

Kunal Jain & Associates

(Chartered Accountant)

List of Documents Required For Registration

U/S 12A & 80G

- Dully filled in Form - 10A for registration u/s 12A registration;
- Dully filled in Form - 10G for registration u/s 80G registration;
- Registration Certificate and MOA /Trust Deed (two copies - self attested by NGO head);
- NOC from Landlord (where registered office is situated);
- Copy of PAN card of NGO;
- Electricity Bill / House tax Receipt /Water Bill (photocopy);
- Evidence of welfare activities carried out & Progress Report since inception or last 3 years;
- Books of Accounts, Balance Sheet & ITR (if any), since inception or last 3 years;
- List of donors along with their address and PAN;
- List of governing body I board of trustees members with their contact details;
- Original RC and MOA /Trust Deed for verification;
- Authority letter;
- Any other document I affidavit / undertaking I information asked by the Income Tax department.