DSSF - NGO Consultancy Service

Services and relevant documents required.

Darpan - NITI Ayog Registration

☑ Essential Documents for NITI Aayog Registration

1. **Registration Certificate:**
   - Trust: Certified copy of the Trust Deed.
   - Society: Certified copy of the Society Registration Certificate.
   - Section 8 Company: Certified copy of the Certificate of Incorporation, along with the Memorandum of Association (MOA) and Articles of Association (AOA).

2. **PAN Card of the Organization:**
   - A valid PAN card issued in the name of the organization

3. **PAN and Aadhaar Cards of Key Executive Members:**
   - Scanned copies of the PAN and Aadhaar cards of at least three key executive members (e.g., President, Secretary, Treasurer).

4. **Contact Information of Governing Body Members:**
   - Email addresses and mobile numbers of all members of the governing body for OTP validation.

5. **Detailed Note on Activities:**
   - A note detailing the activities your organization has undertaken and plans to undertake, including the states and districts of operation.

6. **Details of Government Funding:**
   - Information on all government funds received by the NGO in the last five years.

7. **Address Proof of the Organization:**
   - A document verifying the organization's address.

8. **FCRA Details (if applicable):**
   - If your organization is registered under the Foreign Contribution (Regulation) Act, provide the FCRA registration details.

📋 Additional Documents (if applicable)

1. **Bylaws of the Organization:**
   - If not included in the MOA, provide a certified copy of the bylaws.ngodarpan.gov.in

2. **Objectives of the Organization:**
   - A document outlining the objectives of your organization, if not mentioned in the MOA.ngodarpan.gov.in

3. **Certified List of Governing Body Members:**
   - A certified list of current governing body members, if not included in the MOA.ngodarpan.gov.in

4. **Latest Resolution Copy:**
   - A copy of the latest resolution passed by the governing body, if applicable.ngodarpan.gov.in

📝 Document Preparation Tips

1. **Format:** Ensure all documents are scanned in PDF format.

2. **Size:** Each file should be less than 2 MB.

3. **Language:** Documents in vernacular languages should be translated into Hindi or English and duly attested by the head of the organization.ngodarpan.gov.in+2ngopartner.co.in+2Ebizfiling+2ngodarpan.gov.in

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◎ Registration Process

1. **Visit the NGO Darpan Portal:**
   - Go to https://ngodarpan.gov.in.ngodarpan.gov.in+4taxwink.com+4ngodarpan.gov.in+4

2. **Sign Up:**
   - Create a new account by providing the NGO's name, contact person's information, and email address.taxwink.com

3. **OTP Validation:**
   - Validate the mobile number and email ID of the NGO through OTP.taxwink.com+1ngochrome.com+1

4. **Submit NGO Details:**
   - Log in and submit details like PAN, address, registration details, FCRA details, and information about the executive committee.taxwink.com+1TaxGuru+1

5. **Verification:**
   - The NGO Darpan Portal Administrator will verify the submitted documents.Setindiabiz+6taxwink.com+6ngodarpan.gov.in+6

6. **Issuance of Unique ID:**
   - After verification, a Unique ID will be granted to the NGO.Ebizfiling+4taxwink.com+4SetupFiling.in+4