

DSSF - NGO Consultancy Service

Services and relevant documents required.

CSR-1 Registration Documents Required :

Here's a comprehensive list of documents you'll need to prepare

1. **PAN Card of the Organization**
 - A copy of the Permanent Account Number (PAN) card of the NGO, Trust, or Section 8 Company. [Tax Guru](#)
2. **Registration Certificate**
 - For a Trust: Copy of the Trust Deed.
 - For a Society: Copy of the Registration Certificate under the Societies Registration Act.
 - For a Section 8 Company: Certificate of Incorporation under the Companies Act, 2013. [Professional Utilities+2complianceease.in+2Compliance Calendar LLP+2ngoportal.in](#)
3. **12A and 80G Registration Certificates**
 - Copies of the registration certificates under sections 12A and 80G of the Income Tax Act, 1961, which are mandatory for tax exemptions and eligibility for CSR funding. [Compliance Calendar LLP+7Estart India+7Professional Utilities+7](#)
4. **Digital Signature Certificate (DSC)**
 - A valid DSC of the authorized signatory (e.g., Chairperson, Secretary, or Director) of the organization. [complianceease.in](#)
5. **PAN and DSC of the Authorized Signatory**
 - A copy of the PAN card and DSC of the individual authorized to sign and file the CSR-1 form. [Professional Utilities+5Compliance Calendar LLP+5complianceease.in+5](#)
6. **Details of Governing Body Members**
 - Names, designations, and contact details (email and mobile number) of all trustees, directors, or office bearers. [Compliance Calendar LLP](#)
7. **Authorization Letter**
 - A board resolution or consent letter authorizing the person to sign and file the CSR-1 form on behalf of the organization. [ngoportal.in+6Compliance Calendar LLP+6taxwink.com+6](#)
8. **Digital Signature Certificate (DSC) of the Certifying Professional**
 - DSC of a practicing Chartered Accountant (CA), Company Secretary (CS), or Cost Accountant (CMA) who will certify the CSR-1 form. [agarwaljetley.com+7Compliance Calendar LLP+7taxwink.com+7](#)
9. **Engagement Letter**
 - An engagement letter from the certifying professional (CA/CS/CMA) confirming their role in certifying the CSR-1 form. [Compliance Calendar LLP](#)
10. **Email ID and Mobile Number**
 - Valid email ID and mobile number of the authorized signatory for OTP verification during the filing process.

Filing Process for CSR-1

1. **Download e Form CSR-1**
 - Visit the [MCA portal](#) and download the e Form CSR-1. [taxwink.com+5complianceease.in+5Compliance Calendar LLP+5](#)
2. **Fill in the Form**
 - Complete the form with accurate details of the organization and its governing body members.

3. Attach Required Documents

- Upload the scanned copies of all the documents listed above.

4. Digital Signatures

- Ensure the form is digitally signed by the authorized signatory of the organization and the certifying professional.

5. Submit the Form

- Submit the completed form on the MCA portal. [agarwaljetley.com+5Estart India+5Compliance Calendar LLP+5](https://www.agarwaljetley.com+5Estart+5India+5Compliance+5Calendar+5LLP+5)

6. Obtain CSR Registration Number

- Upon successful submission and verification, the MCA will issue a unique CSR Registration Number (CRN) to your organization.