

NGO REGISTRATION

NGO Accounting

Document Checklist for NGO Formation, Tax Exemption & Compliance

Professional assistance for NGO Accounting, covering eligibility review, document checklist, application preparation, filing coordination and follow-up support.

Documents Required

- Certificate of Incorporation/Registration of the NGO (Trust/Society/Section 8 Company)
- PAN card of the NGO
- Bank statements/passbook of the NGO for the accounting period
- Records of donations, grants and other receipts
- Records of expenses (vouchers, bills and invoices)
- Details of fixed assets held by the NGO
- MOA/Trust Deed/Bye-laws of the NGO
- Previous year's audited financial statements, if available
- Details of Trustees/Directors/Members authorised to operate accounts

Note: The above list indicates commonly required documents. Additional documents may be requested by the Income Tax Department, NITI Aayog (Darpan Portal), Registrar of Societies or other regulators depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.