

Application for approval of superannuation fund or gratuity fund

To,

The Assessing Officer

Part-A				
1.	Details of the Employer:			
	(i)	Name	<i>(refer note 1)</i>	
	(ii)	Address	<i>(refer note 2)</i>	
	(iii)	Permanent Account Number		
	(iv)	Business/Profession		
	(v)	Principal Place of Business	<i>(refer note 2)</i>	
Part-B				
2.	Details of the Fund			
	(i)	Name	<i>(refer note 1)</i>	
	(ii)	Permanent Account Number		
	(iii)	Date of creation	dd-mm-yyyy	
	(iv)	Type of fund <i>(select one)</i>	(i) Superannuation fund or part thereof (ii) Gratuity Fund	
3.	Classes and Number of Employees Entitled to Benefits of the Fund:			
	(i)	In India	Sl.No.	Class of employee
	(ii)	Outside India	Sl.No.	Class of employee
	4.	Place where the accounts of the fund are or will be maintained	<i>(refer note 2)</i>	
5.	If the fund is already in existence, details relevant to the financial year ending prior to the date of application:			
	(i)	total corpus of the fund		
	(ii)	investment pattern being followed <i>[give breakup in accordance with the</i>		

	<i>investment pattern prescribed in rule 303 or 318 as applicable]</i>	
6.	Other details to be provided as separate enclosure	<i>(Attach as per note 3)</i>
<p>I/we, the trustee(s) of the above fund, apply for approval of the fund or part thereof under Paragraph 4(1) and 4(2) of Part B of Schedule XI to the Act.</p> <p style="text-align: right;">Signature: _____</p>		
FORM OF VERIFICATION		
<p>I/we, the trustee(s) of the above fund, do declare that what is stated in the above application is true to the best of our/my information and belief, and that the documents enclosed herewith are true copies of the original</p> <p>Date: _____</p> <p style="text-align: right;">Signature: _____</p>		

Notes:

1. In case of individual, the first, middle and last name shall be provided in full without any abbreviations. In any other case also, the name shall be provided in full.
2. The address shall contain (i) Country/Region, (ii) Flat/Door/Building, (iii) Road/Street/ Block/Sector, (iv) PIN/ZIP Code, (v) Post Office, (vi) Area/locality, (vii) District and (viii) State.
3. With respect to (Row 6), following details shall be provided as annexures, namely:-

Annexure	Particulars
A-1	Copy of the instrument establishing the fund
A-2	Copy of the rules of the fund
A-3	Copy of the accounts of the fund relating to such earlier year or years (not more than three years immediately preceding the financial year in which the said application is made) for which the accounts have been made up, if the fund has been in existence before the financial year in which the application for approval is made.
A-4	Copy of the Balance sheet of the fund as on 31 st March of the financial year preceding the date of Application, if the fund is already in existence.

4. Where there is more than one trustee, the trustee authorized to apply shall sign the form.
5. Some of the information in the form would be pre-filled to the extent possible.