

# Documents Required for NGO Registration in India: A Complete Guide



In India, **Non-Governmental Organizations (NGOs)** play a vital role in addressing social issues, supporting underprivileged communities, and contributing to development goals in education, health, environment, and other sectors. With India's growing emphasis on social entrepreneurship and impact-driven initiatives, more individuals and groups are coming forward to establish NGOs.

However, before you can start operations as an NGO, you must go through the legal process of registration. The registration process ensures that the organization is recognized by law, gains credibility, and can avail benefits such as tax exemptions, government grants, CSR funding, and foreign contributions.

One of the most important aspects of NGO registration is having the **correct set of documents**. Missing or incorrect documents can delay the process, or worse, result in rejection of the application.

This article provides a **detailed list of documents required for NGO registration in India**, along with explanations, tips, and FAQs to help you prepare a complete file before applying.

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## Types of NGO Registrations in India

Before we dive into the document checklist, it is important to understand that NGOs in India can be registered under three main laws:

1. **Trusts** – Registered under the Indian Trusts Act, 1882 (for charitable trusts).
2. **Societies** – Registered under the Societies Registration Act, 1860.
3. **Section 8 Companies** – Registered under the Companies Act, 2013 (for not-for-profit companies).

While the **core documents** required are similar, each type of registration has its own specific requirements. We'll cover the general documents first and then highlight any special requirements.

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## General Documents Required for NGO Registration

Below is the list of documents commonly required for NGO registration in India, regardless of whether you are forming a Trust, Society, or Section 8 Company.

### 1. Identity Proof of Members

Identity proof is mandatory for all founders, trustees, directors, or members of the governing body. The following are accepted:

- PAN Card (Permanent Account Number) – Mandatory in most cases.
- Aadhaar Card
- Passport (for foreign nationals or NRIs involved).
- Voter ID Card
- Driving License

👉 **Tip:** Ensure the identity proof is valid and not expired. PAN card is compulsory for Indian citizens.


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### 2. Address Proof of Members

In addition to identity proof, residential address proof of all members is needed. Accepted documents include:

- Aadhaar Card
- Passport
- Voter ID Card


- Utility Bills (Electricity, Water, Gas, or Telephone – not older than 2-3 months)
- Bank Statement with address

 **Tip:** If the present address does not match Aadhaar or PAN, submit a utility bill or bank statement.

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### 3. Passport Size Photographs


- Recent passport-size color photographs of all members are required.
- Usually, 2–4 copies per member are recommended.

 **Tip:** Keep both digital and printed copies handy.

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### 4. PAN Card of the NGO

Once registered, every NGO must have a separate PAN card in its own name. For application, the founding members' PAN cards are first required.


 **Tip:** Do not use a member's personal PAN for NGO activities. A separate PAN will be allotted to the NGO.

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### 5. Registered Office Address Proof

Every NGO must have a registered office address. You will need:

- Recent electricity bill, water bill, or property tax receipt of the office address.
- Rent Agreement (if the office is rented).
- NOC (No Objection Certificate) from the landlord if the office premises are rented.

 **Tip:** The address proof should clearly mention the complete address and must be recent (not older than 2-3 months).

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### 6. Memorandum of Association (MOA) & Rules/Bylaws

For **Societies and Trusts**, the MOA and Bylaws (or Trust Deed) must be drafted.

- MOA includes the objectives, scope, and governance of the NGO.

- Bylaws or rules specify how the organization will function, roles of members, and meeting procedures.

For a **Section 8 Company**, instead of MOA/Bylaws, you will need:


- Memorandum of Association (Form INC-13).
  - Articles of Association (AOA).
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## 7. Trust Deed / Constitution Documents

- For **Trusts**: Trust Deed signed on non-judicial stamp paper (value depends on the state).
  - For **Societies**: Memorandum of Association and Rules & Regulations signed by at least 7 members (in most states).
  - For **Section 8 Companies**: Application in prescribed MCA forms (INC-12, INC-13, SPICe+).
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## 8. Digital Signature Certificate (DSC)

- Required for directors in a Section 8 Company.
- Used for filing electronic forms with the Ministry of Corporate Affairs (MCA).

 **Tip:** At least 2 directors must have DSCs for online incorporation.

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## 9. Director Identification Number (DIN)

- Required for directors in Section 8 Companies.
  - Can be applied online along with company incorporation.
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## 10. NOC from Landlord

If the office premises are rented or leased, the landlord must issue a No Objection Certificate (NOC) allowing the use of the property as the registered office.

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## 11. Utility Bills of Office Address

Electricity or water bills (recent) must be submitted to prove the physical existence of the office.

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## **12. Financial Statements (Optional at Initial Stage)**

For new NGOs, financial statements are not needed at the registration stage. However, if an NGO is being re-registered or applying for special approvals (like 12A/80G or FCRA), financial records of the past 2–3 years may be required.

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## **Additional Documents for NGO Approvals and Benefits**

After registration, NGOs often apply for tax exemptions and funding approvals. Below are extra documents needed:

### **1. For 12A Registration (Income Tax Exemption):**

- NGO PAN Card
- Trust Deed/MOA & Rules
- Details of activities
- Bank statements and financial records

### **2. For 80G Registration (Donor Tax Benefits):**

- Copy of 12A certificate
- PAN and registration documents
- Activity reports and accounts

### **3. For FCRA Registration (Foreign Contribution):**

- Registration certificate of NGO
  - PAN, Aadhaar, identity proofs of key members
  - Bank account in a scheduled bank designated for FCRA funds
  - Past financial statements
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## **State-Wise Variations**

- **Trust Registration:** Requires fewer members (minimum 2 trustees).
- **Society Registration:** Generally needs 7 or more members.
- **Section 8 Company:** Requires at least 2 directors and 2 shareholders (can be the same individuals).

👉 Each state may have slightly different requirements for stamp duty (in case of Trusts) and formats of MOA/Bylaws.

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### Common Mistakes to Avoid

1. Submitting expired or mismatched documents (e.g., PAN vs Aadhaar address mismatch).
  2. Not attaching landlord's NOC with rental agreements.
  3. Incomplete or unsigned MOA/Bylaws.
  4. Using personal bank accounts instead of opening an NGO bank account.
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### Conclusion

Registering an NGO in India requires careful preparation of documents. From basic identity proofs like **PAN, Aadhaar, photographs, and address proofs**, to organization-level documents like **Trust Deed, MOA, and AOA**, every piece of paperwork is essential to establish legal credibility.

Once registered, NGOs can then apply for **12A, 80G, CSR partnerships, and FCRA registration** to expand their impact. Proper documentation not only ensures a smooth registration process but also builds trust with donors, government agencies, and beneficiaries.

If you're planning to start an NGO, take time to collect all required documents, double-check them for accuracy, and consult with professionals if needed. A well-prepared application can save months of delay and set the foundation for your organization's growth.

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