

**Project application form, Coodal.**

No	Title/item/details	Declined to give information
1	Name of the organization:  Title of the Project:  Name of the Project Lead:	
2	Executive Summary:	
3	What do you want to do?  The core problem of your project aims to resolve:	
4	Who will benefit? And how?	
5	What resources are needed  How would you monitor the project	
6	Period of the project  Starting date:                      Finishing date:  How frequently would you send a progress report?	
7	Budget  Total  Breakdown	
8	How would the funding be transferred to Sri Lanka?	

9	<p>Has a receipt or estimate been received?</p> <p>Show the breakdown of your cost</p> <p>Please attach the receipt to this form</p> <p>For building, a plan of the building has to be attached</p>	
10	Global money exchange used to transfer funds: Yes/No (attach evidence)	
11	<p>Beneficiaries' Bank details for the transfer of the fund</p> <p>A/C No:</p> <p>Bank name and address:</p> <p>Account name</p> <p>Sort code</p>	
12	The date of this project was discussed in our BOT	

Project accepted/rejected

Chair:

Project lead:

Project applicant:

Date:

**Project progress Report form (3 monthly), MIOT, Form- MF10**

Name of the project:

Project address:

Name of the beneficiary:

Name of the sponsor /project coordinator:

Date of the report:

Period of progress assessed: From:

To:

<b>1</b>	<b>Questions need to be answered</b>	<b>Measure of progress in a scale of 1-10</b>	<b>Comments</b>
2	State the progress of the project at this point		
3	How much of the resources /money had been spent?		
4	What have you achieved so far?		
5	What else needs to be done to achieve in your project at this stage?		
6	How much are you satisfied with the progress of your project?		
7	Have you identified any problems/developmental needs that are required to achieve your goal?		
8	What are the lessons have you learnt so far?		
9	How far have you satisfied with the progress of your project?		

10			
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Signature:

Date:

Title:

Has the report been presented to the BOT?

What was the assessment/opinion of the board

Expected date for the next report:

S.Shanmugadasan

22/5/2024.

**Form for Due diligence check, MIOT, Form- MF 11.**

Name of the applicant:

Name of the organization:

Post held: Trustee/member/ Beneficiary/donor/supplier

Home address:

Office address:

No	Details	Declined to provide State the reasons
1	<p><b>A. Personal and professional details:</b> <b>( Some are only applicable to doctors, you could ignore them and answer N/A)</b></p> <p>1. Home address</p> <p>2. Office address</p> <p>3. Job:</p> <p>4. Are you a donor to MIOT?</p> <p><b>5. Job details:</b></p> <p>6. Give details of your position/post with dates:</p> <p>7. GMC Registration No:</p> <p>8. Date of registration</p> <p>9. Registration details with any other professional body:</p> <p>10. Last date of your DBS check ?:</p> <p>Please forward a copy of your last certificate</p> <p>Last date of your successful Revalidation?</p> <p><b>B. Our policies and compliance to our policies</b></p> <p>Have you read our policy on code of conduct?</p> <p>Have you signed this policy?</p> <p>Have you read and understood our policy on Financial accountability?</p>	

	<p>Have you read our policy on Due diligence checks?</p> <p>Agree with all the policies mentioned above? Yes/no</p>	
2	<p><b>C. Financial / Professional accountability check</b></p> <p>D. What is the name of your bank?</p> <p>E. What is the type of the account you hold?</p> <p>F. When did you start this account?</p> <p>G. Do you hold any credit cards? Yes /no</p> <p>H. Type of card: Visa/master/American express/Diners/ any other</p> <p>I. Please specify:</p> <p>J. Have you ever been refused to have an account with a bank/building society/ credit card/a bank loan?</p> <p>K. If yes please give detail:</p> <p>L. Expiry date of your most used credit card:</p> <p>M. Are you a taxpayer in the UK/Sri Lanka//anywhere else?</p> <p>N. Have you ever been investigated by GMC/PCO/Hospital Trust/Courts// Police/HMRC/ Fraud investigation/ Bankruptcy?</p> <p>O. If yes please give details:</p>	
3	<p><b>D. Membership in charities.</b></p> <p>P. Are you a member of any other charities at present or in the past?</p> <p>Q. Are you holding or held any post in other charities?</p>	

	<p>R. Give some details with dates?</p> <p>S. How long have you been a member of MIOT?</p> <p>T. Please give details about the posts you held in MIOT with dates?</p>	

I have given information as accurately as possible, to the best of my knowledge

Signature:

Date:

Signature of Trustee in charge for Due diligence checks:

It is the responsibility of the member/beneficiary/donor / any other, to inform MIOT if any new developments or circumstances change.

All new post holders ( BOT) shall be asked to fill up and sign this form.

It is a good practice for all of us to complete a new form to update information every year.

S.Shanmugadasan

22/05/24.

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