**Information/documents required duly signed and on letterhead (where applicable):**

1.   Proposal stating the amount and specific purpose

2.   Breakdown of amount of donation solicited

3.   Valid Registration Certificate

4.   Valid Tax exemption certificate

5.   Audit/financial report/Annual Report (latest and of past two years)

6.   PCP Certificate (If applicable)

7.   List of names of Directors/Trustees along with their CNIC details

8.   Organization profile, geographical areas covered, pictures

9.   Details of the project (where the donation will be used etc.)

10. In case of equipment / tangible items - 03 latest quotations etc. or In case of other requests - cost of support per patient/student/operation etc. as per nature of the proposal

11. Why PSO should donate to your organization?

12. List of other projects undertaken by the organization

13. List of other sponsors

14. Fund Utilization report, with pictures if applicable, if previously supported by PSO

15. Duly filled PSO CSR Trust Grant Application form

16. Duly signed and stamped NACTA Undertaking on organization's official letterhead along with NIC copy of Senior Most Officer or Trustee etc. signing