

NGO REGISTRATION

NGO Project Report

Document Checklist for NGO Formation, Tax Exemption & Compliance

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

Documents Required

- Certificate of Incorporation/Registration of the NGO
- PAN card of the NGO
- MOA/Trust Deed/Bye-laws of the NGO (to confirm objects match the proposed project)
- Details of the proposed project (objectives, target beneficiaries, activities)
- Estimated project budget and cost breakup
- Timeline/duration of the proposed project
- Details of past projects executed by the NGO, if any (for track record)
- Details of funding source (self-funded, grant, CSR, government scheme, etc.)
- Registered office/project location address proof

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.