

Documents required for 80G and 12AA registration for an NGO:

1. Duly filled Form – 10A for **NGO registration** u/s 12A
2. Duly filled Form – 10G for registration u/s **80G**
3. Copy of PAN card in the name of the NGO.
4. Landlord NOC
5. Self-attested copies of the MOA /Trust Deed and Certificate of Registration and (two copies each).
6. Copy of utility bill (anyone from electricity Bill/House tax Receipt/ Water Bill).
7. Proof of welfare activities undertaken
8. Progress Report for the last 3 years or since inception
9. Balance sheet, ITR, and Books of Accounts, for the last 3 years or since inception
10. List of the Governing body members and their contact details.
11. List of the donors along with their PAN and address.
12. Any other undertaking/document/affidavit/ information may be required by the authorities.

Documentation for 12AA and 80G Registrations

Essential Documents for both 12AA and 80G Registrations

- Copy of PAN card of registered applicant NGO
- Certificate of Incorporation of NGO
- Trust Deed (in case, a Trust) or Memorandum of Understanding (MOA), Article of Association (AOA) of Company (in case, a Society/Section 8 Company)
- Complete list of welfare activities

Essential Documents ONLY for 12AA Registration

- A duly filled in form 10 A
- Consecutive 3 years Financial Statements (in case, the NGO is active prior to the FY when application of registration is submitted)

Essential Documents ONLY for 80G Registration

- Address proof of Registered Office of NGO
Note:
 - If you own the Registered Office, provide property papers.
 - If the Registered Office is rented/leased, legal agreement of the same.
- Utility bills, such as, Electricity bill, Telephone/Mobile bill, etc.

- List of donors along with their address and PAN
- List of governing board of trustee's members with their contact details

Documents Required for Income Tax Return

For Salaried Employees following are the documents required

- PAN
- Form-16 issued by the employer
- Month wise Salary Slips

For Capital Gains Income

- Purchase and Sale deeds of immovable property
- Contract note/ DEMAT account statement for securities sale/purchase
- Purchase and sale proof/receipts of all applicable capital assets

For Income from other Source

- Bank Statement/Passbook for Interest on a saving accounts.
- Interest Income statement for fixed deposits.
- TDS Certificate issued by bank and others.
- Dividend warrant in case of dividend income
- Rent agreement and TDS certificate (if applicable)
- Any other documentary proof (as applicable)

For Income from Business or Profession

- Balance Sheet
- Audit records (if applicable/mandatory)
- TDS certificates
- Income Tax payment (self- assessment tax/advance tax) challan copy.

Tax Saving Investments related documents

- Receipts of all the investments made (under PPF, NSC, ULIPS, ELSS, LIC) for tax saving under 80C
- Public Provident Fund passbook
- Receipt of Children's school tuition fees
- Receipt of Life Insurance Premium paid
- Receipt/Certificate of Principal repayment on home loan
- Stamp-Duty and Registration charges
- Mutual Fund Consolidated Account Statement
- Donation paid Receipt
- Fixed Deposits Receipt
- Receipt of Medical Insurance.

For HRA Exemption

- Rent paid receipt

For Tax deduction on Medical Expenses

- Bills of medical expenses incurred

For Leave Travel Allowance

- Applicable tickets and tickets purchase receipts.