

“FORM NO. 3CF
(See rules 5C, 5D, 5E and 5F)
Application for registration or approval

Incorporation/constitution details	1	PAN				A		B		C		D		E		1		2		3		4		F		
	2.	Section Code <drop down>																								
	3	Type of constitution				Trust <input type="checkbox"/>		Society <input type="checkbox"/>		Section 8 company <input type="checkbox"/>		Any other company <input type="checkbox"/>		Others <input type="checkbox"/>												
	3a	Whether the applicant is established under an instrument?				Yes <input type="checkbox"/>						No <input type="checkbox"/>														
	3b	Date of Incorporation/Creation/Registration																								
	3c	Registration or Incorporation Number																								
	3d	Authority Granting Registration/Incorporation																								
	4	Whether the applicant is registered on DARPAN portal or under FCRA Act or any provision of Income-tax Act?				Yes <input type="checkbox"/>						No <input type="checkbox"/>														
	4a	Relevant Law/Portal																								
	4b	Registration No.																								
4c	Date of Registration No.																									
4d	Authority granting registration																									
4e	Date from which registration is effective																									
5	Whether any application for approval u/s 35(1) (ii)/ (iia)/(iii) of Income-tax Act, 1961 made by the applicant in the past has been rejected?				Yes <input type="checkbox"/>						No <input type="checkbox"/>															
Details of key persons	6a	Details of all the Author (s)/ Founder (s)/ Settlor (s)/Trustee (s)/ Members of Socceity/Members of the Governing Council/ Director (s)/ shareholders holding 5% or more of shareholding / Office Bearer (s)/:																								
		S.No.	Name	Relation	Percentage of shareholding in case of shareholder	Unique Identification Number	ID code	Address	Mobile number	E-mail address																
Details of key persons	6b	In case if any of persons (as mentioned in row 6a) is not an individual then provide the following details of the natural persons who are beneficial owners (5% or more) of such person as on the date of application:																								
		S.No.	Name	Unique Identification Number	ID code	Address	Percentage of beneficial ownership																			
Operational details	7	Details of laboratory/research facility/ university/college/other institution being managed/controlled/administered/owned by the applicant																								
		Name of the laboratory/research facility/ university/college/other institution		Whether covered under section 35?(Yes/No)		Year of establishment		Nature of activity		Address		Whether owned by applicant? (Yes/No)		Person- in - charge												
														Name		Contact-Number		E-mail ID		Unique Identification Number						
	8	If applicant has any income in the nature of profits and gains of business, then provide the following details																								
		Whether the business is incidental to the attainment of the objectives of the trust or institution?						Nature of Business				Address of the business				Whether separate books of account maintained?										
		Yes/No														Yes/No										
	9	Details of all Accounts held by the applicant at the time of application in a financial institution being a banking company or a co-operative bank to which the Banking Regulation Act, 1949 (10 of 1949) applies (including any bank or banking institution referred to in section 51 of that Act)																								
		S.No.	IFS Code of the financial institution								Name of the financial institution								Account Number							

	10	Details of all land or buildings or both held by the applicant								
		Address of the land or buildings	Size of land or buildings in square metres	Purchase consideration paid/payable	Stamp value at the time of acquisition	Mode of acquisition (Acquired/gifted)	Date of Acquisition			
Details of research employees/facilities	11	Total number of employees of the applicant as on date of the application:								
	12	Out of the total number of employees above, total number of employees engaged in scientific, social or statistical research activity as on date of the application:								
	13	Details of research facilities/ assets owned by Research Association as on date of the application:								
		S.No.	Description of the equipment	Date of Acquisition	Cost of acquisition					
Details of research Projects	14	Details of research projects undertaken during previous three years:								
		S. No. (i)	Name of the Project (ii)	Name of the Investigator (iii)	Association of Investigators with Applicant Organisation (iv)	Duration of Project From (dd/mm/yyyy) To (dd/mm/yyyy) (v)	Project cost/ estimated project cost in case of ongoing project (Rs.) (vi)	Out of (vi), amount paid to other R&D institution for completion of project (vii)	Date of initiation of Project (viii)	Current status of the Project (ix)
Details of research Articles	15	Details of research articles/ papers published in any eminent national/ international Research Journal during previous three years:								
		S. No.	Title of the Publication *	Name of Authors	Association of authors with Applicant organisation	Name of the Journal	Journal Reference Number (pISSN/ eISSN/ ISBN)	Journal Indexing details	Date/Month of publication (Vol./No./Year)	No. of times cited as on date of the application
Details of Patent or other similar rights	16	Details of patent, copyrights, trademarks or other similar rights applied for or registered in the name of the applicant organisation:								
		(a) Details of patents Applied/granted:								
		S.No.	Title of Invention	Description	Name(s) of the Inventor(s)	Association of the Inventor(s) with the Applicant organisation	Whether Patent applied/patent granted	Patent application Number and date/Patent Number and date	If commercialised or implemented, then by whom	Earnings from patents till date of application(Rs.)
		(b) Details of Details of Copyrights Applied/granted:								
	S.No.	Title of creation for which the copy right has been applied/granted	Description	Name(s) of the Author(s)	Association of the Author(s) with the Applicant organisation	Whether copy Rights applied/Copy rights granted	Copy Rights application Number and date/Copy Right Number and date	If commercialised or implemented, then by whom	Earnings from Copy Rights till date of application (Rs.)	
	(c) Details of trade marks or other similar rights applied/granted:									
	S.No.	Title of Trade marks or other similar	Description	Name(s) of the Inventor(s)	Association of the Inventor(s) with the Applicant	Whether trade marks applied/ Trade	Trade marks Application Number and date/ Trade Mark	If trade mark is commercially used, then by whom	Earnings from trademarks or other similar rights	

		rights			organisation	Marks granted	Number and date		till date of application (Rs.)	
(d) Details of new products, processes, methods, techniques developed:										
S.No.	Category: New product/ process/ method/ technique	Title	Description	Name(s) of the Inventor(s)	Association of the Inventor(s) with the Applicant organisation	If commercialised or implemented, then by whom	Earnings till date of application (Rs.)			
(e) Details of improvements made in the existing products, processes, methods, techniques:										
S.No.	Category: New product/ process/ method/ technique	Title	Description	Name(s) of the Inventor(s)	Association of the Inventor(s) with the Applicant organisation	If commercialised or implemented, then by whom	Earnings till date of application (Rs.)			
(f) Details of new theories, models and hypothesis developed:										
S.No.	Category: New product/ process/ method/ technique	Title	Description	Name(s) of the Authors(s)	Association of the Authors(s) with the Applicant organisation	Whether the theory/hypothesis is widely accepted.	Earnings till date of application (Rs.)			
(g) Details of Products of Import Substitution:										
	S.No.	Description of the Product	Brief Description on How it Resulted in Import Substitution							
Details of Seminars, Conferences etc.	17	Details of seminars, conferences, workshops, training courses, etc conducted by the Association during the previous three years:								
		S.No.	Subject of the Seminar, Conference, Workshop, Training Course, etc.	Date(s) on which held		Estimated fund allocation (Rs.)	Relevance to the research area or the activity carried out by the Association			
				FROM	TO					
Details of Future Research projects etc.	18	Details of programme of research projects to be undertaken during the forthcoming years:								
		S.No.	Name of the project	Proposed date of start of project	Duration of project	Estimated fund allocation	Description of research to be undertaken			
Educational Activities etc.	19	Details of Educational courses offered by the applicant:								
		S. No.	Details of Courses offered (A)			Total number of students pursuing the courses offered at (A) (B)	Out of (B), total number of students engaged in research activities (C)			
Assets and liabilities	20	Has return of income been filed for the last assessment year for which the due date has expired							Yes	No
	The details in row 21 to 28 are to be provided as on date of application (amount in rupees) :									
	21	Corpus		22	Funds/reserves and surplus other than corpus					
	23	Long term liabilities		24	Other liabilities					
	25	Land and Building		26	Other fixed assets					

	27	Investments/deposits made into one or more of the forms or modes specified in sub-section (5) of section 11							
	28	Other assets							
Income details	29	Income received in three previous years immediately preceding the previous year in which application is made:							
		Year	Donations Received for Research Purposes		Donation Received for purposes other than research		Grant Received for research purposes	Other income	Total Income
			Corpus	Non Corpus	Corpus	Non Corpus			
Expenditure details	30	Please provide the following expenditure details for three previous years immediately preceding the previous year in which application is made:							
		S.No.	Previous year	Amount applied for Scientific/Social Science/Statistic Research		Amount applied for non-Research activities		Total Application	Amount accumulated for objects of the Association

I _____, son/daughter of _____, hereby declare that the details given in the form are true and correct to the best of my knowledge and belief.

I undertake to communicate forth with any alteration in the terms of the trust/society/non profit company, or in the rules governing the Institution, made at any time here after. I further declare that I am filing this form in my capacity as _____ (designation) having Permanent Account Number (PAN) _____ and that I am competent to file this form and verify it.

Date

Signature

ANNEXURE

To be furnished by a research association claiming exemption under section 10(21) Financial Year. _____

Benefit to interested person	1.	Details of investment made in modes not prescribed under section 11(5)					
		Nature of Investment	Amount of Investment (as on date of the application)	Date of investment	Nominal value of Investment	Income from investment during the last previous year	
	2.	Details of investment made by persons having substantial interest in the association as referred to in section 13(3)					
		Provide the nominal value of investment in Rs.					
		Person	Shares (In Rs)	Security (In Rs)	Any other property (In Rs)		
	3.	Whether any part of the income or any property of the association was used or applied, in a manner which results directly or indirectly in conferring any benefit, amenity or perquisite (whether converted into money or not) on any interested person. Yes <input type="checkbox"/> No <input type="checkbox"/>					
	4.	If yes above, specify value of the benefit in Rs.					

Deemed Income	5.	Amount deemed to be income of the association by virtue of section 11(3), as applicable by the first proviso to section 10(21).																			
	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				

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

Place _____
 Date _____
 Full Address _____

Signature _____
 Designation _____

Instructions to fill Form No. 3CF

- The name, address and contact details, as per the database of the applicant, will be displayed on the screen.
- In row 2 the following codes to be provided:

Nature of organisation	Code
Research association as under sub-clause (ii) of sub-section (1) of section 35	1
University, College or other institution as under sub-clause (ii) of sub-section (1) of section 35	2
Research association as under sub-clause (iii) of sub-section (1) of section 35	3
University, College or other institution as under sub-clause (iii) of sub-section (1) of section 35	4
Company as under sub-clause (iia) of sub-section (1) of section 35	5

- Row number 3(b), 3(c) and 3(d) are required to be filled only when the answer to question in row number 3(a) is yes.
- Answer to question in row number 4 should be yes, if the applicant is registered under Income-tax Act or with Darpan portal or under FCRA 2010 (42 of 2010). Row number 4(a) to 4(e) are required to be filled, if the answer to question in row number 4 is yes. Incorporation/Creation/Registration details provided in row number 3(b), (c) and (d) should not be provided here. If the applicant receives or intends to receive any grant or assistance from either the Central Government or State Government then the registration number with Darpan Portal of the Niti Aayog should be mandatorily provided by the applicant. Registration details are to be provided with respect to all the registrations under Income-tax Act and registration with Darpan portal and under FCRA 2010 as per the following table:

Law	Mandatory/ Non-mandatory	Registration No.	Date of Registration No.	Authority granting registration	Date from which registration is effective
Registration u/s 12A/AA/AB of Income-tax Act, 1961	Mandatory, if registered	Number of Order granting registration is to be provided	Date of Order	Jurisdiction details of the Income Tax Authority which granted the registration is to be provided	First date of the previous year from which the registration is effective
Approval u/s 10(23C) of Income-tax Act, 1961	Mandatory, if approved	Number of Order granting approval is to be provided	Date of Approval	Jurisdiction details of the Income Tax Authority which granted the registration is to be provided	First date of the previous year from which the registration is effective
Approved as a Scientific and Industrial Research Organization by DSIR	Mandatory, if registered	Number of Order granting approval is to be provided	Date of Approval	DSIR	First date of the previous year from which the registration is effective
Registration u/s 35 of Income-tax Act, 1961	Mandatory, if registered	Number of Notification by the Central Government	Date of Notification	Central Government	First date of the previous year from which the Notification is effective
FCRA, 2010	Mandatory if registered under FCRA	Registration number is to be provided	Date of Order	Ministry of Home Affairs	Date from which such approval is effective

Registration number with Darpan portal of Niti Aayog	Mandatory if the applicant receives or intends to receive any grant or assistance from either the Central Government or State Government	Registration number is to be provided	Date of registration	Niti Aayog	Date from which such approval is effective
Others	Mandatory if applicant has any other registration under the Income-tax Act	Registration number is to be provided	Date of registration	Appropriate authority	Date from which such approval is effective

5. For row number 6a, column “Relation”, one or more of the following shall be selected:

- a. Author
- b. Founder
- c. Settlor
- d. Trustee
- e. Members of society
- f. Members of the Governing Council
- g. Director
- h. Shareholders holding 5% or more of shareholding
- i. Members of the Governing Council
- j. Office Bearer (s)

6. In row 6a, 6b and 7 in the column, unique identification number, the following should be filled:

- a. If PAN or Aadhaar number is available, the same should be mandatorily filled and the following ID code shall be filled:

Type of Identification	Code
PAN	1
Aadhaar Number	2

- b. If neither PAN or Aadhaar is available, one of the following should be filled:

Type of Identification	Code
Taxpayer Identification Number of the country where the person resides;	3
Passport number;	4
Elector's photo identity number	5
Driving License number	6
Ration card number	7

7. Row 13 is applicable for code 1, 3 and 5 in row 2. For description of equipment one of the following options should be selected:

- i. Plant and Machinery
- ii. Land and Building
- iii. Other assets

8. In row 14, 15 and 16(a), 16(b), 16(c), 16(d), 16(e), 16(f) for association with Applicant Organisation, one of the following options should be selected:

- i. Principal Officer
- ii. Director
- iii. Employee
- iv. Members of the Governing Council
- v. Office Bearer (s)
- vi. Others

9. In row 14 for current status of project, one of the following should be selected :

- i. Ongoing
- ii. Completed

10. In row 15 details of only original research articles to be submitted. No details of case study/ reviews/ editorial/ letter to editor/ etc. to be submitted.

11. Row 19 to be filled if code 2 or code 4 selected in row 2.

12. The following documents are required to be attached:
- where the applicant is constituted under an instrument, self-certified copy of the instrument;
 - where the applicant is constituted otherwise than under an instrument, self-certified copy of the document evidencing the creation, or establishment of the applicant;
 - self-certified copy of registration with Registrar of Companies or Registrar of Firms and Societies or Registrar of Public Trusts or other registration document, as the case may be;
 - where past registration under section 35 rejected then copy of order of rejection (if answer to 5 is yes)
 - self-certified copy of registration under Foreign Contribution (Regulation) Act, 2010, if the applicant is registered under such Act;
 - self-certified copy of existing Notification granting approval under section 35;
 - a comprehensive note on research activities of the applicant;
 - self-certified copy of audited annual accounts of the applicant for the last three years;
 - self-certified copy of Donors, along with their names, complete postal address and the amount paid by each of them to the applicant during last three years. Mention PAN or aadhar of donors paying the sums in excess of fifty thousand rupees in any of the three financial years;
 - note on research activities undertaken by the applicant.

Instructions to fill Annexure in case claiming exemption 10 (21)

1. In row 2 in “Person” one of the following should be selected :
 - a. Founder of applicant
 - b. Any person who has made contribution exceeding rupees one lakh to the applicant
 - c. Any member of a Hindu undivided family (HUF) where the HUF is a founder
 - d. The manager (by whatever name called) of the applicant
 - e. A relative of the founder, member of the manager
 - f. Any concern in which any of the persons referred to in a-e have a substantial interest.
2. In row 4 if any benefit has been specified provide a detailed statement of the nature of the benefit, amenity or perquisite.”