



ANIMAL WELFARE BOARD OF INDIA

(Ministry of Environment and Forests, Govt. of India)

Post Box No. 8672

13/1, Third Seaward Road, Valmiki Nagar, Thiruvanimiyur, Chennai - 600 041.

Email : awbi@md3.vsnl.net.in, secretary.awbi@gmail.com

website:www.awbi.org

APPLICATION FOR SEEKING BOARD'S RECOGNITION

1. Name and Full address of the Organisation with **Pincode** :
Tel. No./Fax No./Email ID
2. Year of establishment whether the Organisation is registered under Societies Registration Act, Indian Trust Act, Co-operative Societies Act, Goshala Act, Goseva Ayog Act etc. (Copy of Registration Certificate duly attested by Public Notary to be attached) :
3. Whether the Organisation has a Constitution/ Bye Law (Copy of the Constitution/Bye Law, latest list containing the names and addresses of the Members of the Governing Body/ Managing Committee with their telephone/ e-mail/address to be enclosed in separate sheet) :
4. List of activities of Animal Welfare being undertaken by your Organisation in the last 3 years (Give complete details/justification. Enclose separate sheet if necessary) :
5. Major activity of the AWO : Rescue of animals/Treatment of animals/ Awareness/ABC/Gaushala
6. Details of financial resources of the Organisation :
From Government :
From Donations :
From Other sources :
7. Details of Audited Accounts (copy of audited statement of accounts for the past 3 years may be enclosed. In case of newly started organisation, mention "newly started") :
8. Periodicity of Management (Committee Meetings/ Copies of Resolutions adopted towards Animal Welfare Activities of last 1 year)

9. Administrative details

a) Whether the financial year adopted by the Organisation is 1st April to 31st March :

b) Whether accounts are audited by a Chartered Accountant or by Local Fund Audit Department or any other Authority :

10. Whether the Organisation accepts the following conditions for the grant of recognition as per Annexure I. (To be executed and signed in Non judicial stamp paper of Rs. 10/-) :

11. Income & Expenditure Statement (last 3 years) :

Year	Total Income	Total Expenditure	Amount spent on Animal Welfare
Year 1			
Year 2			
Year 3			

12. a) Whether land available : Own/Govt. allotted/Leased

b) Whether Animal Shelters are available (If yes, specify number of sheds and area of the shelters constructed) :

c) No. of animals maintained in the Shelters (Verification of animals to be enclosed as per annexure III) :

d) Whether the Organisation is maintaining Veterinary Dispensary/Clinic : Yes/No

e) Whether the Organisation owns Ambulance for animals : Yes/No

13. Details of other projects/schemes (attach separate sheets if necessary) :

14. Whether the organization has submitted a Certificate of existence from revenue authorities/ District administration. (Existence certificate to be enclosed as per annexure IV) :

15. Details of DD of Rs. 1100/- (Rs. 1000/- one time registration fees and Rs. 100/- towards application fees) : DD No : Date :
Bank details :

PRESIDENT

VICE PRESIDENT
(For and on behalf of the Governing Body of the Organisation)

SECRETARY

(To be executed on Rs.10/- Non-Judicial Stamp Paper by the Organization)

U N D E R T A K I N G

With reference to our application for recognition/grant-in-aid submitted to the Animal Welfare Board of India, Chennai, we hereby give the following undertaking for consideration of grant-in-aid to our organization.

1. I/We, (Name & address of Organization) _____ undertake that the Managing Committee Meeting shall be convened and pass a resolution seeking recognition from Animal Welfare Board of India (AWBI), Chennai.
2. The AWBI shall have the right to nominate any of its Member or any other Officer or representative to serve as a Member on the Managing or Executive Committee and that such a nominee of the Board shall have full voting right.
3. The Accounts of the Organisation pertaining to the financial assistance released by the Board to the organization shall be open for inspection whenever so required by any Member / Officer / Representative nominated by the Board.
4. The Organisation shall maintain its account with any nationalized bank.
5. The Organisation shall abide by the terms and conditions of the Board for grant of recognition.
6. In the event of Closure of the AWO or should the AWO cease to exist, all grants received from AWBI shall be refunded to the Board.
7. We hereby give our undertaking to the effect that our Organisation has never been involved in any corrupt practice of any nature.

Signature of Secretary

Signature of President

Name, Telephone Nos. & address :
in capital letters with office seal)

Place :

Date :

ANNEXURE II

(To be obtained on the letterhead of Bank)

To
The Secretary
Animal Welfare Board of India
Chennai – 600 041

We hereby certify the following details for transfer of funds through Electronic Clearing System to the following organization who is having account with our Bank.

1. Name of the Organization :
2. Address of the Organization :
3. Name of the Bank, Branch & Address :
4. Account No. of the Organization :
5. IFSC Code Number of the Bank :
6. Name, address & designation
of signatories of the Organization :

Name & Signature of the Manager of Bank

ANNEXURE III

(To be obtained on the letterhead of the Board/Co-opted Member, AWBI/
a Government Veterinary Officer of Animal Husbandry Department
of the concerned District)

To
The Secretary
Animal Welfare Board of India, Chennai – 600 041

This is to certify that the following organization is maintaining animals in their shelter as per the details given below:

1. Name & address of the Organization :
2. Address of Shelter House :
3. Number and details of Shelters available :
4. Number of animals sheltered in the shelter house by the Organization as on _____

1	2	3	4	5	6	7	8	9	10	11	12	13
Cows	Buffal- oes	Milching animals	Ox/ Bullocks	Male Calves	Female Calves	Horses	Donkeys	Sheep /Goat	Cats/ Kittens	Dogs/ Puppies	Other animals Specify category)	Total

Details of other animals (Column No. 12) _____ :

5. Number of animals rescued during the year _____ :
200__ - 200__ (1.4.200__ to 31.3.200__)
 6. Number of animals treated by the organization _____ :
during the year 200__ - 200__ (1.4.200__ to
31.3.200__)
- (As verified from animal treatment register maintained by the organization)
- a) In their in-house dispensary/hospital _____ :
 - b) Sick and injured animals on the spot _____ :
 - c) In medical camps _____ :
 - d) By Mobile Clinics _____ :
 - Total _____ :
7. Number of cruelty cases booked by the organization _____ :
 8. Number of Legal cases filed by the organization _____ :

Signature & Office Seal

Name of the Officer: _____
Designation _____ :
Department _____ :
Telephone Nos. _____ :

Place _____ :
Date of Verification _____ :

*(To be obtained on the letterhead of the Local body
i.e. Panchayat/Village/Municipality/Corporation or Revenue Dept.)*

To

The Secretary
Animal Welfare Board of India
Chennai – 600 041

This is to certify that the following organization is working and the details are as under:

1. Name of the Organization :
2. Address of the Organization (Office) :
- Address of Shelter/Gaushala/Site :
Correspondence Address of Organization:
3. Telephone Nos./Fax/E-mail :
4. Name of the President/Secretary/Key Person :
5. Working areas of the organization :
(Please specify the Block/Village etc.)
6. Activities of the organization :

Signature & Office Seal

Name of the Officer :

Designation :

Department :

Telephone Nos. :

Place :

Date of Verification :

THE FOLLOWING DOCUMENTS/INFORMATION TO BE SUBMITTED WITH THE APPLICATION FOR RECOGNITION – INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR GRANT

1. Registration and Application Fees of Rs.1100/- in the form of DD in favour of Secretary, Animal Welfare Board of India, payable at Chennai may be sent.
2. Application should be filled completely. It should contain all annexures I to IV as enclosed. Any incomplete application or without annexures will not be processed further.
3. An Undertaking as prescribed in Annexure I should be furnished along with application.
4. Details of Bank Account in the prescribed format for easy/quick transfer of funds through Electronic Clearing System, duly verified by your Bank (Annexure II).
5. Verification Certificate for number of animals sheltered in the shelter as on date to be verified by Board/Co-opted Member, AWBI/ a Government Veterinary Officer of Animal Husbandry Department of the concerned District on the Govt. letterhead duly signed and sealed with his name, address, telephone numbers. Details of sheltered animals as per (Annexure III).
6. Verification Certificate for number of animals rescued, treated in the dispensary/mobile clinic/camps and cruelty cases booked/legal cases filed if any, during the previous year to be verified by a competent Veterinary Officer of Animal Husbandry Department on the Govt. letterhead duly signed and sealed with his name, address, telephone numbers (Annexure III).
7. Existence Certificate regarding address and activity of the organization by local body i.e. Panchayat / Village / Municipality / Corporation or Revenue Department on the Govt. letterhead duly signed and sealed with his name, address, telephone numbers (Annexure IV)
8. A copy of the Registration certificate issued by the Registrar of Societies Trust deed in respect of your organization duly attested by Notary Public. (Translated in English/Hindi if the Certificate is in Regional language & Notarised)
9. A copy of the Constitution registered trust deed by laws Memorandum of your organization (Animal welfare activities should be highlighted in the objective clause) duly attested by Govt. Gazetted Officer or Notary Public. (Translated in English/Hindi if the Certificate is in Regional language & Notarised)
10. A copy of the resolution by management executive seeking recognition from the Board. (Translated in English/Hindi if the Certificate is in Regional language & Notarised)
11. Audited Accounts and Balance Sheet, Activity report, Annual Report of the organization along with press clippings if any for the last three years, if not sent earlier.

