

NGO REGISTRATION

12A and 80G Registration

Document Checklist for NGO Formation, Tax Exemption & Compliance

For obtaining income tax exemption (12A) for the NGO and enabling donors to claim tax deduction (80G).

Documents Required

- Certificate of Incorporation/Registration of the NGO (Trust/Society/Section 8 Company)
- PAN card of the NGO
- MOA/Trust Deed/By-laws of the NGO
- Details and PAN of all Trustees/Directors/Members
- Audited financial statements for the last 3 years (or since inception, if newer)
- List of activities/annual reports carried out by the NGO
- Bank account statement of the NGO
- Registered office address proof
- Details of donations received, if any

Note: The above list indicates commonly required documents. Additional documents may be requested by the Ministry of Corporate Affairs (MCA), Income Tax Department, FCRA Wing (Ministry of Home Affairs), Registrar of Societies or other regulators depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.