



F. No. AAI/CHQ/COMML/DONATION-REVISED/2018

Dated: 08.08.2018

**NOTICE**

**SUBJECT: Inviting Comments/Inputs and Suggestions from the Stakeholders regarding revising Policy for Placement of Donation/Boxes at AAI airports.**

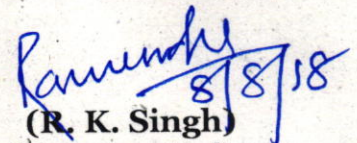
Airports Authority of India (AAI) is in process of revising policy for placement of Donation/Charity Boxes at AAI airports.

2. Before the revised policy is finalized, comments/inputs and suggestions are invited from all the stakeholders in the matter within a period of thirty (30) days from the date of notification in the website of AAI ([www.aai.aero](http://www.aai.aero)). Draft Revised policy can be downloaded from AAI's website under the link "Inviting Comments/Inputs and Suggestions from the Stakeholders regarding revising Policy for Placement of Donation/Boxes at AAI Airports".

3.1 The comments/inputs and suggestions received from the stakeholders, with proper justification, within the specified period will be considered by AAI before finalizing the revised policy. The comments may be furnished to the undersigned at the following address:

Room No.31, Ground Floor, C Block, Rajiv Gandhi Bhawan, New Delhi – 110003.

3.2 Soft copy of the same may be emailed at [edcoml@aai.aero](mailto:edcoml@aai.aero).

  
(R. K. Singh)

Executive Director(Commercial)  
Ph: 011-24649788

**AIRPORTS AUTHORITY OF INDIA**  
**CORPORATE HEADQUARTERS**

F. No. AAI/CHQ/COMML/DONATION-REVISED/2018

XX.08.2018

**COMMERCIAL INSTRUCTION NO. ..../2018**

This Instruction is issued for information, guidance and strict compliance.

2. This issues in supersession of Letter No. COM/936/I/99(pt) dated May 6/9, 2005 and revised vide letter no. OPS/714/Commercial/2014 dated 3.12.2015.

**(R. K. Singh)**  
**Executive Director (Commercial)**

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**POLICY GUIDELINES ON PLACEMENT OF DONATION/CHARITY BOXES**  
**AT AAI AIRPORTS**

1. **Eligibility:**

- (i) Internationally/nationally renowned organization and recognized charitable organization/trust for social/economic upliftment of under-privileged sections of society or for helping physically ill/mentally retarded patients or likewise other noble causes.
- (ii) The applying entity must submit audited financial statements of preceding 3 years.

2. **Registration:** Such organizations should be mandatorily registered under the Societies Registration Act, 1860 or any other relevant Act as per the law of the land.

3. **Self-Attested Documents:** Self-attested documents to be submitted by the agency(ies) and the responsibility for the authenticity of the documents submitted shall be of the submitting agency.

*Ramendra.*