

MAULANA AZAD EDUCATION FOUNDATION

(Ministry of Minority Affairs, Govt. of India)

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To,

Sub: **Registration of NGOs with MAEF for seeking financial assistance from MAEF**

Dear Sir/Madam,

The MAEF has decided that now onwards the NGOs seeking financial assistance from MAEF are required to get themselves registered with the Foundation. Only those proposals shall be considered / entertained, which have the registration number allotted by MAEF.

2. An application format designed for this purpose is enclosed for applying for the same.
3. The interested NGOs may fill up the format for registration with MAEF, online/offline for getting registration number.

Yours sincerely,

Sd/-

(Lucas L. kamsuan)
Secretary, MAEF

Encl: as above,

Application Form for Registration of NGOs in MAEF

- 1) Name of the Organization with: _____
complete address with pin code _____
 - b) Name of the President of NGO with: _____
complete address with Phone/Mob. No. /E mail _____
 - c) Name of the Secretary of NGO with: _____
complete address with Phone/Mob. No. /E mail _____
 - d) Name of the Chairman/Manager of NGO with: _____
complete address with Phone/Mob. No. /E mail _____
- 2) The extent of land owned by the Organization/Trust/Society.
 - a) Area of land in Acre/Hectare, if the land comes under the rural area _____
 - b) Area of land in Sq. Yards/Sq. Ft. if the land comes under the urban/semi-urban area _____
- 3) Website/E-Mail ID/Internet connection: _____
Telephone/Fax No. : _____
- 4) Status of the Organization: Society / Trust
(Attach certified copy of Memorandum of Association & Rules-Regulations / Trust Deed, in case it is submitted in hard copy)
- 5) Registration No. _____ & date of Registration with Registrar of Society/Trust: _____ (Registration Certificate to be attached, in case it is submitted in hard copy)
- 6) Number of institutions managed by the NGO. Name of the Institution/s with address & their recognition status, age & ownership of bldg. in which running: _____

- 7) Whether the NGO is a Society or Family Trust/Public Trust. Number of the members of the Trust/Society belonging to the educationally backward minorities in the NGO: _____
(The members belonging to the educationally backward minorities should be at least 70% while the members belonging to one family in the Managing Committee of NGO should be less than 30%)
- 8) Number of the students belonging to the educationally backward minorities in the institution managed by the NGO: _____
(Details of students required to be attached with community-wise break-up)
- 9) Whether the institution is minority institution? _____
(Certificate of minority character certificate from State Minorities Welfare Deptt. /National Commission for Minorities Educational Institutions to be attached)

Name with Signature & Seal of the authority of NGO

Contd. ...02

10) Whether the Institution fulfills the criteria of minority character as required by the State Minorities Welfare Deptt. /National Commission for Minorities Educational Institution? (attach explanation)

11) Financial Status of the NGO during last three years:

a) Deficit _____

b) Surplus _____

c) Total assets: _____

(Certified copies of the Audit Reports with Balance Sheets, Income-Expenditure & Receipt-Payment statements of the NGO for the last three years are to be attached, in case it is submitted in hard copy)

12) Financial assistance received/receiving from any other sources including & Non-Government: _____

13) Total number of students enrolled in the institutions: _____

a) Student belonging to Educationally Backward Minorities: _____

b) Students belonging to General category: _____

14) Brief summary of the progress made by the NGO/success story, since inception:

15) Future Plans/Targets to achieve in next five years:

Name with Signature & Seal
of the authority of NGO

Note: MAEF has right to ask/enquire any other additional information/ document.