

List of documents required for Sponsorships

- 1) Invoice Digitally signed for requisite amount should be submitted on your letterhead as per GST rules, mentioning your GST number, ONGC's GST Number 07AAACO1598A1ZP, HSN Code-9983, GST Rate (18%), GST Amount, etc. Please mention on the invoice that 'GST will be paid by ONGC under **Reverse Charge Mechanism**'.
- 2) Declaration (as per section 206AB/206CCA of Income Tax Act, 1961) on the letterhead of your organization with authorized signatory and seal, stating that your firm (Name of your organization) has filed Income Tax Returns (ITRs) for last 2 years in which date of filing of ITRs and Acknowledgement numbers are to be mentioned. The format is attached,
- 3) Copy of Registration Certificate/ Trust Deed/University Affiliation certificate.
- 4) Copy of PAN Card/Copy of Income Tax Exemption Certificate if exempted from Income Tax.
- 5) Copy of GST Certificate. In case GST is not applicable, attach a certificate from Chartered Accountant (CA) certifying that your firm is exempt from GST; UDIN number to be indicated in the certificate.
- 6) Cancelled cheque with name of A/C holder printed on it. Name on cancelled cheque, vendor's name and name on PAN card should be the same.
- 7) Bank Details in the enclosed format [Annexure A] duly endorsed by Bank Authorities (ECS/Mandate/Vendor form).
- 8) Undertaking on the letterhead of your organization with authorized signatory and seal, stating that your firm (Name of your organization) has not taken any sponsorship from any of ONGC's work centers for the current financial year. In case of false information, your firm may be debarred from any sponsorship from ONGC.

9) Fund Utilization Certificate (FUC) **digitally signed** from a Chartered Accountant to be submitted for the amount sponsored by ONGC, strictly in the format as attached with this mail. Please ensure that your CA mentions their UDIN in the FUC.

10) Photographs of the event and other documentary proof of organizing the event and ONGC's specific displays.

11) Event Report signed by the authorized signatory with seal certifying that the event is completed successfully.

List of documents required for Goodwill Advertisements

1) Invoice

2) Copy of Publication (photographs in case of banner displays)

3) Duly filled Electronic Clearing Services Form countersigned by the bank with the official seal

4) Duly filled Vendor code proforma

5) Copy of PAN Card

6) Canceled Cheque

7) Copy of GST Registration Certificate. If exempted from GST, Chartered Accountant Certificate with UDIN stating vendor/publication's annual income is within exemption limits.

8) Chartered Accountant Certificate (wherever PAN Card is in the individual name or in trust name different from vendor name) proving ownership of the publication (sole proprietorship) with UDIN.

9) Incorporation Certificate