

BOARD RESOLUTION FOR TAX EXEMPTION

Name of Organization: _____

Registered Office: _____

Date: ____ / ____ / ____

Ref No.: _____

Resolution

“RESOLVED THAT pursuant to and in accordance with the relevant provisions of the Income Tax Act and other applicable laws, the Board of Directors hereby authorizes the application for and compliance with the requirements for claiming **Tax Exemption** under the applicable section for the benefit of the organization.

RESOLVED FURTHER THAT Mr./Ms. [Name], [Designation], be and is hereby authorized to sign, execute and submit all necessary documents, forms, affidavits and take all necessary steps as may be required in this connection, including liaising with any statutory or regulatory authority for and on behalf of the organization.

RESOLVED FURTHER THAT a certified true copy of this resolution be provided to all concerned authorities as required.”

Chairman / Director

Secretary

Date

Important Notes:

- Ensure that the board resolution is on the organization’s official letterhead and properly dated.
- Customize authorized signatory details as per your requirement.
- Attach supporting documents like certificate of incorporation or registration, as required by authorities.
- Maintain certified true copies for organizational records and submission.
- Consult a legal or financial professional if clarification is needed on applicable tax laws.