

**[Format for Affidavit]**

*(Affidavit on Rs. 100 non-judiciary stamp paper duly notarized)*

**UNDERTAKING**

1. We, \_\_\_\_\_ (*name of agency*), PAN no. \_\_\_\_\_ registered at \_\_\_\_\_ (*registered address*) have not taken any support from any of the ONGC work centres including Headquarters & corporate office during the current financial year.
2. There are no pending disputes or enquiries in connection with cheating, misappropriation of funds exploitation of beneficiary, etc. on the name of \_\_\_\_\_ (*name of agency*). The organization has never been "Black listed" or "Reprimanded" either by Govt./Govt. Agencies/CPSEs/NCSR Hub or by reputed private organization.
3. The proposed project is neither covered under any existing scheme of Govt. of India / State Govt. nor is being funded by any other organization to ensure that there no duplicity of the CSR activity under reference.
4. Any of Board of Directors/Trustees/Executive Committee members of \_\_\_\_\_ (*name of agency*) or the organization itself does not have any material or pecuniary relationship of transactions with ONGC, its Promoter, its Directors, its Senior Management or its Holding Company, its Subsidiary and Associates which may influence the process of administrative approval or financial concurrence or fund disbursement for the proposed project.
5. We, \_\_\_\_\_ (*name of agency*) have not directly or indirectly supported/contributed by any political party or its affiliations and vice-versa.
6. We, \_\_\_\_\_ (*name of agency*) assure that if ONGC approves any financial support towards proposed CSR project;
  - a. We will submit a Fund Utilization Certificate to ONGC, issued by a Chartered Accountant.
  - b. We will retain all relevant documents like Cash Book, Bank Book, Ledger, Journal, Relevant Bills, Vouchers and Receipts etc. for a period of at least 03 years from the Project/Event.
  - c. That during this period of 3 years agency will allow authorized representative(s) of ONGC for audit (s) / inspection(s) of above documents as and when asked by ONGC.
  - d. That during the period of 3 years as mentioned above, on ONGC's demand agency will provide the desired documents/ information pertaining to income & expenditure detail of the project/ event including copies of relevant Bills, Vouchers and Receipts etc. for internal and/ or external purposes (for supplying to 3rd party) as per law.

**Declaration:**

**I hereby declare that whatever has been stated above is true to the best of my knowledge, correct and nothing has been concealed there from.**

**Date:** \_\_\_\_\_

**Authorized signature**

**Place:** \_\_\_\_\_

**(Seal of the organization)**

**Note: The affidavit shall remain valid till end of the project in case the project is approved by ONGC.**

**Electronic Clearing Service (Credit Clearing) Form**  
(Investors/Customers/Vendors option to receive payments through Credit Clearing Mechanism)

<b>Particulars of Investor/Customer/Vendor</b>	
Name of Investor/Customer/Vendor (As appears on Pass Book of bank)	
Address of Investor/Customer/Vendor	
Contact Details of Investor/Customer/Vendor (Office number, phone no. and e-mail)	
PAN No. of Investor/Customer/Vendor	
<b>Particulars of Bank Account</b>	
Bank Name	
Branch Name	
Address of Bank	
Telephone No. of Bank	
Account Type (S.B. Account / Current Account or any other)	
Account Number (as appears on the Cheque Book)	
MICR No. (9 digits code number of the Bank and Branch appear on the cheque issued by the bank)	
IFS Code of Bank	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Certified that the particulars furnished above are correct as per our records.

Date

Date

Signature of Investor/Customer/Vendor with  
common seal of the organization

Signature of Authorized bank official with  
common seal