

NGO REGISTRATION

NGO Registration (Trust / Society / Section 8 Company)

Document Checklist for NGO Formation, Tax Exemption & Compliance

General documents required to set up an NGO, regardless of the structure chosen.

Documents Required

- PAN card and Aadhaar card / identity proof of all Founders, Trustees or Members
- Passport-size photographs of all Founders, Trustees or Members
- Address proof of all Founders, Trustees or Members (not older than 2 months)
- Registered office address proof of the NGO (utility bill/rent agreement)
- NOC from the property owner (if premises are rented)
- Draft objects/aims of the NGO (charitable purpose to be pursued)
- Proposed name of the NGO (for approval/uniqueness check)

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.