

# **“QUESTIONNAIRE FOR DRAFTING TRUST DEED & REGULATION THEREOF”**



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## QUESTIONNAIRE FOR TRUST

Key procedural points to be discussed and agreed unanimously in the first meeting of Proposed trustees for drafting deed, rules and regulation, and Constitution of Committee etc

### A. POINTS FOR TRUST DEED:

S.No.	Questions (For Supplementary Deed)	Details	Documentary proof
1.	Nature of Trust - 1) Public 2) Private		
2.	Type of Trust - 1) Educational 2) Religious 3) Welfare 4) Medical 5) Other		
3.	Proposed Name of Trust		
4.	Name of Settler or Author.		Self-attested copy of Adhar, PAN and Photo
5.	Proposed Trustees with Designation, if any		Self-attested copy of Adhar, PAN and Photo
6.	Proposed Registered office of Trust		Rent agreement / Electricity bill or sale deed / Register or other
7.	No. of Trustees - minimum and maximum in this body		
8.	Proposed Contribution by Settler		
9.	Proposed Subscription or fee of Trustees, if any		
10.	Proposed Committees or sub-committees for operational activities for trust, if any (Governing Committee, Executive Committee, management committee, etc.)		

11.	Eligibility of member of committee and any membership Fees (Common for all or depending upon eligibility)		
12.	Proposed Items or transactions to be decided Unanimously		
13	Proposed Items or transactions to be decided More than 50 percent majority		
14	Proposed Bank Signatories in the Account of Trust		
15	Proposed <b>specific Eligibility Condition</b> for New Trustees, if any		
16	Proposed <b>specific Eligibility Condition</b> for Termination and Expelling of Trustees, if any		
17	Way of casting vote in the meeting - show of hands / Ballot / Postal Ballot /		
18.	Mode of Meeting- Offline / Online or Both- Online includes Zoom Meeting Google Meeting		
19.	Specific Term of Closure or winding up of the Trust, if any		
20.	Mode and Term of appointment of officials - through Election or will or in the meeting of Members just by unanimously consent of all members		
21.	Way of dispute and differences settlements amongst the trustees, members and employees, if any		

**B. POINTS FOR RULES AND REGULATION:**

<b>GENERAL BODY OF MEMBERS</b>			
1	Notice time for conducting Meeting of Members including notice time for emergency of meeting		
2	Mode of service of Notice - registered post, email, What sup, by Hand, currier		
3	The quorum of the General Meeting of Members		
4	Time and responsibility to write and keep signed minutes of meeting		
5	Rights and terms of the member to get a copy of the minutes of proceedings.		

<b>BOARD OF TRUSTEES / GOVERNING BODY</b>			
1	Notice time for conducting Meeting of Trustees / Governing body including notice time for emergency of meeting		
2	Mode of service of Notice - registered post, email, What sup, by Hand, currier		
3	The quorum of the Meeting of Trustees / governing body		
4	Time and responsibility to write and keep signed minutes of meeting		
5	Rights and terms of the Trustees/members to get a copy of the minutes of proceedings.		
6	Place to keep books of accounts and statutory records		

### C. CONSTITUTION OF COMMITTEES/ SUB - COMMITTEES:

(Example: Governing Committee, Executive Committee, Managing Committee, Internal Control Committee, Risk Management Committee, Disciplinary Committee, Sexual Harassment Committee, Etc.)

S.No.	Questions	Details	Documentary support
1.	No. of members, minimum and maximum in this body		
2.	Proposed Name of the officials' members like the Chairman, VC, secretary, etc & members like executive members of the body		Self-attested copy of Adhar, PAN and Photo
3.	Specific terms or conditions for admission of new member		
4.	Specific Term or condition for termination or expulsion of a person		
5.	Mode of meeting - offline or online or both		
6.	Service period of notice for meeting-		
7.	Quorum- 1/3, or not less than 5 members, (Please suggest)		
8.	Voting Mode- by raising a hand, ballet paper or both or otherwise.		
9.	Minutes of Meetings		
10.	The nature of the transaction or items to be decided in the meeting with Unanimous consent or more than 50 percent consent		
11.	Any other details needed to be added		