

NGO REGISTRATION

Section 8 Company Registration

Document Checklist for NGO Formation, Tax Exemption & Compliance

For registering a non-profit company under Section 8 of the Companies Act (minimum 2 Directors).

Documents Required

- PAN card and Aadhaar card / identity proof of all Directors and Members
- Passport-size photographs of all Directors
- Address proof of Directors (bank statement/utility bill, not older than 2 months)
- Digital Signature Certificate (DSC) for all Directors
- Director Identification Number (DIN), if already allotted
- Registered office address proof and NOC from landlord (if rented)
- Proposed company name options
- MOA (Form INC-13) and AOA stating the charitable objects
- Declaration of promoters and Directors (Form INC-14, INC-15)
- Projected income and expenditure statement for the next 3 years

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