/insanity/etc shall be promptly reported to your noble office.

It is therefore requested to provide the trust with the User ID and Password, the necessary
details are as follows: -

Name of the trustee: -

E-mail ID of the trustee: -

Mobile No. of the trustee: -

D.O.B. of the trustee: -

Yours' Faithfully,

(Name and Sign of the Reporting Trustee)

Name and Signatures of the Trustees (Any three trustees including the applicant)

1.....(Name).....(Sign)

2.....(Name).....(Sign)

3.....(Name).....(Sign)

- List of Enclosures: -
1. Identity Proof of the Reporting Trustee
 2. Copy of Trust Registration Certificate
 3. Copy of Last Change Report accepted (desired)

The application alongwith it's enclosures should be sent to- (P.T.O.)

Sl. No.	Name of the Office	Email ID
1.	Gr.Mumbai	regionalofficegmr@gmail.com
	Thane	
	Raigad	
	Palghar	
2.	Pune	regionalofficepun@gmail.com
	Ahmednagar	
	Satara	
	Solapur	
3.	Nashik	regionalofficens@gmail.com
	Dhule	
	Jalgaon	
	Nandurbar	
4.	Kolhapur	regionalofficekop@gmail.com
	Sangali	
	Ratnagiri	
	Sindhurg	
5.	Aurangabad	regionalofficeaug@gmail.com
	Nanded	
	Jalna	
	Parbhani	
	Hingoli	
6.	Latur	regionalofficeltr@gmail.com
	Beed	
	Osmanabad	
7.	Amravati	regionalofficeamr@gmail.com
	Akola	
	Buldhana	
	Yavatmal	
	Washim	
8.	Nagpur	regionalofficengpr@gmail.com
	Chandrapur	
	Bhandara	
	Wardha	
	Gadchiroli	
	Gondia	