

NGO REGISTRATION

Society Registration

Document Checklist for NGO Formation, Tax Exemption & Compliance

For registering a Society under the Societies Registration Act (minimum 7 members required).

Documents Required

- PAN card and Aadhaar card / identity proof of all Members (minimum 7)
- Passport-size photographs of all Members
- Address proof of all Members
- Memorandum of Association (MOA) of the Society with objects
- Rules and Regulations (Bye-laws) of the Society
- Registered office address proof and NOC from landlord (if rented)
- Proposed name of the Society (for approval)
- Minutes of the meeting where the decision to form the society was taken

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.