

## Documents required for 12A & 80 Registration

1. Self-Certified copy of order granting provisional registration u/s 12AB (Form No 10AC)
2. Self – Certified copy of the instrument creating the trust or establishing the institution:  
Bylaws/ trust deed
3. Self-certified copy of the registration of registrar of companies or register of firms and Societies or Registrar of Public Trust as the case may be.
4. Self-Certified copy of the documents evidencing adoption or modification of the objects if any.
5. Self-Certified copy of the bylaw amendment or trust deed amendment if any
6. Self-Certified copy of registration of Foreign Contribution (Regulation) Act , 2010 (42 of 2010)
7. The copies of the acknowledgement for having filled return of Income of the trust for the last three years/ since inception, whichever is later , along with the self-certified copies of the financial statement and its schedule ( Income & Expenditure A/c, Receipt & Payments , Balance Sheet ) and audit report in the form of 10B and Form No 10 if no return of income filled , reason for not filling the same
8. Provisional Financial statements for the current financial year
9. Details of the bank account held by the trust (Bank , Branch and account number )
10. Detailed note on activities of the trust /institutions since inception or for the last three years, which veer is later , along with the supporting documentary evidence i.e brochures , phots etc.
11. Date of commencement of activities
12. List of the trustees/governing body member with
  1. Name & Address, Pan , Phone no.
  2. Educational Qualifications, Occupations
  3. Employment during the last two years from the date of application
  4. Details of any other trust /society associated with as Trustee/Managing Committee member
13. Lease agreement or any other document evidencing the existence of the trust existing at the stated address
14. In case the trust /institution runs any educational institutions, permission , approval from the education department/university for running the same
15. Updated board minutes of the organization – Last three years
16. Cash book of the organization – last three years