



Presence : NCR | Ludhiana

## DOCUMENT CHECKLIST FOR **FORM-10A- FOR REGISTRATION UNDER SEC. 12/80G**

### DOCUMENTS REQUIRED FOR FORM-10A- FOR REGISTRATION UNDER SEC. 12/80G

SR. NO.	PARTICULARS
1.	PAN of Directors/ Key persons.
2.	Address of Directors/ Key persons.
3.	Mobile No. & email id of Directors/ Key persons.
4.	Details of assets & liabilities.
5.	Details of grant received, if any.
6.	Details of activities to be performed/Objects of the company.
7.	Self-certified copy of the document evidencing the creation of the trust, or establishment of the institution. (Trust Deed/ MOA or AOA of the company)
8.	Self-certified copy of registration with Registrar of Companies or Registrar of Firms and Societies or Registrar of Public Trusts, as the case may be.
9.	Self-certified copy of registration under Foreign Contribution (Regulation) Act, 2010, if the applicant is registered.
10.	Self-certified copy of existing order granting registration under section 80G of the Income-tax Act.
11.	Self-certified copies of the annual accounts.
12.	Whether the Non-Profit Organization registered on DARPAN Portal. If yes, Provide the details
13.	Rent Agreement , If Registered Office is taken on Rent by the Company
14.	Electricity Bill of the Registered Office (Not Older than 2 Months)