

NGO REGISTRATION

FCRA Registration

Document Checklist for NGO Formation, Tax Exemption & Compliance

For NGOs wishing to receive foreign contributions/donations, under the Foreign Contribution (Regulation) Act.

Documents Required

- Certificate of Incorporation/Registration of the NGO (must be at least 3 years old)
- PAN card of the NGO
- MOA/Trust Deed/Bye-laws of the NGO
- Audited financial statements for the last 3 years
- Details of activities carried out in the last 3 years (annual reports)
- PAN card and identity proof (Aadhaar) of all Key Functionaries/Office Bearers
- Passport-size photographs of Chief Functionary and Office Bearers
- Details of a designated FCRA bank account (SBI, New Delhi Main Branch)
- Registered office address proof
- Digital Signature Certificate (DSC) of the Chief Functionary

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.