

President CA Ameet Mahendra Chheda
Vice President CA Jeenal Kenil Savla
Secretary CA Vinit Dinesh Gada
Treasurer CA Harsh Hasmukh Dedhia
Jt. Secretary CA Gautam Rajesh Mota



CVO Chartered & Cost Accountants' Association
Celebrating 50 years of Professional Excellence

Rules for CVOCA Trust's Compliance health clinic:

Kutchi samaj has earned a reputation and goodwill in the society, all due to the hard work and selfless motive of various Trusts and societies including Mahajans. These trust / Mahajan has undertaken several projects of social, cultural and economic significance.

Many time, compliance with various laws and regulations are then not given importance and are somehow neglected. In past, we have experienced many Trust, facing heat of government agencies due to non-compliance.

In order to assist the Trust of our community, we have formed a committee of qualified professionals, who will assist these Trusts to identify any significant gaps and will guide the managing trustees to have better compliant trust.

Eligibility:

Trust / Society of KVO Samaj will only be assisted.

Registered trust (registered with Khabar Patrika) are only eligible for the same.

Rules

CVOCA has formed a committee of volunteers who will meet once a month to review all the applications / documents. The volunteer will not be in any fiduciary relation with the trust being reviewed by him/her.

Trust shall depute one person from the managing committee who will be co-ordinating with the volunteers of CVOCA. Additionally, co-ordination with consulting chartered Accountant of the trust will be preferred for easy understanding.

Association shall not be responsible or legally liable for any advice given. This program will be just to assist all the trusts on overall compliance without review of any specific transactions.

The program will be to ensure compliance only with respect to:

- Maharashtra Public Trust Act 1950.
- Income Tax Act 1961.
- Society Registration Act.
- Goods and Service Tax (Limited to registration and returns)

The program will not cover other laws and regulations.

volunteers will not be giving any written opinion or legal consultation.

Trust/society will have to share all the basic documents as mentioned in the Annexure A along with an application letter as mentioned in the Annexure.

The Committee shall not be interacting with any government officials, committee members (other than a designated committee member of the trust) and any other person.

The Committee shall not be responsible for and shall not be engaged in preparing any documents, applications or replies of what so ever nature.

Trust is required to take advice from their consulting professionals before taking necessary steps.

Address for submission of documents:

304, Jasmine Apartment, Dada Saheb Phalke Road, Dadar (East) - Mumbai 400 014

☎ - 0222410 5987. ✉ - info@cvoca.org. www.cvoca.org

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Annexure A:

List of documents (wherever applicable) to be submitted with a written application:

	Year 1	Year 2	year 3
Trust Deed			
Memorandum of Association & Rules & Regulations (In case of Registration under the Societies Registration Act, 1860)			
Constitution of Trust or Rules & Regulations			
Memorandum and Articles of Association (Sec-8 Company)			
Registration Certificate under the Society Registration Act, 1860			
Registration Certificate under the Public Trust Act (Relevant State)			
Certificate of Incorporation (Sec-8 Company)			
Schedule-I (Extract of Registration Record maintained at Charity office)			
Permanent Account No. (PAN card)			
Registration Certificate u/s. 12 AB of the Income Tax Act (Form 10AC)			
Approval Order u/s. 80G (5) of the income Tax Act (Form 10AC)			
Approval Order u/s. 10 (23C) of the Income Tax Act (Form 10AC)			
FCRA Registration Certificate (in case NGO receiving foreign donations)			
Registration under the Profession Tax Act (PT on salary) (Relevant State)			
Tax Deduction Account No (TAN)			
GST Registration Certificate (If Applicable)			
Registration in Form 1 with Registrar of Company for CSR activity			
Status of Periodic Filing of latest Returns etc under various law.			
Change Reports in Schedule-III for changes in Trustees/ Property/Address			
Change in Directors in Form DIR-12 (Sec-8 Company)			
Income Tax Return for last 3 years			
Filing of Accounts with Charity Office			
Filing of Accounts with ROC (for Sec-8 Company) (AOC-4)			
Filing of Annual Return with ROC (MGT -7) (For sec-8 Company)			
Filing of PF Return (if applicable)			
FCRA Annual Return (FC-4) (If applicable)			
Budget filed with Charity office			
Donation Return (Form 10 BD)			
Other Recommendatory Documents etc.			
Register of Movable and Immovable Property			
Property Insurance Policies Renewals			
Property Documents safe keeping of Original documents and scanning			
Separate Books of Accounts for FCRA Donation.			