

CHECKLIST FOR 12A AND 80G REGISTRATION – FOR PRIOR PERMISSION

- 1.** Certified copy of incorporation document of Trust/Societies (Byelaws/trust deed)
- 2.** Self-certified copy of the registration with Registrar of Companies or Registrar of Firms or societies or Registrar of Public Trusts
- 3.** Organization PAN Card
- 4.** Board Member's details
 - a. Name ,
 - b. Address
 - c. Date of Birth
 - d. Gender
 - e. Aadhaar Number
 - f. PAN number
 - g. Date of Joining for the board
 - h. Occupation
 - i. Education Qualification
 - j. Phone number
 - k. Email Id
- 5.** Annual financial statements for three preceding financial years (last 3 years),
- 6.** ITR and 10B for last three years
- 7.** Annual Report for three preceding financial years (last 3 years)
- 8.** Notes on the activities of the applicant trust or institution.
- 9.** DARPAN Registration Details
- 10.** Board minutes of the organization
- 11.** Address proof of the organization
- 12.** If the organization has FCRA registration – details of the registration