



महाराष्ट्र MAHARASHTRA

● 2024 ●

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प्रधान मुद्रांक कार्यालय, मुंबई^१
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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is executed on this 9th day of September, 2024 ("Execution & Effective Date"), by and between

Arisma Charitable Trust, a charitable trust registered in the year 2015 under the Maharashtra Public Trusts Rules, 1951, and for Corporate Social Responsibility (CSR), having its registered office at Gala No 11, Second Floor, Jyoti Wire House Condominium, 23-A, Shah Industrial Estate, Off Veera Desai Road, Andheri (West), Mumbai-400053 India (hereinafter referred to as "ACT", which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors and administrators);

AND



Seva Sahayog Foundation registered under the Section 25 (now Section 8 of the Companies Act 2013) bearing (Corporate Identity Number U85100PN2009NPL168137), and having its registered office at Plot No. 75, Tulshibagwale Colony, Sahakar Nagar No.2, Parvati, Pune - 411009 hereinafter called as “**SSF**” which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors and administrators).

ACT and **SSF** shall hereinafter be individually referred to as a “**Party**” and collectively as “**Parties**”.

WHEREAS:

1. **SSF** had submitted to **ACT**, the detailed project proposal as described in Annexure 1 (“**Project**”).
2. **ACT** has agreed to collaborate with **SSF** for the Project and to provide a grant (“**Grant**”) for the Project in instalments (“**Fund Tranches**”) as specified in Annexure 3, based on milestones (specified in Annexure 3).
3. The Parties now desire to enter this MOU, to record their respective rights and obligations regarding the Grant and implementation of the Project.
4. This MOU shall commence on the Effective Date i.e. 9th September, 2024 and shall remain valid for a period of 6 months (“**Term**”) till 31st March, 2025.
5. This MOU shall stand expired by efflux of time on the last day of the Term, unless renewed in writing and signed by the authorized representatives of the Parties.

NOW THEREFORE, IN CONSIDERATION OF MUTUAL COVENANTS SET FORTH IN THIS MEMORANDUM OF UNDERSTANDING (“MOU”), THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, PARTIES AGREE AS FOLLOWS:

1. This MOU shall be effective from 9th September, 2024 and shall expire on 31st March, 2025 (“**Term**”), unless extended by the Parties before expiry of the Term, in writing.
 - 1.1 The Parties hereby agree that there may be termination of MOU before the expiry of the Term (“**Foreclosure**”):
 - (a) at the option of **ACT**, in the event of any of the following:
 - (i) Without cause at any time, after providing a written notice of one month to **SSF**.



(ii) With cause, immediately, if **SSF**:

- (A) fails to comply with any applicable law, particularly in relation to CSR; or
- (B) breaches any representation and/or warrant provided under the MOU , including obtaining or maintaining any permits required applicable law (including Income Tax Act or any law relating to CSR); or
- (C) breaches any other term of MOU and such breach is not cured within the time permitted in writing by **ACT**.

(b) at the option of **SSF** by giving written notice of one month to **SSF**, if a Fund Tranche is not paid to **SSF** by **ACT**, within 60 days of becoming due without any valid reasons.

(c) by either Party, if a force majeure event continues for a period exceeding 30 (thirty) days.

1.2 If a Foreclosure is intended, the Party calling the Foreclosure, shall provide a notice in writing to the other Party, which notice shall specify the cause of calling the Foreclosure and the date on which the MOU shall stand terminated.

1.3 Upon Foreclosure or expiry of Term, whichever is earlier:

- (a) **ACT** shall not be liable to disburse any Fund Tranches, and **SSF** shall forthwith refund any unutilised Grant amount to **ACT**.
- (b) Parties shall continue to be bound by the Project related commitments, incurred up till the date of Foreclosure or expiry of Term and unless agreed in writing to the contrary, immediately, cease to avail any rights on intellectual or any other property of the other Party.
- (c) Parties shall forthwith return all confidential information of the other Party, or destroy such information, at the other Party's direction.

2. RIGHT AND OBLIGATIONS OF SEVA SAHAYOG FOUNDATION (“SSF”):

2.1 **SSF** will endeavor to achieve deliverables at the end of the total project period of 6(six) months.

2.2 The project objective, methodology, deliverables of projects, etc. are per **Annexure 1**

2.3 **SSF** will ensure it will not take support from anyone. If the need arises, **SSF** will take consent from **ACT** before taking such support from third party.



2.4 **SSF** will ensure compliance with all guidelines/rules/laws of statutory authority.

2.5 All expenses need to be accounted for as per line-items mentioned in the approved budget. Approved budget is as per **Annexure 2**.

2.6 **SSF** shall submit regular reports as per payment schedule & funds utilization certificate as per payment Schedule as **Annexure 3**.

2.7 **SSF** shall utilize the amount solely for the implementation of this Project and **SSF** shall not utilize the Grant Amount received from Arisma Charitable Trust ("ACT") for any other purpose than mentioned in project

2.8 **SSF** will give applicable tax benefit receipts (80G or any other) if applicable to Arisma Charitable Trust for each payment. **SSF** will pass on any other tax benefits as per Income Tax act provisions applicable at that time.

2.9 The funds given to the **SEVA SAHAYOG FOUNDATION** ("SSF") shall be given as **DONATION** for charitable purpose and **NOT** attracting any implications of **TDS deductions** towards the **DONATION**.

2.10 **SSF** will endeavor to ensure visibility for Arisma Charitable Trust ("ACT") in an appropriate manner along with Arisma Charitable Trust ("ACT") Logo as attached in **Annexure 4**.

2.11 **SSF** will submit Fund Request Letter and Utilization Certificate as per formats attached in **Annexure 5**.

2.12 **SSF** shall return unspent balance or balance due as per the utilization certificate submitted to Arisma Charitable Trust (ACT).

3. RIGHTS AND OBLIGATIONS OF ARISMA CHARITABLE TRUST ("ACT"):

3.1 Arisma Charitable Trust will release the Grant Amount as per the Payment Schedule and the scope of work.

3.2 Arisma Charitable Trust officers /representatives can make joint visits with **SSF** representatives to monitor the progress of the project.

3.3 Arisma Charitable Trust officer/representative may do surprise visits to the project without prior intimation.

3.4 Arisma Charitable Trust shall not be responsible or shall not provide additional funds in respect of work done or undertaken outside the scope of this Project.



3.5 If expenses accounted are in excess of line-item budget, Arisma Charitable Trust will have the right of deductions in the payment release for an excess amount spent over the line-item budget.

3.6 Arisma Charitable Trust shall have the right to withhold payments or installment of the Grant Amount and/or terminate this Memorandum of Understanding by way of giving 30 days' written notice

3.7 Arisma Charitable Trust reserves right to extend the time of project on formal request by **SSF**.

3.8 Arisma Charitable Trust can appoint third party with prior intimation to **SSF** for Audit of the project or impact study or any other such purpose.

3.9 Arisma Charitable Trust may seek for the copies of documents/bills/vouchers/etc for project for verification purpose

3.10 Arisma Charitable Trust can adjust the interest amount earned on CSR funds by deducting it from subsequent release of payments or by any suitable way

4. INDEMNITY

SSF shall indemnify and hold **ACT** harmless against all claims, demands, cause of action, liabilities, losses, damages, costs and expenses awarded against or incurred or paid by **ACT** arising directly and/or indirectly from a breach of this MOU, including but not limited to, omissions, commissions, negligence and default by **SSF**. **ACT** shall have no liability whatsoever under this MOU.

5. GOVERNING LAW / DISPUTE RESOLUTION / ARBITRATION

- (a) This MOU shall be governed exclusively by, and shall be construed and enforced in accordance with, the laws of India.
- (b) In the event of any dispute or controversy arising out of or relating to this MOU, the Parties agree to exercise their best efforts to amicably resolve the same.
- (c) Any dispute or controversy arising out of or relating to this MOU which is not resolved amicably shall be referred to arbitration by a sole arbitrator, to be mutually appointed by the Parties, in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time.
- (d) The seat of the arbitrator shall be at Mumbai, India.
- (e) The arbitration shall be conducted in English language only.




- (f) The decision of the arbitrator shall be final and binding on the Parties.
- (g) Subject to the above, the Parties hereby submit to the exclusive jurisdiction of the Courts at Mumbai, India for purposes of obtaining interim relief or enforcing any award passed by the sole arbitrator

6. FORCE MAJEURE

A Party shall be excused from performing its obligations under this MOU to the extent its performance is delayed or prevented by a circumstance beyond reasonable control of a Party, including but not limited to, change in government policy, fire, flood, epidemic, pandemic, act of god, war and riot ("Force Majeure Event"), provided that the affected Party promptly notifies the other of the occurrence of such an event. In case the Force Majeure Event continues for a period exceeding thirty (30) days, either Party shall have the right to foreclose this MOU with immediate effect and **SSF** shall refund the unutilised amount to **ACT** forthwith

7. CORRUPT PRACTICES

Each Party warrant and undertake to the other that in connection with this MOU/MOU and the performance thereof, they will each respectively comply with all laws, regulations, rules and requirements relating to anti-bribery or anti-money laundering applicable on the parties and that they shall each respectively take no action which would subject the other to fines or penalties under such laws, regulations, rules or requirements.

8. NOTICES

All notices, requests, statements shall be sent to the addresses specified in-

For Arisma Charitable Trust –

To Amit Kumar, Manager-CSR

Address Gala No 11,Second Floor ,Jyoti wire House,23-A Shah Industrial Estate, Off Veera Desai Road, Andheri West,Mumbai-400053

Phone +91 22 26739999/886

Email csr@aristopharma.co.in

For Seva Sahayog Foundation –

To - Mr. Abhinandan Shah, Project Manager, Seva Sahayog Foundation.

Address- 2nd floor, soman building, behind hotel classic, old Nagardas road,



Andheri (East) Mumbai 400069

Phone- +91 9323542792

Email- abhinandan.sah@sevasahayog.org, mumbai@sevasahayog.com

Unless expressly provided otherwise, notices shall be in writing and delivered by courier, facsimile or e-mail. Notice by facsimile, e-mail or hand delivery shall be deemed to have been received by the close of the Business Day on which it was transmitted (in the case of a facsimile or e-mail) or hand delivered (unless transmitted or hand delivered after the close of the Business Day, in which case it shall be deemed received at the close of the next Business Day). Notice by courier shall be deemed to have been received four (4) Business Days after it was sent. A Party may change its address by providing written notice thereof to the other Party.

9. ENTIRE MOU; AMENDMENTS

This MOU, constitutes the entire MOU between the Parties relating to the subject matter contemplated by this MOU and supersedes any prior or contemporaneous MOUs or representations affecting the same subject matter. No amendment, modification or change to this MOU shall be enforceable unless reduced to writing and agreed to by both the Parties.

10. NON-WAIVER; DUTY TO MITIGATE; NO PARTNERSHIP OR THIRD-PARTY BENEFICIARIES

No waiver by any Party of any of its rights with respect to the other Party or with respect to any matter or default arising in connection with the MOU shall be construed as a waiver of any subsequent right, matter or default whether of a like kind or different nature. Any waiver shall be in writing signed by the waiving Party. Nothing contained in this MOU shall be construed to constitute a Party as the employee, agent, partner, joint ventures or contractor of the other Party. This MOU are made and entered into for the sole protection and legal benefit of the Parties and no other Person shall be a direct or indirect legal beneficiary of or have any direct or indirect cause of action or claim in connection with, MOU. The Parties do not intend any term of this MOU to be enforceable under the English Contract (Rights of Third Parties) Act of 1999 by any Person that is not a Party to this MOU.

11. ASSIGNMENT

- (a) The **SSF** shall not assign this MOU or any of its rights or obligations under this MOU without obtaining the prior written consent of the **ACT**.



- (b) Where any assignment of any of the **SSF** rights or obligations under this MOU has been consented to by the **ACT**, the **SSF** shall continue to remain responsible for the acts and omissions of any assignee under any such assignment.
- (c) Any purported assignment by the **SSF** that is not in accordance with clause (a) and (b) shall be null and void.

All the provisions of this MOU shall be binding upon and shall inure to the benefit of and be enforceable by the **ACT** and **SSF** to this MOU, their successors and permitted assigns.

12. WARRANTY

Each party represents and warrants (i) that such party is duly organized, validly existing and in good standing under the laws of its jurisdiction of incorporation; (ii) that such party has the legal right and authority to enter into and perform its obligations under this MOU; (iii) that, to the best of its knowledge, the execution and performance of this MOU will not conflict with or violate any provision of any law having applicability to such party; and (iv) that this MOU, when executed and delivered, will constitute a valid and binding obligation of such party and will be enforceable against such party in accordance with its terms.

13. Intellectual Property Rights.

- (a) "Intellectual Property" means and includes names, trademarks, logos, trade names, trade dress, service marks, insignias, designs, works of authorship, inventions, whether patentable or not, trade secret or confidential information, and any other intellectual and/or industrial property in all goods, services and material including all documents, reports, charts, drawings, databases, products, software, source codes, models, samples, systems, slides, tapes, graphs, notes, specifications, processes, tools and methodologies.
- (b) All Intellectual Property provided by the **ACT** to the **SSF** shall remain the exclusive property of the **ACT**. The **SSF** shall only use such intellectual property in the course of and in connection with the carrying out of its obligations under this MOU for the purposes of this MOU with the prior written permission of **ACT**.
- (c) Any intellectual property generated including inventions made in performance of the Project under this MOU, or any patent granted on such invention, shall be owned by the **SSF**.
- (d) The **SSF** shall be free to publish the articles/research arising from the science lab programs in any Journals/Conferences/other modes of publication. There should, however, be an acknowledgement of the financial and other support received from the **ACT** as applicable.

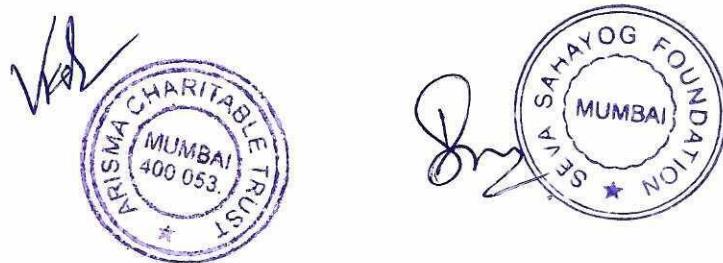


14. JOINT DRAFTING

This MOU and its Schedules have been drafted jointly by the **ACT** and **SSF** and no presumption or rules of construction based upon drafting this MOU shall be made in any related legal proceedings. The **ACT** and **SSF** agree and acknowledge that each one has had ample time to seek and receive competent legal or other counsel regarding the terms and conditions of and duties and obligations imposed under this MOU and that the **ACT** and **SSF** fully understand, agree to and accept all of the terms and conditions herein.

15. CONFIDENTIAL INFORMATION

- (a) **“Confidential Information”** means all non-public information, of a Party which is accessible by or is available to the other Party, directly or indirectly, whether marked confidential or not, whether in writing, oral, graphic, visual or any other tangible, intangible or electronic form including, without limitation, any and all information relating to such Party's and/or its client's (whether past, present or future), financial data, financial results and projections, costs and prices, details of suppliers, retainers, employees and consultants (past, present or prospective), technologies, technical and business strategies, business and marketing plans and reports, marketing and sales techniques, contracts, pricing and other strategies, hardware, designs, drawings, machines, tools, models, computer programs, software tools, source codes, object codes, protocols, product descriptions, development schedules, product positioning, choices of product names, trade secrets or know how, customer information and Intellectual Property Rights as well as any such information not generally known to third parties or received from others that is clearly identified as confidential and information that may be developed as a result of this MOU;
- (b) **SSF** shall not disclose any Confidential Information related to this MOU or generally pertaining to the business affairs of the **ACT** to any third party except (i) with the consent of the **ACT** and for the purpose of; or (ii) in connection with the performance of its obligations under this MOU or as required by Applicable Laws; or (iii) where such Confidential Information can be demonstrated to have been in the public domain at the time of the disclosure without any breach of this MOU.
- (c) **SSF** shall collect and process such beneficiary data in relation to the Project (digitally or manually), as may be required for beneficiary validation, transparency and audit. **SSF**

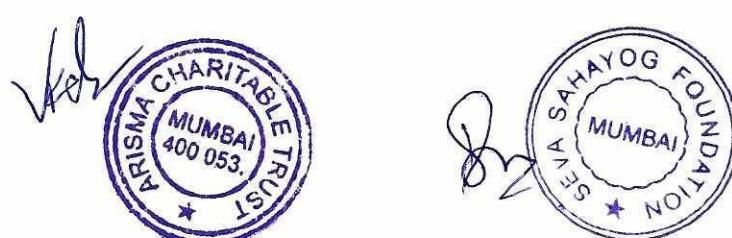


undertakes to take due consent from beneficiaries for verification of any such data by first party, through random calling or personal visit.

- (d) **SSF** shall strictly comply with all applicable data protection and privacy law issued by govt authorities or otherwise and agrees that it shall be solely liable for any and all claims for breach and alleged breach of personal data / beneficiary data, collected in the course of the Project.
- (e) **SSF** shall be solely responsible and liable to take the consent of beneficiaries of the charitable project for data collection as per applicable laws of the land.
- (f) The existence, nature, terms and conditions of this MOU shall not be disclosed by the **SSF** in any manner or form, directly or indirectly, to any person or entity under any circumstances without the prior written consent of the **ACT**, save and except disclosures made in accordance or in compliance with any provisions of law, rules, regulations, or lawful orders of a competent authority, in which case the **SSF** shall, unless prevented by law, furnish to the **ACT** with all expedition complete information relating to the disclosure they are required to make so as to enable the **ACT** to take legal steps to prevent or minimize the disclosure to the extent permissible under the laws. Any press releases in respect of the CSR Activities, Funding or this MOU shall only be made with prior written consent of the **ACT**. Confidentiality obligations contained in this MOU, shall survive for a period of 5 (Five) years from the expiry of term or foreclosure, whichever is earlier.

16. COMMUNICATION/MEDIA

- (a) In the event of unsolicited media inquiries received by **SSF** regarding the Project, **Arisma Charitable Trust ("ACT")** must be notified with immediate effect. **Arisma Charitable Trust** strongly states that any communication or media outreach should be done solely for the purpose of sharing good practices, enhancing community connect and wider outreach of the project
- (b) **SSF** shall be respectful to **ACT** name and image while posting updates on social media (Facebook, Twitter, Instagram, LinkedIn, YouTube, Google+ and others) pertaining to **ACT** grant for the project.
- (c) **SSF** shall not post any content, which is of a defamatory, political, religious, abusive, or personal nature. All the social media post posted by a second party should be in conformity with the Guidelines issued by Ministry of Information and Broadcasting from time to time.



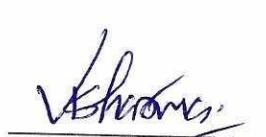
- (d) If **ACT** notices or observes that SSF is posting any unwarranted / unapproved post on social media, **ACT** reserves a right to exercise the (foreclosure) clause.
- (e) **SSF** shall document the project by way of case stories, videos, photographs etc.

*****SIGNATURE PAGE FOLLOWS*****



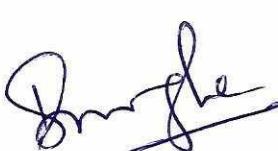
IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed on the day and year written above.

For Arisma Charitable Trust.



Authorized Signatory

For Seva Sahayog Foundation



Mr. Dilip Moghe

Director, Seva Sahayog Foundation
Authorized Signatory

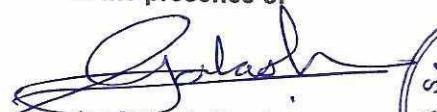


In the presence of



1. Amit Kumar
Manager-CSR

In the presence of



1. Aakash Gupte
Manager,
Corporate Communication



2.



2. Rujuta Mhatre
Coordinator –
Corporate Communications



ANNEXURE 1

Scope of Work (This may contain what is proposed, objectives, methodology, outcomes, etc)

Seva Sahayog Foundation has submitted a proposal requesting for CSR fund for setting up Mini Science centres in the Govt. schools at Jehanabad district, Bihar under CSR.

Project will be carried out in the selected government schools. 15 schools have been selected under the aforesaid project by Arisma Charitable Trust. In case of any change in the selected schools due to any unforeseen circumstances, Seva Sahayog Foundation may take consent in advance from the Arisma Charitable Trust.

Detailed location of the proposed schools along with beneficiary details in the schools are mentioned below:

SI No	School Name	Address	Type of School	No of student s	No. of teacher s	Classe s from	Room Availability
		Total					

The Objective of the Project:

- Setting up Mini Science centre to clear fundamental concepts of science and mathematics.
- Igniting interest in students of Std. 5th to Std. 10th S.T.E.M Education.
- Developing curiosity and inquisitiveness among the students
- Providing application-based teaching for Science & Mathematics



- e) Encouraging students for innovation
- f) To help development of scientific temperament amongst children and a better future generation etc.

1. Impact assessment

ACT may carry out the Impact Assessment of the project supported under this MOU as per the CSR amendment rules 2021. SSF hereby agrees to provide all co-operation and support including but not limited to provide required information and data about the CSR projects to third-party agency engaged by ACT for carrying out the said Impact Assessment and this clause shall survive even after the expiry of the term of the MOU

2. Mechanism:

Monitoring and Reporting Mechanism:

- a) The project will be monitored by Arisma Charitable Trust, Mumbai and its Representatives.
- b) Overall project on the ground will be monitored and supervised by Seva Sahayog Foundation.
- c) Seva Sahayog Foundation will submit the progress/completion reports to Arisma Charitable Trust with the specific details of facility provided to students and teachers at the respective schools.
- d) Visits may be undertaken by CSR Officer/s for value addition /Inspection of works being executed.
- e) The Ownership and liability of Mini Science Centre will be handed over to government schools' authorities and a letter from schools of successfully implementation and usage of Mini Science Centre would be submitted to Arisma Charitable Trust by Seva Sahayog Foundation.
- f) Undertake Monitoring & Evaluation activities for baseline data.
Monitoring & Execution team will visit twice a year to all Fifteen (15) High Schools.
- g) Reports to measure and encourage teachers for the maximum usage of Mini Science Centre.
- h) Closely evaluate the students to monitor their interest.



Benefits expected from the project:

- a) Around more than 7,000 Students and 15 + teachers will be benefited by this project in learning and teaching.
- b) Improvement of aptitude of the students in regards of science and mathematics
- c) Development of inquisitiveness, critical thinking, problem solving skills and creativity of students
- d) Enhancing the skills of teachers by training them to teach in a practical manner
- e) Improve teaching pedagogy by use of models in conducting the science and math's classes through better engagement of teachers in teaching.
- f) Strengthening of concepts of Science and Mathematics.
- g) Teachers will be encouraged and motivated in more engagement in teaching.

Completion (Period) of the Project:

The project will be completed within 6 (six) months from the date of signing of MoU.

Sustainability plan of the proposed project:

Maintenance of the project will be free for 1st year. In this **SSF** will be responsible for the Cleaning and Maintenance (Service) of the Lab, replacement of the damaged models if any.



ANNEXURE 2

Estimated Expenditure:

Estimated expenditure of the project will be limited to Rs. **89,20,800.00** (Rupees Eighty-Nine Lakhs Twenty Thousand and Eight Hundred only). Details are as follows:

Sr. No	Details	Per unit cost (A)	Total Number of Units (B)	Total Budget for 1 month / year (C=AXB)	Budget for Months / Years (D =C X No. Of Months / Year's)	Remarks (Justification of cost element)
1	Mini Science Centre	4,07,100	15	61,06,500	61,06,500	80 Models + 80 Users Placard+ 37 Colorful Backgrounds + 1 Safety Placard + 1 Teachers Manual Includes Installation, Delivery & 1st Years Maintenance
2	Teacher Training Programme	47,200	15	7,08,000	7,08,000	(20 schools -4 Clusters) Cluster training and capacity building of teachers in government schools
3	Monitoring & Evaluation- Every Quarter	47,200	15	7,08,000	7,08,000	Total - 2 visits in individual schools
SUB TOTAL(III)					75,22,500	

(Continue)






4	Infrastructure - Wooden Platform With 72 Feet in Length and Wall Mounted and 24 Electrical Points	64,900	15		9,73,500	Set Up of Platforms & Electric Connections
	Total (1+2+3+4)				84,96,000	
5	Administrative Cost				4,24,800	5% of the project
	Grand Total (1+2+3+4+5)				89,20,800	

As per the Estimate/Quotation submitted along with the proposal.

The funds given to the **SEVA SAHAYOG FOUNDATION** shall be given as **DONATION** for charitable purpose and **NOT** attracting any implications of **TDS deductions** towards the **DONATION**




ANNEXURE 3

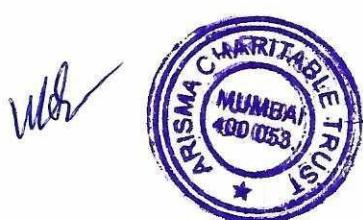
3. Proposed Payment Scheduled:

Sl. No	Description	% of Total Project Budget	Amount in (Rs.)	Terms of payment
1	1 st Payment	50%	44,60,400	After signing of MOU. On placement and submission of copy of the PO. Submission of demand note.
2	2 nd Payment	30%	26,76,240	On submission of UC of 1 st instalment payment with copy of bill/voucher. On Submission of progress report with photographs.
3	3 rd Payment	10%	8,92,080	On Submission of demand note. On submission of UC of 2 nd instalment with copy of bill/voucher. On Submission of Reports and photographs.
4	4 th payment	10%	8,92,080	On Submission of Demand note. On Submission of UC of 3 rd Instalment with copy of bills/vouchers. Submission of completion report of the project with photographs, On Submission of Audited report by a CA of the project. On submission of demand note.

*The above estimated cash outflow for the subject CSR Project is Rs.89,20,800/- (Rupees Eighty-Nine Lacs Twenty Thousand Eight Hundred Only) does not include GST as the NGO, M/s. Seva Sahayog Foundation is a not-for-profit organization working for a charitable purpose and is not registered under GST, reference Goods and Service Tax Act vide exemption Notification no Section 77 A

Heading 995 (ii)

Payment will be made on actual cost basis which will not exceed Rs.89,20,800/- (GST is not applicable).



ANNEXURE 4 – ACT LOGO & OTHER VISIBILITY GUIDELINES

1. Following logo need to be used in banner, pamphlets, plaque and any other material of the project

____ Logo

Arisma Pharma Logo

Aristo Charitable Trust

2. For better visibility of the project and to acknowledge support of ACT, a nicely painted Board to be with the Logo of ACT for all the schools with a tag line “A CSR initiative of Aristo Pharmaceuticals Group of Companies”.



ANNEXURE 5

Format of Fund Request Letter and Fund Utilization Certificate
(SHOULD BE PRINTED ON LETTER HEAD)

FUND REQUEST LETTER

Reference No. (Within 16 Character)

Date

To,

_____ (Project in Charge Officer),

_____ (Designation)

SUBJECT: Request to Release of payment of (1st/2nd/3rd/4th/nth) tranche for (Project Name as per MoU).

Ref: MoU signed between Seva Sahayog Foundation and Arisma Charitable Trust on _____ of September 2024, in regard to above payment.

Dear Sir/ Ma'am,

With Reference to the above, kindly request you to release the (1st/2nd/3rd/4th) tranche (Percentage as mention in MoU) of Rs (In Number) (In words) for (Project Name as per MoU).

Regards,

Name, Designation

Sign and Stamp



FUND UTILISATION CERTIFICATE

Date:

TO,

(Project In-charge)

Designation

Dear Sir,

A sum of Rs. (In Number) (Rupees in words) was sanctioned as grant by _____ Ltd. on the basis of a Memorandum of Understanding dated (MoU date) to support (Project name) for the period from (DDMMYYYY) to (DDMMYYYY)

We have so far received an amount of Rs. (In Number) (Rupees in words).

From the above amount received, an amount of Rs. (In Number) (Rupees in words) was utilized during the period from (Mention Utilization Certificate period) DDMMYYYY to DDMMYYYY for the purpose for which it was sanctioned.

The unspent balance of grant as on (Date of UC) DDMMYYYY was Rs. (In Number) (Rupees in words).

CA's observation (In Applicable Case, if any)

Place:

For **SEVA SAHAYOG FOUNDATION**

Name:

Designation and Seal of the Organisation

For Chartered Accountant

Name of the Firm:

Signature and Seal of the Auditor:

Place:

Date:

UDIN :



FORMAT FOR FUND UTILISATION STATEMENT

Funder:

Name of Implementing Agency:

Project Name:

Period of the Project:

Total Budget Amount of Project:

Total Receipt of Fund:

FUND UTILISATION STATEMENT FOR THE PERIOD DD/MM/YYYY TO DD/MM/YYYY

SR NO.	LINE ITEMS OF EXPENDITURE (AS BUDGET IN MOU)	AMOUNT AS PER BUDGET	DETAILS OF ACTUAL EXPENDITURE AS PER TRANCHWISE			TOTAL EXPENDITURE AMOUNT*#
			ACTUAL EXPENDITURE AMOUNT- TRANCHE*#	1ST	ACTUAL EXPENDITURE AMOUNT (KINDLY ADD SUBSEQUENT TRANCHE)*#	
1						
2						
3						
GRAND TOTAL						

*Kindly attach details of Salary month-wise.

#Kindly attach sample of invoices for expenditure.

For **SEVA SAHAYOG FOUNDATION**

SIGNATURE

NAME

DESIGNATION

(Authorized person shall sign & stamp/Seal)

For Chartered Accountant

Name of the Firm:

Signature and Seal of the Auditor:

Place:

Date:

UDIN :

