

FORM NO. 3CQ

[See rule 6AAF]

**Application form for approval under sub-section (1) of section 35CCD
of the Income-tax Act, 1961**

1. (i) Name of the applicant company.
(ii) Address of the registered office of the applicant company.
(iii) Address of the principal place of business if it is different from registered office.
(iv) PAN of the Company.
(v) Date of incorporation of the company.
(vi) Enclose a copy of the Memorandum and Articles of Association.
(vii) If the skill development project of the company was notified earlier under sub-section (1) of section 35CCD, mention the notification number and date of the latest notification and furnish a copy of the same.
(viii) Nature of business
(ix) If notification issued under sub-section (1) of section 35CCD was rescinded in the past, mention reasons on account of which the notification was rescinded.
[Enclose a copy of the Order(s) rescinding notification(s)]
(x) Date from which notification of skill development project is requested for.
(xi) Expected date of completion of project.
2. Purpose of the skill development project (Give a brief write up on the requirement of skill development project indicating the objectives of the project, stages of implementation, expected results and usefulness of the project.)
3. Details of expenses (other than land or building) expected to be incurred for skill development project.

4. Skill development projects undertaken by the applicant:
 - (i) skill development projects, if any, undertaken by the company during last five years alongwith their current status.
 - (ii) details of skill development projects, if any, which have been taken up in the past and which are underway on the date of filing of application.
5. Name and address of the training institute in which the skill development project is to be undertaken. (Enclose a copy of letter of concurrence from the training institute in which the skill development project is to be undertaken).
6. Details of Return of Income filed for the last three Assessment years:

| | <i>Assessment Year</i> | <i>Turnover/Gross receipts</i> | <i>Total income</i> | <i>Tax payable as per return</i> | <i>Tax Paid</i> | <i>Assessed income details</i> |
|--|------------------------|--------------------------------|---------------------|----------------------------------|-----------------|--------------------------------|
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7. Enclose copy of audited annual accounts of the company for the last three years.
8. Whether any penalty under clause (c) of sub-section (1) of section 271 was levied on the company during the last five years and details thereof.
9. Whether any tax demand is outstanding on the date of filing application.

Certified that the above information is true to the best of my knowledge and belief.

Place

Date.....

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Signature

.....
Designation

.....
Full Address