**(Required document for new registration  of 12A /80G and renewal of 80G )**

1. Trust deed/ MOU
2. Society registration certificate /Trust registration certificate
3. List of governing body like president, vice-president etc,

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | designation | PAN No. | Aadhaar NO. | Mobile Number | Email id | Address |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Pan/Aadhar/Any ID proof of  All Board members/Trustee with mail ID and Phone Number
2. Previous registration certificate of 12A & 80 G form income tax
3. Last 3 year financial statement(Balance Sheet, income and expenditure, audit report-Form 10B ).
4. ITR
5. FCRA registration certificate
6. Darpan (niti ayaog) ID and Registration certificate if you have.
7. PAN card photo copy of the trust/society.
8. CSR-1
9. Income portal id and password

***Note:*** *The above document must be self certified by the president/Secretary or other governing body members*