

SHIV NADAR FOUNDATION – US

PROCESS NOTE FOR FOREIGN (USA & Abroad)

DONATIONS / CONTRIBUTIONS

CONTENTS

1. Process note to US Donors Who require US Receipt-----Page :1- 4
2. Process note to US Donors Who do not require US Receipt -----Page :5
3. Process note to Foreign Residents who want to transfer using NRE Account
-----Page :6

1.Process note to US Donors Who require US Receipt

For all the alumni in US who would like to pay in US currency and require a US receipt for tax purposes in US they can contribute to the SNF account in Sunnyvale California.

- a. Alumni can contribute via cheque, SWIFT transfer etc to the account number
- b. Alumni have to fill up a covering letter and send us the form via email and mail a hard copy to Sunnyvale office.

Name of the Entity : SHIV NADAR FOUNDATION

Address :330 Potrero Avenue, Sunnyvale, CA 94085

Employer Identification No (EIN) :27-2128696

Bank Account details

- Bank Name : CITI BANK
- Address : 460, Park Avenue, New York, NY 10022
- Account Number : 9983193763
- ABA/Routing # : 021000089 (For Domestic wires only)
- SWIFT Code : CITIUS33 (For International wires only)

Covering Letter

The Foundation shall accept donations from individuals and organizations interested in the objectives of the foundation. The prospective donor shall provide a covering letter providing clearly the purpose of the contribution.

The Specimen covering letter is as provided below.

Dated XXXX

M/S SHIV NADAR FOUNDATION

330 Potrero Ave

Sunnyvale, CA 94085

Dear Sir,

Please find enclosed herewith a DD / Check for \$ XXXX (*Rupees in words*) as donation towards corpus fund of your Trust. Following are the necessary details:

Name of the Donor : Address
: Instrument Details : Amount
:

The above donation may be used for **Scholarship for SSN/ General charitable Purposes** (*tick which ever is applicable*)

Please acknowledge the receipt and issue a receipt for exemption from income tax purposes

Thanks & Regards,

Name of the Donor

(Signature)

Issue of Acknowledgement / Receipt

The Foundation shall provide a receipt to acknowledge the contribution received. The specimen receipt is given below

Dear Contributor:

This letter is to acknowledge your contribution made to Shiv Nadar Foundation, an organization described in section 501(c)(3) of the Internal Revenue Code and California Revenue and Taxation Code Section 23701, that is qualified to receive contributions deductible for federal and California state income tax purposes, provided the contribution is made exclusively for charitable purposes.

We appreciate your contribution of \$_____ made on the DAY of MONTH YEAR

We further confirm for you that no goods or services were provided to you in consideration, in whole or in part, for your contribution.

Sincerely,

For Shiv Nadar Foundation
Authorized Signatory

Written Communication Requirement

In order to obtain a tax benefit for making a charitable contribution (made in taxable years beginning after August 17, 2006) the donor must obtain and keep a bank record or a written communication from the organization as a record of the contribution. Written records prepared by the donor (such as check registers or personal notations) are not sufficient to support charitable contributions. Bank records for this recordkeeping requirement include bank or credit union statements, canceled checks, or credit card statements.

Other Points

1. Receipt shall be provided for any amount of contribution received by the foundation
2. The receipt will be issued in the SNF letter head and will be signed (with Seal) by the authorized signatory
3. The Receipt shall be issued on the date the contribution is received
4. The Foundation shall not received any donation in kind
5. The foundation for the time being shall not provide any goods or services to the donors towards contributions received

Authorized Signatory

All the communications / receipt and Acknowledgements will be signed by **Ms. Rita Singh**

2.Process Note For alumni in US/other parts of the world who would like to pay in foreign currency but do not require a US receipt they can contribute to the following account:

- 1) Bank Name : State bank of India
- 2) Branch : NO.5 FIRST CROSS STREET , KASTURBA NAGAR,
ADYAR, CHENNAI 600 020
- 3) Swift Code : SBININBB291
- 4) BSR Code : 01115
- 5) Account name : SSN Trust
- 6) Account number : 30128071688

No Other documentation will be required either from the Trust or the remitter for any

Foreign remittances received in the account.

After the transaction, please send a mail to Trust.finance@ssn.edu.in and alumniofficer@ssn.edu.in along with the filled in Donor's Form.

3.Process note to Foreign Residents who want to transfer using NRE Account

FOR INR Funds (From NRE Accounts)

1. The remitter can transfer INR funds from NRE Account. The remitter needs to provide only the

following details :

- a. Bank Name : ICICI Bank Ltd
- b. Branch : Nungambakkam , Chennai – 600034
- c. Address : 110, PRAKASH PRESIDIUM, UTHAMAR GANDHI SALAI,
(NUNGAMBAKKAM HIGH ROAD), CHENNAI. 600034
- d. RTGS / NEFT Code : ICIC0000009
- e. Account Name : SSN Trust
- f. Account Number : 000901072623

2. After the transaction is over the remitter should send a mail to the trust office at Trust.finance@ssn.edu.in with the following details (with a copy to Alumni Officer at alumniofficer@ssn.edu.in)

- a. Name of the remitter
- b. Remitter's Bank name
- c. Amount & date of transfer
- d. Branch and year of passing of the remitter
- e. Address to which the receipt is to be sent
- f. Scanned copy of the Passport of the remitter (first two pages and the last two pages)

3. After the money is transferred, the bank will communicate to the Trust (through E-Mail) the details of such funds received and kept on hold for want of Passport copy.

4. The mail will be sent to Trust.finance@ssn.edu.in

5. The Trust has to provide send the scanned copy of the remitter's Passport within 3 working days of communication and **only thereafter the funds will be released by the bank into the trust accounts.**

Page 6 of 6

DONOR REGISTRATION FORM

1. Name
2. Degree
3. Branch
4. Mobile no
5. Email id
6. Year of passing
7. Current City
8. Amount
9. Date of transfer
10. Address to which the receipt is to be sent
11. PAN CARD No
12. Feedback About the Donation Campaign (Wishes/ Message/ comments)