

FORM NO. 3CF-II

[See rules 5C and 5E]

**Application Form for approval under clause (ii) or clause (iii) of sub-section (1) of section 35 of the Income-tax Act, 1961 in the case of a University, College or other Institution**

1. (i) Name and address of the registered office of the applicant.
  - (ii) Enclose a copy of the Trust Deed/Deed of Registration/Memorandum and Articles of Association, and if the university, college or other institution was approved earlier, furnish notification number and date of the latest notification. [Please enclose a copy]
  - (iii) If approval was withdrawn in the past, mention reasons on account of which the approval was withdrawn. [Enclose a copy of the Order/Orders withdrawing approval/approvals]
  - (iv) Date from which approval has been sought for.
2. Legal status of the Applicant: Whether Registered Society or Company or others. (Enclose a copy of certificate of registration/incorporation)
3. (i) Address(es) of the research laboratory/research facility of the applicant.
  - (ii) Year of establishment.
  - (iii) Name and address of the Officer in-charge of the Laboratory/research facility.
  - (iv) Total number of employees engaged in scientific, social or statistical research.
4. List of research facilities or assets acquired by the applicant:
  - (i) Plant and machinery.
  - (ii) Land and building along with cost of acquisition.
  - (iii) Any other research facility/asset along with cost of acquisition.
5. Research subjects and projects undertaken by the applicant:
  - (i) Research projects completed by the organization during last three years, if any.
  - (ii) Research projects which have been taken up during the year and research projects which are underway from the past years.
  - (iii) Research papers published in any eminent national or international research journal.
6. Other details of scientific research or research in social science or statistical research :
  - (i) New products, processes, methods, techniques developed.
  - (ii) Improvements in existing products, processes, methods, techniques.
  - (iii) Import substitution.
  - (iv) Patents filed: obtained, if any, and if so, in whose name?

- (v) Whether products, processes methods and techniques mentioned at (i) above have been commercialized or implemented and if so, by whom?
  - (vi) New theories/models developed.
  - (vii) New hypothesis which has been widely accepted.
  - (viii) Any copyrights applied for/obtained.
  - (ix) Earnings from patents or registered trade marks, if any.
7. Enclose details of seminars, conferences, workshops, and training courses, etc., conducted by the applicant during the last three years and a brief note regarding the relevance of such exchanges to the research area or activity carried on by the applicant.
  8. Programmes contemplated for research in future and financial projections to meet the likely expenditure on such programmes.
  9. (i) Sources of income of the applicant (for the last three years)
    - (ii) Indicate assessment particulars:  
(PAN, Ward/Circle if assessed to tax)
    - (iii) When was the last return of income furnished?
  10. Amount received by the scientific research association, university, college or other institution and actually applied for research conducted by it or its faculty members or enrolled students during the last three years:

<i>Year</i>	<i>Amounts received</i>			<i>Amount actually utilized for research out of the amounts at column (2)</i>
(1)	(2)			(3)
	Donation	Grant	Total	

11. Attach a list of donors giving (their names, complete postal addresses and the amounts paid by each of them to the association during the last three years. (Mention PAN of donors giving sums exceeding fifty thousand rupees)
12. Investments made out of amounts mentioned at 10 above:
  - (i) Fixed deposits with banks
  - (ii) Fixed deposits with companies
  - (iii) Securities
  - (iv) Shares, Debentures, etc.
  - (v) Cash in hand
  - (vi) Others, if any, not covered under (i) to (v)
13. Enclose copy of audited annual accounts of the university, college or other institution for the last three years.

Certified that the above information is true to the best of my knowledge and belief.

Place .....

.....

*Date* .....

*Signature*

*Designation*

*Full*

*Address*.....