

FORM ICH-09
<b>1. Name of the organization</b> Please provide the full official name of the organization, in its original language as well as in French and/or English.
Contact Base
<b>2. Address of the organization</b> Please provide the complete postal address of the organization, as well as additional contact information such as its telephone or fax numbers, e-mail address, website, etc.. This should be the postal address where the organization carries out its business, regardless of where it may be legally domiciled (see item 8).
Address: 58/81, Prince Anwar Shah Road, Lake Gardens, Kolkata – 700045, India Telephone: +91 33 24178516 Fax: +91 33 24178518 E-mail: iland@vsnl.com, contactbase@vsnl.net Website: www.banglanatak.com
<b>3. Country or countries in which the organization is active</b> Please identify the country(ies) in which the organization actively operates. If it operates entirely within one country, please indicate which country. If its activities are international, please indicate whether it operates globally or in one or more regions, and please list the primary countries in which it carries out activities
<input checked="" type="checkbox"/> national <input type="checkbox"/> international (please specify: ) <ul style="list-style-type: none"><li><input type="checkbox"/> worldwide</li><li><input type="checkbox"/> Africa</li><li><input type="checkbox"/> Arab States</li><li><input type="checkbox"/> Asia &amp; the Pacific</li><li><input type="checkbox"/> Europe &amp; North America</li><li><input type="checkbox"/> Latin America &amp; the Caribbean</li></ul> Please list the primary country(ies) where it is active: India
<b>4. Date of its founding or approximate duration of its existence</b> Please state when the organization came into existence.
20 <sup>th</sup> March , 2002

### **5. Objectives of the organization**

Please describe the objectives for which the organization was established, which should be “in conformity with the spirit of the Convention” (Criterion C). If the organization’s primary objectives are other than safeguarding intangible cultural heritage, please explain how its safeguarding objectives relate to those larger objectives.

*Not to exceed 350 words; do not attach additional information*

Our goal is to improve the quality of life of poor and marginalised communities and promote sustainable development. Our objectives are (a) fostering pro-poor growth; (b) protecting rights of women, children and indigenous people and (c) promoting culture for employment, inclusion and growth.

We work for developing creative industries based on indigenous art, culture and knowledge of nature and universe. Our vision is to utilise the underlying potential of our intangible cultural heritage for providing livelihood opportunities to rural and tribal communities rich in oral traditions, performing arts, traditional craftsmanship but lacking formal education. Our approach is safeguarding intangible cultural heritage as a means of sustainable livelihood. We use culture as a tool for social integration, community education and skill empowerment. We specialise in social communication, community mobilisation and capacity building and research. We work at grass roots to foster changes in attitude, behaviour and practices of under developed and marginalised communities to improve their quality of life. We use folk art and theatre as tools for social communication - educating people on their rights and opportunities and reducing their vulnerabilities to HIV/AIDS, crimes like human trafficking, impact of climatic change etc. We work for (a) augmenting income opportunities for folk artists and theatre groups by training them in social communication; (b) building capacity of rural and tribal communities to run business enterprise offering products and services based on local traditional culture and heritage; (c) preserving intangible cultural heritage through research and documentation; (d) identifying and promoting use of traditional knowledge on medicines, nature and natural resource management for adapting to climatic change and sustainable development

**6. The organization's activities in the field of safeguarding intangible cultural heritage**

Items 6.a. to 6.c. are the primary place to establish that the NGO satisfies the criterion of having "proven competence, expertise and experience in safeguarding (as defined in Article 2.3 of the Convention) intangible cultural heritage belonging, inter alia, to one or more specific domains" (Criterion A).

**6.a. Domain(s) in which the organization is active**

Please check one or more boxes to indicate the primary domains in which the organization is most active. If its activities involve domains other than those listed, please check "other domains" and indicate which domains are concerned.

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:  
social communication;community education;rural micro enterprise promotion

**6.b. Primary safeguarding activities in which the organization is involved**

Please check one or more boxes to indicate the organization's primary safeguarding activities. If its activities involve safeguarding measures not listed here, please check "other safeguarding measures" and specify which ones are concerned

- identification, documentation, research (including inventory-making)
- preservation, protection
- promotion, enhancement
- transmission, formal or non-formal education
- revitalization
- other safeguarding measures - please specify:  
promoting culture for employment and growth; using culture for innovating new goods and services

### **6.c. Description of the organization's activities**

Organizations requesting accreditation should briefly describe their recent activities and their relevant experience in safeguarding intangible cultural heritage. Please provide information on the personnel and membership of the organization, describe their competence and expertise in the domain of intangible cultural heritage and explain how they acquired such competence. Documentation of such activities and competences may be submitted, if necessary, under item 8.c. below.

*Not to exceed 750 words; do not attach additional information*

Contact Base (trading style : banglanatak dot com), is a not for profit scoety (NGO), formed by a group of social entrepreneurs. Amitava Bhattacharya, founder Member of Contact Base, is an engineer from Indian Institute of Technology and a Gurukul Chevening Scholar from London School of Economics. President of the NGO, Ranjan Sen is a journalist with extensive experience in research and various media and leads the creative team. Ananya Bhattacharya, the Secretary of Contact Base is an engineer and a Commonwealth scholar in Sustainable Development from Staffordshire University UK. Other members of the organisation include engineers, Masters in sustainable development, sociology, social work, rural development, literature, media and communications, fine arts and theatre. The team has 200 person years of experience of using culture based approaches for community education and skill empowerment across twenty four states of India. As part of social communication programs on health, HIV/AIDS, gender rights, bio-conservation and environment protection, the organisation has developed a network of 2500+ theatre groups and folk artists across India. Trained in social communication, these groups are regularly earning from theatre and folk media based awareness campaign. We have worked with Eastern Zonal Cultural Centre in spreading awarness among the rural masses using local folk medias. We have also worked with other organizations on social communication where we have used local rat forms for the presentation. bangalanatak dot com (both us and our partner i-land informatics work jointly under this brand name) has been successful in reviving and revitalising six dying rural and tribal folk art forms of Bengal, namely Chhau dance, Jhumur song and dance, folk painting and song - Patachitra, Baul and Fakiri songs and humorous folk drama forms Gambhira and Domni. We are working with 3200 folk artists living in 184 villages across six districts. We have been supported by the Eastern Zonal Cultural Centre under Ministry of Culture, Gol. During the diagnostic study and baseline survey in 2005 we found that most of the folk artists lived below the poverty line. They had little scope for performing and practising their art forms and hardly earned from performance. We reinforced the traditional system of instruction and apprenticeship. Four to six months of training under the Gurus (living treasures) of the art forms strengthened the skill base. We focused on improving marketability through assimilation of folk with contemporary while preserving heritage aspects. New Chhau productions were developed on local folklore and classical literature (like works of Tagore and Shakespeare). The Patuas (folk painters) were guided by our creative team to develop diversified products ranging from apparel, decorative items to stationery products for accessing new markets. Multi cultural exchanges were facilitated where the folk artists interacted with Bond Street Theatre Group from New York and new media artists "Transit" from UK. Our endeavours have resulted in improved income for the artists (from less than 500 INR per month to 1500-3000 INR per month). Oral songs of Bauls, Fakirs and Jhumur singers were collected and compilations of 740 Baul/Fakiri and more than 1500 Jhumur songs were published. Documentaries were made on living

treasures of Jhumur and Pater Gaan (Patachitra songs). Action research was done to evolve working models for promoting rural cultural enterprise like promoting heritage tourism events promoting local art and culture. Brochures on the folk artists and art forms were widely circulated. Festivals and promotional events were organised across the country leading to improved market demand and increased income for the artists who now have new hopes and aspirations. There is improved participation of youths and women in learning traditional art. There are new patrons and promoters supporting the art forms. We have also promoted traditional craftsmanship like mat weaving using natural fibre, pottery, tribal ornaments made of lac, seeds etc., weaving of fine silk and cotton in handlooms etc. Our efforts have led to development and promotion of micro enterprises based on traditional crafts and weaving skills working as activity clusters and safeguarded these skills from dying. We have conducted research to identify traditional means and mechanisms to mitigate impact of disasters. We have worked with forest fringe communities to explore ways of promoting livelihood based on their traditional knowledge on medicinal plants, developing eco-tourism showcasing their knowledge on nature etc.

**7. Its experiences cooperating with communities, groups and intangible cultural heritage practitioners**

The Committee will evaluate whether NGOs requesting accreditation “cooperate in a spirit of mutual respect with communities, groups and, where appropriate, individuals that create, maintain and transmit intangible cultural heritage” (Criterion D). Please briefly describe such experiences here.

*Not to exceed 350 words; do not attach additional information*

We work in partnership with local communities. Our strategy is to empower the communities, groups and individuals who create, maintain and transmit intangible cultural heritage (performing artists, traditional crafts persons, living treasures of intangible cultural heritage) to become local cultural entrepreneurs. We support the artist groups in innovating, creating and promoting new cultural goods and services which augment their income. We stress on community owned initiatives. We build community based structures like self help groups (SHG) (formed with 10-15 artistes/artisans) and activity clusters formed with SHGs. We have formed 232 SHGs with 3200 performing folk artists under Government of India's rural self employment generation scheme (SGSY Special scheme). We have formed more than fifteen clusters leading to revival of dying crafts like silk handloom, cotton handloom, traditional embroidery, mat making with natural fibre by empowering the artisans and weavers with life skills, design skills, market knowledge and linkage to support services. These clusters are doing regular business beyond their region and are also partnering with fair trade organisations. The folk artists and traditional crafts persons participate in designing and implementing activities like training, capacity building, marketing, promotion, documentation etc. Since the artistes and artisans lack formal education, we use innovative Theatre in Development based methodology to build their self esteem, self confidence, communication skills and life skills. Local experts, research and academic organisations provide invaluable support to our research and documentation projects. For strengthening skill bases in performing arts we identified the aged Gurus (experts) in traditional arts and crafts and mobilised them to train around 3000 young learners in more than 270 training programs held in thirty eight blocks across six districts. This helped in revival of lost dance styles, learning of songs known only to a handful aged veterans and building of awareness on historical and philosophical aspects of the folk

forms among the young artists. The entire training curriculum was designed in consultation with the Gurus. We support the communities in promoting their traditional festivals and fairs. We provide them with lodging facility at Kolkata. We establish linkages of the rural micro enterprises owned by the artist/artisan community with local governance structure (Panchayati Raj) to facilitate access to Governmental schemes for poverty alleviation and rural development.

### **8. Documentation of the operational capacities of the organization**

The Operational Directives (paragraph 94) require that an organization requesting accreditation shall submit documentation proving that it possesses the operational capacities listed under Criterion E. Such supporting documents may take various forms, in light of the diverse legal regimes in effect in different States. Submitted documents should be translated into French or English whenever possible if the originals are in another language. Please identify supporting documents clearly with the item (8.a, 8.b or 8.c) to which they refer.

#### **8.a. Membership and personnel**

Proof of the participation of the membership of the organization, as requested under Criterion E (i), may take diverse forms such as a list of directors, list of personnel and statistical information on the quantity and categories of members; a complete membership roster usually need not be submitted.

*Please attach supporting documents.*

#### **8.b. Recognized legal personality**

If the organization has a charter, articles of incorporation, by-laws or similar establishing document, a copy should be attached. If, under the applicable domestic law, the organization has a legal personality recognized through some means other than an establishing document (for instance, through a published notice in an official gazette or journal), please provide documentation showing how that legal personality was established.

*Please attach supporting documents.*

#### **8.c. Duration of existence and activities**

If it is not already clearly indicated from the documentation provided for item 8.b, please submit documentation proving that the organization has existed for at least four years at the time it requests accreditation. Please provide documentation showing that it has carried out appropriate safeguarding activities during that time, including those described above in item 6.c. Supplementary materials such as books, CDs or DVDs, or similar publications cannot be taken into consideration and should not be submitted.

*Please attach supporting documents.*

### **9. Contact person for correspondence**

Provide the complete name, address and other contact information of the person responsible for correspondence concerning this request. If an e-mail address cannot be provided, the information should include a fax number.

Amitava Bhattacharya,  
Member, Contact Base  
58/81 Prince Anwar Shah Road, Kolkata 700045, India

*Form ICH-09 (2009) – Request from an NGO for Accreditation*

Phone : 91-33-24178516 Mobile : 91 98310 38904 Fax: 91 33 24178518

e-mail : abhattacharya@vsnl.com, contactbase@vsnl.net

**10. Signature**

The application must include the name and signature of the person empowered to sign it on behalf of the organization requesting accreditation. Requests without a signature cannot be considered.

<Signed>Ananya Bhattacharya

Secretary

**Organisation Structure and Personnel**  
*( in support of Pt. 8.a – Membership and Personnel.)*

# CONTACT BASE

## LIST OF MEMBERS FOR THE GOVERNING BODY FOR THE YEAR 2008-2009

Sl No	Name	Address	Designation	Background
1.	RANJAN SEN	1001 Jessore Road, Naskar Bagan, Kolkata 700055	President	Journalist with 22 years of experience, editor of International Award winning site <a href="http://www.banglanatak.com">www.banglanatak.com</a> . Ranjan is also the Manager and Editor of i-land informatics Ltd.
2.	ANANYA BHATTACHARYA	21/9 WIB(R), Phase IV A, Golf Green, Kolkata 700095	Secretary	Engineer from JU and Commonwealth Scholar (MA in Sustainable Development in from Staffordshire UK) with 19 years of hands on project management experience including 10 years of experience in social sector interventions. Ananya is also the Projects Group Lead of i-land informatics Limited
3.	SAYANTANI RAYCHAUDHURI	42/1, Chander Village Road, PO Haridebpur, Kolkata 700082	Assistant Secretary	MA in Literature with over 10 years of experience in hands-on project management in social communication across India. Sayantani is also a Manager and Lead – Business Development of i-land informatics Ltd.
4.	NILOY BASU	5 A Fern Road, Kolkata 700019	Treasurer	Graduate trained in Information Technology and Data Analysis and a Common wealth scholar with post graduation qualification in Sustainable Development. Niloy is also a Manager and Lead – Project Finance of i-land informatics Ltd.
5.	AMITAVA BHATTACHARYA	428 Lake Gardens, 2 <sup>nd</sup> Floor, Kolkata 700045	Member	Engineer from IIT Kharagapur, and a social entrepreneur with twenty years of global work experience in design and visualization of social communication across country. He is a Chevening-Gurukul Scholar on Leadership and Excellence from London School of Economics. He is the Director of i-land informatics Ltd.
6.	MADHURA DUTTA	312 Rajdanga Main Road, Kolkata – 700107	Member	MA in Sociology from Calcutta University and MA in Sustainable Development from Staffordshire University. Extensive project management experience in all diverse sectors. Madhura is a full time Project Manager of i-land informatics Ltd and now on sabbatical in Seattle.
7.	SIDDHANJAN RAYCHAUDHURI	37 Belgachia Road, LIG Block Q, Flat 3, Kolkata 700037	Member	Civil engineer and a scholar in Rural Development with more than 7 years of experience, with over 5 years of hands on project management experience. Siddhanjan is a Project Manager in i-land informatics Ltd.

**Certificate of Registration & Trade License**  
**( *in support of Pt. 8.b – Recognized Legal Personality.* )**

West Bengal Form No. 264.

রেজিস্ট্রেশনের পর প্রতি বছর কি  
লহ (নগদে) রিটার্ন জমা দেওয়া  
আইন: বাধ্যতামূলক।



Registration granted in  
anticipation of the  
information facts stated  
in the document being  
correct and true.

## Certificate of Registration of Societies

WEST BENGAL ACT XXVI of 1961

No. S/LL/8602 of 2001-2002.

I hereby certify that Contact Base.

has this day been registered under the West Bengal Societies  
Registration Act, 1961.

Given under my hand at Kolkata.  
this twentieth day of March.  
Two thousand and Two



*Amkhopadhyay*  
Registrar of Firms, Societies &  
Non-Trading Corporations,  
West Bengal.

*S. Banik*



SL. NO. 08/ 0447211  
**The Kolkata Municipal Corporation [Licence Department]**  
 Demand Notice for Renewal of Certificate of Enlistment for the Year 2008-2009

Demand No. : 0002 5400 9931

M/S CONTACT BASE

Name & Address of Proprietor/Partners/Director(s)/Karta/Manager:

RANJAN SEN & AMITAVA BHATTACHARYA  
 58/01 PRINCE ANWAR SHAH ROAD  
 KOLKATA 700045

Nature of Trade:

MASS MEDIA PROGRAM PRODUCER

Assessee No.

21 093 09 0095 3

Area in Sq.Ft.

750

Ward No.

093

**BANK  
SEAL**

Revenue  
Stamp

Last date  
of Renewal  
without fine:  
31.12.2008

FEES & CHARGES UNDER THE FOLLOWING  
SECTIONS OF THE K.M.C.ACT 1980

AMOUNT (IN RS.)

199

1,000.00

435

(NON A.C.)

1,125.00

PROCESSING FEES

50.00



RECEIVED Rs. 2175/- By Cash  
 LICENCE DEPARTMENT  
 GARIANATI UNIT, K.M.C.  
 towards renewal of Licence  
 Cheque/DD/Pay Order on 19.12.08  
 Licence is subject to condition

Net Amount Payable

2,175.00

Please Display it Publicly

E.& O.E.

RUPEES Two Thousand One Hundred Seventy Five only

THIS IS A COMPUTER GENERATED NOTICE & HENCE NO SIGNATURE IS REQUIRED

Municipal Commissioner

*This Certificate of Enlistment (commonly known as Trade Licence) is issued subject to the provisions of the West Bengal Fire Services Act, 1950 (to the extent applicable) with the onus for compliance lying with the Certificate holder.*

This Notice will be treated as a valid Certificate of Enlistment (Trade Licence) only after proper realisation of the Fees / Charges demanded above. Please see instructions overleaf before payment.

THE LICENCEE IS REQUIRED TO SIGN AT THE APPROPRIATE PLACE BELOW

DO NOT WRITE ANYTHING OR PUT ANY MARK ANYWHERE ON THIS DOCUMENT. DO NOT TEAR ANY PART.

TAKE SPECIAL CARE SO THAT BAR-CODED AREA IS NOT FOLDED. Do Not Deface Bar-Code by any manner.



★ কলকাতা পৌর এলাকায় অবস্থিত বিভিন্ন দোকান এবং ব্যবসাকেন্দ্রের সাইনবোর্ডে বাধ্যতামূলকভাবে বাংলাভাষা ব্যবহার করতে হবে।

★ অন্য ভাষায় সাইনবোর্ড লেখার কোনও বাধা নিষেধ থাকবে না। তবে অন্য ভাষায় সাইনবোর্ড লেখা হলেও, বাংলাভাষায়ও পৃথকভাবে লিখতে হবে।

SC  
08/08

2/4/2002 5/1/2002

10RS.



2. 4. 2002  
11. 4. 2002  
12. 4. 2002

केन्द्रीय बैंक ऑफ इंडिया  
भारत सरकार

5/14/8602

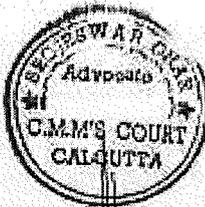
Contact Base  
Memorandum of Association  
basis India on 20/3/02

Sd/-

Registrar of Comp. Firms  
New Tenders Colony, West Bengal



Serial No. ....  
 Sold to .....  
 Address .....  
 No. ....  
 M.M.'s Court Cal-1  
 14 MAR 2002



SUCESWAR CHAKRABORTY  
 Advocate  
 C.M.M.'S COURT  
 1, Beakhal, Baraset, Cal-1

REGISTERED INSTRUMENT  
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 WINDY BLOW  
 dated on 06/03/02  
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President  
 1.5/2002

10/10/02 8602

West Bengal Societies Registration Act

**Memorandum Of Association**

Of

PA-19487

CENTRAL OFFICE  
WEST BENGAL  
DATE: 06/03/02  
NO: 19830

সেহিঁহাৰে পৰ সন্নিহিত কৰি  
স্ব. নি. নং - ৩৭, ১৯৫৪  
আইনসং. ১৭৩(১)১৯৫৪

CONTACT BASE

*Signature*

1. Name of the society shall be
2. The Registered office of the society shall be situated at
3. The objects for which the society is established are:

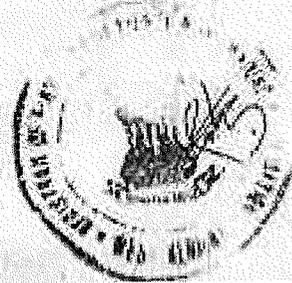
CS 8/3, Phase I,  
Golf Green,  
Kolkata- 700 095

- a) To acquire, establish, start, aid, run, maintain or manage schools, libraries for the benefit of the public.
- b) To arrange and organise lectures, debates, discussions, seminars & excursions for the diffusion of knowledge & information.
- c) To provide information technology counselling to the core sectors like water, education & health.
- d) To design awareness campaigns covering social issues like Health, Education, Sanitation, Anti Drugs and AIDS and to undertake complete responsibility of any awareness campaign including preparation of materials related to Information Education and Communication and distribution of campaign related items to the masses.
- e) To publish or cause to be published useful literatures & magazines.
- f) To promote any type of sports, to identify sports talents, to maintain sports grounds, to do audiovisual documentation on sports and take up sports promotion related activities.
- g) To study, cultivate and demonstrate the art of music and dancing to promote and encourage advancement of literary, cultural, political, religious, scientific and technical education.
- h) To help the needy students of all communities for the prosecution of studies.
- i) To collect and preserve manuscripts, painting, sculptures, works of art, antiquities, natural history specimens, mechanical and scientific instruments and designs.
- j) To help the aged, sick, helpless and indigent persons.

President  
1.13/2002

8602

20/2/02



- k) To alleviate the sufferings of animals, or other living creatures may be deemed appropriate.
- l) To engage and assist in such other philanthropic activities as may be deemed appropriate by the Governing Body of the Society.
- m) To collect donation and subscriptions for the purpose of the Society.
- n) To construct, maintain, improve, develop and alter any buildings, houses or other works necessary or convenient for the use of society.
- o) To do all such acts, deeds, matters and things as may be deemed incidental or conducive to the forgoing objects.

The incomes and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the object of the society and no portion thereof shall be paid to or divided amongst any of its members by way of profits.

4. The names, addresses and descriptions of the members of the Governing Body:

	<u>Name &amp; Address</u>	<u>Description</u>
a.	Somnath Pyne 25/2 Prince Golan Mhmd Shah Road, Kolkata 95	President
b.	Ayat Iyer 34/79, Sector I, Salt Lake, Kolkata 64	Vice - President
c.	Ranjana Sen 1/786, Block A, Lake Town, Kolkata 48	Secretary
d.	Sayantani Raychaudhuri 42/1, Chander Village Road, PO - Haridebpur, Kolkata 82	Treasurer
e.	Amritava Bhattacharya CS 8/3, Phase I, Golf Green, Kolkata 95	Asstt. Secretary
f.	Dr. Anitalba Sen 83/13 N K Ghosal Road, Kolkata 42	Member
g.	Mr. Rabindra Narayan Dutta KC 6, Aswini Nagar, Prasanna Kutir, Bagumti, Kolkata 59	Member





2/11/2002 = 1/11/2002

10 Rs.



5/11/2002

Contact is over  
regulation of municipal  
sanitation on 20/3/02

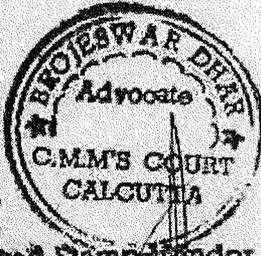
5/11

Head Office of District Collector &  
Muzaffarpur, Bihar, India



337223

Serial No. ....  
Paid to .....  
Address .....  
For .....  
C.M.M.'s Court  
A. P. Street Cal-1  
14 MAR 2002



Licensed Stamp Vendor  
C.M.M.'s Court  
A. P. Street, Cal-1

The West Bengal Societies Registration Act, 1961

REGULATIONS

of CONTACT <sup>Society</sup> BASE

CS 8/3, Phase I,  
Golf Green, Kalliat - 700 095

*Signe*

Unless the context otherwise requires words and expressions contained in these Regulations shall bear the same meaning as in the W.B. Societies Registration Act, 1961 or any statutory modification thereof.

MEMBERSHIP

REGISTRY OF SOCIETIES

06/03/02

No. 100231

1. Admission:

The Signatories to the Memorandum of Association and the office-bearers of the First Management Committee of the Society shall be first members of the Society.

It is noted here that the power to admit members is the sole and absolute power of the Management Committee and the Management Committee may refuse to admit any person as a member without assigning any reason therefor.

2. Types of Members:

There will be one category of membership, i.e., Individual Membership.

Members may become life members or associate members, to be renewed every two years.

Every member shall be liable to pay to the Society the appropriate sum of money as subscription as determined from time to time by the General Body.

3. Eligibility of Membership:

Anyone interested in the activities of the society may apply to be a member of this society.

4. Cessation of Membership:

Any member shall cease to be a member - (a) on the acceptance by the Management Committee of his/her resignation from membership, and (b) on his/her death.

5. Register of Members:

The Society shall maintain a Register of members containing the names, address and their occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

6. Rights and Obligations of Members:

i. Any member of the society has the right (a) to elect and to be elected in any election of the society (b) to submit suggestion for discussion to the Management Committee on any matter relating to society; (c) to inspect the accounts and the proceedings of the meetings of the society on appointment with the Secretary.

ii. Members shall have one vote each.

20/3/02

REGISTRY OF SOCIETIES



### GOVERNING BODY

There will be a Governing Body of the Society to be termed as Management Committee and will handle all matters connected with the Society.

The Management Committee will be constituted with Seven members, as mentioned in article (4) of the Memorandum of Association of the Society. Tenure of each Management Committee will ordinarily be for a period of one year.

### MEETING

1. A meeting of the Management Committee shall be held at least twice during a year at such place, date and time as the Chairperson may determine. Any three members of the Management Committee may requisition for a meeting and the Secretary shall summon the same within seven days in consultation with the Chairperson and failing which the Chairperson will do so provided no business other than specified in the notice shall be transacted at such meeting.

### NOTICE AND QUORUM

1. 7 days notice of the meeting specifying the place, time and the general nature of business to be transacted shall be given to every member of the Management Committee.
2. An Emergency meeting of the Management Committee may be called by the Chairperson on 24 hours notice on agenda of emergent nature.
3. For all meetings of the Management Committee, 3 members personally present shall constitute quorum and if there is no quorum within 30 minutes of the scheduled time, the meeting will be adjourned. The date, time and venue of the adjourned meeting with the same agenda will be decided before adjourning the meeting. No quorum will be necessary for holding the adjourned meeting.

### GENERAL ELECTION

1. The elected members of the Management Committee as mentioned earlier will be elected for a term of one year in an Annual General Meeting.
2. A member can get elected in the Management Committee for a maximum period of three consecutive terms.
2. Ninety (90) days before each election, a Nomination Committee will be formed by the Management Committee. The Nomination Committee will propose the nomination to the Management Committee, 30 days before the scheduled date of election. The nomination shall contain at least one name for each of the Vice-Chairperson, Secretary and Treasurer and may contain additional names for the members of the Management Committee. No name of any candidate shall be proposed without his/her prior consent. In case of nomination by petition, a candidate must submit his/her nomination along with signatures of seven valid members of the society, atleast twenty days before the scheduled date of election.
3. If election is necessary, the procedure of election will be decided by the Management Committee.

### PROCEDURE OF MEETING

1. The ~~Chairperson~~ <sup>President</sup> or in his absence the Vice-Chairperson shall preside over all meetings of the Management Committee and in their absence members present shall elect a ~~Chairperson~~ <sup>President</sup> of the meeting. All decisions taken in such meetings will be on the basis of the majority of the members present.

### POWER AND DUTIES OF THE MANAGEMENT COMMITTEE

1. The Management Committee shall have general power of supervision and conduct over all affairs of the society and in particular shall discharge the following duties:



12. (i) To appoint sub-committees with such powers and duties as may be considered necessary or expedient. (ii) To collect donation, subscription and assignment based payment or any fund to do developmental work for the purpose of the society as mentioned in articles (26) of the Memorandum of Association of the Society. (iii) To keep proper accounts of the society and to open bank accounts in the name of the society in one or more banks. The bank accounts should be operated jointly by any two of the following: ~~Chairman~~, Secretary, Treasurer or Asst Secretary of the Society. (iv) To elect not more than two members to the Management Committee. (v) To conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object. (vi) Casual vacancies, if any, will be filled up by the Management Committee.

#### SAFE CUSTODY OF PROPERTIES

1. The Management Committee shall be responsible for the safe custody of the funds, properties and assets of the society.
2. The funds of the society shall be kept in banks.

#### BOOKS OF ACCOUNT & INSPECTION

1. The books of account and other statutory books shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

#### ACCOUNTING YEAR

1. The accounting year of the society shall be from 1<sup>st</sup> day of April of each year to 31<sup>st</sup> day of March of following year.

#### GENERAL MEETING

1. Annual General Meeting:

- i. Notice: The Secretary shall annually call the Annual General Meeting within three months from the end of the last financial year giving at least 15 days' notice to all members. The notice shall contain the place, date, day, and time and agenda of the meeting.
- ii. Agenda: The business to be transacted at the A.G.M. shall be: (a) to confirm the minutes of the last A.G.M. and of special general meeting if any; (b) to adopt with or without modification the report of the working of the Society for the previous year; (c) to pass audited accounts of the Society for the previous year ended; (d) to appoint Auditor(s); (e) to transact such business as may be fixed by the Management Committee; (f) to transact such other business as may be brought forward by giving 45 days' previous notice from any member; (g) to conduct general election, if required.
- iii. Quorum of the meeting: ~~7~~ <sup>By 1/3rd</sup> members personally present at the commencement of the meeting shall constitute the quorum.
- iv. Manner and Method of Voting: The ~~Chairperson~~ <sup>President</sup> of the meeting shall decide the manner and method of voting, if required.

2. Special General Meeting:

- i. A Special General Meeting may be convened by the Management Committee. At least 14 days' notice shall be given to every member for such Special General Meeting.
- ii. Members may request the Management Committee for Special General meeting by placing a requisition signed by 7 members. In that case the Management Committee shall convene a Special General Meeting within a month from the receipt of such notice.



AMENDMENT OF MEMORANDUM & REGULATIONS

The Management Committee may propose amendment(s) to the Memorandum & Regulation of the Society in the form of an agenda item in an Annual General Meeting. The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions in an Annual General Meeting passed at the said Annual General Meeting.

DUTIES OF THE OFFICE BEARERS

1. ~~Chairperson~~ <sup>President</sup>: He/she shall (a) preside over all meetings of the Society; (b) advise the Secretary in any matter requiring urgent attention; (c) call emergent meeting.
2. Vice ~~Chairperson~~ <sup>President</sup>: He/she shall perform all the duties of the ~~Chairperson~~ <sup>President</sup> in case of absence of ~~Chairperson~~ <sup>President</sup>.
3. Secretary: He/she shall (a) convene meetings of the Society; (b) maintain minute books of all meetings; (c) issue general circular and notices; (d) receive all applications for membership which shall be placed before the Management Committee; (e) sign on behalf of the Society all receipts for all sums received as subscription or against any developmental work etc.; (f) get the signature and give pay order on all bills for payments; (g) get the accounts of the Society audited by a firm of Chartered Accountant; (h) ensure compliance with statutory requirements; (i) transact all other business subject to the direction of the Management Committee.
4. ~~Treasurer~~ <sup>Asst. Secretary</sup>: He/she shall assist the Secretary in his/her functions. He/she shall (a) collect and receive all sorts of subscriptions, donations and deposits of money and grant receipts thereof; (b) maintain and keep cash book and such other accounts as necessary; (c) prepare the budget in consultation with the Secretary for consideration of the Management Committee.

MAINTENANCE AND AUDIT OF ACCOUNTS

1. The Management Committee on behalf of the Society shall maintain books of accounts as required under Sec. 13(1) (a), (b) of the Act. The accounts for each financial year shall be audited by the auditor appointed for that financial year in the Annual General Meeting of the Society.

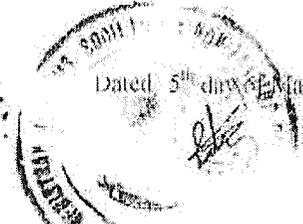
DISSOLUTION OF SOCIETY

1. Subject to the provisions of Sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4<sup>th</sup> members present at the Annual General Meeting or Special General Meeting of the Society. Upon dissolution of the CONTACT Society, the outstanding funds, properties and assets of the Society will be transferred to the MEDICAL BANK, A Unit of Hatkhola Institute, 7 Rasik Lal Ghosh Lane, Kolkata 5.

We, the undersigned members of the Management Committee of the Society, do hereby certify that the above is a true copy of the Rules and Regulations of Society.

Signature of three members of the Management Committee :

- |    |                        |           |                    |
|----|------------------------|-----------|--------------------|
| 1. | Soumash Pyne           | President | <i>[Signature]</i> |
| 2. | Ranjit Sen             | Secretary | <i>[Signature]</i> |
| 3. | Sayantani Raychandhuri | Treasurer | <i>[Signature]</i> |



*[Handwritten signature]*  
11.4.2002

Asst. Resident of Mem. Societies

... 267 of 20 Page 17  
... finally received  
... subject to the documents  
... being in order. Please  
... enquire after 15 days  
... not applicable to ...

**MULTIPLICATE CARBON RECEIPT BOOK**  
[Under Rule 277 (ii), (vi) and (xi) of the Bengal  
Practice and Procedure Manual]

Receipt No. 4426 Form - IV  
18-11-08  
Amount received— Carded Paper  
to— ITV  
Account—  
—  
Account—

Rs. 60 P. 00

(Signed in words)

Total 60/-  
The Registrar of Companies, Securities &  
Ben - Trading Corpn. West Bengal  
P - 17, India Exchange Place, Calcutta  
Tel: Market 16th Floor, Market

Signature of Receiving Officer

The public are warned that only printed and numbered receipts from the Official will be valid.

সতর্কতা—জনসাধারণকে সতর্ক করিয়া দেওয়া যাইতেছে যে কেবলমাত্র সরকারী  
ইহাতে ক্রমিক নম্বরযুক্ত প্রদত্ত বসিদিই গ্রাহ্য হইবে।

FORM IV  
(See rule 9)

FILING OF ALTERATION OF THE MEMORANDUM OR  
THE REGULATIONS BY A SOCIETY

The West Bengal Societies Registration Act, 1961

To  
The Registrar of Firms, Societies and Non-trading Corporations  
West Bengal

Dear Sir,

I submit herewith, pursuant to rule 9, the altered Memorandum/ Regulations along with a brief statement of alteration as given below :

Name of the Society **CONTACT BASE**  
Registration No. of the Society **S/IL/8602 of 2001-2002**

Description of alteration in Memorandum of Association

<u>Date of Alterations</u>	<u>Previous position</u>	<u>Altered position</u>
17-07-2008	None	p) To work for handicrafts, handloom, Khadi sectors and village industries
17-07-2008	None	q) To work for pro-poor growth, livelihood projects for the poor and for improving quality of life of poor and backward communities.
17-07-2008	None	r) To work for socio-economic development and well being of women and children

**CONTACT BASE**

*Ranjan Sen*  
President

**RANJAN SEN**  
**PRESIDENT**

Date : July 18, 2008

**CONTACT BASE**

*Ananya Bhattacharyya*  
Secretary

**ANANYA BHATTACHARYYA**  
**SECRETARY**

**CONTACT BASE**  
58/81 Prince Anwar Shah Road  
Kolkata 700 045

EXTRACTS FROM THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE MEMBERS OF CONTACT BASE HELD ON THURSDAY, THE 17TH JULY, 2008 AT 58/81 PRINCE ANWAR SHAH ROAD, KOLKATA 700 045 AT 4 P. M.

**ALTERATION OF MEMORANDUM OF ASSOCIATION OF THE SOCIETY**

RESOLVED THAT subject to the approval of the Registrar of Firms, Societies and Non-trading Corporations, West Bengal and the votes of three-fourths members of the Society, the Memorandum of Association of the Society are hereby altered by inserting and substituting the following Clauses :

**ALTERATION OF MEMORANDUM OF ASSOCIATION**

**After the existing Object Clause in page 2 under serial no.3.(b) the following Clauses numbered as p), q) and r) shall be inserted by the following :**

- p) To work for handicrafts, handloom, Khadi sectors and village industries.
- q) To work for pro-poor growth, livelihood projects for the poor and for improving quality of life of poor and backward communities.
- r) To work for socio-economic development and well being of women and children.

The above resolutions were put to vote on show of hands and were carried unanimously as special resolutions

Certified to be true extracts  
For CONTACT BASE

**CONTACT BASE**

*Ananya Bhattacharyya*

**Secretary**

**ANANYA BHATTACHARYYA  
SECRETARY**

Dated, the 18th July, 2008