

The logo of the All India Football Federation (AIFF) is positioned behind the title. It features a shield with a blue border, containing a soccer ball in the center. The word "INDIA" is written in blue capital letters above the ball. The shield is flanked by stylized green and yellow elements.

THE MA FINANCIAL ASSISTANCE SUPPORT PROGRAMME

Regulations and Guidelines

AIFF Financial Assistance Support Programme dedicated towards capacity building of
State or Union Territory Football Associations (MAs)

(Approved by the AIFF Executive Committee on 16th November, 2022)



Table of Contents

Introduction & Overview	-----	2
Objectives	-----	2
Scope of Application	-----	2
Responsibilities	-----	3
Financial Assistance Support Programme	-----	5
a. Financial Breakdown	-----	5
b. Release of Funds	-----	7
c. Eligibility Criteria	-----	7
d. Utilisation of Funds	-----	7
e. Misuse of Funds	-----	7
f. Tax and Duties	-----	8
Central Audit	-----	8
Annexures	-----	9





Introduction & Overview:

India being a country with a population of 1.41 billion spread across 3.28 million square kms faces a humongous challenge in its effort towards the promotion and development of football across the socio, economic and political diversities possessed in itself. The All India Football Federation (AIFF) as part of its responsibility towards the cause of the growth of the game in face of this challenge must consider the growth its member states in its stride for which capacity building of each of these State or Union Territory Football Associations (“MAs”) becomes imperative for the holistic growth. The AIFF along with its 36 (29 States and 7 Union Territories) MAs need to invest in the various operational and developmental aspects of the game, both financially and materially in a systemic and planned manner.

In view of the above, the AIFF has devised a Financial Assistance Support Programme (FASP) for the MAs focusing on the key areas of football operations and development to facilitate the strategic and long-term development of football in the country.

Objectives:

The MA Financial Assistance Support Programme is designed to help in the capacity building of each state and union territory through the provision of funding for activities or projects that stem from the key operational and developmental roots of Leagues and Competitions, Grassroots Development, Infrastructure Development, Football Promotions, Tools and Equipment access, Referees Development and Coaches Education. The objective of providing the said financial assistance is to engage the states in developmental work of football in a planned and strategic way aligning itself to the long-term strategic goals set by AIFF.

1. Scope of Application:

1.1. These regulations govern:

- i. The Operation of the Financial Assistance Support Programme (“FASP”)
- ii. The Rights, Duties and Obligations of all parties involved in the operation of the FASP.
- iii. The established criteria for receipt and utilization of funds.

1.2. These Regulations shall apply to all MAs that are compliant to its own Constitution, the AIFF Constitution and the applicable laws of the land and the game.

1.3. These Regulations and all related policies, directives, decisions, guidelines, and circulars issued by AIFF shall be binding upon all parties involved in the implementation of FASP.

1.4. Any rights and proprietary interests associated with FASP and its funding that are not granted by these regulations and/or any specific agreement to any MA and/or any third-party shall vest with the AIFF.



1.5. Any reference to the AIFC statutes and these regulations refers to those in force at the time of application. In case of any confusion, query in relation to any statute, the clarification provided by AIFC in such regard shall stand to be final and binding.

2. RESPONSIBILITIES

2.1. AIFC Development Committee

2.1.1. The AIFC Development Committee shall be responsible for and supervise the implementation of FASP and fulfil its rights and duties as they are established in the AIFC Constitution as well as in these Regulations.

2.1.2. The responsibilities of the AIFC Development Committee in relation to the MA, FASP include, but are not limited to:

a. Making all decisions relating to the eligibility of an MA to benefit and/or continue to benefit from the FASP based on the recommendation(s) of the AIFC General Secretariat and subject to the availability of budget.

b. Approving the allocation of the FASP, as well as determining the commencement date for the disbursement of the FASP fund, unless otherwise specified in these regulations.

c. Approving, reviewing, revising and amending the terms and/or format of FASP and/or the allocation of FASP Fund for any MA at any time during the programme cycle.

d. Deciding and/or amending the distribution ratio and schedule of disbursement of the FASP Fund; excluding any MA from the programme following a review and evaluation of the existing FASP and budget(s).

e. Excluding any MA from FASP upon the recommendation of the AIFC General Secretariat due to non-compliance with these Regulations, the AIFC statutes and/or any other applicable AIFC regulations and policies. Such recommendation of the AIFC General Secretariat shall be binding and final. Any MA will be excluded from the FASP if found to be debarred from organizing activities or running operations by AIFC, Court of Law or a body holding jurisdictional authority over it due to any contempt, non-compliance or legal issues.

f. Granting exemptions to these regulations upon the proposal of the AIFC General Secretariat and declaring cases of Force Majeure.

g. The AIFC Development Committee may delegate certain responsibilities to the AIFC General Secretariat in connection with these regulations.

2.2. AIFC General Secretariat

2.2.1. The AIFC General Secretariat acts as the secretariat of the AIFC Development Committee. It shall fulfil its rights and duties as they are established in these Regulations and shall also implement the decisions taken by the Committee.

2.2.2. The responsibilities of the AIFC General Secretariat include, but are not limited to:



- a. Making all necessary assessments and providing the AIFF Development Committee with recommendations relating to the eligibility of an MA to receive the benefit from the FASP.
- b. Making all necessary assessments and providing the AIFF Development Committee with recommendations to exclude any MA from the FASP.
- c. Proposing amendments to these regulations for the approval of the AIFF Development Committee.
- d. Undertaking all tasks to ensure the operation of FASP in compliance with these regulations, the AIFF Statutes and/or all other applicable and concerning regulations and policies.

2.3. MAs

2.3.1. Each MA shall undertake to:

- a. Fully comply with these regulations, the AIFF Statutes and all other applicable regulations and policies at all times.
- b. Provide the AIFF with all necessary information and supporting documentation relating to its eligibility for FASP.
- c. Provide the AIFF with all the necessary information and supporting documentation to conduct a Central Audit.
- d. Assist AIFF in monitoring and overseeing the operation of the FASP within its territory
- e. Immediately inform the AIFF General Secretariat of any challenges faced with respect to the implementation of FASP or of any revision to the approved budget.
- f. Utilize the FASP Fund solely for the activities proposed in the budget, as approved by the AIFF.
- g. Respect all applicable laws, including those relating to the confidentiality of data and privacy, and in particular, laws and rules on the preservation of human rights.
- h. Submit annual progress/activity reports and quarterly expenditure statements in the form provided by the AIFF. These reports must include details on progress and spending according to pre-defined objectives and the approved budget.
- i. As part of best practices, the MA shall have its annual accounts audited by a statutory auditor whose report shall be submitted to its General Body for approval and thereafter if required can be shared with AIFF. The statutory auditor, who must be certified by their respective national/local accounting body(ies), should be appointed by the State General Body and shall audit the accounts approved by the MA's Executive Committee in accordance with relevant auditing standards.
- j. It is recommended that the MA will have its participation in FASP and the concerning project or activities approved by its Executive Committee. As part of best practices, this may be noted in the relevant minutes of both meetings and submitted to the AIFF upon requirement and to any audit conducted on the instructions of the AIFF and/or pursuant to these regulations.



k. All records in regard to the financial expenses and utilization of funds have to be kept for any future audits from AIFF or any authorized third party.

l. For all activities conducted, facilities created or expenses met through the FASP, the AIFF branding and logos must be used by the MAs in line with the branding guidelines shared by AIFF.

3. Financial Assistance Support Programme (FASP):

3.1. Financial Breakdown:

Subject to compliance with these regulations, each MA may be provided with the following financial assistance:

3.1.1. A total FASP package of Rs. 24,00,000/- (Twenty four Lakhs) per annum to be given to each eligible and compliant MA. The FASP will be applicable from 19th September 2022 onwards.

3.1.2. 50% i.e., Rs. 12,00,000/- (Twelve Lakh Rupees) of the total FASP package per annum to be given to each MA is meant for the appointment and remuneration of a Technical Coordinator, Administrative Head and/or additional staff of the MA; The amount will be given to each MA through proportional distribution across the operational quarters marked through the budget and plan submitted to AIFF. The criteria for the appointment of the personnel in the two aforementioned positions can be found in Annexure-I.

3.1.3. The amount Rs. 12,00,000/- (Twelve Lakh Rupees) broken down to Rs. 1,00,000/- per month (over 12 months) is meant to be divided in a ratio of 1:1 with each personnel receiving a maximum remuneration of Rs. 50,000/- per month. However, if the MA wants, the ratio can be altered as per the needs, requirement and the socio-economic state of the territory as long as there is an appointment made for the positions of a Technical Coordinator and an Administrative Head. It is also to be noted that each of the positions of a Technical Coordinator and Administrative Head cannot be paid more than Rs. 50,000/- per month. If the remuneration for each of the positions is more than Rs. 50,000/- per month, then the rest of the amount will have to be funded by the MA at their own expense.

3.1.3. Candidates appointed as Technical Coordinator and Administrative Head will be required to sign a tri-partite agreement with the AIFF and the MA. (Candidate can be honorary/paid); Candidate appointment will be done through interviews conducted by the State GS/President/Deputy GS, AIFF SG/Deputy SG/President & Development Committee Chairperson/Deputy Chairperson

3.1.4. Additional staff if required, may be hired by the State FA within the allotted Rs. 1,00,000/- monthly subsidy given against the appointment of the Technical Coordinator & Administrative Head.

3.1.5. The rest 50% of the total FASP package will be meant for Football activities and promotion within a particular state. The break-up of the same is as follows:

a. Leagues and Competitions: A subsidy limit of Rs. 2,50,000/- per league to be given up to a maximum of Rs. 10,00,000/- for organizing a minimum of 4 (four) from the following competitions conducted as per the AIFF criteria and guidelines (mentioned in Annexure-II) - senior men's, senior women's and Youth leagues (U-13 to U-19) for boys and girls. If the state conducts less than 4 competitions from the ones highlighted



above then the financial assistance will be reduced accordingly – for example, if a state conducts only 2 competitions in a year, then the state will be eligible for financial assistance of up to Rs. 5,00,000/- only (i.e. Rs. 2,50,000/- x 2).

All leagues and competitions in the first season of the implementation of the programme (2022/23) organised from 19th September, 2022 only by each state will be eligible for the subsidy subject to submission of the duly filled application form, budget and activity plan and fulfilment of all criteria and guidelines. Leagues and Competitions organised and completed prior to the publication and release of the FASP regulations and guidelines will also be eligible for the subsidy as long as the start date of the same is not before 19th September and a copy of the attested event report, necessary forms along with total expense sheet with budget is in submission.

b. Grassroots Development: A subsidy limit of Rs. 1,00,000/- (one lakh) for Grassroots Development will be given to each MA. Financial assistance of up to Rs. 50,000/- (fifty thousand) will be given to each MA for conducting a minimum of 2 (two) AIFF Golden Baby Leagues (GBL) as per the latest regulations and guidelines of the AIFF GBL during the time or conduction of the same in the region and financial assistance of another Rs. 50,000/- (fifty thousand) for conducting a minimum of 2 (two) AIFF E-Certificate courses in a calendar year.

All AIFF Golden Baby Leagues organised in the first season of the implementation of the programme (2022/23) from 19th September, 2022 onwards only by each state will be eligible for the subsidy subject to submission of the duly filled application form, budget and activity plan and fulfilment of all criteria and guidelines. Baby leagues organised and completed prior to the publication and release of the FASP regulations and guidelines will also be eligible for the subsidy as long as the start date of the same is not before 19th September and a copy of the attested event report, necessary forms along with total expense sheet with budget is in submission.

c. Infrastructural Development: Financial Assistance of up to Rs. 1,20,000/- (one lakh and twenty thousand) against rent for office space for the State FA can be released, subject to the rent agreement being in the name of the State FA only and the same being produced to the concerned authority at AIFF. Every MA must have its exclusive office space to be eligible for the financial assistance under Infrastructural Development.

If an MA has its own office (not rented), then the amount of Rs. 1,20,000/- may be used for utility expenses that include (Electricity bill, Water, Telephone and Stationeries). It must be noted that all bills/invoices must be in the name of the MA. If there is any balance remaining from the Office rent or utility expenses for office, then the amount may be utilised for equipment access or purchase in addition to the dedicated allocated amount for it. It is also to be noted that for any remaining balance to be carried forward for equipment access, the office must be in the name of the MA.

d. Football Promotion: Financial Assistance of up to Rs. 60,000/- (sixty thousand) can be released for development of website and social media handles (including graphics) for MAs.

e. Equipment Access: Financial Assistance of up to 50,000/- (fifty thousand) against purchase of office/football equipment (e.g. laptop/desktop/scanner/projector/footballs, corner flags, substitution boards, goal nets, etc.) for MAs.

f. Referees Development: Financial Assistance of up to Rs. 50,000/- (fifty thousand) for development of referees in the region. A maximum limit of Rs. 25,000/- (twenty five thousand) can be granted for organization of AIFF CAT 5 referee courses and a limit of another 25,000/- (twenty five thousand) can be granted for referee upgradation courses in the region.



3.1.6. Although the total combined subsidy and assistance bundles may cross Rs. 12,00,000/- as above however, the said amount (Rs. 12,00,000) will remain the maximum ceiling for the financial assistance for football activities under the FASP.

3.2. Release of Funds:

3.2.1 The financial assistance to State FAs will be released in 3 tranches.

a. First instalment of 25% of the total amount as and when the financial utilisation plan and budget submitted by the MA is approved for the year and the Activity, Central audit report setting out the usage of the FASP and Utilisation Certificate of the previous year (if applicable) are submitted.

b. Second instalment of another 50% of the total amount post completion of the approved programmes proposed in the initial timeframe under the AIFF FASP subject to submission of activity report, self-declaration report and claim letter.

c. Last instalment of 25% after completion of all projects submitted for the year and submission of Utilization Certificate duly signed and authorised by the MA hired Chartered Accountant, Central Audit Report conducted by AIFF and the latest MA annual accounts audited by the statutory auditor and approved by the MA General Body.

3.3. Eligibility Criteria:

3.3.1. All MAs are eligible to receive the FASP fund as long as they are compliant to the rules and regulations established in this document.

3.3.2. Any suspended or non-compliant MA in regard to AIFF or its own constitution shall not be eligible to receive any benefits from the FASP unless the applicable suspensions and/or sanctions are lifted by AIFF and/or the relevant authorities.

3.4. Utilisation of Funds:

3.4.1. The utilisation of the funds will be monitored and checked as per the submission of budget and plan. There will be no post-facto approval of any budget that departs from the original budget or plan submitted while claiming the fund unless as mentioned under 3.1.5 (a) and (b). All funds distributed will be verified and checked through a central audit process.

3.5. Misuse of Funds:

3.5.1. If the AIFF General Secretariat deems that funds or other benefits in connection with the FASP have been misused, it may:

a) order the immediate suspension of any further disbursements of FASP or other benefits until further notice.

b) order a member of the AIFF General Secretariat or third party mandated by the AIFF to audit the MA, including undertaking a forensic audit. The MA concerned shall provide full access to relevant personnel,



accounts, contracts, meeting minutes, and all other relevant documents to enable such audits. Any such audits shall be conducted at the expense of AIFF.

3.6. Tax and Duties:

3.6.1. All MAs shall be responsible for the payment of all taxes, duties, and other charges payable in relation to the operation of the FASP in their territory (including receipt of and disbursement to third parties in relation to the Financial Assistance Support Programme Fund). The MA shall declare such items where applicable within their budget.

4. Central Audit:

4.1. For each financial year, the AIFF General Secretariat shall arrange for a Central Audit of a sample of 10 (ten) MAs benefiting from the FASP along with any accounts with discrepancies claimed by any entity deemed relevant by the AIFF.

4.2. The central auditor shall examine the relevant FASP Bank Account(s), beneficiary's statement of accounts (such as income and expenses) and conduct audit-related services and payment verification on the basis of the AIFF's instructions.

4.3. Each MA shall assist the AIFF by providing the following documents to conduct and complete the mandatory Central Audit within the first quarter of the financial year for the utilisation of the previous year's FASP Fund to ensure the timely release of the subsequent payments:

a. statement of accounts in the prescribed forms provided by the AIFF. The statement of accounts should detail all payments made utilising the FASP Fund and be supported by adequate evidence of the transactions (original copies of receipts, invoices, or bills)

b. bank account annual statements for the FASP funds if applicable, for the preceding year.

4.4. The AIFF General Secretariat may request the MAs to provide any additional evidence that it deems necessary in relation to the FASP Fund to facilitate with the Central Audit.

4.5. Any issues raised by the Central Audit must be resolved prior to the release or disbursement of the second payment.

4.6. All MAs must provide bank details of 1 (**one**) account only for transfer and management of FASP funds. Such account shall be for all purposes of this instant document be considered as the "Designated Bank Account". The Designated Bank Account must be in the name of the MA.

4.7. Internal audits done to produce Utilisation Certificate by each MA must be at the cost of the concerning MA.



Annexure-I

Eligibility Criteria for candidates to become Technical Coordinator and Administrative Head at an MA

MA Administrative Head:

1. Must be a resident of the state (Unless the specified criteria for recruitment is not met or found in candidates from the concerning State or UT).
2. Must be proficient in English, Hindi and the state vernacular in reading, speaking and writing as part of his communication skills.
3. Minimum Educational qualification of Bachelor's degree in any field (Sports Management preferred)
4. Work Experience in Football administration at State Associations, Professional Clubs or AIFF of at least 3 years.
5. Must have good knowledge of the domestic football structure and its areas of operations in the country (For eg. Coach Education, Grassroots, Youth Development, Leagues & Competitions etc.)
6. Good knowledge of Microsoft Office and other related Software applications on Windows based systems.
7. Ability to multi-task and prioritize projects.
8. Ability to complete complex administrative tasks with minimal supervision.
9. Must have clinical understanding and knowledge of financial management
10. Should be physically fit to travel domestically in various assignments as and when required.

N.B. The criteria on minimum education may not be essential for those candidates who are employed with the State for 3 years or more and are meeting all other criteria.

Candidates applying for the position cannot be part of any MA Standing or Executive Committee or its sub-committee.

MA Technical Coordinator:

1. Must be a resident of the state (Unless the specified criteria for recruitment is not met or found in candidates from the concerning State or UT).
2. Must be proficient in English, Hindi and the state vernacular in reading, speaking and writing as part of his communication skills.
3. Minimal Coaching Qualification of AFC B-Certificate; if no candidates fulfill the criteria then the situation can be referred to the Development Committee for a resolution on the matter.
4. Must have a minimum of five (5) years of coaching experience in Domestic State/National leagues at senior level; if no candidates fulfill the criteria, then the situation can be referred to the Development Committee for a resolution on the matter.
5. Must have good knowledge in Youth and Grassroots football management/development.
6. Must possess good knowledge of Microsoft Office and other related Software applications on Windows based systems.
7. Ability to multi-task and prioritize projects.



8. Should be physically fit to travel domestically in various assignments as and when required.

N.B. Candidates applying for the position cannot be part of any MA Standing or Executive Committee or its sub-committee.

Candidates who have applied for the position of Technical Coordinator cannot be part of the Executive Committee of the MA or its unit (District/Constituency/Club).





Annexure-II

1. Competition guidelines for State FAs to be eligible for the leagues & competition subsidy:

- a. For all age-groups and both genders, the minimum number of teams recommended will be between 6 to 8 for 2022/23 and 2023/24 seasons. The number of teams will be increased to 8-10 from 2024/25 season onwards. Leagues with more teams are always welcome for organisation of senior and youth leagues.
- b. Matches will be organised over double legs.
- c. All matches played must be in accordance to the Laws of the Game and must be on the AIFF Competition Management System (CMS).

The above regulations and guidelines supersede all prior established criteria and regulations.



**Annexure – III****AIFF MA Financial Assistance Support Programme****Application Form I - Football Operations and Development**Name of State or Union Territory Football Association (MA):

General Activity Heads	Budget (INR)
Leagues and Competitions	
Grassroots Development	
Office Rent	
Website Development Social Media	
Equipment Access	
Referees Development	
TOTAL BUDGET	

Leagues and Competitions

Leagues and Competitions	Budget (INR)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
TOTAL BUDGET	

Mention NA wherever non-applicable

Grassroots Development

Activities	Description	Budget (INR)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL BUDGET		

For AIFC E-Certificate courses, please attach information of proposed instructor also.



Office for Rent

Rent Agreement Attached (Yes/No): _____

Total Rent : _____ (INR)

Website and Social Media

Does the MA have its own website? (Yes/No): _____ (If yes, please mention the website URL)

Will the MA create or develop its own website? (Yes/No): _____

Does the association have its own social media handle on the following platforms?

a. Facebook (Yes/No): _____

b. Twitter (Yes/No): _____

c. Instagram (Yes/No): _____

Does the association intend to create handles with relevant graphics on the above platforms where it does not have any?

(Yes/No): _____

Total Budget: _____ (INR)



Equipment Access/Purchase

Equipment for Purchase	Costs (INR)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL BUDGET	

Referees Development

Courses	Details	Budget (INR)
TOTAL BUDGET		



MA Bank Account Detail for Fund transfer:

Name of Beneficiary: _____

Bank Name: _____

Bank Address: _____

Account no: _____

Account Type (Current/Savings/Fixed): _____

IFSC Code: _____

Declaration of Commitment

On behalf of our MA (State: _____), we hereby commit to the adherence of all applicable AIFC MA Financial Assistance Programme Regulations and Directives as issued/amended by the AIFC Development Committee.

Submitted by MA

President of MA

General Secretary of MA

Name: _____

Name: _____

Date: _____ (DD/MM/YYYY)

Date: _____ (DD/MM/YYYY)

Signature: _____

Signature: _____

(Association Seal/Stamp)



Annexure IV

AIFF MA Financial Assistance Support Programme

Application Form II - Recruitment of Human Resources

Name of State or Union Territory Football Association:

Appointment Positions to be filled and funded under the MA Financial Assistance Programme:

Administrative Head (Yes/No): _____; Annual Budget: _____ (INR)

Technical Coordinator (Yes/No): _____; Annual Budget: _____ (INR)

Other Positions (to be specified):

1. _____; Annual Budget: _____ (INR)

2. _____; Annual Budget: _____ (INR)

3. _____; Annual Budget: _____ (INR)

4. _____; Annual Budget: _____ (INR)

(Detailed copy of budget needs to be attached with the form, dated and signed by the authorised signatory)

If other positions are filled through the funds under Recruitment of Human Resources, then specify whether the following positions are 'Honorary' or 'Funded by other financial sources':

1. Technical Coordinator: _____

2. Administrative Head: _____

Specify the distribution of funds for the appointment in the following positions; Mention NA wherever non-applicable:

1. Technical Coordinator: _____ (INR per month)

2. Administrative Head: _____ (INR per month)

3. Other Positions:

a. Position: _____; Amount: _____ (INR per month)

b. Position: _____; Amount: _____ (INR per month)

c. Position: _____; Amount: _____ (INR per month)

d. Position: _____; Amount: _____ (INR per month)



Total Approved Budget (in figures): _____ (INR per annum) for financial year
_____ (YYYY/YY)

Documents to be attached:

1. Curricula Vitae of the all hired personnel (Yes/No): _____
2. PAN card of the hired personnel (Yes/No): _____
3. Aadhar of hired personnel (Yes/No): _____

MA Bank Account Detail for Fund transfer:

Name of Beneficiary: _____
Bank Name: _____
Bank Address: _____
Account no: _____
Account Type (Current/Savings/Fixed): _____
IFSC Code: _____

Declaration of Commitment

On behalf of our MA (State: _____), we hereby commit to the adherence of all applicable AIFF MA Financial Assistance Programme Regulations and Directives as issued/amended by the AIFF Development Committee.

Submitted by MA

President of MA

Name: _____

Date: _____ (DD/MM/YYYY)

Signature: _____

General Secretary of MA

Name: _____

Date: _____ (DD/MM/YYYY)

Signature: _____

(Association Seal/Stamp)



Annexure - V

AIFF MA Financial Assistance Support Programme

Form III - Activity Schedule (Football Operations and Development)

Name of State or Union Territory Football Association (MA):

Leagues and Competitions

Leagues and Competitions	Start Date (DD/MM/YY)	End Date (DD/MM/YY)

Please attach relevant supporting documents.

Grassroots Development

Activities	Start Date (DD/MM/YY)	End Date (DD/MM/YY)

Please attach relevant supporting documents.

Referees Development

Courses	Start Date (DD/MM/YY)	End Date (DD/MM/YY)

Please attach relevant supporting documents.



If activities have started from or after 19th September, 2022 and concluded by the time of application, please attach activity report signed by authorised signatory.

All activity reports should consist of information about the courses or activities conducted consisting of:

- a. Venue of the activity
- b. Name of Conductor/Organiser/Instructor (whichever applicable)
- c. Total Cost
- d. Declaration of the activity/course being under FASP and all costs being taken care of by the MA.

(Signature)
MA General Secretary



(Seal/Stamp of Association)

Date: _____ (DD/MM/YY)