

DSSF - NGO Consultancy Service

Services and relevant documents required.

12A and 80G Registration

A) Income Tax Exemption and Rebate Certificate Registration Service

12 A Registration

The documents required for 12A Registration are:

1. Registration certificate
2. Memorandum of Association (MOA) / Trust Deed copy
3. Copy of PAN card of NGO
4. N.O.C. from Landlord where registered office is situated
5. Electricity bill / House tax Receipt /Water Bill (photocopy)
6. Social welfare activities carried out by the NGO and Progress Report as the
7. evidence since inception to application date or last 3 years if NGO is more than 3 years at the time of application
8. Books of Accounts, Audit Report, Balance Sheet and ITR (if any) since inception or last 3 years
9. List of donors along with their address and PAN cards.
10. List of Governing body/Board of Trustees with their contact details
11. Original Registration Certificate and MOA /Trust Deed for verification (Have to provide when it is required by the Income Tax Authority)
12. Authority letter in favor of Chief Functionary of NGO
13. Any other documents, proof of activities performed and affidavit / undertaking information that are asked by the Income Tax department after submitting the application for Registration when required.

The duly filled application form will be then submitted by us to the Income department of respective state. The concerned NGO then receives the notice for clarification which is received two or three months after the submission. The relevant reply to the clarifications is to be submitted to the Income Tax department by the associate consultant along with the supporting documents.

B) 80 G Registration

The documents required for 80 G are:

Dully filled in Form-10G for 80G registration

1. Copy of Memorandum of Association copy or Trust Deed copy.
2. Copy of the Registration Certificate of NGO for identification of and other certificate of there are any available.
3. If Trust is registered under Indian Trust Act then the Registration Certificate is the part of the Trust Deed only. No separate Registration of Trust is available or provided for the Trust that is registered under Trust Registration Act 1882.
4. PAN card copy of your NGO.
5. No Objection Certificate from the House owner where registered office of NGO is located.
6. Copy of Electricity Bill or Water Bill or House tax Receipt of the office place house.
7. Annual Reports or Evidence proof in reports of social welfare activities carried out by the NGO and Progress Reports since inception or during last 3 years if your NGO is 3 years old or more than that. Annual Reports are required for this.

8. Transaction detail in Accounts: Books of Accounts, Balance Sheet, Audit Reports and ITR (if ITR is submitting and available), since startup date or of last 3 years. Bank transaction details.

9. Information about Donors' along with their addresses and PAN card numbers.

10. List of members/directors/trustees of Governing body or Executive body and General Body/Board of Directors / Board of Trustees of NGO with their contact details. Copies of Adhar Card, PAN Card and other information is required as detail of the members.

11. Authorization letter in favor of Chief Functionary of the organization.

12. Any other document required including affidavit or undertaking information when that are asked by the concerned Income Tax Exemption Authority.

13. Material evidence proof of the activities programs of the organization if it is to be asked by the concerning Income Tax authority.

Self attested Copies of the documents are required signed by the Chief Functionary of the NGO.

After receiving the required documents and information our consultants prepare the application and fulfill the application form for 80 G. The application form are submitted at the concerned authority/place/website of Income Tax department. After one to three months the NGO can receive a notice for clarifications from the Income Tax department. The maximum time for 80G Registration process approval is 6 months.