

Guidelines for deposition of foreign donations in DJST

DJST is registered with Ministry of Home Affairs, Govt. of India, under Foreign Contribution (Regulation) Act, (FCRA) 1976 and our registration number is 083780695

Guidelines for donors:

1. A letter should be addressed to the Dean of the institute stating the purpose for which donation is given (e.g. patient care, medical education, research, student awards etc.) and after receiving administrative approval,
2. A letter should be written to the Secretary of DJST, stating
 - a. Title of the study/project
 - b. Purpose of donation
 - c. Details of the study/project
 - d. Amount to be donated
 - e. Utilization budget
 - f. Administrative approval
 - g. Other documents based on the nature of study/project
 - h. KYD (Know Your Donor) Form should be filled by donor (form attached)
3. After approval of the trustees, the draft/cheque in the name of Seth GS Medical College and KEM Hospital, Diamond Jubilee Society Trust (Foreign Donation) A/c s will be accepted and deposited.
4. If the donor wishes to transfer the amount directly through wire transfer to our account, a prior permission is needed. After the approval, the necessary bank details will be given . For wire transfer for foreign donation:--
5. If the amount transferred by the donor is to be traced, then it is essential to provide the transaction details by the sponsor including a form MT103, which the foreign bank prepares while transferring the amount.
6. An e-mail/letter of acknowledgement will be sent on receipt of the draft/ cheque
7. The receipt will be issued only after realization of the cheque /draft and will be dispatched. The dispatch details will be communicated by an email.
(Please note that the realization of cheque in foreign currency takes at least a month).
8. The address for correspondence is:

The Secretary,
Seth GS Medical College and KEM Hospital,
Diamond Jubilee Society Trust
Dept. of Pharmacology & Therapeutics
Acharya Donde Marg,
Parel, Mumbai-400012