

INVITATION TO REGISTER

DATABASE FOR IMPLEMENTATION AGENCIES HUB

The Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA) as a think tank as well as a service delivery, policy advisory and capacity building institute in various subjects and matters relevant to corporate regulation and governance including Corporate Social Responsibility.

IICA has set up the National Foundation for Corporate Social Responsibility (NFCSR) to help build an enabling environment for the corporate sector to work in partnership with government, non government and civil society organizations, as well as local community organizations in the field of CSR.

With the implementation of Section 135 of the Companies Act, 2013 and notification of the Rules there under, companies falling within the ambit of the said section are required to initiate action immediately.

In this context, it is essential that implementing agencies like NGOs, CSOs, VOs, Foundations, Trusts or Section 8/25 Companies understand the CSR landscape in India. The contours of what can be called a new age relationship need to be shaped and carved.

At present there is certainly a lack of recognition of NGOs as drivers of CSR, concerns about their legitimacy in relation to CSR, difficulties in the mutual understanding between NGOs and corporates and a lack of self-confidence among a section of NGOs as important players in CSR.

A synergistic partnership between corporations, NGOs and the government would also allow for greater transparency in the operations of all three agencies. Government data can help guide CSR agendas into areas it is most needed, Corporate have experience making sure the projects are streamlined and cost-conservative, and NGOs have experience and knowledge of marginalized and underserved areas of society. As such, if a symbiotic relationship can develop between corporations and NGOs socially oriented programs and projects will have a measurable impact faster and more efficiently.

In order that Corporate can connect with good quality and well established Implementing agencies, the Indian Institute of Corporate Affairs proposes to set up a **CSR Implementing Agency (IA) Hub**. This would seek to meet the urgent requirement by corporate who would look out for trust-worthy and reliable implementing agencies.

We invite the registered trusts, societies and Section 8/25 companies to be a part of this hub. Please note the following:-

- The registration to this IA hub is an ongoing process consisting of online registration at www.iahub.iica.in and the submission of the stated documents through speed post the following address within fifteen days of online registration.

Documents should be sent **THROUGH SPEED POST ONLY** to:

**Chief Programme Executive
IA HUB
National Foundation for CSR (NFCSR)
Indian Institute of Corporate Affairs,
Plot No. 6,7,8, Sector 5
IMT, Manesar
Gurgaon (Haryana)
Contact no: 0124 2640043**

- A **processing fee of Rs. 11,500/- (10,000/- plus Service Tax @15.00 %)** (Rupees Eleven thousand Four Hundred and Fifty only) is payable. This could be paid in the following manner:-
 - Demand Draft drawn in favor of "Indian Institute of Corporate Affairs" payable at New Delhi
 - Payment gateway at www.iahub.iica.in

The applicants are advised to go through the www.iahub.iica.in for detailed terms and conditions before registering.

- Processing fee once paid is **NON REFUNDABLE.**
- A **registration form** along with the guidelines is attached below. You are requested to read it and fill it up carefully.
- The documents that have been asked for should be **notarized** by a **public notary** and arranged in the **order** as specified.
- This registration would be valid for a period of 3 years w.e.f. the date of registration.

- Please note that mere submission of documents is not equivalent to registration unless the implementation agency's name appears on IA hub database.

For further queries and clarifications, please connect at iahub@iica.in and iicaiahub@gmail.com

IMPORTANT GUIDELINES FOR REGISTRATION

ELIGIBILITY CRITERIA FOR REGISTRATION

1. The Implementing Agency should have a proven track record of a minimum of 3 years from the date of registration.
2. The Implementing Agency should be registered only under anyone of the following:
 - The Societies Registration Act,1860
 - Bombay Public Trust Act,1950
 - Indian Trusts Act,1882
 - Trusts registered under Income Tax Act 1956 for states where registration of Trust is not mandatory
 - Section 25 of CompaniesAct,1956/Section 8 of Companies Act,2013

Only **completed** application forms shall be processed for registration at IICA's website.

The Implementing Agency would be registered **only after due scrutiny and verification of documents by a Registration Committee constituted at IICA.**

The Registration Committee shall accept and scrutinize only those forms that are **fully completed in all respect** and have **all the specified documents attached.**

Applicants are requested to send all documents **together, at one time.**

The decision of the Registration Committee shall be final and binding.

Failure to meet criteria of registration, furnishing of incomplete application form, furnishing of false information shall lead to cancellation of the application for registration.

The Registration Committee may ask for missing/additional information from the applicant organization. The applicant will be given a specified timeline for their response if any. Failure to do so within the specified timeline may lead to cancellation of the registration of the Implementation Agency and the processing fee will be forfeited.

IMPLEMENTING AGENCIES THAT HAVE BEEN BLACKLISTED BY ANY GOVERNMENT AGENCY AND/OR ANY RATING/EVALUATING AGENCY OR FOUND TO BE DEFICIENT IN ANY MANNER WOULD NOT BE ELIGIBLE TO APPLY. AT ANY STAGE, IF THEY ARE FOUND TO BE BLACKLISTED BY ANY GOVERNMENT AGENCY AND/OR ANY RATING/EVALUATING AGENCY OR FOUND TO BE DEFICIENT IN ANY MANNER THEN THEIR NAMES WOULD BE IMMEDIATELY DELETED FROM IICA'S IA HUB AND THEY WOULD BE LIABLE TO SUITABLE LEGAL ACTION.

Please note that follow up on registration status by phone or email is strictly discouraged. Applicants are advised to visit www.iahub.iica.in/registrationtracker to track the status of their application.

PROCESS OF APPLICATION FOR REGISTRATION WITH THE IA HUB VIA SPEED POST

Please take a print out of the attached form. Spiral-bound HARD COPY of documents **(to be sent by speed post along with the form) MUST** contain the following:

- Valid Address Proof of the organization; **(mandatory)**
- Memorandum and Articles of/byelaws/trust deed; **(mandatory)**
- Registration Certificate; **(mandatory)**
- Pan Card of the organization; **(mandatory)**
- Annual Reports of last 3 years; **(mandatory)**
- Audited Accounts of last three years; **(mandatory)**
- Acknowledgement of Income Tax Return along with IT Return filed (last three years); **(mandatory)**
- IT Exemption Certificate under Section 35(i); **(where applicable)**
- IT Exemption Certificate under Section 80G;(Lifetime validity) **(where applicable)**
- FCRA Certificate (if any) and latest copy of FCRA Return FC-3, **(where applicable)**
- In case the average turnover of last three FYs exceed One Crore, please attach certificate from a Registered Chartered Accountant; **(where applicable)**

NOTE: Please ensure that the above documents are attested by a public notary and are arranged in the above mentioned order. Failure to do so will lead to cancellation/delay in registration process.

UNDERTAKING (to be compulsorily filled in by the applicant)

On this (DATE)of _____ (MONTH), _____ YEAR, I, the undersigned, here by agree and accept that all information given above is true to the best of my knowledge and my organization is not blacklisted by any Government/listing/evaluating authority.

If the above cited information is found false or inappropriate, my organization shall be liable for disqualification from registration with the Implementing Agency hub of IICA.

Signature: _____

Date: _____

Name: _____

Designation (CEO/Chairman/Executive Director/Board Member)_____

Contact Details: _____

Mobile No: _____

Organization: _____